


GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
TITLE: Pharmacist Duties and Responsibilities	POLICY NO: AD-PHARMA-03	Page 1 of 2
RESPONSIBILITY: Pharmacy		
APPROVED BY:  THERESA C. ARRIOLA, DIRECTOR	DATE OF ORIGINAL APPROVAL: SEP 24 2019	
	LAST REVIEWED/REVISED: 9/24/19	

PURPOSE:

To establish the duties of the Pharmacist who provides pharmaceutical services to Guam Behavioral Health and Wellness Center (GBHWC) and assumes specific duties pertaining to the dispensing and oversight of pharmaceuticals at GBHWC.

POLICY:

- A. GBHWC shall retain a Pharmacist licensed by the Guam Board of Examiners for Pharmacy to assure that pharmaceutical services, such as prescribed drugs, are available to its consumers.
- B. Pharmaceutical services at GBHWC shall include the provision of consultative and other services furnished by the Pharmacist which assist in the development, coordination, supervision, and review of the pharmaceutical services within the facility.

RESPONSIBILITIES:

- A. Pharmacist General Duties
 1. Monitors the drug distribution system which includes ordering, dispensing, and administering medication.
 2. Ensures the availability of medication dispensing services during business hours.
 3. Reviews and replenishes medication inventory and completes medication disposal and destruction (e.g., expired, abandoned, contaminated), at least monthly.
 4. Ensures appropriate record keeping of all pharmaceutical services.
 5. Develops and updates professional standards, procedures, policies, and controls relating to procurement, storage, dispensing, and safe use of medication.
- B. Monthly Inspections
 1. The Pharmacist will conduct a monthly inspection of all medication storage areas. All inspections will be documented on the *Inspection Report for Medication Control (F-AD-PHARMA-03)*.
 2. The Pharmacist will conduct Medication Regimen Reviews (MRRs) monthly for all current GBHWC consumers and prepare a report documenting the review and any findings.
 3. The Pharmacist will conduct biannual inventory of controlled medications and annual inventory of regular medication stock.
 4. The Pharmacist shall report in writing irregularities during the inspection of inventories or MRR to the Medical Director, Nurse Administrator, Deputy Director, and the Director. MRR irregularities may relate to dispensing, administration, or other matters related to the consumers' medication regimen.

C. Medication Regimen Reviews for Inpatient:

To conduct MRRs, the Pharmacist will review relevant documentation in the inpatient consumer medical record, which may include, but is not be limited to the following:

1. Medications currently ordered;
2. Information concerning the patient's condition relating to drug therapy;
3. Medication Administration records (MARs)'
4. Physician's progress notes;
5. Nurse's notes;
6. Laboratory test results;
7. Patient medication informed consent forms and
8. Other document which may assist the Pharmacist in making professional judgment as to whether or not irregularities in the medication regimen.

D. Prescribing Practices Review:

The Pharmacist will assess the prescribing practices of professional staff with respect to the appropriateness and cost –effectiveness of medication orders. This assessment of prescribing practices includes, but is not limited to the examination of the following criteria:

1. Polypharmacy;
2. Excessive prescribing;
3. Monitoring of side effects and adverse drug reactions;
4. Therapeutic benefit versus risk; and
5. Practitioner prescribing trends.

E. Quality Assurance:

The Pharmacist will keep track of the following:

1. Medication errors in dispensing
2. Adverse drug reactions

ATTACHMENT(S):

F-AD-PHARMA-03 Inspection Report for Medication Control



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INSPECTION REPORT FOR MEDICATION CONTROL

Area Inspected: Location	Inspector Designation: [] Pharmacist [] Pharm Technician [] Nurse Administrator	Date Inspected:
Name of Inspector:		

Medication Room: General Appearance and Storage		YES	NO	N/A
1	Medication storage room is clean and free of clutter.			
2	Medication Room door is closed and locked.			
3	Patient cassette drawers are clean and organized.			
4	All medication is secure. No medication is on the counter.			
5	Medications are stored separately from non-drug items including food, antiseptics, test agents and disinfectants.			
6	List of permitted personnel inside medication room is posted			
Storage of Oral, Injectable, External and Refrigerated Medications		YES	NO	N/A
1	Oral, injectable and external medications are stored separately.			
2	Outdated drugs are not present (expired drugs found must be remove from inventory).			
3	Medications are labeled, properly stored and not overstocked.			
4	Sound Alike/ Look Alike medications are stored separately and labeled when appropriate.			
Injectable Medication		YES	NO	N/A
1	Injectable medications are properly labeled.			
2	Outdated drugs are not present.			
3	Partially used single-dose vials are discarded.			
4	Multidose vial are dated and initialed upon opening with expiration date.			
5	Syringes are stored in a locked area.			
6	Sharps are properly disposed of and lids are on sharps container.			



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Narcotics		YES	NO	N/A
1	Nonstock narcotics are secure in locked cabinets-patient's own meds			
2	Current inventory of controlled medications within Cerner is correct.			
3	Full inventory is conducted monthly by pharmacy staff			
4	No expired controlled medication is present.			
5	Controlled Medication are properly labeled			
6	Controlled medication are disposed properly.			
Refrigerator and temperatures		YES	NO	N/A
1	Refrigerator and room temperature are monitored and logged daily.			
2	Refrigerator temperature is maintained between 36° to 46° F.			
4	Room temperature is maintained between 68° and 77° F.			
5	Thermometer calibration is current and valid.			
6	Food or non-drug items are not present.			
7	Outdated medication is not present.			
8	Medication is labeled appropriately.			
Other Inspection		YES	NO	N/A
1	Expired medications are separated from inventory and noted that they are going to be sent out for return			
2	Medications from discharged patients are not found in regular stock			
3	Medication errors reported if any			
4	Adverse medication effects reported if any			
5	Patient's own medications are appropriately labeled and identified by a pharmacist or prescriber if using for patient			
6	Attach Physician Recommendations from Pharmacist for patients			
7	All needed reference materials are present, current policies available			
8	Expired medications are separated from inventory and noted that they are going to be sent out for return			

Pharmacist Signature:	Date:
Nurse Administrator Signature:	Date:



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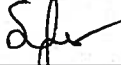
REVIEW AND ENDORSEMENT CERTIFICATION

The signatories on this document acknowledge that they have reviewed and approved the following:

Policy Title: Pharmacist Duties and Responsibilities

Policy No: AD-PHARMA-03

Initiated by: Pharmacy

Date	Signature
09-19-2019	

Quenie-Mei Fisher
Pharmacist

Date	Signature
SEP 20 2019	

Carissa Pangelinan
Deputy Director