



# Department of Pharmacy POLICY AND PROCEDURE

POLICY NUMBER: 900  
VERSION: 1

## **SUBJECT: Medication Area Inspection**

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### **POLICY:**

1. A licensed pharmacist shall make a monthly inspection of all drug storage areas in the Ambulatory Surgical Center and quarterly inspections of the Clinics throughout the Antelope Valley Cluster of High Desert Regional Health Care.
2. The specific Medication Area Inspection Record (Pharmacy, ASC, Clinic) is utilized to perform the inspection.
3. Inspections are to be performed anytime during the month by the pharmacist.
4. Examples of areas to be inspected include, but not limited to: medication rooms, Pyxis machines, refrigerators, crash carts, utility rooms, and controlled drug cabinets.

### **PROCEDURE:**

1. Irregularities and deficiencies from the previous inspection should be corrected.
2. The pharmacist inspecting the drugs should check each container to detect any defect in the drug and to assure a valid expiration date.
3. Medication stock that is in excess of the quantities recorded on the floor stock list will be returned to the pharmacy.
4. Medication not authorized as floor stock will be returned to the pharmacy.
5. The emergency drug tray inside the crash cart will show the expiration dates of the drugs enclosed. The drug with the shortest expiration date will be highlighted.
6. Emergency kits will have a list of drugs enclosed with their expiration dates.
7. Emergency carts and kits should be locked after the inspection.
8. Extravasation kits will be available in the following locations: Oncology clinic.

9. Extravasation kits shall be inspected for the presence of the table of antidotes for vesicant/irritant in addition to appropriate medications/supplies content and expiration dates of medications/supplies (see attached).
10. Extravasation kits shall be numbered and initialed by the pharmacist who assembled the kit. A record of the number, date, and replenishing pharmacist will be available in the pharmacy and kept for three years in the Unit Inspections record book.
11. A list of outdated drugs will be given to the nurse in charge for replacement.
12. Medication area inspection criteria are listed on the Medication Area Inspection Report. A copy of the report form follows this policy.
13. All outdated drugs and irregularities will be documented on the Medication Area Inspection Record.
14. The pharmacist inspector and the Clinic Supervisor will sign the report and send to the Department Chair for signature.
15. Reporting
  - A. The inspection reports are forwarded to the Chairperson of the Pharmacy and Therapeutics Committee for review and signature.
  - B. For the Ambulatory Surgical Center, a summary of inspection and narcotic audit is sent to the Medical Director monthly.
  - C. Copies of the inspection reports are forwarded to:
    - a. Hospital Administration
    - b. Nursing Administration
    - c. Medical Director
    - d. Unit inspected
  - D. Original reports are kept on file at the pharmacy for at least three years.

Approved By: Romina Panoussi (PHARMACY SERVICES CHIEF II)	
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