

**SECTION - MEDICAL/NURSING SERVICES
ADMINISTRATIVE DIRECTIVE NO. 532
(Replaces A.D. No. 532 dated 11/9/06)**

Effective Date: May 15, 2007

SUBJECT: PHARMACEUTICAL SERVICES

I. PURPOSE

Pharmaceutical Services shall be available for all Individuals to insure continuity in patient care and to optimize response to drug therapy utilizing the skills and knowledge of the hospital pharmacist.

II. AUTHORITY

A. Federal: 45 Code of Federal Regulations (CFR) 249.12; 20 CFR 405.1027; 20 CFR 405.1127.

B. State: Business & Professionals Code, Chapter 9, Division 2, Sections 4000-4409; Health and Safety Code, Division 10, Chapter 1-6, Sections 11000-11384; California Administrative Code, Title 16, Chapter 17, Sections 1700-1794; California Administrative Code, Title II, Division 5, Sections 71233-71239 and 73347-73375.

III. POLICY

Coalinga State Hospital (CSH) shall maintain a Pharmacy Department that is conducted in accordance with Federal and State regulations. A Pharmacist shall direct the pharmacy, and is responsible to the Hospital Administrator. The pharmacy shall be staffed by a sufficient number of ancillary staff in keeping with the size and scope of pharmaceutical services for the hospital.

IV. METHOD

A. Responsibility – Under the management of the Pharmacy Services Manager, the Pharmacy shall:

1. Assist in the delivery of drug therapy to the Individual.
2. Monitor and audit drug utilization.
3. Implement and/or maintain a medication distribution system.
4. Properly handle research and investigational drugs.

5. Prepare budgetary projections, estimate, and requisition for drugs and chemicals.
 6. Prepare compounds and dispenses drugs and pharmaceuticals.
 7. Maintain records for all facets of the pharmacy operation as required by State and Federal regulations.
 8. Obtaining necessary drugs including the availability of 24-hour prescription service on a prompt and timely basis.
 9. A system for the control and accountability of drugs and biologicals throughout the hospital.
 10. Conducting routine inspections of all pharmaceutical supplies on all services.
- B. Procedure – The scope of the Pharmacy Department services will be consistent with the availability of resources and the therapeutic needs of the Individuals.
Drug Distribution Service:
1. Maintain drug distribution system(s).
 2. Maintain adequate drug and pharmaceutical supplies.
 3. Maintain a Hospital Drug Formulary and Pharmacy Procedure Manual.
 4. Maintain patient profiles.
 5. Perform monthly inspections of unit medication rooms.
 6. Maintain appropriate records as required by Federal and State regulations.
 7. Prepare sterile I.V. products, compound prescriptions and stock preparations.
 8. Provide on-call coverage after regular pharmacy hours.
 9. Participate in hospital and department Performance Improvement processes.
 10. Implementing the decisions of the Pharmacy and Therapeutics committee.
- C. Clinical Service:
1. Evaluate patient medication regimens.
 2. Offer proficiency in-service training to hospital personnel.

3. Maintain patient profiles.
 4. Participate in Interdisciplinary Team meetings when appropriate or when requested.
 5. Provide drug information.
 6. Provide consultative services to members of the medical staff.
 7. Assist in the development of Drug Use Evaluations.
 8. Medication error tracking.
 9. Review and monitor adverse drug reactions.
 10. Patient discharge counseling.
 11. Provide pharmacology lectures for the psychiatric technician program.
 12. May write clarification orders or therapeutic substitution per protocol.
- D. Written policies and procedures to govern the safe storage, preparation, and distribution of drugs shall be developed by the Pharmacy Services Manager and representatives of other disciplines as appropriate and approved by the Pharmacy and Therapeutics Committee. Refer to the Pharmacy Procedure Manual for the following procedures:
1. Hospital Formulary System;
 2. Purchasing and Inventory;
 3. Emergency Medication;
 4. Medication in and out of the facility;
 5. Court visit, discharge prescriptions;
 6. Ordering and issuance of medication by nursing personnel (floor stock);
 7. Intravenous therapy;
 8. Patient profiles;
 9. Medication security;
 10. Medication room inspections;
 11. Discontinued, contaminated and unused medication;

12. Drug recall;
13. Drug distribution system after-hours;
14. On-Call Pharmacist;
15. Pharmaceutical representatives; and
16. Hospital committees.

E. Written policies and procedures governing the safe administration of drugs and biological shall be developed by the Pharmacy Services Manager and representatives of other disciplines as appropriate and approved by the Pharmacy and Therapeutics Committee. Refer to the Pharmacy Procedure Manual for the following procedures:

1. Poison Control;
2. Drug Information;
3. Infection Control Plan;
4. Administration of Medication;
5. Medication Errors;
6. Placebo Medication;
7. Adverse Medication Reaction;
8. Investigational Drugs;
9. Drug Regimen Reviews; and
10. Patient Profiles.

V. PHARMACY PROCEDURE MANUAL

A copy of the Pharmacy Procedure Manual will be kept in the Pharmacy, program offices, and clinics, on all hospital units and other areas as determined by the Pharmacy and Therapeutics Committee. This manual will be reviewed and updated to reflect current Pharmacy procedures on an as needed basis, or at least annually.



BEN MCLAIN
Executive Director (Acting)