

**ASHP Center of Excellence in Medication-Use Safety**

**and Pharmacy Practice Certification Standard**

**Required Documents by Document Type and Standard**

PROGRESS ACCOUNTABILITY TOOL

Standard 11: Information and Medication-Use Technology

Standard 12: Automation and Technology

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| **DOCUMENT TYPE** | **STANDARD** | **RESPONSIBLE**  **PERSON** | **PROGRESS** |
|  |  |  |  |
| Process Maps/Flow Diagrams |  |  |  |
| Illustration of all IT systems, automation used, and interfaces | 11.1.a  11.1.b |  |  |
| Illustration of all IT systems, automation used, and interfaces in outpatient and/or ambulatory care pharmacies | 11.4.3.b |  |  |
| Electronic prescribing system for medication ordering if separate from organization EHR system | 11.4.3b |  |  |
| Illustration of development, review and approval of guidelines, standing orders, and order sets | 11.4.4.a |  |  |
| Illustration of infusion pump library development, maintenance, and evaluation | 11.8.2 |  |  |
| Process used for medication selection for ADCs | 12.4.1.b |  |  |
| Flow diagram to show use of intravenous technology assisted workflow devices | 12.6.4.a |  |  |
|  |  |  |  |
| Lists |  |  |  |
| Education and training programs and related competences for HER and HIT | 11.2.2.a |  |  |
| Five medications and their parameters involved in clinical decisions support | 11.5.1.a |  |  |
|  |  |  |  |
| Data and Self-Audits |  |  |  |
| Compounding technology data | 12.9.1.2.b  12.11.1.b |  |  |
| ADC Medication overrides | 12.4.3.b  12.4.4  12.4.5  12.8.1.b |  |  |
| Medication stock removals in patient care areas | 12.8.1.b |  |  |
| Height and weight documentation in EHR before medication orders are entered | 11.1.2.a |  |  |
| Medication order writing trends | 11.4.2  11.5.2.c |  |  |
| EHR warning firings | 11.5.1.b  11.5.2.e |  |  |
| EHR warning firings that trigger prescriber action | 11.5.1.b  11.5.2.b |  |  |
| Bar code medication administration scan rates | 11.7.1.b  12.2.a  12.4.3.b  12.8.1.b |  |  |
| Pharmacy-generated bar code scan rates | 11.7.2.a  12.9.1.2.b |  |  |
| Bar Code Scanner trends | 11.7.3.c  12.2.a  12.4.3.b  12.8.1.b  12.9.1.2.b |  |  |
| Smart infusion pump library updates | 11.8.1.b |  |  |
| Smart infusion pump library use trends | 11.8.2  12.2.a |  |  |
| Bar code scanning errors | 12.2.1.b  12.2.2.a,  12.2.2.b  12.8.1.b  12.9.1.2.b |  |  |
| Outpatient pharmacy automated device trends | 12.8.1.b |  |  |
|  |  |  |  |
| Self-Assessments and Gap Analyses |  |  |  |
| ISMP, PAI, Pharmacy Forecast and similar | 12.4.6.a |  |  |
| Electronic inventory management systems | 12.5.3.c |  |  |
| Sterile products TAWF systems | 12.6.4.b |  |  |
| Non-sterile products compounding management systems | 12.7.a |  |  |
| Outpatient pharmacy automation use | 12.8.1.a |  |  |
|  |  |  |  |
| Scorecards, Dashboards and Similar |  |  |  |
| Balanced Scorecards and dashboards – pharmacy department |  |  |  |
| Quality indicators not included on scorecards and dashboards |  |  |  |
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| Descriptions |  |  |  |
| Data review processes for BCMA | 11.7.1.e |  |  |
| Smart infusion pump library | 11.8.2 |  |  |
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| Documents |  |  |  |
| Appointment process to P & T Committee | 10.1.1.c; |  |  |
| Staff training documents and competencies | 12.6.1.e; 12.8.1.e; |  |  |
|  |  |  |  |
| Meeting Minutes |  |  |  |
| Smart infusion pump use monitoring committee | 11.8.3.b |  |  |
| Interdisciplinary committee reviewing BCMA use | 12.2.2.b |  |  |
|  |  |  |  |
| Job Descriptions and Competence Assessment |  |  |  |
| Staff competence to use EHR | 11.2.2.d; |  |  |
| Personnel that compound sterile products | 12.6.1.e |  |  |
| Medication administration | 11.1.a.a  11.6.1.a; |  |  |
| Staff that use outpatient pharmacy automation | 12.8.1.c; |  |  |
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| Presentations |  |  |  |
| Overview of hospital/health-system/organization | 11.1  11.4  11.5  11.6  11.7  12.1  12.4 |  |  |
| Overview of pharmacy department and services | 12.5  12.6 |  |  |
| Process standardization and medication safety | 12.6 |  |  |
|  |  |  |  |
| Policies and Procedures |  |  |  |
| Medication administration | 5.3.2; See also 10.1.9.c  11.1.a.a  11.6.1.a |  |  |
| Expired medications | 12.5.7 |  |  |
| BCMA use | 11.1.a.a  11.6.1.a |  |  |
| Patient information security | 11.1.3.a |  |  |
| Personal device use | 11.2.2.a |  |  |
| Telehealth services for hospital/health-system and pharmacy department | 11.3.a |  |  |
| Medication prescribing | 11.4.1.a  11.4.1.b |  |  |
| Verbal medication orders | 11.4.2 |  |  |
| Telephone medication orders | 11.4.2 |  |  |
| Medication personal order set writing, standing orders or protocols development | 11.4.4.a  11.4.4.b |  |  |
| Medication alerts in the EHR | 11.5.2.a |  |  |
| MAR and medication administration documentation | 11.6.1.a  11.6.2.a |  |  |
| Medication hold | 11.6.2.d |  |  |
| Downtime operations/procedures for eMAR | 11.6.3.a  11.6.3.b |  |  |
| Bar code medication administration documentation | 11.7.1.a  11.7.1.d |  |  |
| Bar code failures | 11.7.1.a  11.7.1.d |  |  |
| Bar code equipment failures | 11.7.1.a  11.7.1.d |  |  |
| Medication infusion pump use | 11.8.1.a |  |  |
| Certification and calibration of automated systems used within the pharmacy department | 12.1.b |  |  |
| Downtime for all automated systems | 12.1.d |  |  |
| Medication bar coding | 12.2.a  12.2.1.b |  |  |
| Bar coding scanning error management | 12.2.1.b |  |  |
| Vendor assessment for outsourced medication bar coding | 12.2.2.a |  |  |
| Bar code dispensing | 12.3.1 |  |  |
| Bar code scanning of compounded sterile and non-sterile products | 12.3.2  12.3.3 |  |  |
| Automated dispensing cabinets | 12.4.1.a  12.4.2.a  12.4.3.a  12.4.3.b  12.4.6.a |  |  |
| Medication selection for placement in automated dispensing cabinets | 12.4.1.b |  |  |
| Automated dispensing cabinet profiling | 12.4.2.a |  |  |
| Floor stock medications and controlled substances in automated dispensing cabinets (contents and management) | 12.4.4 |  |  |
| Automated dispensing cabinet over-rides management | 12.4.5 |  |  |
| Inventory management using automation | 12.5.1.a |  |  |
| High-density storage device use | 12.5.1.d  12.5.1.e |  |  |
| Bar code scanner use in inventory management | 12.5.2.a  12.5.2.b |  |  |
| RFID tracking for inventory management | 12.5.4.a  12.5.4.c  12.5.5  12.5.6 |  |  |
| Use of compounding devices | 12.6.1.a  12.6.1.c  12.6.1.e  12.7.a |  |  |
| Quality assurance of compounding devices | 12.6.3.a |  |  |
| Intravenous technology-assisted workflow devices use | 12.6.4.a |  |  |
| Outpatient pharmacy automated device | 12.8.1.b |  |  |
| Outpatient pharmacy automation training | 12.8.1.e |  |  |
| Medication repackaging | 12.9.1.1  12.9.1.2.a  12.9.1.b |  |  |
| Use of video imaging in sterile products compounding | 12.11.1.b |  |  |
| Remote checking of sterile products | 12.11.1.e |  |  |
| Video imaging of pharmacy operations | 12.11.1.f |  |  |