



After Hours Access to Pharmacy Procedure

Effective: 31 July 2015

1. GUIDING PRINCIPLES

All requirements for pharmacy medicines are to be met during normal pharmacy operating hours. In the absence of a pharmacy on-call service, after hours nurse managers are granted access to the pharmacy after hours to access essential or emergency items only. Routine (i.e. non-urgent) requirements must be fulfilled the following day or next working day during normal pharmacy operating hours. All entries into pharmacy after hours will be recorded through the swipe card system and compared to documented issues.

2. PROCEDURE

2.1 Conditions for After-Hours Entry to Pharmacy

The duty after-hours nurse manager has swipe access to the pharmacy and can enter the pharmacy to obtain urgently required medication.

Prior to accessing the pharmacy department, the duty nurse manager is to ensure that:

- the medication required is needed urgently (i.e. cannot wait until the normal pharmacy opening hours)
- the medication is not available from elsewhere in the hospital. This can be ascertained from inspection of each areas imprest list or more readily from searching the pdf file 'Imprest products listed by location' on the [WACHS Kimberley Intranet Pharmacy Page](#).

Providing the above two conditions are met, the nurse manager can enter the pharmacy.

All entries to the pharmacy are to be by swipe card only.

2.2 Documenting After-Hours Pharmacy Issues

All items removed from the pharmacy are to be documented in the 'out of hours' Pharmacy book. Information documented is to include:

- the drug, strength and quantity
- the area requiring it
- the UMRN and name of the patient for whom it is required.

2.3 Restricted Schedule 4 (S4R's) Drugs

The after-hours manager does not have access to the S4R locked cupboards.

It is the responsibility for each area manager to ensure that:

- routine stock of S4R medication in their area is adequate for after-hours requirements
- sufficient stock of S4Rs for patients admitted during the day on non-routine S4Rs are adequate for after-hours requirements.

2.3.1 Urgent After-Hours S4R Requirements

Only in urgent situations may S4R medications be sought from another site outside of normal pharmacy operating hours. S4R medications may only be borrowed with the approval of both the requesting and receiving site after hours nurse managers.

Stock borrowed from another site must be requested on a S4R requisition form which has been appropriately authorized, and the details of the transaction must be recorded in the S4R drug register of both the requesting and receiving site.

The stock borrowed must not be returned from the requesting site.

It is the responsibility of the lending site to replace any stock borrowed via a faxed or emailed requisition to the regional pharmacy.

2.4 Schedule 8 Drugs

The after-hours nurse-manager does not have access to the Schedule 8 safe

It is the responsibility for each area manager to ensure that:

- routine stock of Schedule 8 medication in their area is adequate for after-hours requirements
- sufficient stock of Schedule 8s for patients admitted during the day on non-routine S8s are adequate for after-hours requirements.

2.4.1 Urgent After-Hours Schedule Eight (8) Requirements

Only in urgent situations may Schedule Eight medications be sought from another site outside of normal pharmacy operating hours. Schedule Eight medications may only be borrowed with the approval of both the requesting and receiving site after hours nurse managers.

Stock borrowed from another site must be requested on a Schedule Eight requisition form which has been appropriately authorized, and the details of the transaction must be recorded in the controlled drug register of both the requesting and receiving site.

The regional pharmacy must be faxed a copy of this requisition to alert the pharmacists to the out-of-hours transaction.

The stock borrowed must not be returned from the requesting site.

It is the responsibility of the lending site to replace any stock borrowed via a faxed or emailed requisition to the regional pharmacy during working hours.

2.5 When an item is not available in the Pharmacy

If the drug is not usually stocked by the Regional Pharmacy (i.e. does not appear on the pharmacy inventory) or is out of stock then the treating medical officer is to be informed.

2.6 Supply to External WACHS Sites

It is the responsibility of area managers in all sites to ensure adequate imprest stock is kept at all times. Emergency requests from external WACHS sites in the Kimberley must follow the same principles listed under 'conditions for after-hours entry to pharmacy'.

If supply is arranged, documentation requirements are the same as for an internal request

3. DEFINITIONS

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| After Hours Nurse Manager | Afterhours and weekends this is the After-hours Coordinator or most senior nurse in the building. |
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4. ROLES AND RESPONSIBILITIES

The Clinical Nurse Manager is to ensure that that Schedule 8 and Schedule 4 Restricted stocks are adequate to cover after hours requirements.

The Pharmacy is to ensure that clinical areas are stocked according to imprest levels, on the agreed imprest days.

5. COMPLIANCE

It is a requirement of the WA Health Code of Conduct that employees “comply with all state government policies, standards and Australian laws and understand and comply with all WA Health business, administration and operational directives and policies”. Failure to comply may constitute suspected misconduct under the [WA Health Misconduct and Discipline Policy](#).

6. EVALUATION

Monitoring of compliance with this document is to be carried out by the Pharmacy department, every three (3) months using the following means / tools:

- Comparing after hours pharmacy entries with documentation recorded on pharmacy after hours sheets

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on request for a person with a disability**

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