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| Medications - Pharmacy | | | | NO. | |
| Purpose: To provide a unified program for the smooth transition from on month to the next month with  Pharmacy.  Statement: The facility will provide pharmaceutical services, including procedures that assure the accurate  acquiring, receiving, dispensing, and administering of all medications, to meet the needs  of each resident.  Procedure:   1. If a resident states no preference of pharmacy, the resident will be assigned to the facility’s pharmacy. 2. Medication and Treatment Administration Records (MARs and TARs) are printed by the facility’s pharmacy. 3. MARs and TARs for the next month are delivered to the facility by the pharmacy one week before they are to be implemented. 4. Night shift Unit Nurses are responsible for checking the next month’s MARs and TARs using the triple check system. These must be checked against the resident’s physician’s orders for accuracy and completeness, including: 5. Resident name and room number 6. Allergies 7. Diagnoses 8. Physician’s name 9. Medications and treatments including dose, strength, and times 10. Vital signs, weights, intake and output, and other parameters or special instruction when indicated 11. At the end of night shift on the last day of the month, the night shift Unit Nurses will remove the previous month’s MARs and TARs and replace them with the new ones. 12. The old MARs and TARs should be placed in the medication room until they are checked by the Charge Nurse. 13. ANY Nurse who takes a new order must: 14. Transcribe the order on the resident’s physician order sheet with time, date and signature. 15. Transcribe the order on the resident’s MAR/TAR. 16. Transcribe the order on the next month’s MAR/TAR if the next month’s MARs/Tars have been delivered to the facility. 17. Call the new order in to the pharmacy. 18. Place a copy of the new order in the outgoing pharmacy box. 19. The Unit Nurse who transcribes the orders from a new admission must: 20. Send a copy of the new resident’s physician’s orders sheet to the pharmacy. 21. Take a photograph of the resident, and place it in the MAR. | | | | | |
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| Medications - Pharmacy | | | | NO. | |
| 1. Reordering Medications 2. Each resident has a labeled slot for their medications in the medicine cart, labeled with the resident’s name. 3. Each card of the resident’s medications has a renew alert sticker placed in the box before the last three days amount of doses. 4. The Unit Nurse who uncovers the renew alert stickers must: 5. Remove the renew alert stickers from the cards. 6. Apply the renew alert stickers to the pharmacy reorder sheet. 7. Fax the pharmacy reorder sheet to the pharmacy before the end of the shift. 8. If the Unit Nurse encounters medications that were not ordered when the renew alert sticker was uncovered, the Charge Nurse should be notified. 9. When the pharmacy delivers medications to the unit, the Unit Nurse must: 10. Check that all medications on the pharmacy delivery slip are in the bag, and sign the pharmacy delivery slip. 11. Give one copy of the slip to the pharmacy delivery person, and file the other copy in the medication room. 12. Check the labels of all medications against the resident’s physician’s orders sheet for the correct: 13. Resident name 14. Medication 15. Dose 16. Times 17. Medication order number 18. Notify the pharmacy immediately if anything is missing from the delivery or is incorrect. 19. Put the medications in the correct resident slots. 20. Medications must not be left out at the nurses’ station. | | | | | |
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| Medications - Pharmacy | | | | NO. | |
| 1. Emergency Medications 2. The emergency medications box is kept in the unit’s locked medication room. 3. The box has breakable, plastic lock that is numbered. 4. The medications in the box are in unit doses, arranged in alphabetical order by generic name. The emergency medication log book also has an alphabetical list of all the medications in the box, with their amounts, doses, and strengths. 5. The Unit Nurse who uses an emergency medication must: 6. Break the plastic lock. 7. Remove the medication. 8. Apply new lock. 9. Document in the emergency medication box log:  * Date, time, and signature * Medication with strength and dose * Number of the lock removed * Number of the lock applied  1. Fill out a requisition for the medication. 2. Send the requisition to the pharmacy to replace the medication. 3. The Charge Nurse should monitor the log to make sure it is filled out correctly. 4. The Pharmacy Consultant will periodically monitor the log, monitor medications in the box, and replace the entire box. | | | | | |
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