

**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

SECTION: **INTRAVENOUS ADMIXTURE
PROGRAM**

SUBJECT: **INTRODUCTION**

CODE: 5.01.0
DATE: 12/21/84
REVISED: 1/25/17, 01/02/2019, 4/19/22
APPROVED: Thinh Tran, Pharm.D.
Page 1 of 2

POLICY

The Intravenous Admixture Program utilizes the pharmacy service for the preparation and delivery of antibiotic piggybacks and large volume solutions. Parenteral nutrition is prepared by Central Admixture Pharmacy Services, Inc. (CAPS) and delivered to the Inpatient Pharmacy daily.

PROCEDURE

- A. The Inpatient Pharmacy utilizes a biological safety cabinet and a laminar flow hood in the preparation of admixtures, providing service for the patient care units and Infusion Clinic.
- B. In processing an order the pharmacy:
1. Receives the physician's order.
 2. Checks dose and the patient's drug allergies.
 3. Prepares the admixtures using aseptic technique.
 4. Labels product with appropriate information.
 5. Delivers the product to the proper storage area at the nursing units.
 6. If an order is discontinued, the pharmacist will discontinue the order in the computer and the medication returned to the Inpatient Pharmacy at the 24 hour exchange.
- C. Orders are generated in the following manner.
1. I.V. medications are ordered through the electronic health record (EHR).
 2. Each compounded I.V. antibiotic piggyback and large volume I.V. has an expiration date of ≤ 12 hours or in accordance to manufactured product information.
 3. A R.N. may verbally notify the Inpatient Pharmacy of "stat" orders, provided that the order is verified by the pharmacist on the patient care unit, allowing the pharmacist to verify the order prior to dispensing the medication.
 4. Parenteral nutrition orders are written in the patient chart, indicating substrate, electrolyte, and vitamin requirements
 - a. A parenteral nutrition worksheet is either filled out by the physician or the pharmacist (see attachment). Worksheets are located on the units or they can be individually requested from the Inpatient Pharmacy.
 - b. The completed worksheet is electronically submitted to CAPS.

Reviewed: 6/8/15ll; 11/8/16ll; 4/19/2022 TT

signature: _____ Date: _____

Approved By: *Ben Arndt*

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- c. The deadline for the parenteral nutrition orders is 2:00 P.M. All orders received after 2:00 P.M. will be processed the following day.
 - d. The prepared parenteral nutrition bag is delivered to the Inpatient Pharmacy before 7:00 P.M. by CAPS and verified correct by a pharmacist.
 - e. Inpatient Pharmacy personnel deliver the parenteral nutrition bag to the respective nursing unit by 7:00 P.M.
 - f. Quality control data are provided to the RLANRC Pharmacy quarterly by CAPS.
5. Staff will be notified of any changes to processes or procedures in sterile compounding through staff meetings or electronic communications. For employees attending the meeting, a roster will be circulated with the subject matter and the major changes and the staff will be required to sign-off on the roster indicating that he/she understands what the change(s) is/are. For electronic notification, a reply indicating that they have received and understand the changes is sufficient. The log and reply will be kept with the supervisor for a period of 3 years.
 6. The compounded related policies and procedures will be reviewed annually by the pharmacist-in-charge of the area.
 7. All sterile compounding related records will be kept for 3 years.

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