

CONTENTS

1. Introduction	v1
ASHP Statement of Goals for Institutional Pharmacy	5
ASHP Guidelines: Minimum Standard for Pharmacies in Institutions	6
Abilities Required of Hospital Pharmacists	12
ASHP Guidelines on the Competencies Required in Institutional Pharmacy Practice	13
Research in Hospital Pharmacy	17
Scope of Hospital Pharmacy Research	22
Pharmaceutical Services in Accredited Hospitals	23
JCAH Standards for Pharmaceutical Services	23
2. The Hospital and Its Organization	35
Classification of Hospitals	35
Organizational Pattern	37
Governing Body and Management	37
Administration	42
Medical Staff	43
Clinical Departments	44
Support Services	46
Nursing Service	47
Dietetic Services	48
Medical Records Department	48
Pathology Services	50
Blood Bank	51
Radiology	51
Medical Social Service Department	51
Anesthesia Service	52
Central Service Department	52
Pharmacy's Role in the Hospital	52
Hospital Contractual Relations	53
Shared Services	53
Contract Management	54
Institutional Management Contracts	55

Hospital Reorganization	55
Hospital Finances	56
Health Maintenance Organizations (HMO's)	57
Diagnosis Related Groupings (DRG's)	57
Tax Equity and Fiscal Responsibility Act (TEFRA)	58
3. The Pharmacy—Its Organization and Personnel ..	60
Supportive Personnel	61
ASHP Statement on Supportive Personnel in Hospital Pharmacy	61
Pharmacy Specialists	63
Drug Information Specialists	63
Pharmacy Education	64
Job Descriptions	64
Determining the Departmental Staff—Professional	66
Determining the Departmental Staff—Lay Personnel	70
Professional Services Rendered	73
Charting of Pharmacy Organization	73
ASHP Competency Standard for Pharmacy Supportive Personnel in Organized Health Care Settings	76
Control of Personnel	81
Hiring of Pharmacists	82
Women in Pharmacy	86
Salaries	86
Economic Status Program of the American Society of Hospital Pharmacists	87
4. The Pharmacy and Therapeutics Committee	91
ASHP Statement on Pharmacy and Therapeutics Committee	93
Purpose of the Committee	95
Committee Name	96
Committee Membership	96
Frequency of Meetings	97
The Committee Agenda	97
Functions of the Committee	97
Generic vs. Brand Named Drugs—A Committee Dilemma	102
Evaluation of Drugs	105
ASHP Technical Assistance Bulletin on the Scientific and Therapeutic Evaluation of Drugs for Hospital Formularies	105
Recommended Reference Materials	108
Recommendations	109
Committee's Role in the Adverse Drug Reaction Program	110

Drug Experience Reporting	111
Drug Product Defect Reporting Program	111
Automatic Stop Order for Dangerous Drugs	114
Committee's Role in Developing Emergency Drug Lists ..	114
ASHP Guidelines on the Pharmacist's Role in Drug-Use Review and Patient-Care Audits	118
Nursing and the Pharmacy and Therapeutics Committee	121
DRG's and the Pharmacy and Therapeutics Committee ..	122
5. The Hospital Formulary	124
ASHP Statement on the Formulary System	125
ASHP Technical Assistance Bulletin on Hospital Formularies	127
Format and Appearance of the Formulary	131
Distribution of the Formulary	131
Keeping the Formulary Current	132
Use of Non-Formulary Drugs	132
Patient Package Inserts (PPI)	132
The Legal Basis of the Formulary System	134
Antisubstitution Laws and the Formulary	136
Preparation of the Formulary	136
Formulary vs. Drug Catalogue or List	137
Selection of Guiding Principles for Admission or Deletion of Drugs	138
Contents	140
Prescription Writing	141
Format	141
Size	142
Loose-Leaf vs. Bound	142
Publication	142
Formulary Drug Listing Service	143
Formulary Drug Listing Service Preparations	144
Categorizing and Indexing	145
Sample Pharmacologic Index	145
Text	147
Specialty Formularies	151
6. Pharmacy Communications	154
Selection of a Title	155
Contents	155
Format and Duplication	156
Distribution	157
Advantages	157
ASHP Guidelines on Pharmacist-Conducted Patient Counseling	158
Audiovisual Communications	159

7.	Investigational Use Drugs	160
	The U.S. Public Health Service Policy	160
	ASHP Guidelines for the Use of Investigational Drugs in Institutions.....	164
	Guidelines for Pharmacists	166
	Control of Investigational Use Drugs	169
	Clinical Testing for Safe and Effective Drugs	177
	Investigational Use Drugs and the Pharmacy and Therapeutics Committee	182
	Investigational Drug Circular.....	183
8.	Developing the Budget.....	184
	Sections of the Budget	186
	The Expense Accounts—General Information	188
	Expense Account—Salaries and Wages	189
	Expense Account—Supplies and Material	189
	Equipment and Construction Budget	190
9.	Purchasing and Inventory Control	193
	Procurement: Drug Selection, Purchasing Authority, Responsibility and Control	195
	Role of Purchasing Agent in Drug Procurement.....	197
	Role of Pharmacist in Drug Procurement	197
	Purchasing Procedure	198
	Controls on Purchases	201
	Quality of Drugs	204
	Discounts	205
	Central Storage vs. Pharmacy Storage.....	206
	Storeroom Arrangement	206
	"Shelf-Stripping" and "Floor-Marking"	207
	Marking of Merchandise.....	207
	Control of Dated or Perishable Inventory.....	208
	Taking of a Physical Inventory	209
	The Perpetual Inventory	210
	Materials Management	211
10.	Medical Service Representative-Pharmacist Relationship	213
	ASHP Guidelines for Selecting Pharmaceutical Manufacturers and Distributors	214
	Appointments	216
	Proper Utilization of Appointment Time	217
	Promotional Displays	218
	Definition of Drug Samples	221
	Use of Samples in the Hospital	221

Use of Samples in Competitive Buying	221
Control of Drug Samples	222
Cataloguing of Drug Samples	223
Effect of Samples on Fiscal Operations	224
Controlled Substances Act of 1970 on Samples	224
11. The Pharmacy Procedural Manual	226
Policy and Procedures Manuals' Statement from ASHP Technical Assistance Bulletin on Hospital Drug Distribution and Control	227
Definition	232
Scope	232
Contents and Format	232
Sample Bulletins for a Manual	235
Special Manuals	241
Special Section on Clinical Pharmacy	242
ASHP Statement on Clinical Functions in Institutional Pharmacy Practice	242
ASHP Statement on the Role of the Pharmacist in Clinical Pharmacokinetic Services	243
ASHP Guidelines for Obtaining Authorization for Pharmacists' Notations in the Patient Medical Record	244
12. Policy and Procedure for Drug Distribution and Administration	✓247
Prescribing of Floor Stock Drugs	247
Patient Transfer or Discharge	250
Labeling of Floor Stock Drugs	250
Nursing Policy and Procedure for Administration of a Drug	251
Nursing Medication Administration Regulations	251
Medication Procedure—Unit Dose System	254
Medication Administration—General	257
Inspection of Nursing Drug Cabinets	✓260
13. Dispensing to In-Patients	✓262
ASHP Guidelines for Hospital Drug Distribution System	263
ASHP Statement on Unit Dose Drug Distribution	264
Drug Distribution—Floor Stock System	266
Individual Prescription Order System	266
The "Complete" Floor Stock System	267
Combination of Individual Drug Order and Floor Stock Systems	267

Selection of Charge Floor Stock Drugs	268
Selection of Non-Charge Floor Stock Drugs	269
Dispensing of Charge Non-Floor Stock Drugs	270
The Envelope System	271
Allowance or Credit Procedures on Unused Charge Drugs	273
Dispensing and Distribution of Non-Charge Floor Stock Drugs	275
Drug Basket Method	276
Mobile Dispensing Unit	276
Patient Servers Concept	277
Unit Dose Dispensing—General	278
ASHP Technical Assistance Bulletin on Hospital Drug Distribution and Control (Unit Dose Section)	279
Unit Dose Dispensing Procedure	291
Unit Doses Not Administered	294
Other Concepts in Dispensing	294
Self-Medication Programs	296
14. Dispensing to Ambulatory Patients	300
Report of the Commission on Pharmaceutical Services to Ambulant Patients by Hospitals and Related Facilities	301
ASHP Statement on the Provision of Pharmaceutical Services in Ambulatory Care Settings	302
ASHP Guidelines: Minimum Standard for Ambulatory- Care Pharmaceutical Services	303
ASHP Supplemental Standard and Learning Objectives for Residency Training in Ambulatory Care Pharmacy Practice	305
Location of Out-Patient Dispensing Area	310
Types of Prescriptions Received	310
Dispensing Routine	312
Prescriptions Involving Research Projects	314
I.R.S. Ruling on Out-Patient Dispensing	314
15. Distributing Ancillary Supplies	318
Qualifications of the Pharmacist	318
Purchasing	318
Distribution	320
Application of Economic Order Quantity Model	322
16. Dispensing of Controlled Substances	323
Comprehensive Drug Abuse Prevention and Control Act of 1970	323

Authority to Control	326
Schedules for Controlled Substances	327
Registration Requirements	328
Registration Exemption for Hospital House Staff	329
Separate Registration for Independent Activities	330
Separate Registrations for Separate Locations	331
Exemption of Agents and Employees	332
Time for Application for Registration	332
Expiration of Registration	332
Application Forms	333
Modification in Registration	333
Inventory Requirements	334
Prescriptions	334
Offenses and Penalties	335
Labeling and Packaging Requirements	336
Model Set of Hospital Controlled Substances	
Regulations	336
Miscellaneous Regulations	343
Control of Narcotics by Nurses	344
Narcotics Delivery to Nursing Station	344
Protocol for Reporting Drug Abuse or Diversion	345
Other Systems	349
Special Uses	350
17. Tax-Free Alcohol—Its Procurement and Control ..	354
Federal Regulations	354
Continuing Withdrawal Permits	373
Dispensing Alcoholic Liquors to Patients	375
Alcohol Records and Automatic Data Processing	376
18. Dispensing During Off-Hours	378
Use of Nursing Supervisors	378
Emergency Boxes and Night Drug Cabinets	379
Use of Physicians	380
Pharmacist-On-Call	381
Purchased Service	381
Extending Pharmacy Service Hours	382
19. Hospital Reimbursement	384
Blue Cross Plan	384
Commercial Insurance Plans	385
Medicare Cost-Per-Case Management Concept	385
Medicare Prospective Pricing Concept	386
Drug Utilization Review (DUR)	388
Pricing of Drugs	389

Per Diem Drug Charge	390
Professional Fee Concept	390
Break-Even Point Pricing	392
Computerized Pricing and Inventory Control	393
Public Law 89-97 (Medicare)	393
I. Title XVIII(A)—Compulsory Hospital Program	394
II. Title XVIII(B)—Voluntary Insurance Program	395
III. Title XIX—Medicaid	395
Conditions of Participation	396
ASHP Guidelines for Implementing and Obtaining Reimbursement for Clinical Pharmaceutical Services ..	401
Use of Charge Cards	403
20. Prepackaging in the Hospital	406
Prepackaging Policy—Its Determination	406
Prepackaging Operation	408
Types of Containers	408
ASHP Technical Assistance Bulletin on Single Unit and Unit Dose Packages of Drugs	410
ASHP Technical Assistance Bulletin on Hospital Drug Distribution and Control	414
Labeling	415
ASHP Technical Assistance Bulletin on Repackaging Oral Solids and Liquids in Single Unit and Unit Dose Packages	421
Quality Control Guidelines for Single Packaging of Parenterals	423
21. Manufacturing—Bulk and Sterile	425
ASHP Technical Assistance Bulletin on Hospital Drug Distribution and Control	426
Budgetary Control	427
Quality Control	430
Good Manufacturing Practice Regulations	431
Work Sheet	451
Maintenance of Manufacturing Equipment	453
Intravenous Additive Program	455
Preparation of IV Additive Solutions	457
ASHP Guidelines for Pharmacist Participation in Home Parenteral Nutrition Programs	458
Sample Hospital Intravenous Admixture Program	460
22. The Pharmacy—Central Sterile Supply Room	470
CSSR—Philosophy and Objectives	471
CSSR in the Hospital Organization	472

Qualifications of the Hospital Pharmacist to Manage the CSSR	472
Personnel	473
Location	474
Planning the CSSR	474
Laminar Flow Hoods	476
Standardization Committee	478
23. The Nuclear Pharmacy	482
Licensure Information	483
Types of Application Forms	485
Radioisotope Committee	485
Responsibility of Permit Holders	488
Responsibility of Individual Users	489
NABP Model Regulations for Nuclear Pharmacy	489
Role of the Pharmacist in the Hospital With an Isotope Pharmacy	492
Role of the Pharmacist in the Hospital Without an Isotope Pharmacy	492
Training Students in Nuclear Pharmacy	493
Sources of Information	496
24. The Physical Plant and Its Equipment	498
Functional Planning	498
Workloads and Workflow	500
Location	515
Floor Space	517
Equipment Planner's Responsibility	522
Fixed Equipment	524
Movable Equipment	524
Suggested Equipment Lists	524
Equipment Electrical Safety	536
Cleanup Area	537
Nonsterile Mixing and Filling Room	537
Prepackaging Area	537
Injection Reconstitution Area	538
Labeling and Inspection Room	538
Quarantine Storage	538
Refrigeration Facilities	538
Constructing a Cold Room	539
Built-In Equipment	541
Electric Lighting and Service	544
Ventilation	545
Conveyor and Pneumatic Tube Systems	545
Plumbing	545
Finishes	547

25. The Pharmacy Library—Drug Information Center	549
Location	550
Physical Facilities	550
Selection of Contents	551
Drug Information Center	555
ASHP Supplemental Standard and Learning Objectives for Residency Training in Drug Information Practice	559
26. The Role of the Hospital Pharmacist in Educational and Training Programs	566
Professional Education of the Hospital Pharmacist	567
ASHP Accreditation Standard for Pharmacy Residency in a Hospital (With Guide to Interpretation)	568
ASHP Statement on Accreditation of Pharmacy Residencies in Hospitals (With Policies and Procedures)	584
Internal Teaching Programs	588
ASHP and AHA Statement on Clinical Pharmacy and Its Relationship to the Institution	593
NABP Model Clinical Pharmacy Education and Training Agreement	594
External Teaching Programs	598
Specialized Pharmacy Residency Training	599
Drug Abuse Teaching Program	599
Training Emergency Medical Technicians	600
27. Preparation of the Annual Report	602
Format	602
Contents	603
Incidents Involving Medications and Pharmacists	606
28. Safe Use of Medications in the Hospital	607
Medication Error—Defined	607
ASHP Technical Assistance Bulletin on Hospital Drug Distribution and Control	608
Factors Contributing to Medication Errors	609
Corrective Measures	610
ASHP Guidelines Relative to the Safe Use of Medications in Hospitals	614
Drug Interaction Surveillance	623
Joint Commission on Prescription Drug Use	623

29. The Small Hospital, Nursing Homes, Hospices and Part-Time Pharmacists	626
Methods of Handling Drugs in Hospitals Without a Full-Time Pharmacist	628
Small Hospital-Community Pharmacist Relationship	628
Principles of Relationship Between Small Hospitals and Part-Time Pharmacists	629
Responsibilities of Community or Consulting Pharmacists Extended Care Facilities and Small Hospitals	632
Dispensing Prescriptions for Extended Care Facilities and Small Hospital Patients	633
Consulting Pharmaceutical Service	633
Small Hospital-Large Hospital Pharmacy Relationship ..	634
Program for Small Hospital With No Pharmacy or Pharmacist Relationship.....	635
Pharmacy's Role in Nursing Homes—Extended Care Facilities	636
Condition of Participation for Extended Care Facilities ..	637
Pharmaceutical Services	637
Drug Safety	639
Hospice Programs	640
30. Computers in the Hospital Pharmacy	643
Terminology	643
Program Criteria	644
Managing Computer System Development	645
ASHP Technical Assistance Bulletin on Hospital Drug Distribution and Control	647
Impact of the Computer on Dispensing Time	648
Model Computer Regulations	648
31. Professional Practices and Relations	654
Opportunities for a Public Relations Program	654
Participation in Administrative Committee Work	655
ASHP Statement on the Hospital Pharmacist's Role in Infection Control	655
Membership in Professional Associations	657
Cooperate with Medical Research Staff	658
Cooperate with Local Pharmacists	658
Cooperate with Nursing Staff	659
ASHP and ANA Guidelines for Collaboration of Pharmacists and Nurses in Institutional Care Settings ..	659
Maintain an Efficient Professional Pharmacy	661
Accept Speaking Engagements	661

Hospital Pharmacy Displays	662
Participation in Comprehensive Health Care Programs ..	662
Health Maintenance Organizations	663
Continuing Care Service—Home Care Service	665
Drug Rehabilitation Programs	665
Drug Consultation Programs	665
Continuing Education Programs	666
ASHP Statement on Continuing Education	666
Summary	668
Index	671