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| EFFECTIVE DATE: 10/98 | DEPARTMENT OF PHARMACY POLICY & PROCEDURE | SECTION: Storage |
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| <u>INSPECTION OF DRUG STORAGE AREAS</u> | | |

POLICY

The Department of Pharmacy shall be responsible for performing scheduled audits (i.e., area inspection or unit review) of all medication storage areas in hospital-owned clinics, procedure areas, and nursing units. Inspections are intended to ensure that all medication storage areas are safe, clean, well organized and free of all expired or otherwise unusable medications.

PROCEDURE

1. Responsibilities
 - a) The Director of Pharmacy or his/her designee will maintain a list of all areas of drug storage throughout the hospital and the department personnel responsible for each area. A pharmacy staff member (e.g., intern or resident) will perform and document the area inspection using the 'Unit Review Inspection Form'. The review will be completed no less than once per month for areas with an automated dispensing machine (Pyxis[®]) and once per quarter for non-Pyxis[®] areas. The staff member will sign the form and forward to the appropriate pharmacist (e.g., administrative resident) to co-sign. The pharmacist shall be responsible for ensuring that the unit review is completed in accordance with this policy. The individual conducting the inspection or a pharmacy administrator is responsible for communicating any deficiencies to the nurse manager of the area.
2. Medications stored in Pyxis[®]
 - a) Expiration dates of medications stored in Pyxis[®] will be monitored via the 'Outdate Tracking' function of Pyxis[®]. Using this function, the reviewer will generate a report of all medications due to expire within the next thirty days for a given Pyxis[®] station. Pockets containing these medications will be accessed and inspected during the review by selecting the 'Outdate' icon on the Pyxis[®] Main Menu. Any items due to expire should be returned to the expired bin in the Inpatient Pharmacy.
 - b) The Pyxis[®] station must be inspected for overall cleanliness and organization, to include the following:
 - i) The surface should be free of clutter
 - ii) Matrix drawers and shelf areas should be in good condition, with a quantity of dividers sufficient to provide adequate separation of medications
 - iii) Printer is loaded with a roll of paper
 - iv) Internal return bin has been emptied
 - v) All pockets must contain no more than one type of medication
3. Refrigerators
 - a) Refrigerators containing medications must be checked to ensure that they have a working thermometer with the alarm switch set to the 'ON' position. The refrigerator temperature should be between 2-8°C. If not already visible, the thermometer range can be displayed by touching the 'MODE' button.
 - b) No foods, beverages, or culture media are to be stored with medications (e.g., not within the same refrigerator, drawer, cabinet, etc.). The pharmacist responsible for the unit or the administrative resident should alert the nurse manager to the presence of any such items and arrange for their removal.

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- c) All non-Pyxis[®] refrigerated medications must be checked manually during the monthly inspection. The following items will be returned to the inpatient pharmacy to prevent distribution:
 - i) Expired medications
 - ii) Any open single-dose or unlabeled multi-dose vial
 - iii) Any drug in a container with an illegible or missing label
 - d) The outside of the refrigerator should be checked for appropriate signage (e.g., 'Medications Only' and alarm response instructions).
4. Miscellaneous
- a) Medications not stored in Pyxis[®] or a refrigerator must be secure, appropriately labeled, and checked for outdating and signs of contamination during the review.
 - b) All medication-related references must be current and in legible condition.
 - c) 'Code Blue' carts and any auxiliary boxes, when present, should be checked to ensure that medications stored within the cart or box are secure and in date.

RESPONSIBLE FOR REVIEW: Assistant Director of Pharmacy



DIRECTOR OF PHARMACY