

DIVISION OF HOSPITALS OPERATIONS MANUAL

PART: C
CHAPTER: 4
SECTION: 1.2

PHARMACY

4 Continued

- B. To prepare and make available to the professional staff complete, unbiased, current information on matters relative to drugs and drug therapy.
- C. To develop a formulary or basic drug list of accepted drugs for use in the hospital based on the generic, non-proprietary, or official name concept.
- D. To evaluate objectively and continuously clinical data, literature reports, reported adverse reactions, and medical records for the purpose of: (1) making additions to or deletions from the formulary or (2) modifying the usage or administration of a drug.
- E. To recommend policies for the safe use of drugs in hospitals including a study of such matters as investigational drugs, radio-pharmaceuticals, hazardous drugs, side effects, and contra-indications.
- F. To make recommendations concerning drugs to be stocked at nursing station medication centers and in the specialty clinics.
- G. To study problems relating to the proper distribution and labeling of medications for in- and out-patients and nursing medication centers.
- H. To review periodically the stock status of all drugs, with special reference to the pharmaceutical specialties; to prevent unnecessary duplication of the same basic drug or its combinations and to avoid surplus stocks of usable drugs.
- I. To plan and establish suitable educational programs for the professional staff on pertinent matters related to drugs and their use such as the Dental Pharmacology Reviews prescribed by the American Dental Association for Dental Internships.

MEETINGS

- 5 Meetings should be held regularly at least six times a year, and preferably monthly.

MINUTES AND RECORDS

- 6 Agendas and minutes of the Pharmacy Committee meetings will be prepared by the Committee's secretary and copies of each will be circulated among the staff as soon as possible after each meeting.

One copy of the minutes will be transmitted, as issued, to the PHS Medical Supply Service Center, Perry Point, Maryland, and one copy to the Chief, Division of Hospitals, Attention: Chief, Pharmacy Branch.

Copies of meeting agendas and minutes will be kept on file in the pharmacy for five years.

The Joint Commission on Accreditation of Hospitals, in evaluating a pharmaceutical service, checks, among other things, on the composition and activities of the Pharmacy Committee. The surveyor may request the minutes of the meetings for this purpose.