

Vermont Psychiatric Care Hospital Policy and Procedure		
Unit Inspection		
Effective: September 2014	Revised: September 2024	Due for Review: September 2026

POLICY

To evaluate and assure that all care areas store and control medications appropriately and safely.

All drug storage areas within Vermont Psychiatric Care Hospital will be inspected monthly by pharmacy technicians and/or pharmacists. The purpose is to ensure proper storage of medications.

PROCEDURE


The pharmacist and/or pharmacy technician will direct the monthly inspection of all drug storage areas in the hospital. A record of these inspections will be maintained. Inspection Reports will be shared with nursing management on a regular basis.

Inspections shall address at least the following:

- All drug labels must be legible and in compliance with state and federal requirements.
- External use drugs in liquid, tablet, capsule, or powder form shall be segregated from drugs for internal use.
- Drugs shall be stored at appropriate temperatures.
- Drugs shall be stored in an orderly manner in well-lighted cabinets, shelves, drawers, or carts of sufficient size to prevent crowding.
- Drugs shall be accessible only to licensed personnel designated by the hospital.
- Drugs shall not be kept in stock after the expiration date on the label. No contaminated or deteriorated drugs shall be available for use.
- Emergency (crash bag) drugs are available, complete and within the expiration period.
- General compliance with all applicable drug handling procedures.
- Multiple dose drug vials must be dated when opened. The vials must be discarded either within 28 days from date of opening or by the manufacturer’s expiration date, whichever occurs sooner.

References

Joint Commission M.M. 03.01.01

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