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PURPOSE:

1. Medications are prepared safely.
2. To ensure that an effective form of the correct medicine is delivered to the right patient, in the correct dosage and quantity, with clear instructions, and in a package that maintains the potency of the medicine.

SCOPE:


Applies to all Pharmacy Department staff of Dr. Pablo O. Torre Memorial Hospital.

PERSON RESPONSIBLE:

Licensed Pharmacists and Pharmacy Technicians.

GENERAL GUIDELINES:

1. A trained Pharmacist reviews all medication orders or prescriptions before dispensing such as purpose /indication (except in emergencies, lifesaving situations, or diagnostic imaging where the prescriber is physically present).
2. All issues, concerns or questions regarding medication order or prescription are clarified with the prescriber and documented before medication dispensing. Refer to SOP- Pharmacist Verification and Receiving of Prescription Orders in OPD Pharmacy.
3. No medication preparation shall be dispensed without **Independent double checking/ verification** by a pharmacist or approved licensed pharmacy technician.
4. Prescription orders through the Electronic Medical Record, scanned physicians order sheets, pre-printed forms and other prescriptions under the name of Riverside Medical Center Inc., other hospital, clinics, and establishments shall be dispensed by the Outpatient Pharmacy.


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5. Pharmacists are required to compound and dispense medicines extemporaneously. An extemporaneous preparation shall be used only in circumstances where a commercial product is unavailable or unsuitable.
6. All prescriptions or medication orders that are incomplete, ambiguous and unclear, shall be rejected by the pharmacist after informing the physician concerned.
7. Dispensing environments shall be clean and organized at all times. The dispensing environment includes, staff, physical environment, shelving and storage areas, surfaces used during work and equipment, supplies and packaging materials.
8. Products used are within their beyond use or expiration date.

PROCEDURE:

1 Receiving and Validation of Prescription

- 1.1 Interpret prescription carefully to identify any ambiguity or safety concerns.
- 1.2 Contact the prescriber for any illegible or ambiguous order. Refer to Verification of Prescription Orders policy and procedure.
- 1.3 Medication orders are received in the pharmacy through the paper-based prescription or electronic prescription for all inpatient units including critical areas except for neonatal intensive care unit wherein the prescriptions are scanned in the system.
- 1.4 Long-term care, chemotherapy and controlled and narcotic prescriptions are received by scanning the prescriptions in the system.
- 1.5 Cross-checking the encoded medical record number and full name with the prescription in the EMR or scanned prescription.
- 1.6 Make sure the drug label information contains the correct patient name, MRN, drug, strength, quantity, dosage instructions and cautionary instructions.

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2 Preparation of medications

2.1 Select stock container or pre-pack

- 2.1.1 Select the item by reading the label and cross-matching the product name and strength.
- 2.1.2 Check the stock expiration date and observe First Expiry first Out (FEFO) method.
- 2.1.3 Select the location and storage for every item.

2.2 Measure or count from stock containers

- 2.2.1 The stock container label shall be rechecked for drug quantity dispensed and strength after measuring and counting.


2.3 Pack and label the medicine using a clean, dry container such as a bottle, plastic envelop or zip lock, etc.

- 2.3.1 Make sure to affix the correct drug label onto the correct medication.
- 2.3.2 Medications shall be dispensed in the most ready-to-administer form.
- 2.3.3 Safety measures shall be taken to protect staff when preparing medications for chemotherapy and other IV Admixtures

2.4 Both the staff that prepares the medication and the pharmacist that re-checks visually inspects.

2.5 Final checking shall include but not limited to:

- 2.5.1 Always counter-check drug assembled against the prescription order and **NOT** the drug label.
- 2.5.2 Check if the staff dispenses the correct drug to the correct patient.
- 2.5.3 Checking the appropriateness of doses prescribed and checking for drug interactions, contra-indications and allergy.
- 2.5.4 Checking the identity of the medicine dispensed.


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2.5.5 Checking the completeness of the label.

2.5.6 Final countersigning of the prescription


3 Dispensing of Medication

- 3.1 Medications are dispensed from the pharmacy pursuant to a physician order.
- 3.2 Independent double-checking shall be practiced. A procedure in which two (2) authorized and qualified pharmacy staff will separately check each component of the work process.
- 3.3 **READ** medication labels carefully at all dispensing stages and perform independent double-checking.
- 3.4 Highlight changes in medication appearances to patients upon dispensing.
- 3.5 Beyond use dates and internal control (batch) numbers shall be included in all medications prepared in the pharmacy.
- 3.6 For **Look Alike Sound Alike (LASA) Medication**, the pharmacy staff shall identify medicines based on its name and strength and not by its appearance or location.
- 3.7 Check the purpose of the medication and the dose for the medicines dispensed.
- 3.8 For **Narcotic and Controlled Medications**, the pharmacist in-charge should make sure that the prescription contains all data about the patient, the diagnosis, date, signature of the one who receives the drug (the patient or one from his family), also all the data of the drug (name, strength, dose, quantity) and the physician's important details (name, I.D. Number, signature and stamp).
- 3.9 For **Extemporaneous / Non-Sterile Compounding of Oral and Topical Preparation Dispensing**, the pharmacy staff shall use appropriate techniques to avoid contamination during medication preparation, which includes.

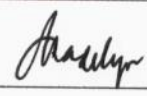



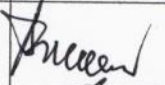
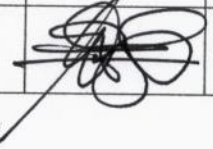
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REFERENCES:

1. CBAHI Standards, Medication Management 2016
2. Accreditation Canada Qmentum Standards 2016

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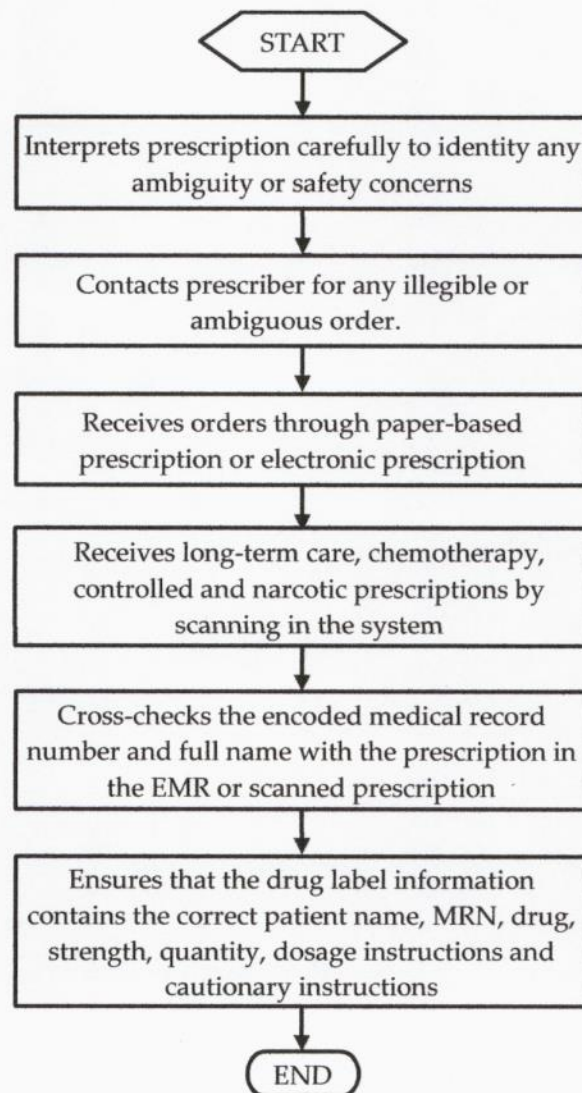


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FLOWCHART: Receiving and Validation of Prescription



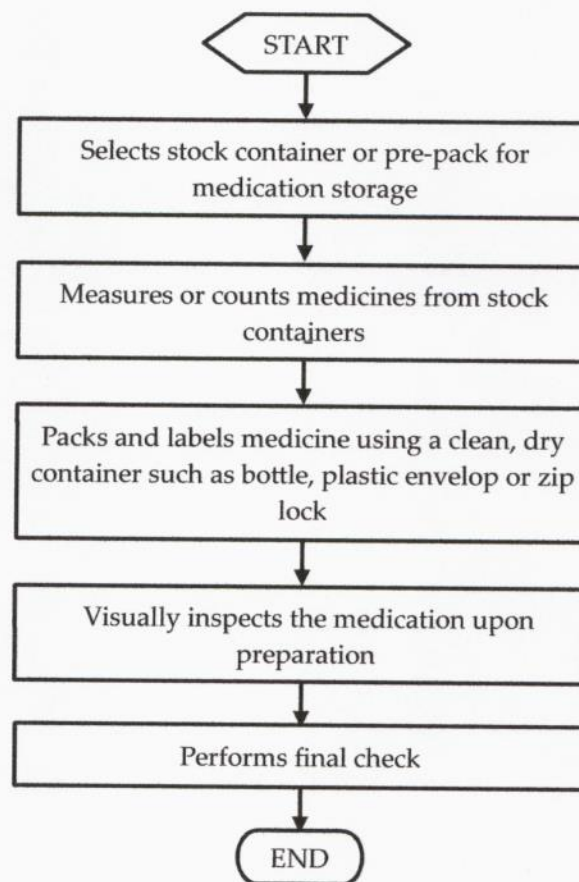


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FLOWCHART: Preparation of Medications



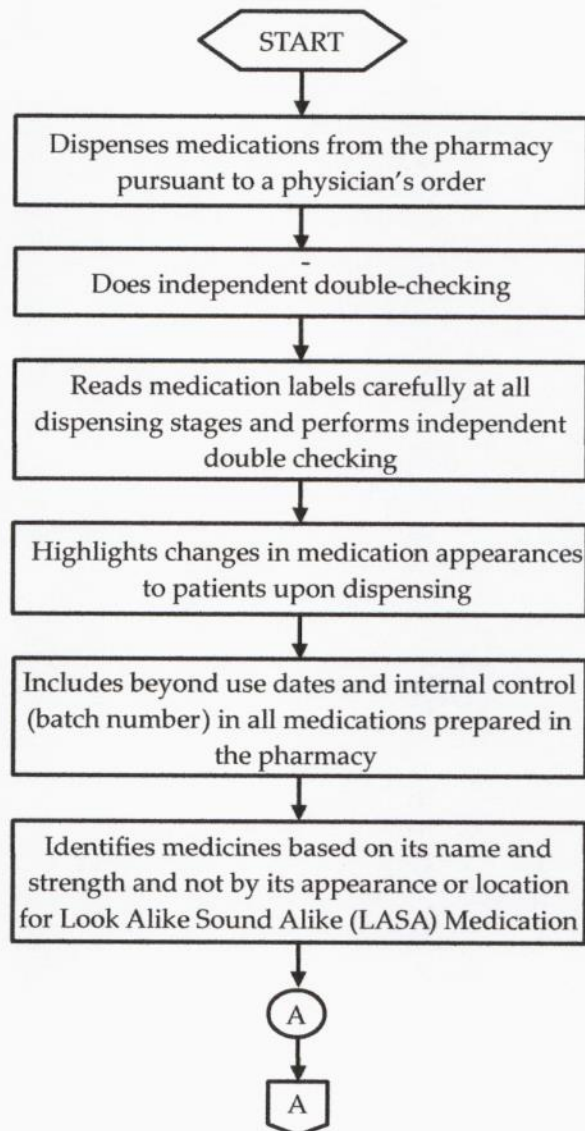


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FLOWCHART: Dispensing of Medication

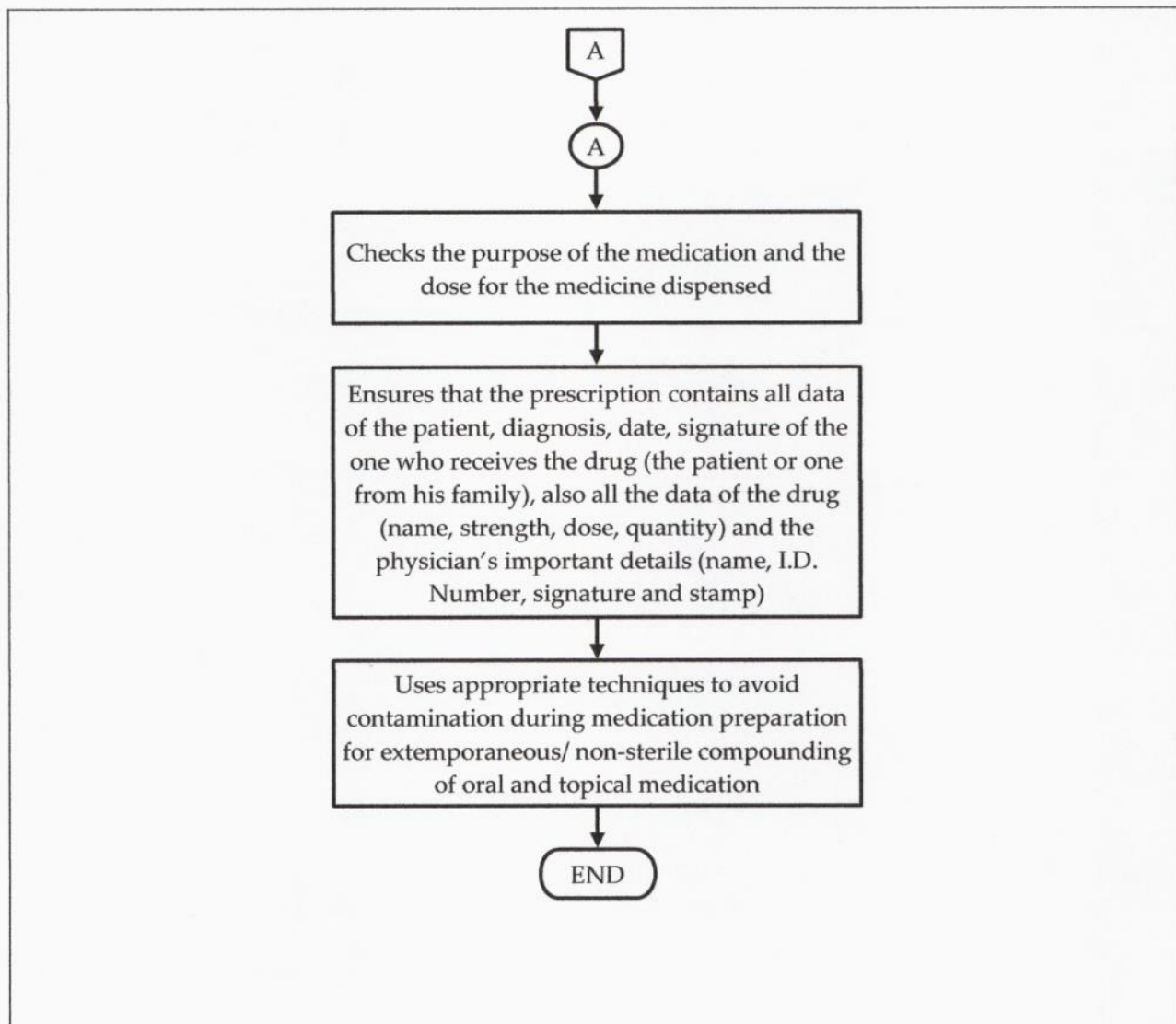





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KEY TASKS	PERSON RESPONSIBLE
1. Interprets prescription carefully to identity any ambiguity or safety concerns and contacts prescriber for any illegible or ambiguous order.	Pharmacist
2. Cross-checks the encoded medical record number and full name with the prescription in the EMR or scanned prescription.	Pharmacist
3. Makes sure drug label information contains the correct patient name, MRN, drug, strength, quantity, dosage instructions and cautionary instructions.	Pharmacist
4. Selects the item by reading the label and cross-matching the product name and strength.	Pharmacist
5. Checks the stock to make sure that it has not expired and observes the First Expiry First Out (FEFO) method.	Pharmacist
6. Rechecks the stock container label for drug, quantity dispense and strength immediately after measuring or counting.	Pharmacist
7. Packs and labels medicine using a clean, dry container such as bottle, plastic envelop or zip lock, etc. making sure to affix the correct drug label onto the correct medication.	Pharmacist
8. Takes safety measures to protect the staff when preparing medications for chemotherapy and other IV Admixtures.	Pharmacist
9. Conducts final checks of the drug assembled	Pharmacist




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against the prescription order and NOT on the drug label, and checks that the staff dispenses the correct drug to the correct patient. Also, checks the appropriateness of doses prescribed and checking for drug interactions, contra-indications and allergy.	
10. Does independent double-check in dispensing medications.	Pharmacist
11. READS medication labels carefully at all dispensing stages and performs independent double-checking.	Pharmacist
12. Identifies medicines based on its name and strength and not by its appearance or location for Look Alike Sound Alike (LASA) Medication	Pharmacist
13. Checks the purpose of the medication and the dose for the medicines dispensed.	Pharmacist
14. For Narcotic and Controlled Medications, makes sure that the prescription contains all data about the patient, the diagnosis, date, signature of the one who receives the drug (the patient or one from his family), also all the data of the drug (name, strength, dose, quantity) and the physician's important details (name, I.D. Number, signature and stamp).	Pharmacist
15. Uses appropriate techniques to avoid contamination during medication preparation for Extemporaneous/Non-Sterile Compounding of Oral and Topical Preparation Dispensing.	Pharmacist

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