

 <p>مؤسسة مستشفى سرطان الأطفال - مصر Children's Cancer Hospital Foundation - Egypt</p>		Policy Name: <h2>Day care prescription processing</h2>	
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		Issue Date:	01.09.2015
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		No# of Pages:	04
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		Next Review Date	31.12.2025
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1.0 Change of policy

1.1 No changes

2.0 Purpose

- 2.1 This policy and procedure are established to demonstrate the flow and management of Day Care Medication orders.

3.0 Policy

3.1 Policy statement:

- 3.1.1 It is the policy of CCHE that medication shall be dispensed only upon the written and signed order of a member of the medical staff that has been granted clinical privileges by the Medical Director to write such orders.

3.2 Scope:

- 3.2.1 This policy and procedure apply at Daycare.

3.3 Responsibilities

- 3.3.1 Physician.
3.3.2 Clinical pharmacist.
3.3.3 Secretary.

4.0 Definitions /abbreviations:

- 4.1 **CCHE:** Children Cancer Hospital – 57357 Egypt
4.2 **CPID:** Continuous Performance Improvement Department

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- 4.3 **MMU:** Medication Management & Use
- 4.4 **MMS:** Medication Management & Safety
- 4.5 **DPS:** Department of Pharmaceutical Services.
- 4.6 **DC:** day care.
- 4.7 **OPD:** Outpatient Department
- 4.8 **CTH:** Chemotherapy
- 4.9 **MISK:** Medical Informatics saving kids.
- 4.10 **IV Mix medication orders:** Orders of medications which need sterile product compounding procedure
- 4.11 **Long Medication Order:** Duration of Medication administration 6-12 hours
- 4.12 **Intermediate Medication Order:** Duration of Medication administration 30 min to 4 hours
- 4.13 **Short Medication Order:** Duration of Medication administration less than 30 min
- 4.14 **CPOE:** Computerized Physician Order Entry.

5.0 Procedure:

5.1 General guidelines:

- 5.1.1 The pharmacy is responsible for the review and processing of all medication orders for the patients.
- 5.1.2 All drugs and medications shall be administered to patients by or under the supervision of appropriately licensed personnel in accordance with applicable law and regulation governing such acts and in accordance with these Bylaws.

5.2 Followed Procedure:

- 5.2.1 All orders for treatment will be ordered by physicians via CPOE around 80% of fills except for some chemotherapy orders which written in preprinted orders, we work with the IT team to become 100% fully automated.
- 5.2.2 The patient file will be sent to the OPD pharmacists by the assigned staff.
- 5.2.3 The OPD pharmacists receive the patient file and clinical review on the physician order chemotherapy power chart according to verification & reviewing of prescription policy.
- 5.2.4 The OPD secretary add patients' files on access to share with IV prep pharmacists whom will verify and prepare IV medications.
- 5.2.5 **Day Care Home Medications:**
 - 5.2.5.1 Home Medications are ordered by physicians via CPOE.
 - 5.2.5.2 The OPD pharmacists clinical shall review all take home medications orders.
 - 5.2.5.3 All patients arrived to day care unit interviewed with day care pharmacists to reconcile and review medications before preparation inside main pharmacy

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5.2.5.4 Dispensing Pharmacist prepare orders according to Dispensing Outpatient Take-Home Prescription with automation without patients attending to dispensing area and transport medications to day care unit after sign on access to perform medications hand over and patients' education according to patient education policy.

5.2.6 Day Care IV Medications:

5.2.6.1 The IV Prep pharmacist uses access to product assign and verify

5.2.6.2 The medication orders are entered into MISK. Labels are printed automatically upon order verification and sent to clean room to be prepared.

5.2.6.3 IV are prepared and checked, then packaged, recorded delivered to Day Care Unit by the porter.

5.2.7 The waiting time for the pharmacy, from the file added on access in OPD pharmacy till receiving medications at Day Care and sign the completion of order on access, the waiting time classified according to:

5.2.7.1 For long order: 12 hours.

5.2.7.2 For intermediate Order: 2 hours.

5.2.7.3 For short order: 1 hour.

5.2.8 After the medications arrived at DC, the DC pharmacists is responsible for the reviewing medication against the power chart orders and charge (Just before CTH Administration) and documented on Chemotherapy Pharmacy Check form.

5.2.9 Handing over IV Medications to the responsible nurse.

5.2.10 Nurse in charge handover the patient medications to nurse responsible for the patient who makes positive patient identification and positive medication identification at bed side prior to medication administration with nursing double check.

5.2.11 Medication administration is carried out under the supervision of the clinical pharmacist.

5.2.12 Home medication handover is carried out by DC pharmacist directly with the patient.

6.0 References:

6.1 N/A

7.0 Appendices:

7.1 Related Forms:

7.1.1 Medication order (hard copy or electronic in Cerner).

7.2 Related Policy(S):

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7.2.1 Medication Management Program

7.3 Related Standards:

7.3.1 Joint Commission Accreditation Standards- MMU Chapter. (MMU.4)

7.3.2 GAHAR Standards name.MMS.10, 12, 13, 14, 15 and 16

7.4 Attachments

7.4.1 N/A