



#	Guideline explanation (G05_3.frm)	Action taken if noncompliance found (if noted on the inspection sheet, it is assumed that the nurse manager has been informed/educated and recommendations made)
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SECTION A: MEDICATION CABINETS, REFRIGERATORS, CARTS

1	<p>Medications are properly labeled: Drugs should have appropriate labels.</p> <p>a) Labeling requirements differ based on the function that the meds are serving e.g. floorstock should have original label with manufacturer’s expiration date (not labeled for a patient).</p> <p>b) Liquids that have been transferred from a primary container to a secondary container for ease of use should be re-labeled. The label on the secondary container should be clearly marked and contain, at the minimum, the generic or chemical name of the substance, the concentration, the manufacturer, the transfer date, and the product’s expiration date.</p> <p>c) Bulk meds that are not floorstock should be labeled for a specific patient. If however, they are not stored in the patient’s medication tray or in the general drawer of the medication cart, then they should be discarded.</p>	Any medication not properly labeled should be returned to the pharmacy distribution center and noted on the inspection form.
2	<p>Damaged, contaminated, deteriorated, discolored, or otherwise unusable medications are NOT present.</p>	<p>a) If present, note the drug name and amount on inspection form, and the specific problem so the nurse manager knows to re-order.</p> <p>b) These meds should then be returned to the pharmacy distribution center.</p>
3	<p>All medications are in-date, including multi-dose vials, insulin, bulk meds, sterile solutions, and unit-dose medications. This includes drugs in the med room and med refrigerator. Refer to the Expiration Dating chart for dating guidelines.</p>	<p>a) Make notation of any drugs that are present, expiration date and amount so the nurse manager knows to re-order.</p> <p>b) These meds should then be returned to the pharmacy distribution center.</p>
4	<p>References are present, in good condition and current:</p> <p>a) Check for current Formulary binder on unit.</p> <p>b) Check for current drug reference on medication cart (Mosby’s).</p> <p>c) Check for presence of emergency Poison Center number on phones (Mr. YUK stickers).</p> <p>d) Check for “Expiration Dating of Medications in Patient Care Areas” chart</p>	<p>a) Notify Drug Information for replacement.</p> <p>b) Notify nurse manager for replacement.</p> <p>c) Ask the nurse to notify Public Safety, who supplies the “Mr Yuk” stickers.</p> <p>d) Post the chart in the medication room or area.</p> <p>Document which reference was missing on inspection form.</p>
5	<p>Disinfectants and externally used medications are separated from those for internal use. These meds should be reasonably separated by space or divider.</p>	Make notation on inspection form regarding degree of “mixing” of externals and internals in storage areas. Rearrange as needed.
6	<p>Medications are stored in their appropriate location:</p> <p>a) Meds that belong in the Pyxis should NOT be in cabinets or drawers.</p> <p>b) Narcotics should be locked up. C-II narcotics should be under at least two locks (one may be a door lock).</p> <p>c) Meds requiring refrigeration (on the label) should be in medication refrigerator.</p> <p>d) Meds should not be left on top of med cart when the cart is unattended.</p>	Make notation of any meds not stored appropriately on the inspection form.
7	<p>Storage area is clean and organized: Storage areas should be reasonably clean and neat. This includes the medication room, medication refrigerator, and medication cart.</p>	Make notation on inspection form of the condition of the area.

8	<p>Security of storage area is adequate and appropriate (by lock or location):</p> <p>a) Medications in the med room and refrigerator should be secured in the form of limited access and/or lock. Meds should be secured by a lock if access is not restricted.</p> <p>b) The medication cart should be locked when unattended.</p> <p>c) C-II narcotics should be under two-locks when not in use (one lock may be a door lock). If necessary to refrigerate, there should be a separate locked compartment in the refrigerator.</p>	<p>If security of medications cannot be ascertained, the inspector should consult with the nurse manager for clarification. Make recommendation as needed. Note on form areas needing clarification or recommendations made.</p>
9	<p>Storage area is properly labeled:</p> <p>a) Cabinet doors and/or shelves in medication room should be labeled with medication names and/or for external vs. internal meds.</p> <p>b) Medication refrigerator is labeled with "Medications ONLY."</p>	<p>Replace labels as needed. Note on form specific labels made.</p>
10	<p>Inappropriate (non-drug) items are NOT stored in the medication area:</p> <p>a) Food, batteries, personal items, etc. should not be in areas intended for medication storage (e.g., refrigerator).</p> <p>b) Medication carts are NOT used for storing non-drug items (e.g., purses, magazines).</p>	<p>Make notation of item and area where found.</p>
SECTION B: GENERAL ITEMS		
1	<p>Pharmacy delivery and return bins are present, labeled, and in good condition (inpatient areas ONLY):</p> <p>a) Bins should be labeled "Pharmacy Delivery" and "Pharmacy Return"</p> <p>b) Bins should be labeled with unit specific labeling (i.e. "10W")</p>	<p>Label as needed. Note on form labels made.</p>
2	<p>Pharmacy delivery and return bins do not contain expired or inappropriate (on wrong patient care unit) medications (inpatient areas ONLY).</p>	<p>a) Document those medications found on wrong patient care unit (note correct units on form). Document date of medication and date found.</p> <p>b) Document medications found in the delivery bin that have expired. Return medications to FirstDose pharmacy for correction and crediting. Notify coordinator of FirstDose pharmacy of findings. Document notification.</p>
3	<p>Flammable substances are stored properly:</p> <p>Large quantities of flammable substances (acetone, alcohol 70%, benzoin) should be stored in a fire resistant area. Normal floorstock par levels do not require special storage.</p>	<p>If large quantities are present with inadequate storage area, inform nurse manager and recommend removal or rearrangement. Document on inspection form.</p>
4	<p>Refrigerator temperature is recorded daily.</p> <p>a) Temperatures should be recorded on temperature log daily.</p> <p>b) Replace temperature logs as needed.</p>	<p>1) Document on the inspection form if the temperature is not recorded daily.</p> <p>2) Replacement logs: Ask the nurse to call the MUSC Print Shop to order more. Jan-June logs: OTC NO. 803565 July-Dec logs: OTC NO. 803563</p>
5	<p>Refrigerator temperature is within accepted range of 36 - 46°F.</p> <p>Check placement of thermometer in refrigerator</p>	<p>Document on the inspection form if the temperature is repeatedly out of range without actions taken. Move thermometer if placed incorrectly and document on form.</p>
6	<p>An authorized chemotherapy spill kit is available: Applies only to those areas which handle chemotherapy.</p>	<p>Arrange for replacement with Occupational Safety and Health department. Note on form date of call to OSH.</p>
7	<p>Central store items and diagnostics are in date and in good condition (spot-check only).</p>	<p>Remove and make note if any are expired or damaged.</p>
8	<p>Disposable locks are in Pyxis or locked up: If any are not stored in the Pyxis or other secure, locked area, remove and instruct charge nurse to place in secure area.</p>	<p>If not secured, recommend secure placement on the patient care unit after investigation with nurse manager. Note recommendation on form.</p>
SECTION C: MAYDAY CARTS AND TACKLE BOXES		

1	<p>Medication tray is checked regularly for expired medications and lock integrity: Check for documentation that checks are done by nursing personnel.</p>	If documentation not done, note on form.
2	<p>Medication tray or tackle box is in date: Tag on crash cart med tray and tackle box should indicate the name of the first drug to expire in the tray/box and the date.</p>	<p>If expired or soon to expire within next 30 days, arrange for a replacement med tray/tackle box from the FirstDose pharmacy or the outpatient pharmacy.</p>
3	<p>A pharmacy lock secures the medication tray or box: The pharmacy locks are black. The lock should therefore be black and intact.</p>	If the lock is broken or is not pharmacy color, arrange for a replacement of med tray or tackle box.