Comprehensive Outpatient Pharmacy Assessment

Site: **Assessor:**   **Assessment Date:**

Systems, Hardware and Supplies

Requirement	Yes	Partial	No	N/A	Action Plan/Comments Responsible Party	Priority 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).						

Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
					Responsible Party	Due Date
4. Pharmacy has an adequate number of computer terminals.						
5. A dedicated prescription label printer is available (ScriptPro, Laser, dot matrix, etc.).						
6. Laser printer is set up and reports print correctly (80-column and 132-column).						
7. 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.						

Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
					Responsible Party	Due Date
8. If the site is using Omnicell or Pyxis, the BOP interface has been implemented.						

Training

Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
					Responsible Party	Due Date
1. Local Pharmacy staff have been identified for implementation/training on Outpatient EHR (list names of staff).						
2. EHR Super End User Training has been attended or scheduled.						

Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
					Responsible Party	Due Date
3. EHR Outpatient Pharmacy Informaticist Training has been attended or scheduled.						

RPMS-Pharmacy Data Management

Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
					Responsible Party	Due Date
1. 'Pharmacy Data Management' menu can be utilized by appropriate pharmacy staff.						
2. All drugs are entered into RPMS and marked for appropriate package use (Drug Enter/Edit, FileMan-DRUG).						

Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
					Responsible Party	**Due Date**
3. Dosages have been reviewed and are appropriate (Dosages… -> Review Dosages Report).						
4. Orderable items are associated with correct dosage forms and contain correct default information (Orderable Item Management -> Orderable Item -> Dosages Report).						
5. Medication routes are appropriate (Medication Route File Enter/Edit).						
6. Standard schedules are appropriate (Standard Schedule Edit).						

Requirement	Yes	Partial	No	N/A	Action Plan/Comments Responsible Party	Priority Due Date
7. Dosage form file contains correct information, such as appropriate med routes, etc (Dosages… -> Dosage Form File Enter/Edit)						
8. Review site parameters with site (includes both 'Site Parameters Enter/Edit' and 'IHS Pharmacy Site Parameters' for all active pharmacy divisions).						
9. Pharmacy appropriately restricts access to deleting prescriptions.						
10. Pharmacy staff is familiar with 'Output Reports' options and how often each report needs to be printed.						

Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
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11. Pharmacy is utilizing 'Return to Stock' appropriately.						
12. Pharmacy is appropriately reissuing medications returned to stock.						
13. The site is running the 'Print from Suspense' option daily if the Suspense site parameter is set to Yes. Providers, nurses, and HIM staff understand why the suspense status is used and why a future fill date may display for prescriptions with a status of Suspense.						
14. Site staff understand difference between 'Patient Prescription Processing' and 'Complete Orders from OERR.'						

Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
					Responsible Party	**Due Date**
15. Pharmacy incorporates allergy entry/ verification into prescription processing workflow.						
16. Pharmacy is aware of and understands the Complete Actions menu.						
17. Paperless refills are processed accurately.						
18. Pharmacy staff uses the 'Nature of order' field correctly.						

Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
					Responsible Party	Due Date
19. Pharmacy staff can process pending prescriptions appropriately.						
20. Pharmacy staff understand that editing an asterisked field will create a new order.						

Adverse Reaction Tracking

Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
					Responsible Party	Due Date
1. Site configurable files are set up correctly and customized to site by the GMRA-SUPERVISOR key holder.						

Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
					Responsible Party	Due Date
2. Pharmacists are verifying drug allergies and know how to add missing information to patient allergy entries.						
3. Pharmacists know how and when to mark allergies as 'entered in error' and have a process in place for providers to request 'entered in error.'						
4. Pharmacists know how to utilize and run the ADR reports.						

Problem List

Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
					Responsible Party	Due Date
1. Problem lists are current and accurate (assess paperless refill process for how often (1) free text is used or (2) Med Refill is the only POV).						
2. There are no allergies on the problem list.						
3. The facility has a process in place for updating problem lists that are identified by the pharmacist as being incomplete (identified when processing paperless refills).						

Inpatient Medication Quick Orders

Requirement	Yes	Partial	No	N/A	Action Plan/Comments Responsible Party	Priority Due Date
1. Site has standardized formulary (P&T Approved?).						
2. Pharmacy has quick orders built to accommodate CPOE.						
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).						

Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
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5. Quick orders are placed into order sets as appropriate (i.e., standing orders and protocols).						