 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-J-93-P02
	Effective Date:	06-30-2022
	Document Type:	Policy
	Page Number:	1 of 3
	Department/Section:	Inpatient Pharmacy
	Document Title:	RETRIEVAL OF USED VIALS AND BOTTLES

PURPOSE:

1. To establish a process whereby used vials and bottles are retrieved.
2. To ensure that received medicines are given to the patient.
3. To avoid the use of used vials for counterfeit drugs.

LEVEL:


Pharmacists, Pharmacy Technician and Nurse

DEFINITION OF TERMS:

Vials are small bottles or containers made from either plastic or glass. They are used to store medicines in liquid form, and they can even store powders or tablets.

POLICY:

1. Drugs contained in vials and bottles must be dispensed with an identified Riverside Pharmacy logo stamp.
2. Empty vials and bottles must be placed in a designated receptacle in the station for easy retrieval by the pharmacist.
3. Retrieval of empty vials and bottles from stations shall be done by the pharmacist in the course of unit-dose drug distribution system and/or by the pharmacy dispatcher in case the pharmacist on-the-floor is not available.
4. Empty vials and bottles must be segregated, cleaned, and wrapped with paper by the pharmacy technician and shall be sent to Sterilization and Reprocessing Unit for sterilization.

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5. Vials and bottles which are not suitable as containers for usage shall be endorsed to the housekeeping department for crushing and proper disposal.

DOCUMENTATION:

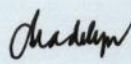
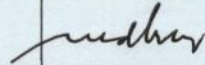


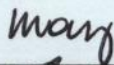

New Policy


DISSEMINATION:

1. RMC Hospital Communicator
2. Policies and Procedure Manual
3. Conducting hospital wide continuing education to all healthcare professionals.

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APPROVAL:

	Name/Title	Signature	Date
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Verified:	MIRIAM HOPE D. BRAVO, RPh. Inpatient Pharmacy Manager		6/30/22
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		6/30/2022
Recommending Approval:	PRINCESS M. ABELLON, MBA Pharmacy Division Officer		9/16/2022
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President- Chief Medical Officer		9.27.22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		9/28/22

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	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 2
	Department/Section:	Inpatient Pharmacy Department
	Document Title:	RETRIEVAL OF USED VIALS AND BOTTLES

PURPOSE:

To establish a process whereby used vials and bottles are retrieved.

SCOPE:


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

PERSON RESPONSIBLE:





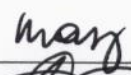

Pharmacist, Pharmacy Technician, Nurse and Pharmacy Dispatcher


PROCEDURE:

1. Empty vials and bottles are placed in a designated receptacle in the station for easy retrieval.
2. Retrieval of empty vials and bottles from stations shall be done by the Pharmacist ~~during~~ in the course of unit-dose drug distribution system and/or by the Pharmacy Dispatcher in case the pharmacist on-the-floor is not available.
3. Empty vials and bottles are segregated, cleaned, and wrapped with paper by the Pharmacy Technician and shall be sent to Sterilization and Reprocessing Unit (SRU) for sterilization.
4. Vials and bottles which are not suitable for use as containers shall be endorsed to the Housekeeping Department for crushing and proper disposal.
5. After sterilization, the vials and bottles are retrieved from the SRU and placed in a clean area in the Inpatient Pharmacy for future use.


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

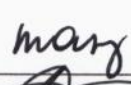
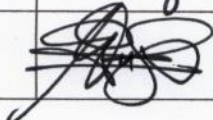
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KEY TASKS	PERSON RESPONSIBLE
1. Places empty vials and bottles in a designated receptacle in the station for easy retrieval	Nurse/ Pharmacist on-the-floor
2. Retrieves the empty vials and bottles from stations	Pharmacist/ Pharmacy Dispatcher
3. Segregates, cleans, and wraps the vials and bottles with paper and sends them to the Sterilization and Reprocessing Unit (SRU) for sterilization	Pharmacy Technician
4. Endorses the vials and bottles which are not suitable for use as containers to the Housekeeping Department for proper disposal	Pharmacy Technician
5. Retrieves the vials and bottles from SRU and places them in a clean area in the Inpatient Pharmacy for future use	Pharmacy Technician

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Prepared by:	MA. MADELYN N. LACSON, RPh., RN Inpatient Pharmacy Supervisor		6/30/22
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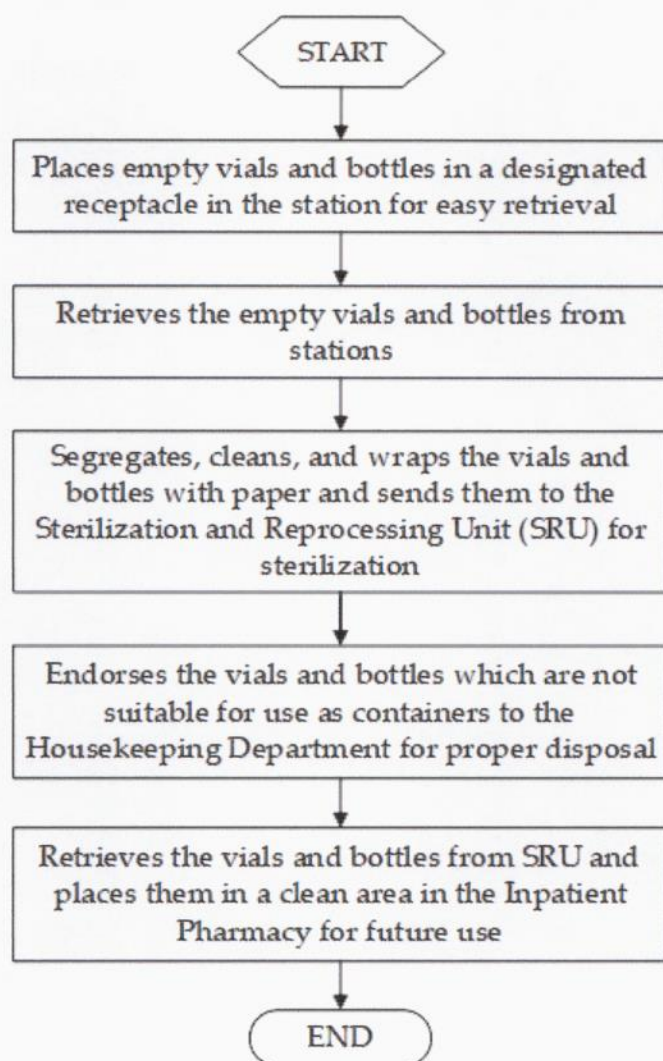



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
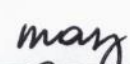
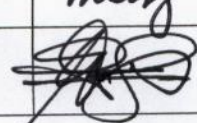
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FLOWCHART



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