**Machine and Equipment Maintenance**

**Section:** Pharmacy Operations

**Compliance:** URAC Specialty Pharmacy 2.1

**URAC Standards:** PHARM-OP 9

**ACHC Standards:** DRX7-14A

**Policy ID:** 7.11

**Approved by:**

**POLICY**

Automated equipment and other equipment are randomly tested on a regular basis to ensure that they are working correctly. **[PHARM-OP 9 (a, b, c, d)]**

**PROCEDURE**

The following are the machinery and equipment utilized at <insert practice name>.

1. Refrigerator **[PHARM-OP 9 (d)]**
   1. Is monitored 24/7 and the temperatures are recorded every day
   2. Has monitored alarms and pharmacy staff members on call who are notified if the temperature exceeds acceptable range
   3. Are on the “backup” generator circuit
2. Freezer is used to store medication. **[PHARM-OP 9 (d)]**
   1. Is monitored 24/7 and the temperatures are recorded every day as certain vaccines may be stored in the freezer
   2. Have built in alarms for temperature issues
   3. Are on the “backup” generator circuit
3. Label Printers are used for Prescription labels and drug monograph print outs
   1. Prescription labels and drug monograph print outs are continually monitored for quality print out **[PHARM-OP 9 (c)]**
4. Scales used in compounding **[PHARM-OP 9 (a, b, c, d)]**
   1. Scales that are used in sterile compounding are clean prior to each use and documented on the log along with the date and who cleaned it.
   2. Scales are calibrated and tested for accuracy on a per use basis and document on the log along with when and who completed it. Scale calibration is done by pharmacy staff per manufacturer recommendations
5. Counting Trays
   1. Separate counting trays are used for chemo meds to prevent cross contamination

Trays are cleaned daily at a minimum. Chemo tray is cleaned after each individual medication to prevent contamination. All trays are cleaned with isopropyl alcohol. Daily tray cleaning is logged on

* 1. Automated dispensing cabinets have software maintained by individual distributors who promote them. Trouble shooting can be done through help desk. Each cabinet has a manual mode in case of lost power or operating system is not functional.

1. Automated Dispensing Cabinet
   1. <insert practice name> utilizes and automated dispensing cabinet to keep an automated log of inventory adds and patient dispenses for all C-II medications and oral chemotherapy.
   2. The items dispensed from the cabinet are audited daily by a pharmacy technician to ensure accurate dispensing to patients on these items.
   3. Automated Dispensing Cabinet vendor provides software updates to keep machine functioning properly and has help desk for immediate technical questions.
   4. In case of power disruption or cabinet malfunction all pharmacists have key to manually open cabinet for dispenses
   5. For specific controlled substance dispensing practices refer to “CII controlled substance policy”

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