

 مؤسسة مستشفى سرطان الأطفال - مصر Children's Cancer Hospital Foundation - Egypt		Policy Name: <h2 style="text-align: center;">Inpatient Extra Dose Dispense</h2>	
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1.0 Change of policy

1.1 No changes

2.0 Purpose

2.1 To demonstrate the process of Ordering and Dispensing an extra dose of Medication.

3.0 Policy

3.1 Policy statement:

3.1.1 This policy is stated to identify when and how medication Extra doses are dispensed.

3.2 Scope:

3.2.1 All Healthcare Staff

3.3 Responsibilities

3.3.1 Physician

3.3.2 Pharmacists

3.3.3 Nurses

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

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5.0 Procedure:

5.1 Extra Doses of Medications are ordered for the following reasons:

- 5.1.1 Patient vomited the dose.
- 5.1.2 Dose missing
- 5.1.3 Patient Home Medication is unavailable
- 5.1.4 Medication is spilled
- 5.1.5 Other Reasons should be mentioned

5.2 The original order is reviewed by the responsible pharmacist; patient file may be reviewed as well.

5.3 Responsible Pharmacists order Extra Dose request on access.

5.4 The pharmacist in IV or Dispense who is responsible for the dose dispensing, uses Cerner: Med Manager (for Inpatient extra dose) or Retail (for Outpatient extra) to dispense the required dose after reviewing the reasons of extradoses.

5.5 Inpatient extra dose is prepared, checked, packaged and delivered to the floor as per pharmacy policies.

5.6 Outpatient extra dose is prepared, checked, packaged and handed to outpatient with appropriate patient counseling activities.

6.0 References:

6.1 Pharmacy Departmental manual.

7.0 Appendices:

7.1 Related Forms:

7.1.1 N/A

7.2 Related Policy(S):

7.2.1 Medication Management Program

7.3 Related Standards:

- 7.3.1 JCI standards 7th edition – MMU Chapter. (MMU.5)
- 7.3.2 GAHAR Standards name. MMS .14 & 15

7.4 Attachments

7.4.1 N/A