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<u>Operating Room Pharmacy Policy and Procedures</u>		

Policy:

The Operating Room Pharmacy (O.R. Pharmacy) is located on the second floor within the Operating Room, adjacent to Operating Rooms 6 and 7. The O.R. Pharmacy provides a wide range of comprehensive pharmaceutical services to the 2nd floor operating rooms, the Burn Unit operating room, the preoperative area, the post operative area, the perfusion areas, same day surgery area, and CV holding. Anesthesia needs for Labor and Delivery (LDR) are also provided. Dispensing services include all anesthesia medications, controlled substances, IV admixtures, fluids, and syringes. Medications will be dispensed primarily via a tray distribution system. All controlled substances shall exist in locked storage provided by the O.R. Pharmacy staff and will be dispensed using a narcotic pack system.

Procedures:

- I. HOURS OF BUSINESS
 - A. Monday through Friday, excluding holidays, the O.R. Pharmacy will open at 0600 and remain open until 1800. A pharmacist and technician work 0530-1400 and another pharmacist and technician work from 0930-1800. This allows an overlap of four hours for both pharmacists and technicians. An additional technician works 0730-1600. Each O.R. employee will receive a 30 minute break away from the O.R. work area.
 - B. ACCESS TO THE PHARMACY AFTER HOURS-The pharmacy will have its own lock and key system with an additional key located in the Central Pharmacy Command Center.
- II. DRESS CODE RELATING TO THE OR PHARMACY AREA
 - A. Pharmacists and technicians will abide by the O.R. policies and procedures relating to dress code.
- III. PARENTERAL PREPARATIONS
 - A. All aseptic technique processes and departmental IV admixture procedures will be followed in the preparation of parenterals in the O.R. Pharmacy Satellite. The O.R. Pharmacy will be responsible for the manufacturing of syringes needed for anesthesia trays. Standard syringes located in the anesthesia trays and narcotic packs will include:

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- | | | | |
|----|-----------------|----------|------|
| 1. | Phenylephrine | 0.1mg/mL | 10mL |
| 2. | Ephedrine | 10mg/mL | 5mL |
| 3. | Lidocaine | 20mg/mL | 10mL |
| 4. | Succinylcholine | 20mg/mL | 10mL |

B. All medications will be prepared by the O.R. pharmacy using aseptic technique in a laminar air flow hood.

IV. ANESTHESIA TRAY DISTRIBUTION OF THE OR PHARMACY SATELLITE

A. Throughout the day, anesthesia trays will be dispensed to the appropriate O.R. personnel. Emergency anesthesia trays will be replaced in the O.R. rooms by pharmacy personnel on a needed basis.

B. TRAY DISTRIBUTION-Types of trays available for anesthesia use:

1. Standard anesthesia tray
2. Emergency anesthesia tray
3. Liver/Trauma anesthesia tray
4. CABG/CV anesthesia tray
5. CV Emergency drip tray
6. Local/Block Kit
7. Intubation Kit
8. Kidney Tray
9. Labor and Delivery Standard Tray
10. LDR Emergency tray
11. C-Section Kit
12. Labor Kit
13. Perfusion tray

Anesthesia medication trays are dispensed one case at a time. Once obtained from the pharmacy, the standard anesthesia tray is stored in the anesthesia cart in the O.R. room throughout the surgical procedure. This tray is exchanged with each new case and is patient specific. Additional needed medications can be obtained from O.R. pharmacy personnel as needed. Each tray will contain, in addition to medications, a charge card. Patient labels are affixed to this card and used to track IV fluid and anesthetic gas billing and room stock charges. The card remains with the anesthesia tray and is marked to verify drug administration. These are available from PYXIS® after hours.

In addition to the standard anesthesia trays, each O.R. room is stocked with

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an emergency tray. The emergency tray also contains a charge card for a patient label and is stored in the anesthesia cart. This tray is only removed and exchanged if entered.

The O.R. Pharmacy supplies a Liver/Trauma tray for emergency and transplant purposes. These trays are available as needed from the O.R. Pharmacy and are also available from the PYXIS® after hours.

The O.R. Pharmacy supplies a CABG/CV tray and a CV Emergency Drip Tray for cardiovascular case purposes. These trays are available as needed from the O.R. Pharmacy and are also available from the PYXIS® after hours.

The O.R. Pharmacy supplies a Perfusion tray for all CV cases requiring a perfusionist. The trays are available from the O.R. Pharmacy during regular hours and from the secured Perfusionist office after hours.


The O.R. Pharmacy supplies Local/Block kits. These kits are available as needed from the O.R. Pharmacy and are also available from the PYXIS® after hours.

The O.R Pharmacy supplies Kidney trays for kidney transplants that occur after hours. This tray consists of all medications needed by anesthesia for a kidney transplant, and available from PYXIS® after hours.

The O.R. Pharmacy supplies Intubation kits in the anesthesia Workroom PYXIS®, MICU PYXIS®, Emergency Department (ED) PYXIS®, and the Trauma Room PYXIS® in the ED. Anesthesia will also carry a kit in their emergency bag. The OR Pharmacy staff is responsible for refilling each PYXIS® station with Intubation Kits.

The O.R. Pharmacy also supplies kits and trays for anesthesia needs for Labor and Delivery (LDR). All kits will be found in the LDR PYXIS® and Mother/Baby (MB) PYXIS®. Trays and kits used in LDR should be returned to the LDR PYXIS® or the MB PYXIS®. The OR Pharmacy staff is responsible for refilling each PYXIS® station with the appropriate kits and/or tray.

C. TRAY RETURN -When the operative procedure is finished, the anesthesia

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tray(s) is(are) returned to the O.R. Pharmacy by the O.R. room turnover crew or anesthesia personnel. Returned trays should not contain needles. A charge is generated if a vial, ampoule, syringe, or bottle is missing, opened, or partially used. All medications, including multi-dose vials, will be used on one patient and then discarded. Upon return to the O.R. Pharmacy, the tray is cleaned, as appropriate, and refilled to par levels in preparation for re-dispensing.

- D. AFTER HOURS DISTRIBUTION OF O.R. ANESTHESIA TRAYS-The PYXIS[®] system will contain O.R. anesthesia standard and emergency trays for "after hours" use. The trays are listed in the PYXIS[®] index under the entries "Tray Standard," "Tray Emergency," "Tray Liver/Trauma," "Tray CABG/CV" and "Block/Local Kit." Anesthesia personnel should only withdraw trays for surgical procedures. If an emergency tray is entered for use after hours, anesthesia personnel are to replace the tray with an emergency tray from PYXIS[®] stock.
 - E. AFTER HOURS RETURN OF O.R. ANESTHESIA TRAYS-After hours, anesthesia personnel return used anesthesia trays/kits to the Anesthesia Workroom PYXIS[®]. Trays/Kits are RETURNED to the entry in the index of the PYXIS[®] entitled "Tray/Kit Return."
- V. NARCOTIC PACK DISTRIBUTION
- A. Narcotics are dispensed via a narcotic pack distribution system. A standard narcotic pack is checked out for each surgical case and consists of 1-fentanyl 250mcg/5ml ampoule, 1-midazolam-2mg/2ml vial, and an O.R. CONTROLLED SUBSTANCE FORM. A separate Heart Narcotic pack can also be obtained from the O.R. Pharmacy. It contains 1-fentanyl 1000mcg/20ml ampule, 2-fentanyl 500mcg/10ml ampules, 2-midazolam 10mg/2ml vials, and a CONTROLLED SUBSTANCE FORM. Anesthesia personnel, licensed to handle narcotics, obtain controlled substances from the O.R. Pharmacy, one case at a time. Both anesthesia personnel and pharmacy personnel sign the O.R. CONTROLLED SUBSTANCE FORM upon medication transfer. At this time, the narcotic pack number is transcribed on the O.R. CONTROLLED SUBSTANCE FORM. Once the narcotic pack is dispensed, the O.R. CONTROLLED SUBSTANCE FORM remains in the O.R. pharmacy. Different narcotics or additional units may be obtained from the O.R. Pharmacy initially or during cases. During cases, these additions are brought to the O.R. room by pharmacy and are recorded on the O.R. CONTROLLED SUBSTANCE FORM by pharmacy and anesthesia staff.

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- B. NARCOTIC PACK RETURN–Personnel who initially checked out the narcotic pack from the pharmacy, will return all unused narcotics, opened and unopened, to the O.R. Pharmacy. Returned narcotic packs should not contain needles. Upon return to the pharmacy, anesthesia and pharmacy will reconcile and document, on the O.R. CONTROLLED SUBSTANCE FORM, the recorded usage against that which was checked out from the O.R. Pharmacy. Pharmacy staff will witness and waste all controlled substances that are returned to the O.R. Pharmacy. Should a discrepancy occur, the problem is resolved immediately with proper documentation on the original anesthesia record as well as on the O.R. CONTROLLED SUBSTANCE FORM.
- C. AFTER HOURS DISTRIBUTION OF CONTROLLED SUBSTANCES-When the O.R. Pharmacy is closed, a registered nurse or licensed anesthesia personnel assigned to the O.R. can acquire narcotics from the PYXIS® or from the Central Pharmacy. There is an entry in the index of the PYXIS® entitled “Narcotic Pack.” Narcotic packs are checked out to the appropriate patient name and not to fictitious patients such as "Doe". If a patient is not in the PYXIS® they are to be manually entered using the financial number and full last and first name. Additional narcotics, beyond those found in the narcotic packs, may be checked out individually to a patient as needed.
- D. AFTER HOURS NARCOTIC PACK RETURN- If a case continues past O.R. Pharmacy satellite hours, the pharmacy will leave the O.R. CONTROLLED SUBSTANCE FORM and a numbered security bag with the anesthesia staff assigned to the case prior to leaving for the day. For all cases ending after hours, all narcotic wastage and return amounts used during the case are filled out on the O.R. CONTROLLED SUBSTANCE FORM prior to the form's return to PYXIS® with the narcotic pack. The bubble bag, the completed O.R. CONTROLLED SUBSTANCE FORM, all unused medications, and medication wastage are placed inside the supplied security bag, sealed, and returned to the PYXIS®. Packs are RETURNED to the entry in the index of the PYXIS® entitled “Narcotic Pack Return.”
- E. NARCOTIC DISCREPANCY - Any discrepancies in documentation will be investigated by the O.R. Pharmacist. All unresolved discrepancies will be documented on a Controlled Substance Discrepancy Form and reported Anesthesia and the Assistant Director of Pharmacy.

VI. MEDICATION REQUESTS AND RETURNS

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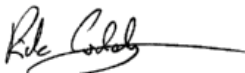
- A. Nursing and anesthesia staff may request medications, in addition to the trays and narcotic packs, by calling or coming to the O.R. pharmacy during satellite hours. Pharmacy staff will deliver medications to O.R. rooms as deemed necessary. The following information is needed to obtain medications: caller name, patient name, O.R. room number, patient allergies, surgeon, and item(s) requested. Medications obtained from the O.R. Pharmacy not used are returned to the O.R. Pharmacy. They are not returned to the PYXIS®.

- B. AFTER HOURS MEDICATION REQUESTS-After hours, nursing and anesthesia staff may obtain medications through the PYXIS® or by calling the Central Pharmacy at 8-2321. The following information is needed to obtain medications from the Central Pharmacy: caller name, patient name, O.R. room number, patient allergies, surgeon, and item(s) requested. Once needed medications have been prepared, O.R. staff may come to the Central Pharmacy to pick them up, or Pharmacy staff will deliver them to the CORE as deemed necessary. Medications obtained from the PYXIS® not used are returned to the PYXIS®. They are not returned to the O.R. Pharmacy.

- VII. STOCKING
 - A. SATELLITE PHARMACY STOCK-The O.R. Pharmacy will maintain the necessary stock to fill anesthesia trays and narcotic packs. In addition to the tray stock, the satellite will also house additional medications and large volume parenterals commonly used. Oral medications will be kept to a minimum. It will be the responsibility of the O.R. pharmacy staff to keep adequate levels of all medications. It is also the responsibility of the pharmacy personnel to maintain adequate levels of functional anesthesia trays and narcotic packs.

 - B. PYXIS® STOCK-The O.R. Pharmacy technical staff is responsible for restocking the PYXIS® units in the CORE, the O.R. Pharmacy, PACU, CV Holding, and Same Day Surgery. PYXIS® units will be assessed for needed stock daily.

 - C. AFTER HOURS PYXIS® STOCKING OF TRAYS AND NARCOTIC PACKS-O.R. Pharmacy technical personnel are responsible for stocking the PYXIS® with extra anesthesia trays, kits, and narcotic packs each evening. Technicians will also empty the O.R. PYXIS® of anesthesia trays and narcotic packs each morning. All trays, packs, and kits placed in the PYXIS® are tracked by number so that the pharmacy staff is aware when items are not returned.

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VIII. EMERGENCY TREATMENT FOR MALIGNANT HYPERTHERMIA

- A. Due to the urgency of malignant hyperthermia, it is imperative to keep a ready-made Dantrolene tote accessible for use at all times in the O.R. This tote is located on top of the refrigerator by PYXIS® in the Core.

IX. LATEX ALLERGY/PRECAUTIONS

- A. For patients with reported latex allergies, the O.R. Pharmacy will prepare sterile products under latex precautions.
- B. Pre-made IV infusion bags without additives will be dispensed accordingly provided bags are spiked with latex-free tubing and no medications are added through ports during surgical cases.
- C. For admixture infusion bags, additives are utilized as follows:
 - a. Ampuls are utilized if at all possible
 - b. Aluminum wrapping and rubber stoppers are removed from all vials
 - c. Medications are added directly through the stem of the infusion bag. The stem is then plugged with a latex-free Trans-A-Jet.
- D. For syringe medications, additives are utilized as follows:
 - a. Ampules are utilized if at all possible
 - b. Aluminum wrapping and rubber stoppers are removed from all vials
 - c. All syringes are capped with red luer lock caps
 - d. All bristoject syringes are latex-free
 - e. Tubex and Carpujects are only used if the plunger is removed and the contents are withdrawn from the open end immediately prior to use

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