

# CBHS Medication Room Compliance Checklist

Clinic Name \_\_\_\_\_

8. External drugs separated from internal drugs  
Yes    No

## General

1. CBHS Medication Storage Policy & Procedure available Yes    No
2. Medication room personnel licenses current and available for review Yes    No
3. There are no medication "samples" in the facility Yes    No
4. No expired, contaminated, deteriorated or recalled medications on premises (including physician's supply, patient meds, OTCs, supplies) Yes    No
5. Medications are properly received from pharmacy deliver according to CBHS Medication Room Policy & Procedures Yes    No

## Medication Room

1. Locked; Access limited to authorized personal who are identified in writing and posted in medication room Yes    No
2. Organized and clean appearance Yes    No
3. Drugs are properly labeled according to federal and state laws; Labels altered only by persons legally authorized to do so Yes    No
4. Faxed client medication requests are retained with date ordered/received Yes    No
5. Separate logs for the following exist, are neat and are up to date:
  - a. Physician's supply meds ordered/received from CBHS pharmacy Yes    No
  - b. Client medication requests by phone with dates ordered/received Yes    No
  - c. Meds dispensed from Physician's supply Yes    No
  - d. Room temperature (daily) Yes    No
  - e. Refrigerator temperature (daily) Yes    No
  - f. Medication destruction log Yes    No
  - g. Monthly expired medication review Yes    No
6. No single dose parenteral container opened. Yes    No
7. Multi-dose parenteral container dated when first opened. 28 day expiration Yes    No

## Medication Room (continued)

9. No excessive amt of drugs present (more than 6-week supply) Yes    No
10. Room temp within range (59-86°F) Yes    No

## Refrigerator (Skip if N/A)

1. Organized and clean appearance Yes    No
2. Temp within range (36-46°F) Yes    No
3. No food items or specimens present Yes    No
4. Drugs requiring refrigeration properly stored & labeled. (Risperidone Consta, PPD) Yes    No
5. Multi-dose parenteral container dated when first opened. 28 day expiration (except vaccines) Yes    No

## Controlled Substances (Skip if N/A)

1. Locked & separated from non-controlled drugs. Yes    No
2. Log for dispensing/administering Physician's supply is separate from non-controlled Physician's supply log and is neat, completed and up to date Yes    No
3. Log for daily inventory of Physician's supply Yes    No

## Disposal

1. Client identifiers are removed from prescription labels and leaflets before discarding/recycling Yes    No
2. Sharps and hazardous waste disposal containers are stored in a secure location and disposed of properly Yes    No

Comments \_\_\_\_\_  
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 \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_  
 5/16 (Medical Staff Member)

Reviewed by: \_\_\_\_\_  
 (Medical Director)