

ASHP COVID-19 PANDEMIC ASSESSMENT TOOL

for Health-System Pharmacy Departments

Welcome to the COVID-19 Pandemic Assessment Tool for Health-System Pharmacy Departments. This tool is adapted from the ASHP Research and Education Foundation Pandemic Influenza Assessment Tool for Health-System Pharmacy Departments™, developed in 2008 by an expert panel composed of health-system pharmacists, physicians, pandemic influenza policy experts, a healthcare executive and a representative from the Centers for Disease Control and Prevention; and the ASPR COVID-19 Healthcare Planning Checklist.

This tool is intended to assist in COVID-19 pandemic planning efforts in departments of pharmacy and to foster pharmacist involvement in preparedness at the institutional and community levels. This tool is not intended to cover all pandemic planning, but is intended to be useful in identifying gaps and vulnerabilities in a pharmacy department's readiness for the COVID-19 pandemic. **If your institution already has a robust pandemic influenza plan, many of the elements below may already be adequately addressed.**

The tool is divided into the following planning categories:

- » Integration with Institutional Planning
- » Departmental Leadership
- » Public and Professional Education and Training
- » Medications and Supplies
- » Staffing
- » Public Affairs/Communications (Internal and External)

The information contained in this self-assessment tool is constantly evolving because of ongoing research and improvements in technology and is subject to the professional judgment and interpretation of the practitioner due to the uniqueness of each pharmacy department's role in pandemic infectious diseases preparedness. ASHP has made reasonable efforts to ensure the accuracy and appropriateness of the information presented. However, any reader of this information is advised ASHP is not responsible for the continued currency of the information, for any errors or omissions, and/or for any consequences arising from the use of the information in the self-assessment tool in any and all practice settings. Any reader of this document is cautioned that ASHP makes no representation, guarantee, or warranty, express or implied, as to the accuracy and appropriateness of the information contained in this assessment tool and will bear no responsibility or liability for the results or consequences of its use.

	YES	IN PROGRESS	NO	INTEGRATION WITH INSTITUTIONAL PLANNING
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the department of pharmacy represented on the institution-wide emergency preparedness/management committee, and has it participated in the development of the institutional plan?
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the department of pharmacy have a COVID-19 pandemic preparedness plan or has it integrated COVID-19 pandemic preparedness into its emergency preparedness plan?
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy's COVID-19 pandemic preparedness plan been integrated into the institutional plan?
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the department of pharmacy familiar with best practices from other available plans (e.g., federal, state, tribal, regional, local) as they relate to pharmacy?
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy participated in institutional discussions with other hospitals regarding local plans for inter-facility communication during an outbreak or a pandemic?
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy participated in institutional development of an infection control plan for managing hospital patients with COVID-19?
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy participated in institutional planning to deliver pharmaceutical services at the institution's designated alternate care site(s)?
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy participated in institutional business continuity planning, to the extent practical, as it relates to tracking of labor, supplies and expenses used by the institution during a COVID-19 outbreak?
	YES	IN PROGRESS	NO	DEPARTMENTAL LEADERSHIP
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy identified an individual(s) who will maintain and update the pharmacy plan?
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy identified an individual(s) to carry out the pharmacy plan?
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In the pharmacy plan, has the department of pharmacy included a section that describes the responsibilities of key pharmacy roles?
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In the pharmacy plan, has the department of pharmacy included a section that describes backup for key pharmacy roles?

13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy designated a pharmacy department staff member to coordinate education and training on COVID-19?
14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the department of pharmacy prepared to play a role in the institution's emergency operations center, and does it understand the institution's communications mechanisms?
	YES	IN PROGRESS	NO	PUBLIC AND PROFESSIONAL EDUCATION AND TRAINING
15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In the pharmacy plan, has the department of pharmacy included a section that describes how all pharmacy staff will be educated on infection control measures, social distancing practices, personal protective equipment, prophylaxis, and treatment?
16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the department of pharmacy routinely monitor to ensure that pharmacy staff adheres to infection control and social distancing measures?
17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy participated in institution-wide development of education and training for personnel, and information for patients and visitors, to ensure that basic prevention and control measures for COVID-19 are understood?
18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy identified opportunities for training programs for pharmacy staff pertaining to all aspects (e.g., etiology, epidemiology, clinical manifestations, communicability or transmissibility, and treatments) of COVID-19?
19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy educated pharmacy staff on the hospital's COVID-19 pandemic plan, including the pharmacy's role, such as relevant personnel policies, and operational changes that will occur once the plan is implemented?
20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy identified appropriate members of the pharmacy staff to complete Incident Command System training as recommended by the institution?
21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy identified and trained multiple staff members to perform the critical pharmacy workflow procedures including administrative, clinical, distribution, and inventory management functions?
22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the department of pharmacy conduct an annual assessment of all hazards, including COVID-19, and emergency preparedness competency testing of pharmacy staff, and does the department document the results?

23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the department of pharmacy participate in institution-wide and external drills and/or exercises (e.g. tabletops) as applicable?
24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Following institution-wide and external drills and/or exercises, does the department of pharmacy participate in processes to identify and respond to lessons learned?
25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do department of pharmacy staff have real-time access to resources, including institutional plan, pharmacy plan, community plan, job action sheets, drug information, etc., for use during a response?
	YES	IN PROGRESS	NO	MEDICATIONS AND SUPPLIES
26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy participated in institution-wide estimation of the quantities of essential patient care medications, materials and equipment, and personal protective equipment that would be needed during an eight-week pandemic with subsequent eight-week pandemic waves?
27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy participated in an institution-wide plan to ensure access to essential patient care medications, materials and equipment, and personal protective equipment that would be needed during an eight-week pandemic with subsequent eight-week pandemic waves?
28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy developed plans to monitor availability of surgical masks, N95 respirators/powered air purifying respirators (PAPRs) and other supplies including alcohol-based hand disinfectants, gloves, etc.?
29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy developed contingency plans to conserve and re-use N95 respirators/PAPRs if severe shortages are imminent or realized?
30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy participated in the institution-wide development of a list of alternative vendors for essential medications, medical devices and contracted services, and a strategy to address related shortages?
31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy participated in an institution-wide plan to prepare for an external (i.e., community-wide) surge in need for essential patient care medications, materials, and equipment that would be needed during an eight-week pandemic with subsequent eight-week pandemic waves ?

32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy, where appropriate, participated in the purchase, storage, and rotation of caches of medications and supplies to be used in the management of patients and staff during public health emergencies?
33	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy created a plan to provide medications to patients who are being transferred?
34	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy participated in an institution-wide plan to identify, track, and report outbreak or pandemic-related adverse medication events?
	YES	IN PROGRESS	NO	STAFFING
35	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy documented critical pharmacy workflow procedures and identified essential pharmacy staff needed to perform them?
36	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In the pharmacy plan, has the department of pharmacy included a section on contingency staffing that identifies the minimum staffing needs and prioritizes critical and non-essential services on the basis of essential institution-wide operations?
37	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In the pharmacy plan, has the department of pharmacy included a section that assigns responsibility for conducting a daily assessment of staffing status and needs during a COVID-19 pandemic?
38	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy determined strategies for staffing, including alternative care sites, point-of-dispensing programs, tele-pharmacy, remote work, split shifts, cross-training and reassignment, etc.?
39	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy participated in institution-wide planning relating to staff absences and employees' ability to work, including illness, family issues, fear/anxiety, etc.?
40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the department of pharmacy maintain current emergency contact information for all personnel and established communication processes in conjunction with the institution's plan (e.g., phone trees, e-mail lists)?
41	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy participated in institution-wide strategies to address widespread healthcare staffing shortages, potentially including the use of alternative personnel resources (e.g., students, volunteers, retirees)?

42	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In conjunction with the institution, has the department of pharmacy included a section in the pharmacy plan that addresses expediting the identification, credentialing, and training of non-hospital staff brought in from other locations?
43	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In conjunction with the institution, does the department of pharmacy support N95 respirator fit-testing for all pharmacy employees and just-in-time education on recommended infection control precautions including fit checking, applying simple mask to patients with cough, and hand hygiene.
44	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In conjunction with the institution, has the department of pharmacy developed guidance for staff monitoring for signs of illness (including self-reporting, self-quarantine, and start/end of shift evaluation) and created mechanisms for reporting both illness and absenteeism?
45	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In conjunction with the institution, has the department of pharmacy included a section in the pharmacy plan that addresses assigning job responsibilities to non-hospital staff brought in from other locations?
46	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In conjunction with the institution, has the department of pharmacy developed a return to work post-illness policy for employees?
47	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In conjunction with the institution, has the department of pharmacy developed a plan for staff access to medical care for themselves and their families; and a plan to determine whether illness will be handled as workers' compensation or personal insurance depending on situation/criteria?
	YES	IN PROGRESS	NO	PUBLIC AFFAIRS / COMMUNICATIONS (INTERNAL AND EXTERNAL)
48	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy educated its staff to channel all public communications through the public information officer or institutional spokesperson?
49	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy identified points of contact for COVID-19 pandemic planning resources within the institution, local, state and tribal health departments and the state hospital association?
50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the pharmacy plan strategies for collaborating with local and regional planning and response groups (e.g., local health departments), hospitals, and other healthcare facilities (including community pharmacies, colleges/schools of pharmacy) to coordinate response efforts at the community level?

51	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy participated in institution-wide plans for communicating with hospital staff, volunteers, and medical staff?
52	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy participated in institution-wide plans regarding potential for employee fear/anxiety and planned communications and education accordingly?
53	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy participated in institution-wide plans for communication with patients and their family members?
54	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy participated in institution-wide identification of communication needs and methods of communication that are appropriate for individuals with visual, hearing, or other disabilities or limited English proficiency?
55	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy participated in institution-wide creation of a list of other healthcare entities with which it will need to maintain communication in real time during an outbreak or a pandemic?
56	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy established an alternate/redundant communication system within the pharmacy department that interfaces with the disaster communication system used by the institution?
57	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy developed a regional contact list (including, for example, community/retail pharmacies, other healthcare organizations, departments of health) to facilitate coordination in transfer and/or dispensing of chronic medications?
58	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the department of pharmacy been integrated into community surveillance initiatives, and does it maintain access to community or facility illness data?

RESOURCE LINKS

1. [Centers for Disease Control and Prevention \(CDC\) - COVID-19 Hospital Preparedness Assessment Tool](#)
2. [CDC - Healthcare Professional Preparedness Checklist](#)
3. [Centers for Medicare & Medicaid Services- Information for Healthcare Facilities](#)
4. [ASHP - COVID-19 Healthcare Guidance](#)
5. [World Health Organization \(WHO\) - Getting Workplace Ready](#)
6. [Food and Drug Administration - Coronavirus Disease 2019 \(COVID-19\)](#)
7. [ASHP - Sample List of Potential Pharmacy Public Health Roles at the Local or State Levels](#)
8. [International Pharmaceutical Federation - Decision Tree for Pharmacists to Guide Patients](#)
9. [WHO - Advice for Health Workers](#)
10. [ASHP - Facemasks vs Respirators Page](#)
11. [WHO - When and How to Use Masks](#)
12. [JAMA - Medical Masks](#)
13. [CDC - Guidance and Resources on Healthcare Supply of Personal Protective Equipment](#)
14. [WHO - Infection Prevention and Control/WASH](#)
15. [CDC - Guidance and Resources on Infection Control](#)
16. [Infectious Diseases Society of America](#)
17. [ASHP - Infection Prevention and Control Checklist](#)
18. [CDC - Guideline for Isolation Precautions](#)
19. [CDC - Resources for Households](#)
20. [CDC - About Coronavirus Disease 2019](#)
21. [CDC - Information for Healthcare Professionals](#)
22. [Department of Health & Human Services Strategic National Stockpile](#)
23. [ASHP - Drug Shortages Resource Center](#)
24. [ASPR COVID-19 Healthcare Planning Checklist](#)