مؤسسة مستشفى سرطان الأطفال-مصر Children's Cancer Hospital Foundation - Egypt 57357	**Policy Name:** **Barcoding and Repackaging Oral Solids and Liquids in Single Unit and Unit Dose Packages**

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1.0 Change in policy:

1.1 No change

2.0 Purpose

2.1 To maximize the benefits and Quality Assurance of a unit dose drug distribution system, all inpatient oral batches and medication on Pyxis must be packaged in single unit or unit dose packages not all drugs are commercially available in single unit.

3.0 Policy

3.1 Policy statement

3.1.1 It is the policy of CCHE to avoid medications error and improve medications safety processes for All Inpatient Oral medications batch, unite the dose of refill Pyxis and extemporaneous must be in a uniformed unit dose with barcoding.

3.2 Scope

3.2.1 Inpatient dispensing area

3.2.2 Area of Pyxis area

3.2.3 Extemporaneous unit.

3.3 Responsibilities

3.3.1 The Pharmacy Department: Is responsible for Repackaging process and Monthly inspection of repackaging medications main pharmacy and sub store 76-Pyxis.

3.3.2 Nursing Units

4.0 Definitions /abbreviations:

4.1 CCHE: Children Cancer Hospital – 57357 Egypt

4.2 CPID: Continuous Performance Improvement Department

4.3 MMU: Medication Management & Use

4.4 MMS: Medication Management & Safety

4.5 Cerner: is an international health care information computer-based technology that specializes in providing complete systems for hospitals and other medical organizations to manage and integrate all electronic medical records, computerized physician order entry, and financial information

4.6 Pyxis: an automated dispensing cabinet (Station) is positioned in patient care area throughout the hospital that provide secure medication storage along with electronic tracking

4.7 IT: Information Technology

5.0 Procedure:

5.1 The packaging operation should be isolated from dispensing area to overcome Errors and shall not be done during rush hour.

5.2 Preparing medications with the same lot number and expire date and enter the following date on Cerner to print Barcode which is Med Number, expire date and lot number and number of barcodes shall be print.

5.3 Before beginning a packaging run evaluation medications color, odor, appearance, and markings of the drug product being repackaged should be made. The bulk container should also be examined for evidence of any liquid spillage, contamination, or other deleterious effects.

5.4 Only one drug product for only one batch at a time should be repackaged in a specific work area. No drug products other than the one being which repackaged should be present in the immediate packaging.

5.5 After completion of the packaging run, all unused stocks of drugs and all finished packages should be removed from the packaging area.

5.6 The last three step occur under audit from the pharmacists to make sure the repackage process done in a safe condition and used in accordance with the manufacturer's instructions. There should be valid justification and authorization by the supervisor for any deviation from this instruction and shall be reported to Head of operation department.

5.7 Control records of all packaging runs must be kept. These records should include the following information complete description of the product name, strength, dosage form, route of administration, the product's manufacturer or supplier control number, expiration dates of the original container, lot number and initials of the operator and checker.

5.8 medications should be well separated and properly labeled and stored in locked cabinets under proper storage conditions, in a clean and organized area with proper temperature and light protection humidity from 40% to 70 % at below 25 °C should not be exceeding or according to manufacture instructions.

5.9 All staff shall be receiving proper training and need to pass the competence exams.

5.10 All inpatient oral batches and medication in Pyxis must be packaged in single unit or unit dose packages not all drugs are commercially available in single unit.

5.11 Any error with scanning process must be reported pharmacy medications officer, IT officer to resolve error and write incident report.

6.0 References:

6.1 ASHP Guidelines for Single Unit and Unit Dose Packages of Drugs.

7.0 Appendices:

7.1 Related Forms:

7.1.1 N/A

7.2 Related Policies:

7.2.1 Medication Management Program

7.3 Related Standards:

7.3.1 Joint Commission Accreditation Standards - MMU Chapter. (MMU.5)

7.3.2 GAHAR standard MMS.14

7.4 Attachments

7.4.1 BUD of oral and topical preparation