



**COHESIVE HEALTHCARE MANAGEMENT & CONSULTING**

**Mangum Regional Medical Center**

TITLE		POLICY
<b>Drug Room Security – After Hours</b>		<b>DRM-012</b>
MANUAL	EFFECTIVE DATE	REVIEW DATE
<b>Drug Room</b>	<b>10-1-2020</b>	<b>10-1-2020</b>
DEPARTMENT	REFERENCE	
<b>Drug Room</b>	<b>Oklahoma Pharmacy Law Book</b>	

**SCOPE**

This policy applies to the security of MANGUM REGIONAL MEDICAL CENTER’s Hospital Drug Room during after-hours.

**PURPOSE**

The hospital drug room will adhere to security requirements of the hospital drug room during after-hours as required by the Oklahoma Pharmacy Practice Act.

**DEFINITIONS**

Hospital drug room normal business hours: Mondays through Fridays 8:00AM – 4:30PM.

Hospital drug room after-hours: anytime outside of the Drug Room’s normal business hours.

**POLICY**

The hospital drug room is to remain locked and the door shut at times when it is unoccupied by authorized staff. Authorized staff is defined as the RN in charge and is responsible for accessing the drug room in the event medications are not available to staff for patients.

**PROCEDURE**

1. All authorized personnel shall complete training established by the Pharmacist in Charge and presented by the Drug Room Supervisor upon hire and on a yearly basis.
2. The RN in charge will be responsible for accessing the drug room to obtain medications when needed.
3. Authorized nursing personnel will have access to only one key to the Drug Room.
4. The key shall not be passed off to anyone else unless it is an emergency, and then another licensed staff nurse can access the drug room to obtain emergency medications only.
5. Upon entering the hospital drug room, the authorized RN shall complete the following:

- a. Verify the medication order and retrieve the appropriate medication
  - b. Complete the After Hours Log (located on the counter) for each After Hours entry into the drug room. See Attachment A for sample After Hours Log.
  - c. A sample of the medication shall be placed in a designated After Hours blue bin on the counter for the Drug Room Supervisor to confirm that the right medication was removed.
  - d. If a medication is not available that was ordered by a provider, it shall be noted in the log book for tracking purposes.
6. The Drug Room Supervisor and Pharmacist in Charge will review medications removed from the drug room during after-hours in a timely manner.
  7. The Pharmacist in Charge will be on call during after-hours (i.e. available by phone) to answer any medication related questions.
  8. If an after-hours issue requires someone to be physically be on site at the hospital, the Drug Room Supervisor should be notified.

**REFERENCES**

Oklahoma Pharmacy Law Book

**ATTACHMENTS**

Attachment A: After Hours Log

**REVISIONS/UPDATES**

<b>Date</b>	<b>Brief Description of Revision/Change</b>