	RESPIRATORY SERVICES	DATE CREATED: March 2012 DATE REVIEWED/REVISED: March 2017
PROCEDURE	TITLE: <u>PULMONARY DIAGNOSTICS</u> - Medication Cart: Removal, Restock and Check of Medications (Respiratory Therapy) NUMBER: B-00-12-12101	RELATED DOCUMENTS:

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SITE APPLICABILITY:

ST. PAUL'S HOSPITAL

GENERAL INFORMATION:

Respiratory Therapists (RT) in the Pulmonary Diagnostics Laboratory are responsible for ensuring medications are securely stored in the medication cart when not in use. Medication removed from the medication cart should have LOT numbers documented and checked for expiration. RTs are responsible for restocking medication cart when supplies are depleted or when medications have expired.

EXHIBITS:

- A. [Pharmacy Wardstock Requisition](#)
- B. [Cue cards](#)
- C. [LOT and Expiry Record Sheet](#)

PROCEDURE:

1. Enter pass code into medication cart; press **OK** to open locked drawers. Remove required medications from the drawer labeled **In Use** with cue cards. Verify LOT numbers of the medication match with that indicated on the cue card. Push all drawers of the cart in, lock medication drawer after use by pressing the **Sign-out** button.
2. Update cue cards as necessary to reflect a change, **In Use** drawer or a change in the LOT number.
3. Upon first use of medications with a new LOT number, record the date and time of initial use on the LOT and Expiry Record sheet.
4. When medication stock is low or expired in the medication cart, complete Pulmonary Diagnostics Wardstock Requisition, and fax to the ward stock Pharmacy Department.
5. Upon notification by pharmacy personnel, pick up medications from Pharmacy Department, located at Level 1, Providence Building. Verify with pharmacy personnel medications and quantity of medications ordered.
6. Restock medications into medication cart by first shifting remaining medications to the top drawers of the cart.

7. Update cue cards as necessary to reflect the appropriate status and LOT numbers of medications in the medication drawer.

REFERENCES:

- 1.

DEVELOPED BY:

Pulmonary Diagnostics Coordinator, Respiratory Services, PHC

REVIEWED BY:

1. RRT FCSRT, Professional Practice Leader, Respiratory Therapy

EXHIBIT A:**Wardstock Requisition for
SPH Pulmonary Function Lab**

Date Ordered: _____
 Order in Number of Units (Not Boxes)

Please fax this list to pharmacy (604-806-8154) prior to coming to pharmacy to pick up.

Item	Code	Quota	Quantity requested	Issued (✓)
diphenhydramine 50 mg/mL INJ (1 mL)	16140	1		
dexamethasone sodium phosphate 4 mg/mL INJ (5 mL)	10929	1		
EPINEPHrine 1 mg/mL INJ (1 mL)	16131	1		
ipratropium bromide 20 mcg/puff INHA	17987	20		
methacholine 8 mg/mL inhalation solution (3 mL) *IV Room*		20	Access from 8D MSSU ADC	
placebo Metered Dose INHA	11707	3		
salbutamol 100 mcg/puff INHA	11892	150		

Requested by: _____

Issued by: _____ (call local 62080 for pick-up)

Picked up by (PRINT name): _____ on (Date): _____ at (Time): _____

EXHIBIT B:

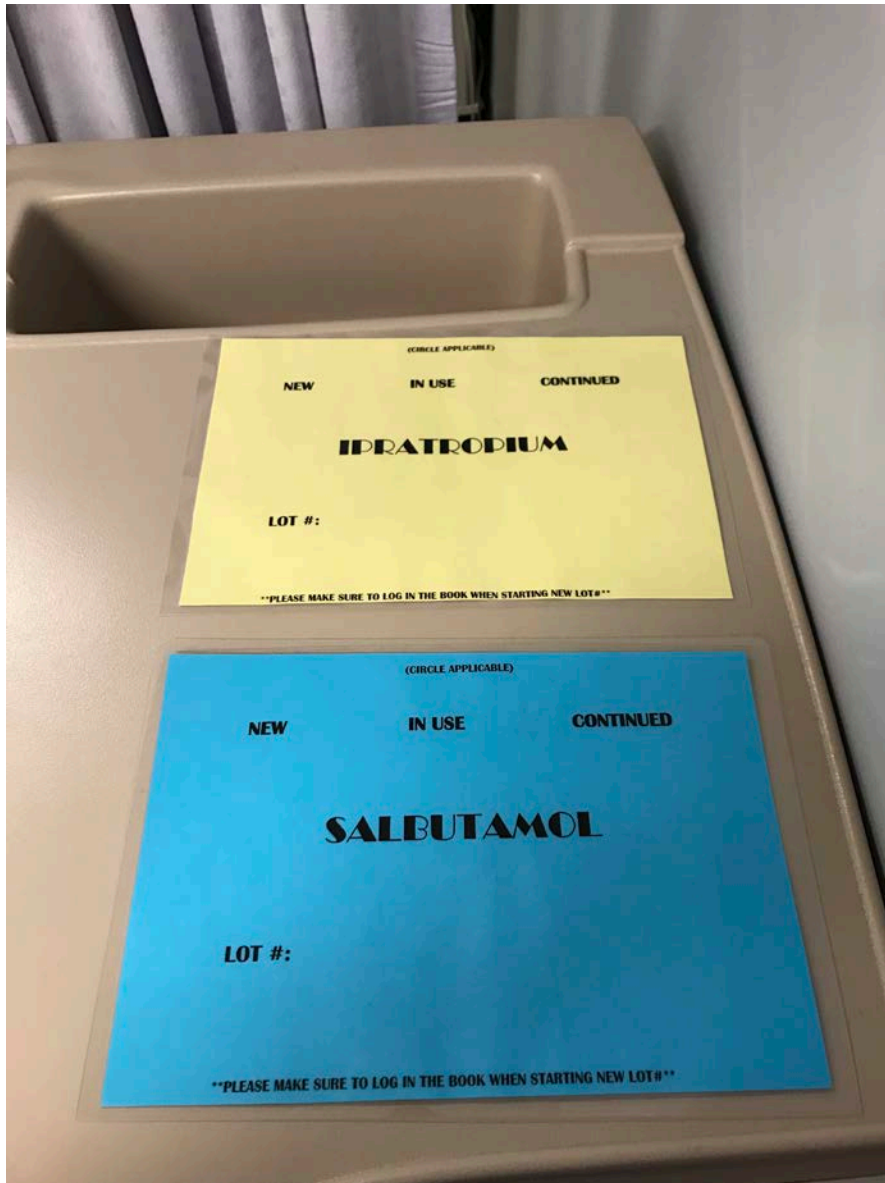


EXHIBIT C:

Medication: _____

[illegible]

