Department:	Pharmaceutical Care Department	
Document:	Departmental Policy And Procedure (DPP)	
Title:	Pharmacy Staffing Plan And Workload Statistics	
Applies To:	Pharmacists	
Preparation Date: December 22, 2024	**Index No:**	MM-DPP-021
Approval Date: January 05, 2025	**Version :**	2
Effective Date: February 05, 2025	**Replacement No.:**	MM-DPP-021 (1)
Review Date: February 05, 2028	**No. of Pages:**	03

HEALTH HOLDING

HAFER ALBATIN HEALTH CLUSTER MATERNITY AND CHILDREN HOSPITAL

1. PURPOSE:

1.1 To describe the method for obtaining and analyzing workload statistics for the pharmacy department to utilized in departmental staffing and work distribution plan.

2. DEFINITONS:

2.1 Workload: Is a function that's performed by the pharmacy staff in an assigned pharmacy area on a monthly basis, the total workload per section is collected for inclusion into a departmental report.

3. POLICY:

3.1 Determining standard time for every activity in the pharmacy department.

3.2 All activities involved in drug distribution are identified and collected in the Workload Data Reporting sheets.

3.3 Computer reports (if applicable) may be obtained from the pharmacy computer system.

3.4 Collection of the data is performed at the beginning of each month.

3.5 The final monthly report will be compiled and submitted to the Head of Pharmacy Services.

3.6 The total workload of each section is collected to be included into one department report; this report will be submitted to human resource administration.

3.7 The report will be used for adjustments of shifts and/or staffing based on the comparative monthly statistics.

4. PROCEDURE:

4.1 Activate the following reports from the pharmacy computer system to obtain print-outs:
   4.1.1 Number of unit doses processed.
   4.1.2 Number of bulk doses processed.
   4.1.3 Nursing Unit Inspection Guide.
   4.1.4 TPN Record Sheet (unit bags prepared).

4.2 Collect the following log sheets located in the Inpatient Pharmacy areas:

4.3 Count the number of medications prepared in the Extemporaneous Compounding Log Binder for the indicated period.

4.4 Report the workload of the outpatient pharmacy:
   4.4.1 Number of single item prescription processed per month.
   4.4.2 Number of multiple items prescription processed per month.

4.5 Indicate total workload for the following:
   4.5.1 Unit Dose/ bulk Items
   4.5.2 TPN bags prepared.
   4.5.3 Extemporaneous compounded bulk items.
   4.5.4 CPR box check crash cart inspection.
   4.5.5 Floor stock inspection

	4.5.6	Floor stock narcotic temporary sheet.
	4.5.7	Time spent in Pharmacy interventions in the nursing units.
	4.5.8	Time spent on answering telephone call for drug inquiries.
	4.5.9	Time spent in different meetings.
	4.5.10	Drug issuing/Receiving/ordering by the pharmacy store personnel.
	4.5.11	Time spent on Narcotic drugs issuing/ return/ inspection.
	4.5.12	Time spent on inspection for expiration date.
	4.5.13	Time spent in Pharmacy in-services and lectures.
	4.5.14	Time spent on Patient counselling.
	4.5.15	Outpatient pharmacy workload.
4.6		Record the total workload statistics of all areas in the pharmacy departments in one Workload Data Reporting sheet.
4.7		Turn in the completed Monthly Workload Data Reporting Sheet to the department Head.
4.8		The workload statistics to be announced and presented to P&T committee.
4.9		Pharmacy head to approve the statistics and send it to hospital administration.

5. MATERIAL AND EQUIPMENT:

5.1 Workload Data Reporting Sheet
5.2 Nursing Unit Inspection Guide
5.3 TPN Record Sheet
5.4 Extemporaneous Compounding Log Binder.

6. RESPONSIBILITIES:

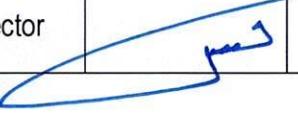6.1 Head of Pharmacy: Is responsible for approving the statistics and sending it to hospital administration

7. APPENDICES:

7.1 N/A

8. REFERENCES:

8.1 MOH, General administration of pharmaceutical care, TPN policy and procedures, 2014.

9. APPROVALS:

	Name	Title	Signature	Date
Prepared by:	Ph. Mohammad Al Mutairi	Pharmacy QI Facilitator		December 22, 2024
Reviewed by:	Ph. Mutlaq Al Dhafeeri	Pharmaceutical Care Director		December 23, 2024
Reviewed by:	Dr. Tamer Mohamed Naguib	Medical Director		December 24, 2024
Reviewed by:	Mr. Abdulelah Ayed Al Mutairi	QM & PS Director		December 25, 2024
Approved by:	Mr. Fahad Hazam Alshammari	Hospital Director		January 05, 2025