

**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

SECTION: **DEPARTMENT OF PHARMACY**
SUBJECT: **EQUIPMENT MAINTENANCE**

CODE: 1.32.0
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POLICY

Pharmacy areas will maintain mechanical and electrical equipment in good working order. This includes quality control checks on refrigerators, freezers, sterile compounding hoods, automated dispensing machines and prescription counting equipment.

PROCEDURE

Mechanical and electrical equipment, unless covered by a contract, will be serviced and repaired by the Facilities Management Department as required; concerns over lighting, heating, plumbing, etc., should be referred to Facilities Management. Leased equipment will be maintained under conditions of the lease contract.

Equipment that may need maintenance include:

1. Refrigerators
2. Freezers
3. Sterile Compounding Hoods
4. Intrusion Alarm System
5. Computer Terminals and Printers
6. Fax Machines/Scanners/Photocopy Machines
7. Automated dispensing machines
8. Unit dose Pre-Pack machine

Sterile compounding hoods are used for infection control; proper operation is critical for patient care. Documentation is kept on monthly sterility testing and certification every six months.

Refrigerators are located in both pharmacy units, in addition to the after-hour medication locker. A check is made twice daily to ensure temperature is maintained between 36- 46 degrees F (2-8 degrees C).

Freezers are located in the Inpatient pharmacy. Twice daily checks ensure that temperature does not rise above -4 degrees F. (-20 degrees C.).

Automated dispensing machines and counting machines are located in the Outpatient Pharmacy and Inpatient Pharmacy and automated dispensing machines on the patient care units. Checks per manufacturers' manual and discrepancy reports are done to ensure that accuracy is maintained.

Reviewed: 4/4/16bj, 11/14/2018bdk, 4/19/2022 TT

Approved By: 