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		J-93-S01
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	Department/Section:	Inpatient Pharmacy Department
	Document Title:	INPATIENT MEDICATION PREPARATION

PURPOSE:

1. To provide written procedure for the preparation and review of medication to inpatients in the station
2. To provide patient care that optimizes the use of medication and promotes health, wellness, and the prevention of diseases
3. To ensure the correct charges of medication to the right patient
4. To facilitate easy processing of return medication when patient/s is/are discharged.

SCOPE:


Applies to all Inpatient Pharmacy Department and Nursing Service Department staff of Dr. Pablo O. Torre Memorial Hospital

PERSON RESPONSIBLE:

Licensed Pharmacists, Pharmacy Technicians, Registered Nurses

GENERAL GUIDELINES:

1. It is a policy of Riverside Medical Center, Inc. (RMCI) to have a standardized process for preparing medications for admitted patients.
2. All medication orders must undergo a properly conducted transcribing process by a licensed pharmacist.

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PROCEDURE:

A) New Order:

1. The doctor orders new medications for his/her patient.
2. The pharmacist-on-the floor reviews the chart order and endorses the order request to the main pharmacy.
3. The pharmacist-on-the floor updates the patient's medication profile thru Bizbox and endorses the medication order to the nurse on-duty.
4. In the absence of a pharmacist at the station, the nurse on-duty shall scan the medication order and post it on the Hypertext System for Pharmacy Transactions and Operations (HYSYPTO).
5. The pharmacist at the main pharmacy transcribes the medication order using HYSYPTO and double-checks the order for appropriateness based on the following:
 - 5.1. Patient Parameters (order is for the right patient)
 - 5.2. Completeness of medication order (Generic name, brand name whenever possible, dose, dosage form, formulation, and frequency)
 - 5.3. Accurateness of the medication order based on medication review and dose optimization.
6. The one who transcribed the order is then tasked to pick the medication items and arrange them on the medication checking area along with the cost center slip.
7. The assigned checker, either a pharmacist or a pharmacy technician, then checks the medications according to the cost center slip.
8. The Pharmacist/Pharmacy Technician carries out and processes order thru Bizbox and affixes signature in the medication order.
9. The Pharmacist/Pharmacy Technician updates the patient profile thru Bizbox.

B) Receiving of Medication from Pharmacy at the stations:


1. The dispatcher delivers medicines to the station.
2. The Pharmacist on-the-floor receives medicines from the dispatcher and signs the cost center slip.

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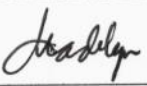





3. The Pharmacist-on-the floor endorses the medicines to the Nurse on-duty, then the Nurse signs the cost Center slip.
4. The Pharmacist on-the-floor files the cost center slip.
5. In the absence of a pharmacist on-the-floor, the nurse on-duty shall receive the medication.


REFERENCES:

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2. ASHP Guidelines in Preventing Medication Errors in Hospitals 2018
<https://www.ashp.org/-/media/assets/policy-guidelines/docs/guidelines/preventing-medication-errors-hospitals.ashx>


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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		8/8/22


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KEY TASKS	PERSON RESPONSIBLE
1. Orders new medications for his/her patient	Doctor
2. Reviews the chart order and endorses the order request to the main pharmacy	Pharmacist on-the-floor
3. Updates the patient's medication profile thru Bizbox and endorses the medication order to the nurse on duty	Pharmacist on-the-floor
4. Scans the medication order and post it on the Hypertext System for Pharmacy Transactions and Operations (HYSYPTO) in the absence of a pharmacist at the station	Nurse on-duty
5. Transcribes the medication order using HYSYPTO and double checks the order for appropriateness based on the following	Pharmacist at Main Pharmacy
6. Picks the medication items and arranges them on the medication checking area along with the cost center slip	Pharmacist
7. Checks the medications according to the cost center slip	Pharmacist or Pharmacy Technician
8. Carries out and processes order thru Bizbox and affixes signature in the medication order	Pharmacist or Pharmacy Technician
9. Updates the patient profile thru Bizbox	Pharmacist or Pharmacy Technician



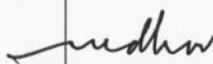


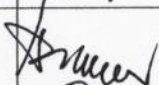
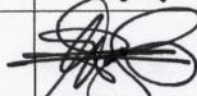
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Receiving of Medication from Pharmacy at the stations:

KEY TASKS	PERSON RESPONSIBLE
1. Delivers the medicines to the station.	Dispatcher
2. Receives medicines from the dispatcher and signs the cost center slip.	Pharmacist on-the-floor
3. Endorses the medicines to the Nurse on duty, then Nurse signs the cost Center slip.	Pharmacist on-the-floor
4. Files the cost Center slip.	Pharmacist on-the-floor
5. Receives the medication in the absence of a pharmacist on the floor.	Nurse

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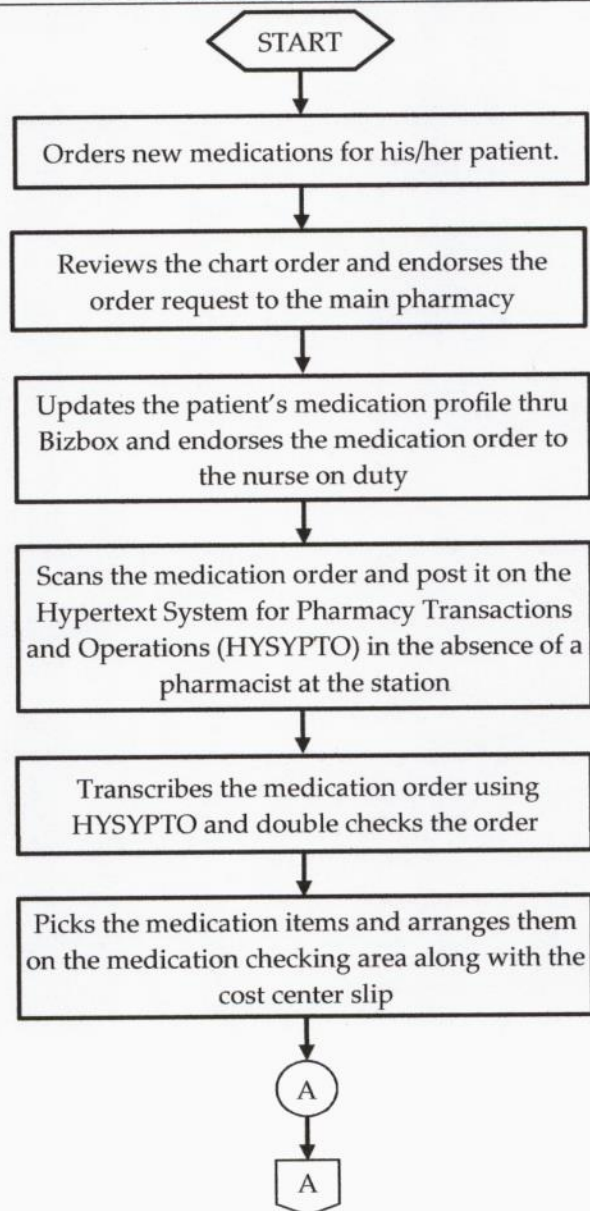
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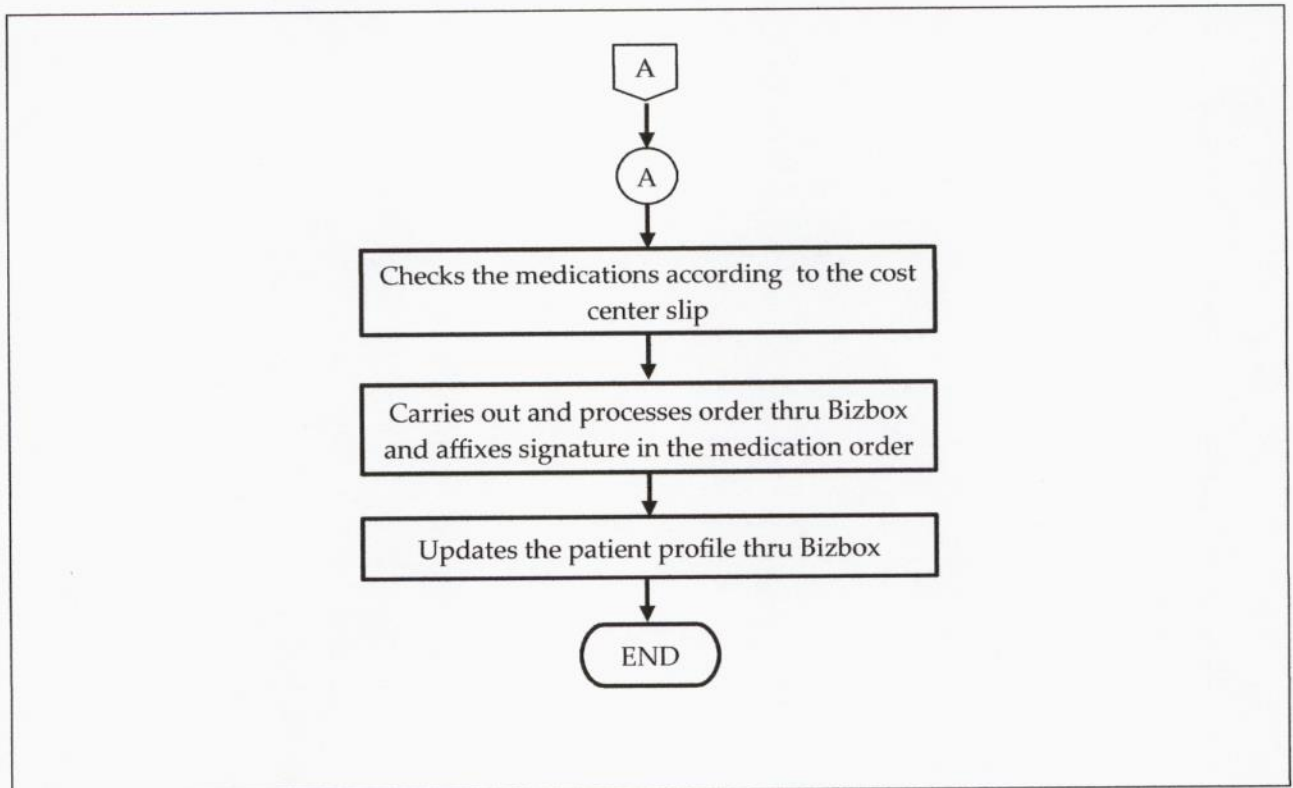
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FLOWCHART: NEW ORDER



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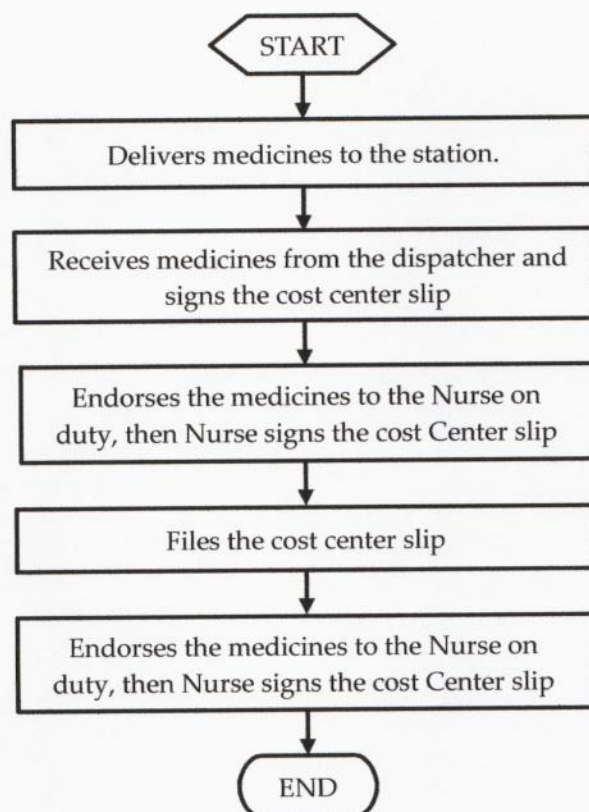
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
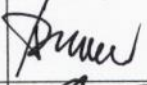

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FLOWCHART: Receiving of Medication from Pharmacy at the stations



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