



VOLUME 9: PHARMACY SERVICES	Effective Date: 06/2007
CHAPTER 25	Revision Date: 05/2015
9.25 INSPECTING MEDICATION STORAGE AREAS PROCEDURE	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

I. PROCEDURE OVERVIEW

Pharmacy staff shall regularly inspect all medication storage areas. Controlled medication stock inventory shall be accurately maintained and documented. All pharmacy stock shall have current dates, be in good condition, and be properly labeled. Storage areas shall be clean, uncluttered, well-lit, secure, and contain only properly authorized medications.

II. PURPOSE

To ensure that outdated or deteriorated medications are not available for patient use and that medications are stored safely and under the proper conditions according to national and state medication storage standards (e.g. United States Pharmacopeia, Centers for Disease Control and Prevention, California Code of Regulations Title 22).

III. DEFINITIONS

Inventory Control Method (ICM): A record of all receipts, administration, and waste or return of controlled substances kept in the medication administration area. The ICM includes the following data elements:

- Date
- Time
- Patient name
- CDCR number
- Dose
- Amount of waste (if applicable)
- Reason for waste (if applicable)
- Administered by
- Co-signer (if applicable)
- Names of controlled substances
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IV. PROCEDURE

A. Medication Quality Assurance Rounds

1. The Pharmacist-in-Charge (PIC) or designated pharmacist shall make Medication Quality Assurance Rounds to inspect all medication storage areas inside and outside of the pharmacy at least monthly, or as often as needed as determined by the local Pharmacy and Therapeutics Committee and the PIC to comply with California Correctional Health Care Services policy and applicable state regulations.
2. The pharmacist completing the medication area inspection shall complete the California Department of Corrections and Rehabilitation (CDCR) 7477, Medication Area Inspection Checklist, print his/her name, and sign and date the form.
3. The Registered Nurse (RN), Licensed Vocational Nurse (LVN), or licensed Psychiatric Technician (PT) present at the completion of the medication area inspection shall acknowledge receipt of the CDCR 7477 by printing his/her name, and signing and dating

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the form. The pharmacist shall provide a copy of the CDCR 7477 to the RN, LVN, or licensed PT who signed the form.

4. The PIC responsible for the medication area inspected shall review the completed CDCR 7477, print his/her name, and sign and date the form. A copy of the completed CDCR 7477 shall be provided to the Chief Nurse Executive (CNE) or designee.

B. Inspection Requirements

1. A Drug Enforcement Agency (DEA) controlled substances audit shall be included in the monthly rounds comparing the physical inventory against the balance shown in the ICM.
 - a. Each dose of the controlled substance shall be properly documented.
 - b. Damaged or refused medications must be disposed of properly in accordance with Inmate Medical Services Policies and Procedures (IMSP&P), Volume 9, Chapter 18, Ordering, Securing, and Disposing of DEA Schedule II, III, IV, and V Controlled Medications.
2. Floor stock storage areas shall be inspected for outdated medications and the storage of unauthorized floor stock items, all of which shall be removed and disposed of in accordance with IMSP&P, Volume 9, Chapter 16, Expiration Dates, Beyond-Use Dates and Disposition of Outdated, Contaminated, Mislabeled, or Overstocked and Recalled Medications.
3. Heat, light, and moisture requirements shall be appropriate for the medications stored.
 - a. Health care staff shall record refrigerator and freezer (where applicable) temperatures at designated frequencies on a temperature log with signature or initials.
 - b. Health care staff shall notify plant operations immediately should there be a problem in maintaining proper temperatures in the refrigerator, freezer, or room where medication is stored. If this temperature problem arises outside of the pharmacy, nursing staff shall notify the pharmacy immediately for oversight to ensure that medications are maintained in good condition or replaced.
 - c. Evidence of excess moisture in the refrigerator shall be noted and plant operations notified if this will affect the condition or safety of stored medications.
4. Medication areas shall be clean and free of vermin.
5. All shelves, cabinets, drawers, dressing carts, and medication carts shall be opened for inspection to ensure proper labeling and storage of medications and solutions. Medications shall be stored only in authorized areas, and only authorized floor stock items or patients' medications that are properly labeled shall be stored in these areas.
6. Within a licensed inpatient unit, no medications may be left at bedside with the exception of sublingual or inhalation forms of emergency drugs specifically ordered for "bedside use" by an authorized provider.
7. For medication storage areas with an emergency medication storage unit (crash cart), the cart shall be reviewed monthly and the review shall be documented on the CDCR 7477.

C. Reporting Requirements

1. Medication inspection reports shall be completed with inspection dates and observations. Additional notes concerning any problems or suggestions shall be listed. The report shall be sent to the institution's CNE and other supervisory staff or committees as appropriate and kept on file by the pharmacy for three years.
2. Corrective action plans shall be developed by the supervisor responsible for the medication area where a deficiency was found. Corrective action plans shall include how the problem will be resolved, implementation date, monitoring mechanism, and target resolution date. Progress shall be monitored by the ongoing monthly inspections.

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V. REFERENCES

- Centers for Disease Control and Prevention: <http://www.cdc.gov/>
- United States Pharmacopeia Section: Preservation, Packaging, Storage and Labeling
- California Code of Regulations (CCR), Title 22, Division 5
- Inmate Medical Services Policies and Procedures, Volume 9, Chapter 5, Emergency Drug Supplies
- Inmate Medical Services Policies and Procedures, Volume 9, Chapter 12, Labeling and Storage of Medications
- Inmate Medical Services Policies and Procedures, Volume 9, Chapter 16, Expiration Dates and Disposition of Outdated, Contaminated, Mislabeled or Overstocked and Recalled Medications.
- Inmate Medical Services Policies and Procedures, Volume 9, Chapter 18, Ordering, Securing, and Disposing of DEA Schedule II, III, IV, and V Controlled Medications