

? ADM contains medications that will expire before end of next month. Follow up needed on (date) _____



ADM Monthly Cabinet Inspection

Station ID: _____

Date: _____

CRX Reports needed to complete ADM Medication Inspection

Station Inventory (by pocket) ? Last Pocket Access (sort by date) ?

INSPECTING THE MEDICATION INVENTORY:

*Using the information from the Last Pocket Access Report: Expire-Audit/Unassign all controlled substances that have not been used in the past 45 days that have NO active orders, with the exception of emergency medications (Lorazepam 1nj and Morphine 1nj /adjust max & par as necessary/).

*Use the ADM Med Mgt Expire/Audit function to inspect the remaining ADM medication inventory.

* Clean each medication drawer/pockets while inspecting medications.

*Remove all excess medication stock that is above the set max level.

**List all medications that will expire before next scheduled ADM Inspection (check box at top of page if follow up needed before end of the next month)

* List all expired medications including the qty expired and adjusted max/par level.

* List all non-controlled medications that have not been used in the past 45 days.

ADM "Yellow Card" on cabinet? Y N (if no, place one on the cabinet)

ADM "Quick Reference Guide" on Cabinet? Y N (if no, place one on the cabinet)

ADM has been cleaned straightened, numbered, (inside, outside and monitor)? Y N

Does the monitor need to be replaced? Y N

ADM drawers and pockets functioning properly? Y N (if no, specify below)

Inventory Completed by: _____ Date _____

Follow Up Completed by: _____ Date _____

Fax copy of completed inspection form and follow-up completion to ADM System Coordinator at 2-7387. File original in area's ADM Cabinet Inspection Folder. File ADM Inspection Forms requiring follow-up in a separate file until follow-up completed, then fax and file completed form.