

EFFECTIVE DATE: 10/98	<u>DEPARTMENT OF PHARMACY</u>	SECTION: Operations
REVIEW DATE: 4/05		POLICY & PROCEDURE
<u>MISSING DOSES AND TITRATABLE DRIPS</u>		

POLICY

Missing Doses and Titratable Drips will be identified/requested by the use of the Missing Dose and Titratable Drip Request Form. This form should be scanned to the inpatient pharmacy in order for the request to be processed.

PROCEDURE

- I. When a missing dose is identified or a titratable drip is needed, the nurse must place the request on the Missing Dose and Titratable Drip Request Form.
- II. Information that must be identified on the Missing Dose and Titratable Drip Request Form:
 - A. Unit the Form was faxed from
 - B. Patient's label and room number
 - C. Medication missing or drip needed
 - D. Information about the request – identifying if the Pyxis machine is empty, medication not on Pyxis profile, not in the refrigerator, delivery bin, or patient's drawer, etc.
 - E. Time the missing medication or drip is due
 - F. Name of the nurse requesting the order
- III. Upon receipt of the Form, a pharmacy technician or a registered pharmacist will attempt to determine why the medication is missing and will send the missing dose or titratable drip to the appropriate floor within either the time frame designated on the Missing Dose Form or based on the standard turn-around time set by hospital policy.

RESPONSIBLE FOR REVIEW: Director of Pharmacy



Director of Pharmacy