

**ASHP Center of Excellence in Medication-Use Safety**

**and Pharmacy Practice Certification Standard**

**Required Documents by Document Type and Standard**

PROGRESS ACCOUNTABILITY TOOL

Policies and Procedures Standards 1-12

|  |  |  |  |
| --- | --- | --- | --- |
| **DOCUMENT TYPE** | **STANDARD** | **RESPONSIBLE****PERSON** | **PROGRESS** |
|  |  |  |  |
| Policies and Procedures |  |  |  |
| Pharmacists and pharmacy technicians with reporting relationships outside of the pharmacy | 1.1.1 |  |  |
| Emergency Preparedness | 2.6b |  |  |
| Emergency response | 3.7.a |  |  |
| Infection prevention and control | 3.7.a |  |  |
| Pharmacy department compendium of policies and procedures | 3.8.1.a3.8.1.b |  |  |
| Confidentiality and data security | 3.9c |  |  |
| Revocation of access to confidential information in information systems and automation | 3.9c |  |  |
| Licensure review and verification | 3.11.3 3.11.3.a |  |  |
| Certification review and verification | 3.11.3. 3.11.3.a |  |  |
| Monitoring process for pharmacist and pharmacy technicians with certain job requirements | 3.11.5.2.c |  |  |
| Credentialing and privileging | 3.11.5.3.a, 3.11.5.3.b 3.11.5.4.d 4.1.2.b  |  |  |
| Collaborative practice  | 3.11.5.4.b3.11.5.4.d4.1.3.b |  |  |
| Professional educational support | 3.12.3.b |  |  |
| Orientation of new staff members | 3.13.1 |  |  |
| Ethical conduct | 3.14.a |  |  |
| Hospital conflict of interest | 3.14.b |  |  |
| Pharmacist documentation in the EHR | 4.1.4.a |  |  |
| Code Blue and Team members – hospital | 4.2.1.a |  |  |
| Trauma team response (and other emergency response teams) – hospital  | 4.2.1.a |  |  |
| Code Blue pharmacy policy | 4.2.1.a |  |  |
| Trauma team response pharmacy policy (and other emergency response teams) | 4.2.1.a |  |  |
| Patient care management during emergencies | 4.2.2.a |  |  |
| Code cart medication contents and monitoring | 4.2.2.b |  |  |
| Code cart medication stocking and checking | 4.2.2.b, c |  |  |
| Medication control and management in peri-operative areas and ORs | 4.3.a.b |  |  |
| Use of automation in peri-operative areas and ORs | 4.3.1.c |  |  |
| Investigational drug services | 4.4.a |  |  |
| Pharmacy involvement in medication research | 4.4.a, b |  |  |
| Medication storage | 5.1.1.b 5.1.2.a 5.12.1.a 5.15.a 5.15.b5.15.c |  |  |
| Pharmacist access to EHR | 5.2.1 |  |  |
| Pharmacist review of medication orders | 5.2.25.2.3.a5.2.3.f |  |  |
| Medication overrides | 5.2.2 5.2.3.a 5.2.3.f  |  |  |
| Remote order processing (incl. verification) | 5.2.4.a, b |  |  |
| Medication dispensing | 5.3.1; 5.3.3 |  |  |
| Bar-code dispensing | 5.3.1 |  |  |
| Medication administration | 5.3.2; See also 10.1.9.c; 11.1.a.a; 11.6.1.a |  |  |
| Hazardous drug medication handling | 5.4.a |  |  |
| Medication transport | 5.5.a5.5.b |  |  |
| Pneumatic tubes for medication transport | 5.5.a5.5.b |  |  |
| Automatic dispensing cabinet stocking and restocking | 5.5.c |  |  |
| Medication and controlled substance diversion | 5.6.25.11.2.a |  |  |
| Security monitoring system for diversion-prone medications | 5.6.3 |  |  |
| After-hours access to the pharmacy department (if not 24 hour services) | 5.7.a |  |  |
| Safe staffing practices | 5.8.2 |  |  |
| Pharmacy department role in prior authorization, refill authorization benefits investigation and medication assistance programs | 5.9.1.d 5.9.8.b5.9.8.c5.9.8.d5.9.8.e5.9.8.f  |  |  |
| Pharmacist process of care (CMM) | 5.9.2.a |  |  |
| After-hours pharmacy services | 5.9.4.a |  |  |
| Mailing and courier services for outpatient and specialty pharmacy | 5.9.7.a |  |  |
| Temperature control for mailing and courier services for outpatient and specialty pharmacy | 5.9.7.b5.9.7.c |  |  |
| Home infusion pharmacy services | 5.9.9.a |  |  |
| Sterile products preparation and compounding | 5.10.1 5.10.2.a |  |  |
| Calibration and certification of equipment used in sterile products compounding | 5.10.3.b |  |  |
| Cleaning of sterile products compounding area(s) | 5.10.3.a 5.10.4 5.10.5.a |  |  |
| Risk assessment and management for out of range excursions | 5.10.5.a |  |  |
| Risk level assessments and beyond use dating | 5.10.5.c |  |  |
| Hand hygiene and PPE requirements for sterile products compounding | 5.10.7 |  |  |
| Use of technology in sterile products compounding | 5.10.8 |  |  |
| Checking compounded sterile preparations | 5.10.8 |  |  |
| Sterile products preparations (multiple) | 5.10.8 |  |  |
| Vendor assessment for outsourced sterile product preparations | 5.10.9 |  |  |
| Compounding sterile products from sterile API | 5.10.9 |  |  |
| Non-sterile to sterile products compounding | 5.10.9 |  |  |
| Medication procurement | 5.11.a |  |  |
| Medication distribution and control | 5.11.a |  |  |
| Inventory management | 5.11.1.a 5.12.1.c12.5.3.a12.5.3.b12.5.7 |  |  |
| Non-formulary medications | 5.11.a5.11.1.b10.1.8.a101.8.b 10.1.8.c |  |  |
| Supply chain | 5.11.1.a |  |  |
| Medication manufacturer selection | 5.11.2.a |  |  |
| Medication supplier selection | 5.11.2.a |  |  |
| Temperature monitoring (in pharmacy department and hospital) | 5.12.2.a5.12.2.b |  |  |
| Medication shortage management | 5.13.2.a |  |  |
| Updating EHR when medication shortages occur | 5.13.2.c |  |  |
| Sample medications management | 5.14.a |  |  |
| Medication assistance programs | 5.14.aPatient |  |  |
| Pharmacy role in emergency management | 5.16 |  |  |
| Emergency medication management | 5.16.a 5.16.b5.16.c5.16.d |  |  |
| Restocking emergency medications | 5.16.a |  |  |
| Patient’s own medication use | 5.17.a5.17.b5.17.c |  |  |
| Hazardous drug waste management | 5.18.a |  |  |
| Medication recalls | 5.19.a5.19.b10.1.11.a  |  |  |
| Expired medications | 5.19.a5.19.d12.5.7 |  |  |
| Defective medications and supplies | 5.19.c |  |  |
| Pharmacist interventions documentation | 6.2.2.d |  |  |
| Claims management | 7.4.f |  |  |
| Bar code use in ambulatory clinics | 7.4.h |  |  |
| Bar code medication administration in ambulatory care clinics | 7.4.i |  |  |
| Cognitive services billing | 7.4.j |  |  |
| Medication procurement | 7.5.a |  |  |
| Medication contracting | 7.5.a |  |  |
| 340B medication program | 7.6.a |  |  |
| Investigational drug use | 8.4.3.a8.4.3.b |  |  |
| Pharmacy department role in medication policy development | 10.1.a |  |  |
| Appointment process to P & T Committee | 10.1.1.c  |  |  |
| Medication formulary | 10.1.3.a10.1.3.b10.1.3.c |  |  |
| Medication restrictions | 10.1.6 |  |  |
| Medication use evaluation | 10.1.7.a |  |  |
| Specialized dosing | 10.1.09 |  |  |
| Standardized medication administration times | 10.1.9.c |  |  |
| Dose rounding | 10.1.9.d |  |  |
| Therapeutic interchange | 10.1.10.b |  |  |
| Discharge medication review policy  | 10.1.10.c |  |  |
| Transitions of care policy | 10.1.10.c |  |  |
| REMS management | 10.1.11.a |  |  |
| Black-box warning management | 10.1.11.a |  |  |
| Non-approved medication use | 10.1.11.a |  |  |
| Medical ethics role in medication use decisions | 10.1.12 |  |  |
| Medication-related changes in the EHR | 10.1.13.a10.1.13.b |  |  |
| Selection of drug information resources | 10.2.a |  |  |
| Standardized concentrations | 10.3.5.a |  |  |
| BCMA use | 10.3.5.a11.1.a.a 11.6.1.a |  |  |
| Smart infusion pump library development, updates | 10.3.5.a |  |  |
| Sentinel events | 10.3.5.a |  |  |
| Stewardship (all programs) | 10.5.1 |  |  |
| Patient information security | 11.1.3.a |  |  |
| Personal device use | 11.2.2.a |  |  |
| Telehealth services for hospital/health-system and pharmacy department | 11.3.a |  |  |
| Medication prescribing | 11.4.1.a11.4.1.b |  |  |
| Verbal medication orders | 11.4.2 |  |  |
| Telephone medication orders | 11.4.2 |  |  |
| Medication personal order set writing, standing orders or protocols development | 11.4.4.a11.4.4.b |  |  |
| Medication alerts in the EHR | 11.5.2.a |  |  |
| MAR and medication administration documentation | 11.6.1.a11.6.2.a  |  |  |
| Medication hold | 11.6.2.d |  |  |
| Downtime operations/procedures for eMAR  | 11.6.3a11.6.3.b |  |  |
| Bar code medication administration documentation | 11.7.1.a11.7.1.d |  |  |
| Bar code failures | 11.7.1.a11.7.1.d |  |  |
| Bar code equipment failures | 11.7.1.a11.7.1.d |  |  |
| Medication infusion pump use | 11.8.1.a |  |  |
| Certification and calibration of automated systems used within the pharmacy department | 12.1.b |  |  |
| Downtime for all automated systems  | 12.1.d |  |  |
| Medication bar coding | 12.2.a 12.2.1.b |  |  |
| Bar coding scanning error management | 12.2.1.b |  |  |
| Vendor assessment for outsourced medication bar coding | 12.2.2.a |  |  |
| Bar code dispensing | 12.3.1 |  |  |
| Bar code scanning of compounded sterile and non-sterile products | 12.3.212.3.3  |  |  |
| Automated dispensing cabinets | 12.4.1.a12.4.2.a12.4.3.a12.4.3.b12.4.6.a |  |  |
| Medication selection for placement in automated dispensing cabinets | 12.4.1.b |  |  |
| Automated dispensing cabinet profiling | 12.4.2.a |  |  |
| Floor stock medications and controlled substances in automated dispensing cabinets (contents and management) | 12.4.4 |  |  |
| Automated dispensing cabinet over-rides management | 12.4.5 |  |  |
| Inventory management using automation | 12.5.1.a |  |  |
| High-density storage device use | 12.5.1.d12.5.1.e |  |  |
| Bar code scanner use in inventory management | 12.5.2.a12.5.2.b |  |  |
| RFID tracking for inventory management | 12.5.4.a12.5.4.c 12.5.5 12.5.6 |  |  |
| Use of compounding devices | 12.6.1.a12.6.1.c 12.6.1.e12.7.a |  |  |
| Quality assurance of compounding devices | 12.6.3.a |  |  |
| Intravenous technology-assisted workflow devices use | 12.6.4.a |  |  |
| Outpatient pharmacy automated device | 12.8.1.b |  |  |
| Outpatient pharmacy automation training | 12.8.1.e |  |  |
| Medication repackaging | 12.9.1.112.9.1.2.a12.9.1.2.b |  |  |
| Use of video imaging in sterile products compounding | 12.11.1.b |  |  |
| Remote checking of sterile products | 12.11.1.e |  |  |
| Video imaging of pharmacy operations | 12.11.1.f |  |  |