 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-J-P27
	Effective Date:	09-01-2022
	Document Type:	Policy
	Page Number:	1 of 3
	Department/Section:	Pharmacy Division
	Document Title:	PHARMACY SAFETY AND SECURITY

PURPOSE:


1. To prevent the pilferage of medications and hospital supplies and make a reasonable effort to provide security to all the staff working in the pharmacy.
2. To establish procedures for the control of pharmacy areas, drug inventories, and keys or card access to secure them.

LEVEL:

All the Pharmacy Division Staff of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

POLICY:

1. Access to pharmacy areas shall be limited to all pharmacy staff only. All pharmacy areas, as well as drug inventories and operations, shall be under the supervision of a registered pharmacist. The Pharmacy staff may permit others (e.g. staff nurses, doctors) in the area if observed or accompanied.
2. All pharmacy staff shall wear their identification card according to the hospital policy anytime they are on the premises.
3. All pharmacy staff is encouraged to leave their valuables at home or locked up in their respective lockers.
4. Controlled and Narcotic room key is limited to the pharmacist-in-charge who has been certified by the FDA to distribute controlled and narcotic substances and/or the Inpatient Pharmacy Manager.
 - 4.1. During holidays, vacation and leave (e.g sick leave) the pharmacist-in-charge shall inform the Pharmacy Manager who will delegate a pharmacist to cover the period.
5. Pharmacy doors shall be kept locked at all times.

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-J-P27
	Effective Date:	09-01-2022
	Document Type:	Policy
	Page Number:	2 of 3
	Department/Section:	Pharmacy Division
	Document Title:	PHARMACY SAFETY AND SECURITY

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

6. Non-pharmacy staff entering in the pharmacy premises to performs services shall be required to show an identification card.
7. Report or notify Security of possible or any medication theft/pilferage incidents.
8. All doors in the pharmacy department shall be locked with a poster **"For Authorized Personnel Only."**

DOCUMENTATION:

New Policy

DISSEMINATION:

1. RMC Hospital Communicator
2. Conducting hospital wide continuing education to all healthcare professionals.

REFERENCES:

1. Accreditation Canada Qmentum International Standards
2. ASHP Pharmacy Guidelines.
3. University of Kentucky/UK Health Care Policy and Procedure, PH 16-04.

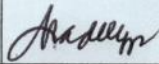

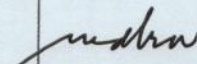


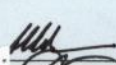
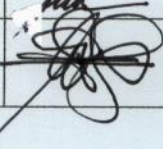



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

Document Code:	DPOTMH-J-P27
Effective Date:	09-01-2022
Document Type:	Policy
Page Number:	3 of 3
Department/Section:	Pharmacy Division
Document Title:	PHARMACY SAFETY AND SECURITY

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. MADELYN N. LACSON, RPh., RN Inpatient Pharmacy Supervisor		9/12/22
Verified:	STEPHANIE CAMILLE O. SAMONTE, RPh. Inpatient Clinical Pharmacist		9/12/22
	MIRIAM HOPE D. BRAVO, RPh. Inpatient Pharmacy Manager		9/12/22
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		9/12/2022
Recommending Approval:	PRINCESS M. ABELLON, MBA Pharmacy Division Officer		9/14/22
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President – Chief Operating Officer		09/14/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		9/15/22

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-J-P27-S01
	Effective Date:	09-01-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Pharmacy Division
	Document Title:	PHARMACY SAFETY AND SECURITY

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

PURPOSE:

1. To prevent and detect fraud and theft, and to assign responsibilities for implementing appropriate controls.
2. To establish appropriate reporting mechanisms to be used for notification of known or suspected fraud and theft, and establish the consequences for fraud and theft by employees.

SCOPE:

Applies to all Pharmacy Division Staff of Dr. Pablo O. Torre Memorial Hospital.

PERSON RESPONSIBLE:


All Pharmacists and Pharmacy Technicians of Dr. Pablo O. Torre Memorial Hospital

GENERAL GUIDELINE:


1. This applies to any known and suspected fraud or theft involving employees, customers, vendors, contractors, consultants, or other parties related to the hospital.

PROCEDURE:








1. No medication shall be left unattended at all times. Medications shall not be placed in the dispensing window in a manner allowing non-pharmacy staff access.
2. Surveillance camera shall be available for monitoring all pharmacy areas.
3. Transactions concerning medical representatives and deliveries are directed to the Pharmacy Inventory which is open Mondays through Fridays, from 8:00 AM until 5:00 PM.
4. The pharmacy staff shall not allow any unauthorized personnel to enter the premises.

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-J-P27-S01
	Effective Date:	09-01-2022
	Document Type:	Standard Operating Procedure
	Page Number:	2 of 3
	Department/Section:	Pharmacy Division
	Document Title:	PHARMACY SAFETY AND SECURITY

5. During holidays, vacation, and leave (e.g. sick leave), the Pharmacist-in-charge shall inform the Pharmacy Manager who will delegate a pharmacist to cover the period.
6. In the event of any incident that endangers the security of the pharmacy or other medication storage site, the following procedures shall be followed:
 - 6.1. Security shall be notified immediately.
 - 6.2. The Head of the Pharmacy shall be notified.
 - 6.3. Inspection of medication storage sites shall be immediately conducted to determine losses, if any.
7. Any occurrence of a security problem shall be fully documented in the Incident Report Form.

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-J-P27-S01
	Effective Date:	09-01-2022
	Document Type:	Standard Operating Procedure
	Page Number:	3 of 3
	Department/Section:	Pharmacy Division
	Document Title:	PHARMACY SAFETY AND SECURITY

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. MADELYN N. LACSON, RPh., RN Inpatient Pharmacy Supervisor		9/12/22
Verified:	STEPHANIE CAMILLE O. SAMONTE, RPh. Inpatient Clinical Pharmacist		9/12/22
	MIRIAM HOPE D. BRAVO, RPh. Inpatient Pharmacy Manager		9/12/22
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		9/12/22
Recommending Approval:	PRINCESS M. ABELLON, MBA Pharmacy Division Officer		9/14/22
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President- Chief Operating Officer		09/14/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		9/15/22