| ARROWHEAD REGIONAL MEDICAL CENTER<br><br>Pharmacy Services Policy and Procedures<br><br>2018-2021 Summary of Policy Revisions | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Policy #** | **New** | **Major** | **Minor** | **Reviewed** | **TITLE** | **Explanation (All New Policies and Major Revisions)** |
| 1.1 v3 | | | | X | Departmental Scope of Service | |
| 1.2 v1 | | | | X | Medical Center Organizational Chart | |
| 1.3 v2 | | | | X | Policies and Procedures – Review, Revisions, Approval | |
| 1.4 v1 | | | | X | Definition, Pharmacy Services | |
| 1.5 v1 | | | | X | Statement of Standards | |
| 1.6 v2 | | | | X | Accountability | |
| 1.7 v1 | | | | X | Committee Membership | |
| 1.9 v2 | | | | X | Responsibility of the Director | |
| 1.11 v1 | | | | X | Pharmacy Security | |
| 1.13 v1 | | | | X | Patient Care Area Inspections – Audits | |
| 1.14 v1 | | | | X | Pharmacy Services Space | |
| 1.15 v1 | | | | X | Inservices | |
| 1.16 v1 | | | | X | Continuing Education | |
| 1.17 v1 | | | | X | Orientation, Pharmacy Staff | |
| 1.18 v1 | | | | X | Orientation, Nursing | |
| 1.19 v1 | | | | X | Job Descriptions | |
| 1.20 v2 | | | | X | Computer Downtime | |
| 1.21 v2 | | | | X | Performance Improvement | |
| 1.22 v1 | | | | X | Pharmacy Law | |
| 1.23 v2 | | | | X | Pharmacy Practice Residency Program | |
| 1.24 v1 | | | | X | Record Retention, Storage, and Retrieval | |
| 1.25 v1 | | | | X | Disaster Plan | |
| 1.26 v1 | | | | X | Staff Meetings | |
| 1.27 v2 | | | | X | Pneumatic Tube System | |

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|---|---|---|---|---|---|---|---|
| 1.28 v1 | | | | | X | Sick Call Coverage – Pharmacist | |
| 1.29 v1 | | | | | X | Sick Call Coverage – Support Personnel | |
| 1.30 v1 | | | | | X | Shift Changes | |
| 1.31 v1 | | | | | X | Licensed Employee Theft or Impairment | |
| 2.1 v1 | | | | | X | Support Personnel | |
| 2.2 v1 | | | | | X | Telephone Use | |
| 2.3 v2 | | | | | X | Computer User Access Levels | |
| 3.1 v2 | | | | | X | Pharmacy and Therapeutics Committee | |
| 3.2 v2 | | | | | X | Formulary | |
| 3.3 v1 | | | | | X | Additions to the Formulary | |
| 3.4 v1 | | | | | X | Restricted Drugs | |
| 3.5 v1 | | | | | X | Therapeutic Substitution | |
| 3.6 v1 | | | | | X | Medication Use Evaluation | |
| 3.7 v1 | | | | | X | New Drug Information | |
| 3.8 v1 | | | | | X | Drug Information Service | |
| 3.9 v3 | | | | | X | Medication Administration | |
| 3.10 v2 | | | | | X | Medication Reconciliation | |
| 3.11 v1 | | | | | X | Antimicrobial Stewardship | |
| 4.1 v2 | | | | | X | Administration and Ordering Privileges | |
| 4.2 v3 | | | | | X | Interpretation and Verification of Orders | |
| 4.3 v2 | | | | | X | Preprinted orders | |
| 4.4 v1 | | | | | X | Identification of Prescribing Practitioner Signatures | |
| 4.6 v2 | | | | | X | Pediatric Medications | |
| 4.7 v1 | | | | | X | Medication Orders for the NICU | |
| 5.1 v2 | | | | | X | Automatic Stop Orders | |

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|---|---|---|---|---|---|---|---|
| 5.2 v2 | | | | | X | Bedside Medications, Self-Administration | |
| 5.3 v1 | | | | | X | Metric System | |
| 5.4 v1 | | | | | X | Dispensing of Inpatient Medications | |
| 5.5 v1 | | | | | X | Drug Allergy Information | |
| 5.7 v1 | | | | | X | Generic Drug Dispensing | |
| 5.8 v1 | | | | | X | Estrogen Patient Package Insert | |
| 5.9 v1 | | | | | X | Identification of Unauthorized Drugs | |
| 5.10 v1 | | | | | X | Surgery – Cancellation of drug orders | |
| 5.11 v1 | | | | | X | Transfers | |
| 5.12 v1 | | | | | X | Patient Profile – Drug Monitoring Service | |
| 5.13 v2 | | | | | X | Dispensing, Compounding, and Manufacturing | |
| 5.14 v1 | | | | | X | Transportation of Medications to Units | |
| 5.15 v2 | | | | | X | Emergency Department Drug Administration | |
| 5.16 v1 | | | | | X | Labeling | |
| 5.17 v2 | | | | | X | Labels – Inpatient | |
| 5.18 v2 | | | | | X | Labels – Outpatient | |
| 5.19 v2 | | | | | X | Discharge Procedure – Medications | |
| 5.21 v3 | | | | | X | Medications brought from home by patient | |
| 5.23 v1 | | | | | X | Procedure for disposition of outdated, contaminated, or discontinued medications | |
| 5.24 v2 | | | | | X | Expired medications monitoring | |
| 5.25 v4 | | | | | X | Storage of Drugs and Biologicals | |
| 5.27 v3 | | | | | X | Food-Drug Interactions | |
| 5.28 v2 | | | | | X | Unit Dose Packaging | |

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| 5.29 v1 | | | | | X | Light-Sensitive Medications | |
| 5.29 v1 | | | | | X | Light-Sensitive Medications- List Attachment A | |
| 5.31 v1 | | | | | X | Exchange Trays – Anesthesia Department | |
| 5.32 v2 | | | | | X | Emergency medication Box Exchange – FHC, Medical Imaging | |
| 5.33 v4 | | | | | X | Medication Administration Times | |
| 5.34 v1 | | | | | X | Returning Medications to Stock | |
| 5.35 v8 | | | | | X | High Alert Medications | |
| 5.36 v3 | | | | | X | Anticoagulation Therapy | |
| 5.37 v1 | | | | | X | Risk Evaluation and Mitigation Strategies (REMS) | |
| 5.37 v1 | | | | | X | Risk Evaluation and Mitigation Strategies (REMS) - Attachment A Formulary Medications with REMS | |
| 5.37 v1 | | | | | X | Risk Evaluation and Mitigation Strategies (REMS) - Attachment B Clozapine REMS Procedures | |
| 5.38 v1 | | | X | | | Emergency Medications for Staff | Retire policy as emergency dispensing medications to staff is a practice that has been ceased. |
| 5.40 v1 | | | | | X | Titrate and Taper Medication Orders | |
| 5.41 v1 | | | | | X | PRN Medication Orders | |
| 5.44 v1 | | | | | X | Adult Vancomycin Dosing Protocol | |
| 6.3 v5 | | | | | X | Cytotoxic Agents, Handling | |
| 6.7 v3 | | | | | X | Aseptic Technique | |
| 6.8 v2 | | | | | X | Cleaning and Sanitizing the IV Room | |

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| 6.9 v1 | | | | | X | IV Room Attire | |
| 6.10 v3 | | | | | X | IV Room Quality Assurance | |
| 7.1 v3 | | | | | X | Investigational Drugs | |
| 7.2 v2 | | | | | X | Investigational Drugs – Unusual Use or Indication | |
| 8.1 v2 | | | | | X | Controlled Substances – Administration | |
| 8.2 v2 | | | | | X | Controlled Substances – Management | |
| 8.3 v1 | | | | | X | Controlled Substances Inventory – Nursing | |
| 8.4 v2 | | | | | X | Controlled Substances – Audit | |
| 8.4 v2 | | | | | X | Controlled Substances – Audit Form | |
| 8.6 v2 | | | | | X | Controlled Substances – Dispensing and Inventory | |
| 8.8 v1 | | | | | X | Controlled Substances Diversion | |
| 9.1 v2 | | | | | X | Procurement of Medications, Biologicals, and Pharmaceuticals | |
| 9.2 v1 | | | | | X | Procurement of Medications from outside Pharmacies or Hospitals | |
| 9.3 v1 | | | | | X | Procurement List | |
| 9.4 v3 | | | | | X | Drug Recalls | |
| 9.7 v2 | | | | | X | 340B Drug Pricing Program | |
| 9.8 v2 | | | | | X | Patient Assistance Programs – Bulk Replacement | |
| 9.9 v2 | | | | | X | Receipt of Medications | |
| 9.10 v1 | | | | | X | Drug Supply Chain Security Act | |
| 10.1 v1 | | | | | X | Adverse Drug Reactions | |
| 10.2 v4 | | | | | X | Medication Errors | |

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|---|---|---|---|---|---|---|---|
| 11.1 v1 | | | | | X | Emergency Drug Supply (Crash Carts) | |
| 12.1 v1 | | | | | X | Floor Stock Medications | |
| 13.1 v1 | | | | | X | Clinical Pharmacy Services | |
| 13.2 v2 | | | | | X | Competency | |
| 13.3 v1 | | | | | X | Patient Assessment | |
| 13.4 v1 | | | | | X | Intravenous to Oral Conversion | |
| 14.1 v1 | | | | | X | Abbreviations | |
| 15.1 v1 | | | | | X | Poison and Antidote Information | |
| 16.1 v2 | | | | | X | Outpatient records | |
| 16.2 v1 | | | | | X | Identification Requirements – Outpatient Prescriptions | |
| 16.3 v2 | | | | | X | Patient Counseling | |
| 16.4 | | | | | X | Back-up FSI Server | |
| 16.5 v2 | | | | | X | Re-boot FSI Server | |
| 16.6 v2 | | | | | X | Medication Restock – Optifill II | |
| 16.7 v1 | | | | | X | Basic set-up and shutdown for Optifill II | |
| 16.8 v1 | | | | | X | Exemption 11159.2 Guidelines | |
| 16.9 v1 | | | | | X | Discharge Medication Processing | |
| 16.10 v1 | | | | | X | Quality Assurance – Optifill | |
| 16.11 v1 | | | | | X | Outpatient Prescriptions for non-ARMC Patients | |
| 16.12 v1 | | | | | X | Medication Dispensing for Correctional Patients | |
| 16.13 v1 | | | | | X | Information Privacy, Security, and HIPAA Compliance | |
| 16.14 v1 | | | | | X | User Access for Pharmacy Systems | |

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|---|---|---|---|---|---|---|---|
| 17.1 v1 | | | | | X | Biologicals | |
| 17.2 v1 | | | | | X | Infectious Waste | |
| 17.3 v2 | | | | | X | Pharmaceutical Waste | |
| 17.4 v2 | | | | | X | Hazardous Waste | |
| 18.1 v2 | | | | | X | Automated Dispensing System | |
| 18.3 v1 | | | | | X | Medication Administration Record | |
| 18.4 v1 | | | | | X | Pharmacy Quality Assurance Program – Medication Errors | |
| 19.1 v1 | | | X | | | Infection Control – IV Additive Service | Retire current policy as the contents have been included in ADM 690.36 |
| 20.1 v2 | | | | | X | Safety Manual | |
| 20.2 v2 | | | | | X | Basic Safe Practices | |
| 20.3 v1 | | | | | X | Fire Safety Responsibilities | |
| 20.4 v2 | | | | | X | Material Safety Data Sheets | |
| 20.5 v2 | | | | | X | Flammable Agents Storage | |
| 20.6 v2 | | | | | X | Disaster notification | |
| 20.7 v2 | | | | | X | Disaster Plan | |
| 20.8 v2 | | | | | X | Code Pink and Code Purple Response | |
| 20.9 v1 | | | | | X | Latex-Free Policy | |
| 21.1 v2 | | | | | X | Automated Cabinet Drug Dispensing System (Pyxis) | |
| 21.2 v2 | | | | | X | Discrepancy Resolution | |
| 22.1 v2 | | | | | X | Pricing Policies | |
| 2.22 v2 | | | | | X | Medication Return to Stock | |