

**POLICY AND PROCEDURE MANUAL  
PHARMACY SERVICES**

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SECTION: **PERSONNEL RELATED POLICIES**

SUBJECT: **PHARMACY OPERATIONS DURING ABSENCE OF SOLITARY PHARMACIST**

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POLICY

As per the California Code of Regulations, 1714.1, 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 Inpatient Pharmacy and ensure that ancillary staff (if present) have left as well [subsection (a)], informing nursing personnel of the time, in which the pharmacist is to return, or
- B. Leave the Inpatient Pharmacy, allowing ancillary staff to remain, providing that the staff is assigned only non-discretionary duties, ensuring that the entrance to the Pharmacy is secure [subsection (a)].
- C. The Pharmacist is responsible for checking all work done by ancillary staff during the pharmacist's absence [subsection (c)].

PROCEDURE

- A. Closing and securing the Inpatient Pharmacy refers to the pharmacist ensuring that the Pharmacy is locked.
- B. Non-discretionary duties of ancillary staff, namely technicians, allow them to perform the following [subsection (d)]:
  - 1. Receive telephone calls from nursing units and leaving messages for the pharmacist on discretionary matters
  - 2. Printing labels for missing doses and retrieving drugs for pharmacist check.
  - 3. Place medications into cassettes and bags for final pharmacist check.
  - 4. Repackage pharmaceuticals, leaving the report and container for final pharmacist check
  - 5. Preparing an I.V. solution or piggyback, leaving all syringes and additives, as well as the physician order for final pharmacist check
- C. When returning from a break or having eaten a meal of no greater than 30 minutes duration [subsection (f)], 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.

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