

**POLICY AND PROCEDURE MANUAL  
PHARMACY SERVICES**

SECTION: **UNIT DOSE MEDICATION UNITS**

SUBJECT: **QUALITY CONTROL CHECK OF  
MEDICATION CASSETTES**

CODE: 4.06.0  
DATE: 1/5/82  
REVISED: 1/25/17, 4/19/22  
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Page 1 of 1

POLICY

A quality control check of patients medication cassettes will be done to ensure an adequate supply of medication has been issued by Inpatient Pharmacy.

PROCEDURE

1. The RN/LVN responsible for medication administration will routinely verify the contents of each patient's cassette with the Medication Administration Record to insure:
  - a. All medications ordered are present and in the appropriate dosage and quantity until the next cassette exchange.
  - b. Only ordered medications are present in the cassette.
  - c. Sufficient supply of medications exist for medications stored in other areas (e.g., the refrigerator).
2. Missing medications are then ordered via telephone or electronic submission from the Inpatient Pharmacy.
3. Before requesting "missing" medication from the Inpatient Pharmacy, the nurse will check the physician's orders for possible changes in the order and (b) accuracy, then notify the Inpatient Pharmacy of any discrepancies. Complete an Event Notification form as necessary in Safety Intelligence.
4. Any missing medications needed immediately or before the next routine unit delivery time may be obtained by one of the following mechanisms:
  - a. Pharmacy delivery
  - b. Picked up by nursing personnel.Medications are not to be taken from the medication cassettes of one patient or replace missing medications of another.
5. For discrepancies found with medication name, dosage or route, the following will be done:
  - a. The RN/LVN will check the physician's orders for accuracy. See Nursing Policy A210 - Medication Error Reporting.
  - b. If discrepancy still exists, call the Inpatient Pharmacy for resolution.

Reviewed: 5/1/14bj, 11/15/2018bdk, 4/19/2022 TT

Approved By: 