**Worksheet # 5**

**Pharmacy Operations**

**Learning Objectives**

1. Describe policies and regulations regarding pharmacy record keeping.

2. Describe policies and regulations regarding medication inventory (frequency and information obtained).

3. Describe policies and regulations regarding medication storage in and out of the pharmacy.

4. Describe procedure for ordering and purchasing.

5. List medications that are stored on units and describe why they are stored on the unit versus in the pharmacy.

**Preceptor:** Discuss this activity with the student and please sign-off in E-value that it has been accurately completed.

Inventory Management

1. Describe the procedure for ordering medications at your assigned facility
	1. How is this process different for controlled substances?
2. Describe the procedure for returning medications including controlled substances.
3. How are expired medications handled at your facility?
4. What is the procedure for handling back orders or medication shortages?

5. How are recalls on medications handled at your facility?

Medication Storage

1. On the hospital formulary list **1** medication that is stored at each of the following temperatures. State the reason(s) why a particular medication must be stored at a particular temperature.

|  |  |  |
| --- | --- | --- |
| **Temperature** | **Medication** | **Reason** |
| Room Temperature: |  |  |
| Refrigerator Temperature: |  |  |
| Freezer Temperature: |  |  |

1. How long can the temperature be out of range before you have to discard certain drugs? Give examples.
2. Identify **1** example from the hospital formulary of light sensitive medications (medications stored in light sensitive containers) and then explain why it cannot be exposed to light from a pharmaceutics perspective.

Floor Stock

1. How are floor stock medications stocked, inventoried, and inspected at your facility?
2. What medications and supplies are stocked in a crash cart?

Emergency Response

1. How is the hospital and pharmacy department prepared for emergencies such as an external disaster (tornado, flood) or a terrorist attack? (Be sure to discuss first responders/Abx prep, etc)
2. What are the different code systems in the hospital (code red, code blue, and how are people notified – overhead, pagers, etc)?