**Worksheet #3**

**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. Describe the security measures in place at your pharmacy.

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

Record Keeping

1. Describe the record keeping process at your pharmacy
   1. Where are medication orders filed and stored (including controlled substance)? If electronically stored, what is the pharmacy’s contingency plan in the event of lost data?
   2. How are the medications organized in the pharmacy?

Inventory Management

1. Participate or observe the following:
   * Send an order including an electronic or paper DEA 222 form
   * Order check in and shelving
2. Explain how to complete a DEA 222 form when buying, supplying, and returning product. Where is each copy of the DEA 222 form stored or sent?
3. Describe the procedure for ordering/returning medications at your pharmacy
   1. How is this process different for controlled substances
4. Describe the pharmacy’s inventory control system including controlled substances.
5. How are expired medications handled at your pharmacy?
6. What is the procedure for handling back orders or medication shortages?
7. How are recalls on medications handled at your pharmacy?

Medication storage

1. Using the table below, identify medications with unique storage requirements or routes of administration. Choose **2** medications that are not stored at room temperature and **2** medications that are not given orally.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Drug** | **Route of administration** | **Storage requirement** | **For routes other than oral, how does the pharmacy ensure that the patient receives education about route of administration** | **Why must this medication be stored this way?** |
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Security

1. How is the pharmacy secured (gates, alarm systems, etc.)?

1. Describe the process for opening and closing the pharmacy (from a security standpoint).

3. Ask your preceptor to describe any concerns or issues they see with the current security of the pharmacy.