

Administrative Policies and Procedures for MOH hospitals /PHC Centers	السياسات والإجراءات الإدارية بمستشفيات ومراكز وزارة الصحة
TITLE: Pharmacy Security Measures	
APPLIES TO: Pharmacy staff	
NO. OF PAGES:	
ORIGINAL DATE:	
REVISION DATE :	

1.0 PURPOSE

1.1 To ensure security of the pharmacy facilities and working environment, and to protect it from theft by implementing and adhering to the security measures that are in place.

2.0 DEFINITION

2.1 Pharmacy security: Is measures taken to protect the pharmacy facilities and the pharmacy staff.

3.0 RESPONSIBILITY

3.1 **The pharmacy employees:** are responsible for the whereabouts and actions of their guests while in the Pharmacy areas.

3.2 **The pharmacy director:** is responsible for designating certain personnel to have keys to the pharmacy department.

4.0 CROSS REFERENCES POLICY

4.1 N/A.

5.0 POLICY

5.0 Only pharmacy personnel are allowed inside pharmacy areas, and pharmacy doors and windows are being locked during operation.

5.1 All pharmacy personnel must wear their ID badges at all times while in the hospital.

5.2 Under no circumstances unidentified persons are allowed in the pharmacy.

5.3 Out-patient pharmacy doors are securely locked after operating hours.

5.4 Only identified pharmacy personnel have keys to the pharmacy (access the pharmacy after hours in case of an emergency (e.g. fire or flood)).

6.0 PROCEDURE

6.1 Measure For the Security Of The Pharmacy Department:

- 6.1.1 Under no circumstances are unidentified persons allowed to be present in the Pharmacy.
- 6.1.2 Unauthorized personnel shall not be allowed in any pharmacy area except at the invitation and under the direct supervision of another pharmacy employee.
- 6.1.3 All employees must wear visible ID badges at all times when in the hospital.
- 6.1.4 The presence of Pharmacy employees' guest(s) must have prior consent of the Pharmacy Head and/or immediate Supervisor. The employee is responsible for the whereabouts and actions of his/her guest while in the Pharmacy areas. Visits which are personal in nature when necessary should be conducted outside the dispensing areas and for only minimal periods of time, so as not to disrupt the Pharmacy operations.
- 6.1.5 All other hospital employees (e.g. Doctors, Nurses, etc.) shall be considered as unauthorized personnel and should not be allowed in the dispensing areas unless it is for a job related function and under the supervision of a Pharmacy employee.
- 6.1.6 The main pharmacy doors, OPD windows, Satellite pharmacies and the pharmacy store are properly locked daily after operating hours with no access to any one.
- 6.1.7 The ER pharmacy is open 24 hours, 7 days a week, 365 days.
- 6.1.8 The pharmacy department doors and windows are properly locked during daily operating hours, only allowing personnel inside the pharmacy working area.
- 6.1.9 The pharmacy director designates certain personnel to have keys to the pharmacy department and those may include, the pharmacy deputy director, the pharmacist on call, and the ER pharmacist/technician on duty (have key to ER stock room only (if the stock room is available)).
- 6.1.10 A fire plan is hanged in the OPD Pharmacy. All the emergency exits are shown on the plan. As well as that fire extinguishers are available and are checked on monthly.
- 6.1.11 Access to all pharmacy areas after working hours is when the department is under construction or in case of emergency (fire, flood, etc.) or when a serious situation may arise.
- 6.1.12 Violation of these policies and procedures shall be grounds for disciplinary action.

7.0 FORMS

- 7.1 N/A.

8.0 EQUIPMENT

- 8.1 Pharmacy Keys to all sections areas.

9.0 REFERENCES

- 9.1 CBAHI resource manual.