


CCHE-57357 -Policy and Procedure

 مؤسسة مستشفى سرطان الأطفال - مصر Children's Cancer Hospital Foundation - Egypt		Policy Name: <h2>ROWA Downtime</h2>	
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1.0 Change in policy:

1.1 No change

2.0 Purpose

- 2.1** This policy and procedure are established to provide procedures to safely continue operations and provide patient care in the event of scheduled or unscheduled downtime of the ROWA system or device mal function.

3.0 Policy

3.1 Policy statement

- 3.1.1 The department will maintain procedures to safely continue operations and provide patient care in the events of scheduled or unscheduled downtime of the ROWA system or device mal function.

3.2 Scope

- 3.2.1 This policy and procedure apply on pharmacy staff in the event of ROWA downtime.

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3.3 Responsibilities

- 3.3.1 Pharmacy director.
- 3.3.2 Supply chain director.
- 3.3.3 Biomedical engineering director.
- 3.3.4 Supply chain staff.
- 3.3.5 IT staff.
- 3.3.6 Pharmacy staff.

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 **IT:** information technology.
- 4.6 **MISK:** Medical Informatics saving kids.
- 4.7 **MAR:** Medication administration record.
- 4.8 **ROWA:** The Outpatient Pharmacy Automated Device

5.0 Procedure:

- 5.1 It is the responsibility of the supply chain staff and biomedical engineering department to notify for any down time or device mal-function.
 - 5.1.1 In case of ROWA down time or device malfunction, the supply chain staff notice the biomedical engineering department and within 30 min they should notice the pharmacy with the down time.
 - 5.1.2 Pharmacist supervisors should have a list the consumptions rate of the retail medications and according to it, they send a dispense request to the stores within 15 minutes.
 - 5.1.3 Stores should deliver the medication within 30 minutes.
- 5.2 It is the responsibility of pharmacy director, supply chain director to implement this policy and to prepare their areas for any emergency.
 - 5.2.1 Pharmacy supervisors should prepare the area for dispensing the medication manually.
 - 5.2.2 During downtime all out-patient medications shall reach to the patient manually through pharmacy staff.

5.3 After Downtime resolved:

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- 5.3.1 Pharmacy returns the remaining medications to the main stores within 24hr after complete functionality of the ROWA.
- 5.3.2 Stores shall not accept the medication except with:
- 5.3.2.1 List of dispensed medications through the down time.
- 5.3.2.2 The returned packs must be in its original condition.

6.0 References:

- 6.1 NA

7.0 Appendices

7.1 Related Forms

- 7.1.1 N/A

7.2 Policy(S)

- 7.2.1 Dispensing Outpatient Take-Home Prescription via automation

7.3 Related standards

- 7.3.1 JCI standards 7th edition – MMU Chapter. (MMU.5)
- 7.3.2 GAHAR Standards. MMS.15 – IMT.11

7.4 Attachments

- 7.4.1 N/A