

**POLICY AND PROCEDURE MANUAL  
PHARMACY SERVICES**

**SECTION: INPATIENT PHARMACY SERVICES**

**SUBJECT: INPATIENT MEDICATION  
TURN-AROUND-TIMES**

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PURPOSE

Develop a standardized facility definition and expected turn-around-time for inpatient medication orders.

PROCEDURE

- A Definitions
- 1 “Stat” orders are orders that may be life threatening and require a 15 minute turn-around-time from the time the medication is ordered to the time it is administered. “Code” medications that are readily available in the crash cart trays will fall into this category.
  - 2 “Urgent”, “Now”, or “ASAP” orders are orders that require a 1 hour turn-around-time from the time the medication is ordered to the time it is administered. Orders for the following medications will fall into this category:
    - a IV sympathomimetics or pressors
    - b IV antiepileptics
    - c IV antihypertensives
    - d IV antiarrhythmics
    - e IV vitamin K
    - f Other medications (such as antibiotics) specified by the practitioner and communicated to all services involved as “Urgent”, “Now”, or “ASAP.”
  - 3 “Routine” orders are all other medication orders that do not fall into the above two categories and the turn-around-time defined as 2 hours from the time the order is written to the time the medication is available on the unit. A later pre-determined date/time will be excluded from this turn-around-time.
- B Orders will be designated as “Stat” in “Code” situations and “Urgent”, “Now”, or “ASAP” by the practitioner and will follow their respective turn-around-times. “Stat” and “Urgent”, “Now”, or “ASAP” orders must be handed directly to the R.N. immediately after they have been written and transmitted to the pharmacy immediately after review. Orders that are not designated as “Stat”, “Urgent”, “Now”, or “ASAP” will be considered as “Routine” orders and follow its respective turn-around-time. Routine orders must be placed at the Communications desk immediately after they have been written and transmitted to the pharmacy immediately after review.
- C Orders written in Pre-op clinic (i.e. several days prior to admission) and admissions from clinics will be excluded.
- D Turn-around-times will be monitored by Pharmacy and reported to the P&T Committee or designated subcommittee.
- E The P&T Committee or designated subcommittee will review the data presented and recommend and effect changes with the help of the Medical Executive Committee.
- F Education will be provided through new employee orientation and Department communication.

Reviewed: 5/1/14bj, 12/28/2018bdk, 4/19/2022 TT

Approved By: 