

## Johnson Creek Fire & EMS Standard Operating Guideline

<b>Effective Date:</b> 1 June 2007	SOG Category & Identification Number: <b>Administration – 100</b>	Revision: 0
SOG Title: <b>100.13 PHARMACEUTICAL CHART LOG</b>		
Approved by:	Re-evaluation Date: 31 May 2010	Number of Pages: 2

**Purpose:** To specifically identify that all employees will track pharmaceutical equipment used in the emergency medicine field.

**Scope:** This procedure will apply to all department members and will be used for all applications to which the Johnson Creek Fire & EMS Department responds.

In order to clarify terms in this procedure the following definitions have been included:

None

**General:** These procedures will apply to all employees involved in any operation that involves the Johnson Creek Fire & EMS Department.

### 100.13.01. INTRODUCTION.

- A. The department in an attempt to provide secured storage for pharmaceuticals, streamline ordering, and supply operations has adopted this guideline.
- B. All members will be required to adhere to the information tracking of pharmaceuticals.
- C. Any time any type of activity has taken place with pharmaceuticals or supplies it will be logged in the chart.
- D. Activities include but are not limited to:
  1. Restocking of ambulance pharmaceuticals.
  2. Inventorying of pharmaceuticals.
  3. Conducting expiration inspections
  4. Etc.

### 100.13.02. INFORMATION.

- A. All information is logged in the chart book located in secured cabinet.
- B. Date: place the date in the column
- C. Record the time the cabinet was opened.

- D. Annotate the item retrieved.
- E. Record the number of items remaining that was selected.
- F. Initials: this is where the member will place their first and last initial to annotate the activities that were conducted are true to the best of their knowledge.