

Vermont Psychiatric Care Hospital Policy and Procedure		
After Hour Pharmacy Responsibilities		
Effective: September 2014	Revised: September 2024	Due for Review: September 2026

POLICY

VPCH will have pharmacy coverage 24 hours a day. Pharmacy coverage Monday through Friday 0800 to 1630 and Virtual Pharmacy coverage all other times.

During such times that the hospital pharmacy may be unattended by a pharmacist, (after 1630 and before 0800 on weekdays and on weekends and Holidays overseen by the Virtual -remote order Pharmacist) medications are available using Automated Dispensing Machines on the Nursing units. In emergency circumstances, Nursing Supervisors will have access to the pharmacy.

A Vermont Psychiatric Care Hospital pharmacist is “on-call” at all times for consultation.

Remote Order entry Pharmacist- Virtual Pharmacist will be processing all the new medication orders prior to withdrawing medication or administering medication for the Nursing staff. These Pharmacy are available to pharmacy questions as applicable.

PROCEDURE

Nursing Supervisors:

Nursing Supervisors are the only personnel who are authorized to remove medications from designated areas when the Pharmacy is closed. Only a Nursing Supervisor who has been properly trained by the Director of Pharmacy (or designee) to comply with Pharmacy policies and procedures may obtain drugs from the hospital pharmacy during an emergency. The Nursing Supervisor will have access to the pharmacy via a key located in the ADM only available to the Nursing Supervisors. All activities will be monitored and reviewed by the onsite pharmacist when the pharmacy opens the following morning. Removal of any drug from the pharmacy by a Nursing Supervisor must be recorded and a printed copy of the medication order provided for each medication withdrawn. There is a Pharmacy logbook that must be filled out located on the counter.

Upon returning to the Nursing Unit- The Nurse administering the new medication must double check the medication prior to administering the medication to the individual. The nurse will check for the correct individual, correct medication, strength/ dose, quantity, route required, right time, right reason, intact, not expired, then correctly document. The supervisor will return the key immediately when returning to the Medstation.

During regular business hours the Pharmacist on duty will double check the medication order and the medication dispensed for accuracy and correct documentation. Any problems will be communicated to the Nursing Units.

Remote Order Entry:

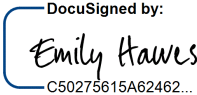
To comply with the pharmacist approval of all new medication orders prior to use, VPCH has contracted with Remote pharmacy services. After 16:31 when the VPCH pharmacy closes- all new medication orders will be processed by the remote pharmacist provided by Pipeline Pharmacy. Pipeline Pharmacy services are available 1631 to 0759 Monday afternoon through Fri morning. On Friday afternoon- Pipeline will provide order entry from 1631 til Monday morning at 0759. The remote pharmacies can be contacted for any order entry questions. Phone number and call times are located in the Nursing medication rooms.

A VPCH Pharmacist will be available at all times for immediate or critical clinical medication question(s). The telephone number of the on-call pharmacist is available in the Pharmacy information book and posted on the wall, located on the units.

Director of Pharmacy to ensure a safe medication process for the VPCH individuals will review any after-hours transactions. All medications removed after hours, and all remote pharmacy medication orders will be reviewed. There will be a daily retrospective review. Any findings will be communicated to the parties involved.

References

Joint Commission M.M. 05.01.13

Approved by	Signature	Date
Emily Hawes, Commissioner, Vermont Department of Mental Health	 <p>DocuSigned by: <i>Emily Hawes</i> C50275615A62462...</p>	9/26/2024