

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Health Services - Pharmacy

Policy Number: HHS-HS-PHM 1821

Policy Title: Security Checklist


Attachments:

Revision History: 1984, 7/01, 7/07, 7/12

Revised by/Date: Jesse Godding, PharmD 9/2020

Approved by:

Jesse Godding, PharmD, Pharmacy Manager



Date:

11-10-2020

Approved by:

Nicole Anderson, Commissioner of HHS



Date:

11-24-2020

POLICY STATEMENT: The Ne-Ia-Shing pharmacy utilizes a security checklist to ensure proper closure of the pharmacy for security and safety.

PURPOSE: Security and safety of the pharmacy during closed hours.

PROCEDURE: The following is to be done daily, at closing, to secure the pharmacy:

- Assure that all designated narcotics are stored and locked in safe.
- Check that refrigerator doors are completely closed and refrigerators are working correctly.
 - Temperatures in the main drug storage fridge are remotely monitored by Twenty 4 Seven.
 - The patient pick up fridge temps should be monitored and recorded twice a day by pharmacy staff.
- Turn off electrical appliances such as fans, space heaters, etc.
- Assure no moving products left in pharmacy to set off motion detectors.
- Close any internal doors as appropriate.
- Lock and deadbolt all doors.

Internal and/or External References	
Compliance - Posting Date	11/24/2020
Replaces - Policy Number	
Next Review - Due Date	11/24/2023