

EFFECTIVE DATE: 10/98	DEPARTMENT OF PHARMACY POLICY & PROCEDURE	SECTION: Operations
REVIEW DATE: 4/05		Page 1 of 1
<u>DISPENSING MEDICATIONS</u>		

POLICY

All medications to be administered at The University of Kansas Hospital will be dispensed from the inpatient pharmacy.

PROCEDURES

- I. All medications prepared and dispensed from the inpatient pharmacy will be identified by the drug's non-proprietary (generic name).
- II. Preparation and dispensing of medications from the inpatient pharmacy will be in a manner consistent with all applicable state and federal laws and regulations.
- III. All pharmacy technicians and interns will work under the direct supervision of a licensed pharmacist.
 - A. Orders for medications are received in the pharmacy via an electronic order management system using scanned documents from the nursing units.
 - B. Following pharmacist verification of the medication order, the drug will either be available on the floor in the Pyxis[®] machine or a dose will be sent to the nursing unit from the pharmacy.
 - C. For doses that are sent from the pharmacy:
 - a) A label for the medication will print in the central pharmacy and be filled.
 - b) A pharmacist will check the medication against the drug label. Once checked, the medication will be delivered per delivery procedure.
- IV. A pharmacist indicating that the medication and the label have been checked will initial all labeled medications dispensed from the inpatient pharmacy.
- V. Medications dispensed from the inpatient pharmacy will be delivered to the nursing floors at regularly scheduled intervals.
- VI. Selected medications for neonates are dispensed using a cart-fill method. Two pharmacists check the neonatal cart prior to delivery.
- VII. Pharmacy will utilize the unit dose system as the primary method of drug distribution and control within the hospital. Medications will be dispensed to all areas within the hospital in a ready-to-use form whenever possible.
 - A. When processing orders for oral solid dosage forms, the pharmacy will dispense medications in unit dose packages. For drugs commercially available only in bulk containers, the pharmacy will transfer the medication into unit dose packages.
 - B. When processing orders for liquid dosage forms, the pharmacy will dispense exact doses in unit dose containers (e.g. unit dose cups, syringes, etc.).
 - C. When a drug is not dispensed in a unit dose form, the pharmacist will ensure that the dose to be used is properly noted in the dosage field of the label.

RESPONSIBLE FOR REVIEW: Director of Pharmacy



Director of Pharmacy