



RANCHO LOS AMIGOS

NATIONAL REHABILITATION CENTER

**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

SECTION: **DEPARTMENT OF PHARMACY**

CODE: 1.01.0
DATE: 12/26/84
REVISED: 2/28/17, 4/19/22
APPROVED: Think Tran, Pharm. D.
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SUBJECT: INTRODUCTION/ORGANIZATION AND STAFFING

POLICY

The Pharmacy Department is an ancillary division of Administration, accountable to the Medical Department, Medical Director, Executive Director, and under the direct supervision of the Pharmacy Services Chief. The division is responsible for ordering, storing, repackaging, preparing, and dispensing all of the medications utilized in the hospital. These procedures are regulated by the F.D.A., D.E.A., California Health and Safety Code, State Board of Pharmacy, and other legislative bodies, which describe the means by which the State protects the pharmacist, physician, nurse, and the patient from improperly manufactured and labeled medications. The policies and procedures in this manual are established by the combined effort of the Pharmacy Services Chief, the Medical Staff, Nursing Department, and Administration. No legislative act, however, can protect the patient from improperly managed or administered medications. Only the responsible individual's knowledge and safe handling of medications can provide this protection. The Pharmacy also maintains and distributes a current formulary; additions and deletions are made on the approval of the Pharmacy and Therapeutics Committee.

Personnel

Pharmacy Services Chief III, (3) Pharmacy Supervisors, (4) Clinical Pharmacists, (14) Pharmacists, (17) Pharmacy Technicians, (2) Pharmacy Helpers, and (1) Procurement Assistant. A total of 42 employees. All personnel are full-time staff positions.

Equipment

Laminar Flow Hoods, Barrier Isolator, Pyxis MedStations, Parata 2000, Talyst, Prescription Counter and Balances, Computers and Printers, Unit-Dose Cassettes, Cassette Carriers, Graduate Cylinders, Spatulas, Mortars, Pestles, Counting Trays, fax machines, refrigerators, freezers, and all other equipment that is required under the law to perform pharmacy services.

Reviewed: 10/1/15, 7/12/2018bdk, 4/19/2022 TT

Approved By: *Ben Arndt*



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Workload

Approximately 96,000 prescriptions filled yearly, 110,000 I.V. piggybacks prepared and dispensed yearly, and 1,300,000 line items dispensed yearly. We receive 1,048 Clinical Pharmacy consults per year and see 1,632 patients by our Clinical Pharmacists in the Clinical Pharmacy managed clinic per year.

Telephones

Pharmacy Services Chief: 57239

Outpatient Pharmacy: 57236, 57237, 57238, 57070, 56011 and 58432 (refill lines), (562) 658-3373 (red phone), and 56129 (Supervisor)

Inpatient Pharmacy: 57234, 57235, 57248 (I.V.), 56128 (Control Meds), (562) 658-3372 (red phone) 57286 (IT Pharmacist), 58433 and 58430 (Procurement), and 57877 and 57395 (Supervisors)

Clinical Pharmacy: 57665 and (562) 466-6851 (pager) for the 903 and 905 units, 57978 and (562) 466-7677 (pager) for 902 and 904 units, 58399 and (562) 466-7353 (pager) for 101, 102, and JPI units, 57207 and (562) 466-7009 (pager) for the following Ambulatory Care Clinic: Anticoagulation

Fax Lines

Outpatient Pharmacy: 57249

Inpatient Pharmacy: 56592

Pharmacy Procurement: 56590

Clinical Pharmacy: 57615



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Pharmacy Hours of Operation

Outpatient Pharmacy:	Mondays through Fridays Saturdays, Sundays, and Holidays	8:00 AM to 6:00 PM Closed
Inpatient Pharmacy	Daily	24/7
Clinical Pharmacy	Mondays through Fridays Saturdays, Sundays, and Holidays	7:00 AM to 3:30 PM Closed

Review of Policies and Procedures

All policies and procedures will be reviewed at least annually by the responsible supervisor of the area.