

SUBJECT: COVID-19 Unit Delivery Procedure and Use of Personal Protective Equipment (PPE)	REFERENCE
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DEPARTMENT: PHARMACEUTICAL SERVICES	EFFECTIVE: 03/20
APPROVED BY:	REVISED:

1.0 PURPOSE:

- 1.1. The purpose of this policy is to standardize the usage of Personal Protective Equipment (PPE) by pharmacy employees delivering medications to and/or restocking Automated Dispensing Cabinets (ADCs) in designated COVID-19 nursing units.

2.0 POLICY:

- 2.1. The department of pharmacy services at Peninsula Regional Medical Center will provide medications to units designated to care for COVID-19 positive patients and/or Person's Under Investigation (PUI) via several methods: an ADC, restocking of the ADC by a pharmacy employee, and hand delivery of medications by a pharmacy employee. Pharmacy will not be using the pneumatic tube system to send medications to these units.
- 2.2. At any point in which a pharmacy employee is on a COVID-19 designated floor, they are to wear a cone mask upon arrival at the floor and prior to entering the unit (as applicable based upon floor/unit layout and design).

3.0 PROCEDURE:

3.1. Restocking of ADCs

- Process, pull, and sort batch as normal.
- If staffing levels permit, deliver to COVID-19 units separately as to decrease fomites. If staffing levels do not permit, deliver as normal and leave locked delivery cart in ante room or outside of the units while restocking ADC.
- Upon arrival to floor, don cone mask.
- Upon arrival to ante room, enter the ante room and don appropriate PPE (cone mask, gown, and gloves).
- Enter the unit and restock ADC as normal.
- Exit the unit into ante room. Use grey top germicidal disposable wipe to clean surface of handle on door to unit inside ante room.
- Remove and discard gown, mask and gloves inside of ante room.
- Don a new cone mask in ante room.
- Use hand sanitizer and/or wash hands before exiting ante room.
- Exit ante room.
- Remove cone mask after exiting the COVID-19 designated floor.

3.2. Delivery of Non-Controlled Medications

- Prepare medication and walk to unit as usual.
- Take the portable pharmacy technician phone with you on the delivery.
- Upon arrival to floor, don cone mask.
- Upon arrival to ante room, call nursing station with the portable phone and state that medication is in ante to be picked up

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- Enter the ante room and place medication inside.
- Use hand sanitizer and/or wash hands before exiting ante room.
- Exit ante room.
- Remove cone mask after exiting the COVID-19 designated floor.

3.3. Delivery of Controlled Medications

- Prepare medication, fill out the controlled drug administration record (CDAR), and walk to unit as usual.
- Take the portable pharmacy technician phone with you on the delivery.
- Upon arrival to floor, don cone mask.
- Upon arrival to ante room, call nursing station with the portable phone and state that medication is in the ante room to be picked up.
- Enter the Ante Room, place medication inside, and exit.
- Any available RN on unit will enter ante room, sign CDAR form, leave the white CDAR copy, take the yellow CDAR copy with them to chart administration, and exit the Ante Room.
- After RN exits, re-enter the ante room to take the white CDAR copy, use hand sanitizer and/or wash hands before exiting ante room, and then exit.
- Remove cone mask after exiting the COVID-19 designated floor.
- Nursing will place the yellow copy of the CDAR in the patient specific bin when they are done documenting to be picked up by pharmacy the next time the ADC is restocked.