Pharmacy policy appendix for G13

GENERAL	YES	NO	CA	N/A
1. All areas are clean, organized, and free of outdated drugs.				
2. Medications are properly secured/stored.				
3. Medications are properly labeled.				
4. Phones contain emergency phone numbers for mayday, fire, maintenance, public safety, hazmat spill, poison ctr.				
5. Internals are separated from externals.				
6. Flammable substances are stored properly (no more than 1 gal alcohol per room and 2 cans of flammable aerosols per room).				
7. Only pharmacy personnel have unsupervised access to pharmacy areas.				
8. Doors are NOT wedged or propped open.				
UNIT DOSE AREA	**YES**	**NO**	**CA**	**N/A**
9. Repackaged medications are labeled with the drug name, lot number, and expiration date.				
10. Repackaging records are maintained.				
COMPOUNDING AREA	**YES**	**NO**	**CA**	**N/A**
11. Scales are calibrated as needed.				
12. Compounded medications are labeled with the drug name, lot number, and expiration date.				
13. Compounding records are maintained.				
14. Nothing is stored under the sink; sink must have HOT and COLD running water.				

MEDICATION REFRIGERATORS/FREEZERS	YES	NO	CA	N/A
15. Temperatures are recorded daily on a temperature log and are within 36-46 degrees F (see log).				
16. No nondrug items, nutritionals or flammables are stored in the refrigerator.				
IV ROOM	**YES**	**NO**	**CA**	**N/A**
17. Laminar flow hood, biological safety cabinet, and glove box cleaning/decontamination checklist is present and completed at appropriate intervals.				
18. Laminar flow hoods, biological safety cabinet, and glove box are certified (every 6 months) with certification stickers affixed.				
19. Cleaning and calibrating of compounders documented.				
20. Open single-dose vials in the laminar flow hood are properly labeled with the expiration time and discarded after use.				
21. Open multidose vials are labeled with expiration date and discarded after expiration.				
22. Open sterile solutions, e.g. NS and H2O, are labeled for discarding within 24 hours of opening.				
23. Reconstituted medications are appropriately labeled according to the policy on expiration dating.				
24. Sharps containers are present, secured from "tipping over," and not overfilled.				
25. IV room is free of cardboard boxes.				
26. An authorized chemo spill kit is readily available.				
27. Personal protective equipment (gowns, gloves, eye and face protection) are readily available.				
28. Injectable antineoplastic medications are stored in a clearly marked area separate from other injectables.				
29. Eyewash station available, unobstructed, certification current.				

ENVIRONMENTAL SAFETY	YES	NO	CA	N/A
30. Supplies are stored at least 6" off the floor.				
31. There is at least 18" between items on top shelves and the ceiling.				
32. Trash containers are free from overflowing materials.				
33. Fire alarms and extinguishers are unobstructed, clearly visible. Staff can quickly state their location.				
34. Evacuation routes are posted.				
35. Exit doors are free of obstructions.				
36. All personnel are wearing ID badges which are clearly visible.				
37. Extension cords are NOT in use (Power strips are okay); all electrical cords are in good repair.				
38. Food, drinks, and cosmetics are removed from the compounding area and IV room.				
39. "Red bags" and needle boxes do not contain regular trash.				
40. All chemical containers are labeled and an expiration date is visible.				
41. Alcohol hand antiseptic and/or soap is readily available.				
BOARD OF PHARMACY REQUIREMENTS	**YES**	**NO**	**CA**	**N/A**
42. Pharmacy permit is displayed.				
43. Licenses and registrations are displayed or reference to centralized location of certificates is displayed.				
44. Current copies of SC Pharmacy Practice Act, SC Controlled Substances Act and Regulations, SC Drug Act, and SC Board of Pharmacy Newsletter (last 4 issues) are available.				

Reviewer Signature and Date

LOCATION

Month:

Manager Signature and Date

Yes=Compliant; No=Not compliant; CA=Not compliant, corrective action taken; N/A=Not applicable to the area surveyed