**Chapter B17 – Pharmacy Service**

1. **Basic Information**

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| Name of Service |       |
| Location(s) of Service  | Corresponding service(s) (e.g. In-patient/ out-patient pharmacy, satellite pharmacy, aseptic dispensing / cytotoxic reconstitution unit, stores for medicines) |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
| **Scope of Service** | **Operating hours & days** |
| Out-patient dispensing service | Choose an item. |       |
| In-patient dispensing service | Choose an item. |       |
| Aseptic cytotoxic reconstitution service*(Note: Please also complete Chapter B4, Aseptic Preparation Service if the answer is yes)* | Choose an item. |       |
| Aseptic compounding service, e.g. Total Parental Nutrition (TPN), eye drops*(Note: Please also complete Chapter B4, Aseptic Preparation Service if the answer is yes)* | Choose an item. |       |
| Pre-packing of medication | Choose an item. |       |
| Extemporaneous compounding | Choose an item. |       |
| Other services (please specify):       |       |
| If pharmacy is not providing 24-hours service, please provide information on the arrangements for drug supply outside pharmacy service hours:      |

1. **Pharmacist-in-charge**

|  |  |
| --- | --- |
| Name in English |       |
| Name in Chinese |       |
| Post Title |       |
| Qualification(s) / Training |       |

1. **Staffing**
	1. Manpower\* (include the Pharmacist-in-charge)

|  | **Rank** | **No.** |
| --- | --- | --- |
| Pharmacist |       |       |
|  |       |       |
| Dispenser |       |       |
|  |       |       |
| Others |       |       |
|  |       |       |

*\* “Proposed manpower” for new hospital*

* 1. Other requirements

|  |  |
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| 1. There is pharmacist on duty during all operating hours in the pharmacy
 | Choose an item. |
| 1. Medicines are dispensed under the supervision of a pharmacist or medical practitioner
 | Choose an item. |
| 1. Pre-packing and/or compounding of medicines is/are performed under supervision of a pharmacist
 | Choose an item. |
| 1. Staff have received job orientation program and appropriate training in this service / specialty
 | Choose an item. |
| 1. Staff have received appropriate training for dispensing and preparation of medicine and there are relevant and regular training for staff involved in preparation of drugs, e.g. dispensing, compounding, cold chain management, chemical spillage, medication incident reporting, etc
 | Choose an item. |
| 1. Regular evaluation is carried out on the practice adopted against procedures to ensure effective implementation
 | Choose an item. |

1. **Critical or Major Equipment**
	1. Equipment List *(Examples include (a) equipment for drug compounding or manufacturing - biological safety cabinet, fume cupboard, water purification system; and (b) equipment for drug storage - refrigerator, freezer, cold room, warmer)*

| **Type of equipment** | **Quantity** | **Schedule of maintenance as per the manufacturer’s recommendation** | **Date of last service / maintenance#** |
| --- | --- | --- | --- |
|       |       |       |       |
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*# Not applicable for new hospital*

* 1. Other requirements

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| 1. All equipment is installed, operated, maintained and calibrated according to manufacturer’s recommendation
 | Choose an item. |
| 1. There are operating manuals and procedures for use of equipment
 | Choose an item. |
| 1. There are procedures and schedules for cleaning, disinfection and decontamination of equipment
 | Choose an item. |
| 1. Staff using equipment have completed training in the safe and proper use of the equipment
 | Choose an item. |
| 1. There is preventive maintenance schedule established for all critical or major equipment
 | Choose an item. |
| 1. There is regular monitoring of water quality of the water purification system
 | Choose an item. |

1. **Drug Storage Facilities**

|  |  |
| --- | --- |
| 1. Medicines are stored in an environment in accordance with manufacturer’s recommendations
 | Choose an item. |
| 1. Medicines for external and internal use are kept separately
 | Choose an item. |
| 1. A system is in place to monitor and record the storage conditions of medicine storage facilities (e.g. temperature)
 | Choose an item. |
| 1. Frequency of temperature checking of cold chain medicines storage facilities e.g. pharmaceutical refrigerators, freezers, cold room
 | Real-time temperature |      times per day |
| Minimum & maximum temperatures |      times per day |
| 1. Temperature monitoring devices for the pharmaceutical refrigerators/freezers are regularly calibrated
 | Choose an item. |
| 1. There are temperature monitoring system for transport of medicines with cold chain requirement
 | Choose an item. |
| 1. There are means of alert upon out-of-range drug storage temperature and corresponding action plans for handling out-ranged temperatures
 | Choose an item. |
| 1. Records on actions taken in response to cold chain breach are kept
 | Choose an item. |

1. **Service Delivery and Care Process**

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| 1. There is a ward stock system
 | Choose an item. |
| 1. There are policies and procedures setting out the pharmacist or medical practitioner responsible for supervision of dispensing of medicines with clear delineation of responsibilities
 | Choose an item. |
| 1. There are written policy and procedures covering all aspects of medicine management including the following:
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|  |  |
| --- | --- |
| * 1. ordering, procurement, receipt, storage, handling, dispensing, labelling, recording, safe keeping, disposal and recall of medicines
 | Choose an item. |
| * 1. Patient Safety Incident reporting and management
 | Choose an item. |
| * 1. management of cold chain breach
 | Choose an item. |
| * 1. control of access to drug storage
 | Choose an item. |
| * 1. cleaning, disinfection, decontamination of the pharmacy and equipment
 | Choose an item. |
| 1. A drug formulary is kept and regularly updated
 | Choose an item. |
| 1. There is a system for maintenance of appropriate drug supply to meet the scale and scope of services
 | Choose an item. |
| 1. There is a policy for handling of patient’s own medicines
 | Choose an item. |
| 1. There is regular and documented check of poisons and dangerous drugs kept
 | Choose an item. |
| 1. There is a system to check of expiry dates of medicines and disinfectants whether these are kept in the store, put on standby for normal use, or stored in fridge
 | Choose an item. |
| 1. There are systems established to record pre-packing and/or compounding of medicines for identification and product tracing
 | Choose an item. |
| 1. There is a system to monitor the accuracy of dispensing of medicines, e.g. counter-checking system of drug dispensing/ supply
 | Choose an item. |
| 1. There are procedures to ensure safe handling and disposal of cytotoxic pharmaceutical waste
 | Choose an item. |
| 1. There are procedures to ensure safe, timely and accurate delivery of medicines when internal transportation of medicine is arranged via automatic delivery system (e.g. pneumatic tube, lift)
 | Choose an item. |
| 1. There is a register for recording particulars of patients receiving pharmaceutical products derived from human sources e.g. albumin, clotting factors, and immunoglobulin, etc
 | Choose an item. |
| 1. There are contingency plans for emergencies such as cessation of electricity supply water and electricity, chemical and cytotoxic spillage. Regular drills are conducted
 | Choose an item. |
| 1. There are expiry date checking and stock replenishment mechanisms for chemical and cytotoxic spillage kit(s)
 | Choose an item. |
| 1. There is a mechanism to ensure staff are conversant with relevant procedures, e.g. regular circulation of policies/procedures
 | Choose an item. |
| 1. If any of the service is operated by a separate entity in the hospital, mechanisms is established to monitor the quality of services provided by the entity
 | Choose an item. |