



Pharmacy Department Procedure Unit Inspections

A. EFFECTIVE DATE:

August 17, 2021

B. PURPOSE:

The purpose of this procedure is to assure that medications are stored and secured properly.

C. PROCEDURE STATEMENT:

The pharmacy shall be responsible for conducting unit inspections of all applicable area of the hospital where drugs are stored and/or dispensed.

D. SCOPE:

This procedure applies to the clinical care areas of John Dempsey Hospital where medications are stored.

E. DEFINITIONS:

None

F. MATERIAL(S) NEEDED:

Unit Inspection Form

G. PROCEDURE:

- a. Inspections shall be conducted ideally monthly, but no less than quarterly by a pharmacy staff member of each location where medications are stored.
- b. Inspections shall be documented on a unit inspection form, noting any deficiencies.
- c. Expired, damaged, or contaminated medications will be removed from medication storage areas and returned to the pharmacy.
- d. Unit inspection forms shall be reviewed by the pharmacy administrators and/or designees as assigned and kept on file.
- e. Results will be forwarded to unit managers for follow-up as needed.

H. ATTACHEMENTS:

Appendix 1: Unit Inspection Form

I. REFERENCES:

Reference *ISMP 2018-218, Targeted Medication Safety Best Practices for Hospitals, Best Practice(s) #7.*

J. SEARCH WORDS:

None

K. ENFORCEMENT:

Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

L. STAKEHOLDER APPROVALS:

On File

M. COMMITTEE APPROVALS:

None

N. FINAL APPROVAL:

- | | |
|---|---------------------------|
| 1. <u>Bruce T. Liang, MD (Signed)</u>
Bruce T. Liang, MD
Interim Chief Executive Officer & EVP for Health Affairs
Dean, School of Medicine | <u>11/08/2022</u>
Date |
| 2. <u>Anne Horbatuck (Signed)</u>
Anne D. Horbatuck, RN, BSN, MBA
Clinical Policy Committee Co-Chair | <u>11/02/2022</u>
Date |
| 3. <u>Scott Allen, MD (Signed)</u>
Scott Allen, MD
Clinical Policy Committee Co-Chair | <u>11/04/2022</u>
Date |
| 4. <u>Caryl Ryan (Signed)</u>
Caryl Ryan, MS, BSN, RN
Chief Operating Officer, JDH
VP Quality and Patient Services & Chief Nursing Officer | <u>11/04/2022</u>
Date |

O. REVISION HISTORY:

Date Issued: 5/15/1987

Date Reviewed: 12/10/92, 12/22/93, 11/12/97, 6/22/00, 10/16/03, 7/17/10, 8/6/15, 10/23/18, 9/8/2020

Date Revised: 12/29/14, 8/6/15, 5/18/17, 8/17/21