



**Washington State Board of Pharmacy**

**Automated Drug Distribution Devices Review Form**

**Chapter 246-872 WAC**

Date: \_\_\_\_\_

Responsible Pharmacist: \_\_\_\_\_ License #: \_\_\_\_\_

Pharmacy Name: \_\_\_\_\_ License #: \_\_\_\_\_

Description of Device: \_\_\_\_\_

Licensed Health Care Facility Name: \_\_\_\_\_

Licensed Health Care Facility Location: \_\_\_\_\_

Submit signed policies and procedures by the responsible pharmacist and the facility for the automated drug distribution devices (ADDD) that include the following:

	Yes	No	Comments
<p><b>Drug inventory requirements.</b></p> <p>a. The pharmacist approves the ADDD drug inventory.</p> <p>b. All drugs stored in device are packaged and labeled in compliance with state and federal laws.</p> <p>c. The checking and stocking of medications in the ADDD is reserved to a pharmacist, a pharmacy intern, or a pharmacy technician.</p> <p>d. A pharmacy technician must meet the education, training and proficiency qualifications for specialized functions.</p>			
<p><b>Security procedure for all personnel with access.</b></p> <p>a. Access is limited to licensed health professionals providing patient care within their scope of practice.</p> <p>b. The ADDD records the person accessing the device to fill, administer, inventory, or stock medications. The records are readily retrievable and maintained.</p> <p>c. Safeguards are used to prevent unauthorized access, including termination of access at the end of employment.</p> <p>d. Records for patients discharged from the facility are removed from the ADDD system within 12 hours.</p>			
<p><b>Documentation of drug removal, waste, and return.</b></p> <p>a. When a medication is removed, wasted, or returned to the device, the system records the date and time, identity of the user, complete description of the medication, quantity, and a witness signature, or verification, if needed.</p> <p>b. Verification that the patient's information in the device matches the patient information in the facility records.</p> <p>c. There is a defined process for securing and accounting for returned or wasted medication.</p>			

	Yes	No	Comments
<p><b>Compliance with controlled substance regulations.</b></p> <p>a. Controlled substance usage is monitored and appropriate action is taken when there are discrepancies.</p> <p>b. All controlled substances activities must comply with state and federal laws. The pharmacist must have in place a system to verify the accuracy of controlled substance counts. The counting system no longer requires compliance with WAC 246-873-080(7)(h).</p>			
<p><b>Resolution of drug discrepancies.</b></p> <p>a. The responsible pharmacist works with nursing administration to maintain an ongoing medication discrepancy resolution and medication monitoring process.</p>			
<p><b>Pharmacist drug documentation and control.</b></p> <p>a. There is pharmacist participation in the facility ADDD quality assurance and performance improvement system.</p>			
<p><b>The facility ADDD quality assurance program includes:</b></p> <p>a. Staff using the ADDDs to receive adequate training.</p> <p>b. The facility shall maintain a record of the type of ADDD equipment and components and the device locations within the facility.</p> <p>c. The responsible pharmacist shall perform quarterly audits of compliance with the ADDD policies and procedures.</p>			

Comments \_\_\_\_\_

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**For Staff Use Only**

<p>Reviewer: _____</p> <p>Staff Recommendation:    <input type="checkbox"/> Acceptance    <input type="checkbox"/> Revision Needed    <input type="checkbox"/> Board Agenda</p> <p>Date Approved by Board _____ Investigator Notified _____</p>
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