


Name of Policy: <u>Cart Fill Process</u> Policy Number: 3364-133-99 Department: Pharmacy Approving Officer: Senior Hospital Administrator Responsible Agent: Director of Pharmacy Scope: University of Toledo Medical Center	 <p>Effective Date: 4/25/2022 Initial effective date: 3/1/2014</p>
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy

- A: Policy Statement:
Pharmacy will provide routine medications not stocked in an automated dispensing cabinet (ADC) to inpatients in a secure, safe, and effective process.
- B: Purpose:
Establish a safe, economical, and compliant distribution system for routine medications.
- C: Procedure:
1. Cart Fill Process
 - a. Unit dose cart fill is completed through pharmacy software and the Automated Dispensing Cabinet technology every 24 hours using barcode technology.
 - b. Each label is neatly placed on an adequately sized bag.
 - c. After cart fill is filled, the technician will sign the log for each floor.
 - d. The pharmacist checks the medication for accuracy and provides constructive feedback to the technician of errors made utilizing barcode technology
 - e. After cart fill is checked, the pharmacist signs the log for each floor.
 - f. An update should be run when the pharmacist is caught up at approximately 0500. Discontinued medications will be removed and new medications added for the pharmacist to check by the technician.
 - g. Recording doses filled: scheduled doses are automatically recorded as filled at the time the refill list is generated.
 - h. Discontinuation of scheduled medications automatically credits all doses not given.
 2. Medication Daily Cart Fill - Pharmacy/Unit
 - i. Pharmacy personnel deliver the medication bags daily to the nursing units.
 - j. The departure time from the pharmacy is scheduled to insure that all transfers are completed before the first required use of the restocked units.
 - k. The new bags will be placed in the bin for the corresponding room in the ADC. Pharmacy personnel will leave all PRN and multi-dose containers in the patient specific bin. Any old scheduled medication bags will be removed if the room is vacant or if a different patient is occupying the room. All medications will be removed from the return bin and returned to the pharmacy.
 - l. Return all medications to pharmacy. Credit PRN medications and unopened multi-dose containers. Do not credit any scheduled medications.
 - m. When receiving calls for missing unit dose medications that can be recycled, do not bill out the dose; instead, print a duplicate label and do not charge.

