

21 PHARMACY	Cork University Hospital	ACTION CARD NUMBER
	Chief Pharmacist	21.2
You Report To:	Operations Manager	You Brief: Pharmacy Staff
Overall Responsibilities	<ul style="list-style-type: none"> Supply of medicines as requested Sourcing of medicines as required 	
IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION		
ON ACTIVATION	ON STANDBY	
<ul style="list-style-type: none"> Chief pharmacist to be informed by Switchboard Chief Pharmacist to liaise with ED pharmacist and technician during working hours. Out of hours ADON is responsible for accessing extra medication/fluids as required. Extra stock available in the pharmacy dispensary. The location of medicines within the pharmacy is in the "Pharmacy Drug Location List" (on the main dispensary bench when the pharmacy is closed). Chief pharmacist or Director of Nursing are responsible for access to Controlled Drugs out of hours If requirements exceed current stock, Emergency Delivery may be arranged if possible, and a borrow system could be used from other hospitals and/or local pharmacies. 	<ul style="list-style-type: none"> Chief pharmacist to be informed by Switchboard Ensure preparedness to supply extra stock from outside hospital and DDA's as required. 	
Consider these points <ul style="list-style-type: none"> MEP medications are stored in four MEP bags which are located in the MEP store room. These bags are to be kept in stock and in date. ED pharmacist and technician have stock list and are responsible for checking of drugs Medications usually stored in fridge are stored in fridge in MEP room ED pharmacist and technician would be responsible for extra stock Monday-Friday, 9am-5pm Pharmacist will liaise with shift leader or delegate nurse to organise ordering of extra Controlled Drugs if required. Arrangements will be made with ED staff regarding the collection of same from the pharmacy department Drug information e.g. IV administration Guidelines & Out of Hours drug stock location file are available on the Staff Directory at the following link: http://100.24.9.212/Menu_PolicyProcedure/Medicines_management.asp 		

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