

## Pharmacy Services Physician Orientation

### *I. Hours of Operation/Extensions*

Central pharmacy	24hrs/7 days per week	ext: 11092	
Administration	M – F: 0730 – 1700	ext: 18049	
Clinical Coordinator	M - F: 0730 - 1700	ext: 10233	
OR Satellite	M – F: 0600 – 1430	ext. 11439	
Outpatient infusion	M – F: 0730 – 1600	ext: 11370	
4B (oncology) Satellite	M – F: 0730 – 1600	ext: 11374	
Unit-Based Pharmacists	M – F: 0730 – 1600	ext: 13816 2 <sup>nd</sup> flr.	Pager 732-472-0627
		ext: 12525 3 <sup>rd</sup> flr.	Pager 732-472-0562
		ext: 14075 4 <sup>th</sup> /5 <sup>th</sup> flr.	Pager 732-472-0624

Emergency Room Pharmacists: Varying schedules      Vocera: 12780      : Sarah Barlow and Andrew Vassallo

### *II. Scope of Services*

- The pharmacy department provides a 24-hour centralized service to our inpatients.
- We adhere to a drug formulary set by the Pharmacy & Therapeutics Committee.
- Computerized Physician Order Entry is the method of order entry. Typed-in orders escape all screening processes performed by our computer programs, including drug interactions and allergies and must also be manually billed. Orders can not be verified by pharmacy without height, weight and allergies.
- Lexi-Comp is available via the intranet on terminals throughout the hospital for additional drug information. It is also downloadable to hand held devices and tablets.
- We have a Medication Ordering and Administration policy that defines the correct procedures for medication ordering
- We have a dangerous abbreviation list that has been developed to create a safer medication environment and to minimize the risk for medication errors. Please avoid using them.
- We have a list of look-alike, sound-alike medications. Indicating the reason for using the drug will minimize the risk of medication errors due to look-alike, sound-alike drugs.
- Total Parenteral Nutrition orders need to be written on the TPN form and scanned to pharmacy by 2 pm. If the order is received after 2 PM, physician needs to order one of the ready available premixed parenteral nutrition solutions.

### *III. Pharmacy Clinical Services: Clinical Coordinator: ext. 10233*

The pharmacy provides clinical services to help prescribers with medication concerns.

- For the purpose of optimization of each drug therapy, and when needed, a pharmacist will contact you to clarify orders or to make recommendations based on the current available pharmaceutical information.
- Please contact the pharmacist if you have questions about medications you prescribed or plan to prescribe.
- Occasionally, pharmacy reviews the usage of a medication or a group of medications for appropriateness, when we believe, through P&T discussions, that there is a need to do so.
- The pharmacy is here to assist you in anyway possible to ensure safety and best outcomes for our patients.

### *IV. Non-Formulary Medications*

- When requesting a Non-Formulary drug, the pharmacy will offer formulary alternatives to selection.
- Procurement of Non-Formulary medications by the pharmacy may result in a delay in therapy.
- If you need a non formulary medication for your patients on regular basis, please contact the pharmacy to request an "Addition to Formulary Form". Fill the form out and return it to the pharmacy. Your request will be added to the following P & T Committee meeting agenda. Please be available to discuss your request.
- The P&T Committee meets on the fourth Tuesday of every month, except July and December.
- Please keep drug salespersons outside the process of giving a drug a formulary status. Salespersons must be registered with the Vendor Resource Center and see the pharmacy department first upon entering CMC.

**Please refer to "Medication Ordering and Administration Policy" in your manual under Section 20.**