



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

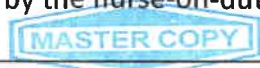
RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Pharmacy Division		POLICY NUMBER: DPOTM-MPP-PHAR-IN-P001-(01)	
TITLE/DESCRIPTION: <p style="text-align: center;">CLOSED PHARMACY</p>			
EFFECTIVE DATE: February 28, 2025	REVISION DUE: February 27, 2028	REPLACES NUMBER: DPOTMH-J-93-P01	NO. OF PAGES: 1 of 7
APPLIES TO: Pharmacy Department, Nursing Service Division, Admitting Section, Chemotherapy Unit, Hemodialysis Unit, ER, Surgical Complex		POLICY TYPE: Multi Disciplinary	

<p>PURPOSE:</p> <ol style="list-style-type: none"> To prevent the proliferation of counterfeit drugs in the hospital setting. To maintain the safety of patients when it comes to monitoring their medication use. To reduce errors in the patients' medication regimen. To capture revenue for the hospital.
<p>DEFINITIONS:</p> <p>Closed Pharmacy- is a pharmacy concept that limits that acquisition and dispensing of drugs for patients exclusively to a hospital's own pharmacy. All outside acquired medications are not catered in this concept.</p>
<p>RESPONSIBILITY:</p> <p>Inpatient Pharmacy Staff, Nursing Department Staff, and Inpatient care areas which includes but not limited to the Hemodialysis Unit, Chemotherapy Unit, Surgical Complex and Emergency Room</p>
<p>POLICY:</p> <ol style="list-style-type: none"> It is the policy of Riverside Medical Center Inc. to exclusively provide medications to all patients admitted to the hospital through a closed pharmacy concept. Medications used for Inpatient drug therapy are only acquired from the hospital's pharmacy and all outside medications (e.g. patient's all stocks) are not catered for administration to patients unless for emergency use only or in an event that the medication is not readily available in the hospital's formulary and inventory. Proper stamping and labeling of inpatient medications shall be observed in order to recognize medications dispensed by the hospital pharmacy. The Pharmacist is responsible in ensuring the replacement of non-available prescribed medication. The Admitting Staff shall orient patients folks of our policy. Any medicine bought from an outside establishment shall not be catered by the nurse-on-duty.





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7. The inpatient pharmacy shall task to prepare the medications for all inpatients admitted to the hospital for the duration of their stay in the hospital.
8. If the pharmacy receives a prescription that orders a specific brand or medication that is not available in the hospital's formulary, the pharmacist shall refer an alternative brand or medication to the nurse-on-duty, resident or attending physician.





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PROCEDURE (SOP):

On Admitted Patients:

1. Admitting Staff informs the patient/family about the hospital's protocol on closed pharmacy upon admission.
2. Nurse on duty receives the patient encoded medications in the system.
3. Pharmacist dispenses the prescribed medications needed for the duration of the hospital stay.
4. If the specific brand is not available in the hospital formulary. Pharmacist refers an alternative brand/medication to the Nurse on duty/Attending Physician.
5. If no alternative is available, the pharmacy executes an emergency purchase only for medications that are of new molecular compositions or formulations. These new medications are then wait-listed for inclusion in the formulary and would be deliberated for inclusion by the Pharmacy and Therapeutics Committee.
6. In the event where the patients billing account is suspended, the Nurse on duty/Pharmacist on the floor informs the patient's family/watcher that they need to purchase the prescribed medication at the RMCI Pharmacy.
7. Upon purchase, the family member/watcher endorses the medicines to the Nurse on duty bearing the official riverside pharmacy stamp along with the RMCI official receipt.





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WORK INSTRUCTION:	
KEY TASKS	PERSON RESPONSIBLE
1. Informs patient and family upon admission about the hospital's protocol on closed pharmacy.	Admitting Staff
2. Receives the patient encoded medications in the system.	Nurse on duty
3. Dispenses the prescribed medications needed for the duration of the hospital stay.	Pharmacist
4. Asks for proof of purchase (e.g. RMCI Official Receipt and medicines bearing the official Riverside Pharmacy stamp from the watcher or relatives)	Staff Nurse
5. Refers an alternative brand or medication to the nurse-on-duty, resident or attending physician if a specific brand or medication is not available in the hospital's formulary.	Pharmacist
6. Executes an emergency purchase only for medications that are of new molecular compositions or formulations if no alternative medicine is available.	Pharmacist





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KEY TASKS	PERSON RESPONSIBLE
1. Informs patient and family upon admission about the hospital's protocol on closed pharmacy.	Admitting Staff
2. Receives the patient encoded medications in the system.	Nurse on duty
3. Asks for proof of purchase (e.g. RMCI Official Receipt and medicines bearing the official Riverside Pharmacy stamp from the watcher or relatives)	Staff Nurse
4. Dispenses the prescribed medications needed for the duration of the hospital stay.	Pharmacist
5. Refers an alternative brand or medication to the nurse-on-duty, resident or attending physician if a specific brand or medication is not available in the hospital's formulary.	
6. Executes an emergency purchase only for medications that are of new molecular compositions or formulations if no alternative medicine is available.	





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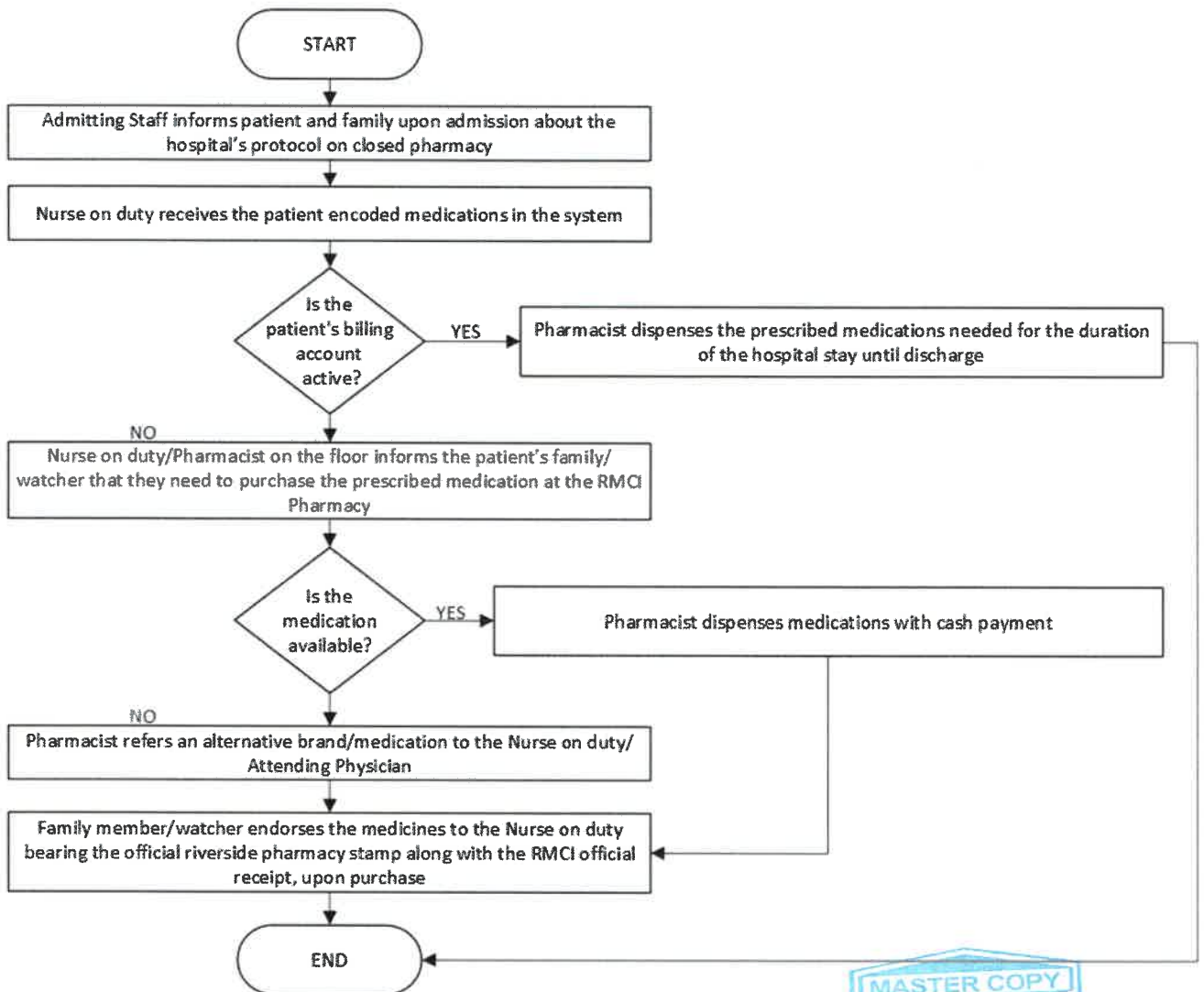
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WORK FLOW:



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FORMS: N/A
EQUIPMENT: N/A
REFERENCES: <ol style="list-style-type: none"> 1. Chase, Kathy "Managing Medication Use: Medication Management" 2. Pharmacy Service Design Guide 2018, U.S Department of Veteran Affairs 3. Qmentum International "Medication Management" 2016





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APPROVAL:				
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