



TIP
of the
Month

MEDICATION ROOM & CART REVIEW

Facility/Station: _____

Date: _____

CRITERIA	YES/NO	COMMENTS
1. MEDICATION CART		
1.1 Carts locked		
1.2 Clean (liquid bottles wiped clean & no spills)		
1.3 Top of cart free of meds/pre-poured medications		
1.4 No outdated/discontinued meds		
1.5 Items labeled properly		
1.6 Externals & internals separated		
1.7 Appropriate items dated when opened/entered		
1.8 Items stored per manufacturer specifications		
2. TREATMENT CARTS		
2.1 Carts locked		
2.2 Clean (containers clean & tightly capped)		
2.3 Top of cart free of meds/pre-poured medications		
2.4 No expired/discontinued medications		
2.5 Items labeled properly		
3. MED ROOM		
3.1 Door locked		
3.2 Organized & clean		
3.3 Only authorized personnel have keys		
3.4 Ventilated & temperature not exceeding 89 degrees F		
3.5 No expired stock		
3.6 Externals & internals separated		
3.7 No excess stock		
3.8 Items labeled properly		
4. REFRIGERATOR		
4.1 Thermometer present & temperature 36°-46° F		
4.1 Clean & defrosted		
4.3 Items separated (supps, inj., oral meds, med pass food)		
4.4 No expired/discontinued medications		
4.5 Controls secured properly		
4.6 Appropriate items dated when entered/opened		
4.7 Items labeled properly		
4.8 No excess stock		
5. STARTER DOSE BOX/I.V. KIT/E.R. BOX		
5.1 Locked and securely stored		
5.2 Clean & organized		
5.3 Procedures followed & all meds accounted for		
5.4 Expiration dating visible		
5.5 No expired medications		
5.6 Current list available		
5.7 Appropriate I.V. Pumps plugged in		
6. CONTROLLED SUBSTANCES		
6.1 Controlled medications secured properly		
6.2 Controlled medications reconciled at each shift		
6.3 Controlled drug policies followed		