

SECTION I

PHARMACY ORGANIZATION

Approved by WFH Governing Body: 4/5/18

WHITING FORENSIC HOSPITAL PHARMACY POLICY AND PROCEDURE MANUAL

SECTION I: CHAPTER 1.1: PHARMACY ORGANIZATION THE PHARMACY SERVICES UNIT OF WHITING FORENSIC HOSPITAL

POLICY: The Whiting Forensic Hospital shall establish a Pharmacy Services Unit.

PROCEDURE: The Pharmacy Services Unit is established to serve the medication needs of inpatients at Whiting Forensic Hospital. It is headed by the Pharmacy Supervisor, who is directly responsible to the Director of General Medical Services or other manager as assigned by WFH administration.

The WFH 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.

WHITING FORENSIC HOSPITAL

PHARMACY POLICY AND PROCEDURE MANUAL

SECTION I: CHAPTER 1.2:

PHARMACY ORGANIZATION 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 WFH.

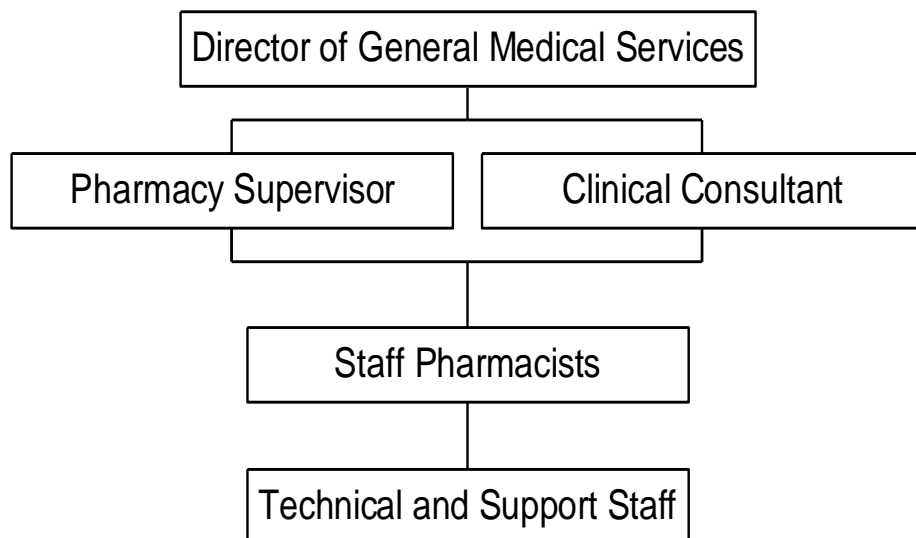
PROCEDURE:

WFH 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 WFH.
2. The supervisor establishes operational and clinical service levels to meet the needs of the patients at WFH.

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

ORGANIZATIONAL CHART:



WHITING FORENSIC 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 storage.

PROCEDURE:

1. The WFH pharmacy located in the Dutcher Building 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 and approved by WFH security/police (if required). The pharmacy supervisor maintains an inventory/record of these card keys.
2. The pharmacists and clinical consultant(s) are all 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.
3. WFH Police will have an alarm passcode in the event of an emergency requiring immediate access to the pharmacy premises.
4. The Pharmacy Supervisor will be paged if an emergency exists and WFH Police personnel need access to the pharmacy premises. If the Pharmacy Supervisor is not available, the Director of General Medical Services will be paged.

WHITING FORENSIC 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: WFH 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 and posted in the Pharmacy as well as filed with the Human Resource Department.

**WHITING FORENSIC HOSPITAL
PHARMACY POLICY AND PROCEDURE MANUAL**

SECTION I:

CHAPTER 1.4A:

**PHARMACY ORGANIZATION
CREDENTIALING OF PHARMACISTS
PHARMACIST PROFESSIONAL STANDARDS
DOCUMENTATION OF COMPLETION OF
ELEMENTS OF CREDENTIALING**

POLICY:

Each pharmacist who becomes part of the pharmacy staff shall undergo

credentialing. Such credentialing shall follow the guidelines and credentialing plan set by the WFH Pharmacy Discipline Chair and Clinical Consultant.

PROCEDURE:

1. The pharmacist will be given a 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.

**WHITING FORENSIC 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 _____

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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

WHITING FORENSIC HOSPITAL PHARMACY POLICY AND PROCEDURE MANUAL

SECTION I: CHAPTER 1.5:

PHARMACY ORGANIZATION PHARMACISTS PLAY AN ACTIVE ROLE IN INFECTION PREVENTION & ANTIBIOTIC STEWARDSHIP

POLICY:

The pharmacy unit will adhere to all infection prevention policies and procedures. The pharmacy supervisor or designee is a member

of the WFH Infection Prevention (IP) Committee & Antibiotic Stewardship Program (ASP).

PROCEDURE:

The Pharmacy Services Unit participates in the infection control program at Whiting Forensic Hospital. In addition, the Pharmacy Supervisor or a designee is a member of the IP Committee and the ASP 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.