

HSI Overview

The Pharmacy Practice Manual lists the two elements of the HSI inspection that pertains to pharmacy. The complete HSI guide is located on the Air Force Inspection Agency website. <https://www-4afia.kirtland.af.mil/Medical-Operations/sg-index.htm>.

Documents

The following documents are required for the inspectors:

1. Pharmacy operating instructions/policies—for assistance with Pharmacy OI's and Policies, please refer to the OI subgroup of the Pharmacy Practice SIG. The inspector will go through the OIs with a fine tooth comb. Please ensure that it current.
2. Copies of current pharmacist licenses—please ensure that the licenses of all pharmacists in your facility are current and readily available. A verification of licensure should be kept in the pharmacist's Competency Assessment Folder (CAF).
3. Self-Inspection Report—a self-inspection should be conducted within 3 months of your arrival or assumption of responsibility of a pharmacy or section thereof.
4. Pharmacy and Therapeutics Committee or Medication Use Function minutes—please refer to the record keeping & Minutes subgroup of the Pharmacy Administration SIG for assistance with agendas and minutes or the Pharmacy Practice Manual for the responsibilities of the P&T function.
5. MTF or organizational medication use regulations/instruction (Any medication regulation/instruction with pharmacy or the P&T as the OPR, or any regulation/instruction that established medication use policy)

The following documents will be necessary at the interview:

1. Vault access letter—this letter should be updated and kept by the vault. Access should be restricted to a minimum number of personnel (locally determined).
2. AF Forms 579
3. AF Forms 85
4. Biennial inventory
5. Prepack log
6. Narcotic destruction documents or manifests from civilian return goods programs
7. Monthly disinterested inspections
8. Intervention logs

Protocol

The pharmacy OIC, NCOIC, and the vault custodian need to meet with the HSI inspector. The meeting will be approximately 2 hours long. Medication security will be discussed for approximately 30 to 60 minutes. Medication management will be discussed for 45 minutes.

Medication Security

1. Discuss maintenance/security of controlled medication in the pharmacy/other areas where controlled medications are stored
2. Inventory procedures
3. Spot validation of selected controlled medications
4. Discuss maintenance and security of controlled medication in other areas of the facility (e.g., anesthesia, ambulatory surgery)
5. Inventory procedures and oversight of those areas

Pharmacy Management

1. Discuss procedures for monitoring medication therapy by pharmacy personnel
2. Discuss/review medication dispensing procedures to include:
 - a. Patient counseling
 - b. Patient education
 - c. Risk management (patient safety, errors)
3. Discuss procedures for updating/changing the local formulary
4. Review and discussion of P&T function