

■ Department of Pharmacy Services

**MEDICATION STORAGE AREA INSPECTION CHECKLIST - OUTPATIENT (G05\_2.frm)**

<b>AREA:</b>		<b>Medication Room (cabinets, drawers)</b>		<b>Medication Refrigerator</b>	
<b>DATE:</b>					
<b>A</b>	<b>Medication cabinets, refrigerator, carts*</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
1	Medications are <b>properly labeled</b> (incl. exp dates).				
2	<b>Damaged, contaminated, deteriorated, discolored</b> or otherwise unusable medications are <b>NOT</b> present.				
3	All medications are <b>in-date</b> . (No expired medications)				
4	<b>References</b> are present, in good condition and current.				
5	<b>Disinfectants and externally used medications</b> are separate from those for internal use.				
6	Medications are stored in their <b>proper location</b> .				
7	Storage area is <b>clean and organized</b> .				
8	<b>Security</b> of storage area is adequate and appropriate ( <i>by lock or location</i> ).				
9	Storage area is properly labeled.				
10	<b>Non-drug items</b> are <b>NOT</b> stored in the medication areas.				
<b>B</b>	<b>General</b>			<b>Yes</b>	<b>No</b>
1	<b>Flammable substances:</b> Quantity is appropriate and are stored properly.				
2	<b>Refrigerator temperature</b> is recorded daily.				
3	<b>Refrigerator temperature</b> is within accepted range of 36 - 46°F.				
4	An authorized <b>chemotherapy spill kit</b> is available.				
5	<b>Central store items and diagnostics</b> are in date and in good condition. (spot-check only)				
6	<b>Disposable locks</b> are in Pyxis or locked up.				
		<b>Emergency Cart</b>		<b>Tackle Box</b>	
<b>C</b>	<b>MayDay carts and Tackle Boxes</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
1	<b>Medication tray</b> is checked regularly for expired medications and lock integrity (documented by nursing personnel).				
2	Medication tray or tackle box is <b>in date</b> .				
3	A <b>pharmacy lock</b> secures the medication tray or box.				
4	Record tray or tackle box <b>number and expiration date &gt;&gt;&gt;&gt;&gt;&gt;</b>				

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**COMMENTS/ACTIONS REQUIRED** (please note if the discrepancy refers to a pharmacy process):

Pharmacy Inspector: \_\_\_\_\_ Charge Nurse: \_\_\_\_\_  
 White copy: File copy                      Yellow copy : Quality Improvement      Pink copy : Nurse Manager