

**SECTION I**  
**PHARMACY ORGANIZATION**

# **CONNECTICUT VALLEY HOSPITAL PHARMACY POLICY AND PROCEDURE MANUAL**

## **SECTION I: CHAPTER 1.1:                   PHARMACY ORGANIZATION                                       THE PHARMACY SERVICES UNIT OF                                       CONNECTICUT VALLEY HOSPITAL**

**POLICY:**                   The Connecticut Valley Hospital shall establish a Pharmacy Services Unit.

**PROCEDURE:**           The Pharmacy Services Unit is established to serve the medication needs of inpatients at Connecticut Valley Hospital. It is headed by the Pharmacy Supervisor, who is directly responsible to the Director of Ambulatory Care Services.

The CVH Pharmacy is not a retail Pharmacy, therefore, by law, CANNOT SELL ANY ITEM STOCKED IN THE PHARMACY.

*No Prescriptions Shall Be Filled for Employees, Relatives, Dependents, Friends or the Public at Large.*

### ***REFERENCE:***

PUBLIC ACT No. 73-670, sections 19-32 through 19-42 inclusive. (2/3/73) CHAPTER 370 or SECTION 20-21 and amendments. Circular Letter #4 dated October 15, 1973, Dept. of Consumer Protection: Drug Division.

# CONNECTICUT VALLEY HOSPITAL

## PHARMACY POLICY AND PROCEDURE MANUAL

### SECTION I: PHARMACY ORGANIZATION

#### CHAPTER 1.2: ORGANIZATION CHART OF THE PHARMACY SERVICES UNIT

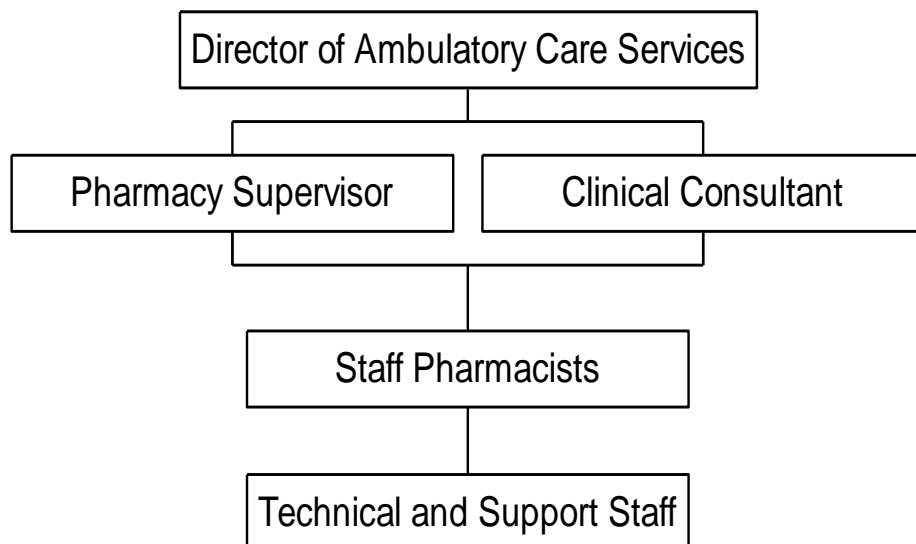
**POLICY:** The Pharmacy Services Unit is organized in a manner to support the clinical, operational, and administrative needs of the patients, pharmacy staff, medical staff, nursing staff, other health care providers, and other support departments at CVH.

**PROCEDURE:** CVH shall appoint a qualified Pharmacy Services Unit supervisor with the responsibility of the overall operations of the Unit.

1. The supervisor establishes appropriate staffing levels to meet the needs of the patients at CVH.
2. The supervisor establishes operational and clinical service levels to meet the needs of the patients at CVH.

NOTE: CVH shall provide on an as needed basis clinical management support for the supervisor in the form of contracted pharmacy services consultant.

### ORGANIZATIONAL CHART:



# **CONNECTICUT VALLEY HOSPITAL PHARMACY POLICY AND PROCEDURE MANUAL**

## **SECTION I: CHAPTER 1.3:**

## **PHARMACY ORGANIZATION KEYS TO THE PHARMACY**

### **POLICY:**

There is an established mechanism to provide key access to the pharmacy department and controlled substances vault.

### **PROCEDURE:**

1. The Page Hall pharmacy is on card key access, which can be accessed by all pharmacists and pharmacy technicians who are licensed by the Connecticut Department of Consumer Protection. The only keys required during the operation of the pharmacy are the AA1 key and the fire extinguisher key assigned to all pharmacists. The pharmacy supervisor maintains an inventory of these keys.
2. The Pharmacy Supervisor maintains an inventory of the day gate keys to the controlled drug vault and issues these keys to the pharmacists and the drug control pharmacy technician. A record is maintained by the pharmacy supervisor for the day gate keys issued.
3. The pharmacists are all given a 4-digit code to the alarm system upon entrance to the pharmacy and to the drug control vault. The Clinical Consultant is only given a 4-digit code to the alarm system for entrance to the pharmacy. A record of the alarm codes are maintained by the pharmacy supervisor.
4. CVH Police will have an alarm passcode in the event of an emergency requiring immediate access to the pharmacy premises.
5. The Pharmacy Supervisor will be paged if an emergency exists and CVH Police personnel need access to the pharmacy premises. If the Pharmacy Supervisor is not available, the Director of Ambulatory Care Services will be paged.

# **CONNECTICUT VALLEY HOSPITAL PHARMACY POLICY AND PROCEDURE MANUAL**

## **SECTION I: CHAPTER 1.4:                   PHARMACY ORGANIZATION                                       THE PHARMACY STAFF SHALL BE                                       APPROPRIATELY LICENSED BY THE STATE OF                                       CONNECTICUT**

**POLICY:**                   CVH pharmacists and pharmacy technicians maintain current and valid State of Connecticut licenses.

**PROCEDURE:**           Copies of current staff pharmacists and pharmacy technician's licenses shall be maintained in the Pharmacy as well as with the Human Resource Department.

# **CONNECTICUT VALLEY HOSPITAL PHARMACY POLICY AND PROCEDURE MANUAL**

## **SECTION I: PHARMACY ORGANIZATION CHAPTER 1.4A: CREDENTIALING OF PHARMACISTS PHARMACIST PROFESSIONAL STANDARDS DOCUMENTATION OF COMPLETION OF ELEMENTS OF CREDENTIALING**

**POLICY:** Each new pharmacist who becomes part of the pharmacy staff shall undergo credentialing. Such credentialing shall follow the guidelines and credentialing plan set by the CVH Pharmacy Discipline Chair and Clinical Consultant.

### **PROCEDURE:**

1. The pharmacist will be given a two page document which will outline the elements for credentialing
2. The document is partitioned in three sections:
  - a. professional qualifications
  - b. Pharmacist Area of practice and Clinical Monitoring
  - c. Signature and dating of document
3. Any information updating this credentialing information will be as a dated attachment to the form.
4. A review of this credentialing information will occur at the time of an update or as required by the credentialing body.

**CONNECTICUT VALLEY HOSPITAL**  
**Pharmacist Professional Standards**  
**Documentation of Completion of Elements for Credentialing**

Pharmacists Name: \_\_\_\_\_  
Last First MI

Job Title: \_\_\_\_\_ Employee #: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Institution Degree was Awarded From: \_\_\_\_\_

Degree(s) awarded (Date): \_\_\_\_\_

CT State License # and Expiration Date: \_\_\_\_\_

**Please attach a copy of the following:**

Copy of CT State License \_\_\_\_\_

Copies of Additional Certifications or Specialties \_\_\_\_\_

.....

**Pharmacist Areas of Practice:**

***Operations***

1. Review of Pharmacy Policy and Procedure Manual \_\_\_\_\_
2. Pharmacy Performance Order Entry \_\_\_\_\_
3. Clozapine Monitoring \_\_\_\_\_
4. CLP Website Training \_\_\_\_\_
5. Pyxis Medication Management System (basic understanding) \_\_\_\_\_
6. Pyxis Cubie Replenishing Station (basic understanding) \_\_\_\_\_
7. Pyxis PARX (basic understanding) \_\_\_\_\_
8. Pyxis CII Safe \_\_\_\_\_
9. Prepackaging Process (basic understanding) \_\_\_\_\_
10. Cardinal Ordering Process (basic understanding) \_\_\_\_\_
11. Alarm System \_\_\_\_\_

*Clinical*

1. Medication Safety Check Process (See P&P 4.1,4.2,4.3) \_\_\_\_\_
2. Drug Therapy Guidelines (See T Drive) \_\_\_\_\_
3. Formulary (See T Drive) \_\_\_\_\_
4. Food Drug Interaction Monitoring (See P&P 15.1) \_\_\_\_\_
5. Adverse Drug Reaction Monitoring (See P&P 15.3) \_\_\_\_\_
6. Medication Event Reporting (See OP&P 3.3) \_\_\_\_\_
7. Dosage Adjustment for Renally Cleared Medications  
(See P&P 15.4) \_\_\_\_\_
8. Anticoagulation Monitoring (See P&P 11.2)
9. Automatic Therapeutic Interchange (See P&P 4.4) \_\_\_\_\_
10. Non-formulary Medication Process (See P&P 17.3) \_\_\_\_\_
11. Pharmaceutical Care Notes/Documentation of  
Clinical Activity \_\_\_\_\_
12. Micromedex Drug Information System \_\_\_\_\_
13. Methadone Review \_\_\_\_\_

**I confirm that all of the information provided in this document of completion of elements for credentialing are accurate.**

\_\_\_\_\_  
**Pharmacist's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Pharmacy Supervisor's Signature**

\_\_\_\_\_  
**Date**



# **CONNECTICUT VALLEY HOSPITAL PHARMACY POLICY AND PROCEDURE MANUAL**

## **SECTION I: CHAPTER 1.5:                   PHARMACY ORGANIZATION                                       PHARMACISTS PLAY AN ACTIVE ROLE IN                                       INFECTION CONTROL**

**POLICY:**                   The pharmacy unit will adhere to all infection control policies and procedures. The pharmacy supervisor or designee is a member of the CVH Infection Control Committee.

**PROCEDURE:**           The Pharmacy Services Unit participates in the infection control program at Connecticut Valley Hospital. In addition, the Pharmacy Supervisor or a designee is a member of the Infection Control Committee.

Pertinent policies pertaining to the pharmacy service are maintained in the pharmacy, and have been read by the pharmacy staff members who are expected to abide by those policies.