

MEDICATION ROOM INSPECTION

| | |
|------------------|------|
| Name of Facility | Date |
| Pharmacist | |

YES NO

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|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Medications are in a locked area and the keys are in the possession of the delegated medication administrator staff person. |
| <input type="checkbox"/> | <input type="checkbox"/> | Refrigerator that is used for medication is clean and in good working order. |
| <input type="checkbox"/> | <input type="checkbox"/> | Refrigerator temperature log book is available. The temperature is kept at 2-8° C. |
| <input type="checkbox"/> | <input type="checkbox"/> | Medication room, carts and cupboards are clean and tidy. |
| <input type="checkbox"/> | <input type="checkbox"/> | MARs are current, new orders have been added in full, discontinued orders have been properly documented and charting is up to date. |
| <input type="checkbox"/> | <input type="checkbox"/> | All medications, both prescription and “over-the-counter” products are labeled by the facility’s pharmacy. (ie. no medications from other pharmacies and no unlabelled medications) |
| <input type="checkbox"/> | <input type="checkbox"/> | Labels are all pharmacy-generated (no handwritten changes). |
| <input type="checkbox"/> | <input type="checkbox"/> | Labels are clean and legible. |
| <input type="checkbox"/> | <input type="checkbox"/> | Medications are within their expiry dates (monitored dose packaging, treatments, prns, refrigerated items, Contingency Medications, and Standing Order medications). |
| <input type="checkbox"/> | <input type="checkbox"/> | Medications are all in monitored-dose packaging (except where the form of medication does not permit such packaging). |
| <input type="checkbox"/> | <input type="checkbox"/> | Monitored dose packaging for routinely-administered medications are evenly-used except where accounted for by the charting. |
| <input type="checkbox"/> | <input type="checkbox"/> | All medications that are present appear on the Medication Administration Record. |
| <input type="checkbox"/> | <input type="checkbox"/> | Topical treatments, eye-drops, etc. are in current use. |
| <input type="checkbox"/> | <input type="checkbox"/> | Discontinued medications, both oral and treatments, have been returned to pharmacy or are set aside to be returned. |
| <input type="checkbox"/> | <input type="checkbox"/> | All medications used are accounted for on the MAR. |
| <input type="checkbox"/> | <input type="checkbox"/> | Prn medications are kept on a separate rack or drawer, not mixed in with the regularly-administered medications. |
| <input type="checkbox"/> | <input type="checkbox"/> | Reminder cards or reminder pouches to alert the nursing staff to liquids and other non-blistered medications that are to be administered at that time are current. |
| <input type="checkbox"/> | <input type="checkbox"/> | There is no evidence of pre-pouring being done. |
| <input type="checkbox"/> | <input type="checkbox"/> | There is no evidence of tampering. |
| <input type="checkbox"/> | <input type="checkbox"/> | The list of Contingency Medications is in a location readily available to the nursing staff when on the phone with physicians. |
| <input type="checkbox"/> | <input type="checkbox"/> | The Contingency Medications are labelled as such, are stored separately and correspond to the list. |
| <input type="checkbox"/> | <input type="checkbox"/> | All doses administered from the Contingency Medication supply are accounted for on the record sheet. |
| <input type="checkbox"/> | <input type="checkbox"/> | Standing Order medications are labelled as such and are stored separately. |
| <input type="checkbox"/> | <input type="checkbox"/> | Previously-identified concerns have been corrected. |
| <input type="checkbox"/> | <input type="checkbox"/> | Staff members are aware of the Medication Policy and Procedure manual, and the manual is readily available to them. |

Comments:
