**POLICY**

Pharmacy will be responsible for maintaining adequate quantities of medications in ADCs to handle the patient census and acuity on a nursing unit.

Cleanliness is essential to proper functioning of ADCs. Liquid spills and plastic tabs from drug packaging will be cleaned up and removed immediately as they are a primary source of drawer jams and may damage the unit’s computer. Nursing and Pharmacy will share in the responsibility of keeping the ADC medication bins clean.

**PROCEDURES**

**INVENTORY SET-UP AND MAINTENANCE**

1. A complete list of medications stored in an ADC may be viewed on that unit screen.

2. A paper copy of each ADC inventory will be available for emergency access.

3. Each ADC inventory will be reviewed by Pharmacy on an as needed basis and no less than once every two years.

4. Pharmacy will ensure that no “look-alike” or “sound-alike” medications will be located in close proximity to each other in open bin drawers or fridges.

5. Requests for addition/deletion of medications from specific ADCs will be submitted by Clinical Nurse Educator, Program Manager, or Clinical Pharmacist to a Pharmacy Supervisor by e-mail.

6. Pharmacy personnel will replenish medications as needed based on electronic notification.

7. At Sunny Hill Health Centre, nursing personnel place the medications delivered from Pharmacy into the ADC cabinet.

8. In order to maintain adequate stock in ADC, nurse/user must enter accurate amounts when removing medications so that the electronic reports reflect the actual drug quantities existing in ADC.

9. Pharmacy personnel will monitor medication expiry dates, but it is still the responsibility of the nurse/user to double check the expiry date prior to administering the medication to the patient.

**CABINET MAINTENANCE**

10. ADCs must be cleaned when a spill occurs.

11. ADC cabinets, keyboard, touchscreen, fingerprint reader, barcode scanner will be cleaned as described in the Master Equipment Cleaning List available on the intranet. Cabinet care instructions are also available on the cabinet’s Quick Reference Guide.

12. Do not use a wipes that are dripping with solution. This excess solution can enter the ADC along seems and openings or pool on the surfaces. To prevent surface finish damage, do not use abrasive or harsh cleaners (e.g. scrub pads) to clean any surfaces.
REFERENCES


