

JUVENILE COURT HEALTH SERVICES PHARMACY PROCEDURES

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| Subject: PHARMACY OPERATIONS DURING TEMPORARY ABSENCE OF SOLITARY PHARMACIST | | Original Issue Date: 8/7/15 Supersedes: | Procedure # 053 Effective Date: 8/7/15 |
| Departments Consulted: DHS CORE PHARMACY DEPT. | Approved By: (Signature on File) Pharmacy Supervisor (Signature on File) Medical Director | Approved by: (Signature on File) Health Services Administrator | |

PURPOSE

To ensure the security of the pharmacy when there is only one pharmacist on duty, and she/he needs to take a break or eat a meal. This policy is to comply with the California Code of Regulations, 1714.1.

PROCEDURE

When there is only one pharmacist on duty and she/he needs to take a break or eat a meal, the pharmacist may do either of the following:

- A. Close and secure the Pharmacy and ensure that ancillary staff (if present) have left as well, informing nursing personnel of the time in which the pharmacist is to return. Closing and securing the Pharmacy refers to the pharmacist ensuring that the Pharmacy is locked.
- B. Leave the Pharmacy, allowing ancillary staff to remain, providing that the staff is assigned only non-discretionary duties and ensuring that the entrance to the Pharmacy is secure.
 1. Non-discretionary duties of ancillary staff, namely technicians, allow them to perform the following:
 - i. Receive telephone calls from nursing units and leaving messages for the pharmacist on discretionary matters
 - ii. Process refill requests through PEMRS.
 - iii. Filling printed refill requests labels, and leaving the filled orders for pharmacist final check
 - iv. Repackage pharmaceuticals, leaving the preparation log and medication container for final pharmacist check
- C. The Pharmacist is responsible for checking all work done by ancillary staff during the pharmacist's absence. Upon returning from a break or having eaten a meal of no greater than 30 minutes duration, the pharmacist shall inquire with ancillary staff, regarding all activities, which have been performed during the pharmacist's absence that require a final pharmacist check.