

Comprehensive Inpatient Pharmacy Assessment

Site:

Assessor:

Assessment Date:

Systems, Hardware and Supplies

Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
					Responsible Party	Due Date
1. All Pharmacy suite packages are up to date with all patches installed. A list of the most recent patches is available by clicking the "Latest Patch Listing" link at http://www.ihs.gov/Cio/RPMS/index.cfm?module=home&option=software .						
2. Pharmacy staff hold appropriate keys (basic set of keys vs. manager level keys; non-pharmacy packages) (see Appendix 1).						
3. Suggested TaskMan items are scheduled appropriately and currently running (see Appendix 2).						

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4. Pharmacy has an adequate number of computer terminals.						
5. Dedicated printer is available for IV labels.						
6. IV label printer is set up and labels print correctly.						
7. Laser printer is set up and reports print correctly (80-column and 132-column).						

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8. If using labels, MAR label printer is available (either in pharmacy or in each ward).						
9. If using labels, MAR label printer is set up and printing correctly.						
10. Laser MAR printer is available in designated location(s) (ward and/or pharmacy).						
11. Laser MAR printer is set up and printing correctly.						

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Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
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2. Pharmacy staff are able to print to easily identifiable printer(s), know how to obtain labels, and have a back-up plan if the printer quits working.						
3. Nursing staff are able to print to easily identifiable printer(s), know how to obtain labels, and have a back-up plan if the printer(s) quit working.						
14. If the site is using Omnicell or Pyxis, the BOP interface has been implemented.						
15. Verified orders that are entered into RPMS are crossing over to the Omnicell or Pyxis system.						

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Training

Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
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1. Local Pharmacy staff have been identified for implementation/training on Inpatient EHR (list names of staff).						
2. EHR Inpatient Training has been attended or scheduled.						
3. EHR Inpatient Pharmacy Informaticist Training has been attended or scheduled.						

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RPMS-Pharmacy Data Management

Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
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1. 'Pharmacy Data Management' menu can be utilized by appropriate pharmacy staff.						
2. All drugs and IV fluids used in the inpatient setting are entered into RPMS and marked for appropriate package use (Drug Enter/Edit, FileMan-DRUG).						
3. Drug entries have corresponding inpatient/outpatient drug entries indicated (Drug Enter/Edit, FileMan-DRUG).						
4. Dosages have been reviewed and are appropriate (Dosages... -> Review Dosages Report).						

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5. IV additive file has been printed, evaluated, and cleaned up, including acquisition cost (Drug Enter/Edit, FileMan-IV ADDITIVES).						
6. IV solution file has been printed, evaluated, and cleaned up, including acquisition cost (Drug Enter/Edit, FileMan-IV SOLUTIONS).						
7. Inpatient and Outpatient Corresponding Items (same drug, dosage form, etc) have same orderable item.						
8. Orderable items are associated with correct dosage forms and contain correct default information (Orderable Item Management -> Orderable Item/Dosages Report).						

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9. Medication routes are appropriate (Medication Route File Enter/Edit).						
10. Standard schedules are appropriate (Standard Schedule Edit).						
11. Dosage form file contains correct information, appropriate med routes, etc (Dosages... -> Dosage Form File Enter/Edit)						

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RPMS-IV Medications

Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
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1. 'IV Menu' option can be accessed by appropriate pharmacy staff.						
2. Site parameters are set up appropriately (IV Menu -> Supervisor's Menu (IV) -> Site Parameters (IV)).						
3. Auto-discontinue is NOT set up (IV Menu -> Supervisor's Menu (IV) -> Auto-Discontinue Set-Up).						
4. 'Ward List (IV)' report is printed daily.						

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Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
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5. 'Update Daily Ward List (IV)' option is used to adjust the number of IV labels needed based on patient usage.						
6. 'Manufacturing List (IV)' report is printed daily.						
7. 'Scheduled Labels (IV)' option is run daily.						
8. 'Returns and Destroyed Entry (IV)' option is used to account for all returned IVs and unused IV labels.						

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Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
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9. Pharmacy staff are aware of the 'Active Order List (IV)' and 'Inpatient Stop Order Notices' reports and can print them if desired.						

RPMS-Unit Dose Medications

Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
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1. 'Unit Dose Menu' can be accessed by appropriate pharmacy staff.						
2. No information is entered into the 'Auto-Discontinue Set-Up' option (Unit Dose Medications Option -> Supervisor's Menu -> Parameters Edit Menu -> Auto-Discontinue Set-Up).						

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3. Pharmacy staff have correct pharmacy user parameter information entered (Parameters Edit Menu -> IUP).						
4. Inpatient ward parameters are set up correctly (Parameters Edit Menu -> IWP).						
5. Inpatient system parameters are set up correctly (Parameters Edit Menu -> System Parameters Edit).						
6. A pharmacy-type ward group has been set up correctly (Unit Dose Medications Option -> Supervisor's Menu -> Ward Groups).						

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7. Pharmacists are using 'IOE Inpatient Order Entry' option for entering or finishing orders.						
8. Pharmacists know how to use 'Non-Verified/Pending Orders' option to check for pending orders.						
9. Pick list is printed daily (Unit Dose Medications Option -> Pick List Menu -> Pick List).						
10. 'Enter Units Dispensed' option is used daily.						

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11. 'Extra Units Dispensed' option is used appropriately.						
12. 'Update Pick List' option is used appropriately.						
13. 'Report Returns' option is used appropriately.						
14. 'Reprint Pick List' option is used appropriately. Pharmacy staff understand that the pick list can only be printed ONCE daily.						

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Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
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15. Pharmacy staff are familiar with 'Reports Menu' options to print the different MARs and know which MAR is in use on the wards.						
16. Pharmacy staff are familiar with the 'Inpatient Stop Order Notices' report and can print it if needed.						
17. Pharmacy staff are familiar with the 'Medications Due Worksheet' report.						
18. Pharmacy manager or designee is familiar with the 6 reports on the 'Management Reports Menu' and can run them as needed (Unit Dose Medications Option -> Supervisor's Menu -> Management Reports Menu).						

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RPMS-Automatic Replenishment/Ward Stock

Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
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1. 'Automatic Replenishment Menu' can be accessed by appropriate pharmacy staff.						
2. Site parameters are set up correctly (Automatic Replenishment Menu -> Supervisor's Menu Option -> Set Up AR/WS (Build Files) -> Site Parameters).						
3. Inventory types have been entered using the 'Enter/Edit Inventory Types' option.						
4. Item location codes have been entered using the 'Item Location Codes - Enter/Edit' option.						

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5. At least one area of use has been created using the 'Create the Area of Use' option.						
6. Drugs that are available as ward stock (not provided by pharmacy during cart exchange) are entered as ward stock using the 'Stock Items - Enter/Edit' option.						
7. Pharmacy staff are familiar with the 'Inactivate AOU Stock Item' option and use it appropriately when a drug is no longer supplied as ward stock.						
8. Pharmacy staff can print a list of items that have been entered as ward stock using the 'List Stock Items (132 column)' option (Automatic Replenishment Menu -> Production Menu -> Auto Replenishment Reports).						

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Adverse Reaction Tracking

Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
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1. Site parameters are set up correctly by the GMRA-SUPERVISOR key holder.						
2. Pharmacists are verifying drug allergies and know how to add missing information to patient allergy entries.						
3. Pharmacists know how to mark allergies as 'entered in error.'						

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Inpatient Medication Quick Orders

Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
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1. Site has standardized formulary & standardized list of IV infusions (P&T Approved?).						
2. Pharmacy has separate quick orders built for Unit Dose, IVPB, and IV Infusion Orders for each ward at the facility.						
3. Orders and menus are tailored to provider preferences regarding organization, content, and accessibility.						
4. Pharmacy has separate quick orders for appropriate dosing and/or clinical recommendations for use (peds, renal, hepatic, etc).						

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5. Quick orders are placed into order sets as appropriate (i.e., standing orders and protocols).						