

**Medication Management TJC Preparation Checklist**  
**Ambulatory Practices**  
**2020**

- High-Alert Medications:** If your practice carries any high-alert medications, ensure that staff know that the drugs in these categories are HIGH ALERT Medications, and that they understand how they handle them differently than other medications to ensure patient safety
  
- Hazardous Drugs:** If your clinic carries Hazardous Drugs:
  - Make sure that staff are aware which drugs are hazardous
  - Ensure staff know how to determine if a drug is hazardous (MAR, label, Omnicell, admin instructions)
  - Staff know the differences in PPE requirements for low and high-risk HDs
  - Your clinic is stocked with appropriate PPE and waste disposal bins for the HDs you carry
  
- Sound Alike, Look Alike Drugs (SALAD):** Educate staff on the meaning of Tall Man lettering. Ensure it is in place on drug labels in your clinic, and physically segregate medications with look-alike names.
  
- Medication Storage:** Temperature Monitoring – Check temperature daily; twice daily if vaccines are stored, and record on form PS#85563
  
- Medication Storage:** Only store medications in approved storage locations, which are locked and secured at all times.
  
- Medication Storage:** Store medications in dedicated and labeled bins (do not comingle in the same bin). Check expiration dates at least monthly and keep a log of when expiration dates were checked.
  
- Emergency Medications:** Check code cart or SEMS kit for expiration and lock numbers, and record on the log daily. Remove any expired medications immediately and replace with in-date medications.
  
- Patient’s Own Medications:** If storing White Bagged medications in your practice, keep your accountability log up to date. Store patient’s meds separately from hospital supplied/clinic medications, and store with the patient name and name of medication. Dispose of expired medications. Never store brown bagged medications (meds that patients bring to clinic themselves)
  
- Medication Orders:** Verbal and Telephone Orders in Ambulatory Practices are only appropriate with a delay in the providers ability to enter an order would cause harm to the patient. Ensure they are not being used to facilitate routine workflow, and that orders are being places prior to medications being administered to patients.
  
- Medication Labeling:** If administering medications in your practice, there must be a segregated, designated, medication preparation area. If IV/IM/SubQ doses are prepared here, there must be blank medication labels available and staff should label all medications that are not immediately administered.
  
- Medication Administration:**
  - Ensure staff are only administering medications with a valid order in EPIC by a licensed provider.
  - Remind staff to barcode scan (where available) the patient and medication PRIOR to each administration of a medication.
  - Ensure the patient and/or family is informed about the clinical indications and potential side effects of any new drugs administered.