



## State of South Dakota – Board of Pharmacy

4305 S Louise Ave – Suite 104  
Sioux Falls, SD 57106  
605-362-2737

### **GUIDELINES FOR OFF-SITE AFTER HOURS HOSPITAL PHARMACY SERVICES**

#### **INTRODUCTION**

In a hospital pharmacy where the pharmacy is not open 24 hours a day (“Remote Pharmacy”), an agreement may be made with another pharmacy (“Central Pharmacy”) to provide after-hours pharmacy services.

The implementation of an after-hours service by a Central Pharmacy to an off-site Remote Pharmacy must be approved by the Board of Pharmacy. The pharmacists-in-charge at both the Remote Pharmacy and Central Pharmacy must present policies and procedures per these guidelines and must meet both state and federal regulations.

#### **GUIDELINES**

1. Policies and procedures must be presented to and approved by the Pharmacy & Therapeutics Committees of both facilities.
2. There must be Risk Management and/or legal approval at both sites.
3. The facilities must address HIPAA requirements.
4. The after-hours service provided cannot be used to reduce the present hours or staff of the Remote Pharmacy.
5. The Central Pharmacy must have reasonable and appropriate pharmacist staffing to not adversely affect patient care at the Central or Remote pharmacy or pharmacies.
6. There must be initial and continuous training of Central Pharmacy pharmacists at the Remote Pharmacy to demonstrate competency and qualifications for the Central Pharmacy services.
7. The Central Pharmacy pharmacist must receive an original copy of the prescriber's patient medication order via facsimile or electronic transmission.
8. The Central Pharmacy pharmacist must be able to review the inpatient and/or ambulatory patient's patient profile for:
  - Medication history
  - Diagnosis
  - Allergies
  - Height, weight, age
  - Duplications of drug therapies
  - Potential drug interactions
  - Adverse drug reactions (ADR's)
  - Pertinent lab data or
  - Any other needed information
9. The Central Pharmacy pharmacist must either verify that he/she entered the medication order or that he/she has reviewed and approved the order entered by other staff before the medication order is released for patient administration. This must be documented either electronically or by initials of the pharmacist and these records must be kept for two years.

10. The Central Pharmacy pharmacist must have the ability to contact the prescriber to discuss any concerns identified during the pharmacist's review of the patient's information.
11. The Central Pharmacy pharmacist must have adequate references to answer questions in a timely manner including, but not limited to:
  - The Remote Pharmacy's Policy and Procedure Manuals
    - Standard drip concentrations or drug protocols
    - High risk policies
  - The Remote Pharmacy's formulary information
  - Clinical reference materials including those required by the Board of Pharmacy
  - A 24-hour contact number at the remote facility
12. The Remote Pharmacy must provide their nursing supervisor with a 24-hour telephone number to contact the Central Pharmacy pharmacist as needed.
13. Policies and Procedures should address a standard time requirement for release of stat and routine medications.
14. Policies must address an ongoing Quality Assurance/Continuing Quality Improvement on all aspects of the after-hours pharmacy service including:
  - Evaluation of the standards and policies on a regular basis
  - Equipment, computers, etc.
  - Identity of high-risk medications and/or high-risk patients
  - Over-ride medications
15. The Remote Pharmacy pharmacist must review all of the Central Pharmacy pharmacist's actions in a timely manner and document the review.
16. The Remote Pharmacy must have an independent check policy for high-risk drugs or high-risk patients, i.e. a child's dose has an independent dose calculation check, which is verified by the Central Pharmacy pharmacist and the nurse before giving the medication.
17. There should be a system/policy in place for non-pharmacy personnel (nurse or nurse supervisor) to enter the Remote Pharmacy after hours.
18. A Central Pharmacy located out of state must be licensed as a Non-Resident Pharmacy in the state of South Dakota.
  - The Central Pharmacy pharmacist located out of state must be licensed in the state of South Dakota.

Approved  
5/4/2009