

Management of a Recall-Alert Checklist for Medication

Medication: <i>Recalls should only be sent to the applicable areas affected dependent on the type of medication, e.g. Intravenous medications provided in an acute care environment (IV metoprolol)</i>	RESPONSIBILITY				
	Staff	Regional Director Pharmacy/ Regional Manager of Pharmacy	Patient Safety Coordinator	Administrative Assistant Pharmacy	Pharmacy Department/ Pharmacist
INTAKE					
<input type="checkbox"/> Forward any received recalls or alerts to: recallalert@southernhealth.ca .	<input checked="" type="radio"/>				
<input type="checkbox"/> Check for new recalls and alerts at recallalert@southernhealth.ca email account daily.			<input checked="" type="radio"/>		
<input type="checkbox"/> Discuss recall/alert and distribution with the Regional Director Pharmacy/Regional Manager of Pharmacy to determine if the medication is carried regionally & what sites/ programs/ services could be impacted.		<input checked="" type="radio"/>	<input checked="" type="radio"/>		
<input type="checkbox"/> Create the Southern Health-Santé Sud Recall/Alert Form.			<input checked="" type="radio"/>		
<input type="checkbox"/> Add the title of the Recall/Alert to the Collaborative Work Site (CWS) → Recalls and Alerts → Alerts and Recalls Master Tracking Log.			<input checked="" type="radio"/>		
<input type="checkbox"/> Record the next assigned number according to the Alerts and Recalls Master Tracking Log to the right side of the header on the Recall/Alert Form i.e.) 2022-28			<input checked="" type="radio"/>		
<input type="checkbox"/> Create a file folder on the CWS → Recalls and Alerts and upload the newly created Recall/Alert Form using the following nomenclature i.e.) ALERT –Furosemide 20mg- Oct-4-22 &/or RECALL – Furosemide 20mg - Oct-4-22			<input checked="" type="radio"/>		
DISTRIBUTION					
<input type="checkbox"/> Forward the completed Recall/Alert Form to the Administrative Assistant-Pharmacy indicating email priority level in the subject line i.e.) Priority High, Priority Medium, Priority Low.			<input checked="" type="radio"/>		
<input type="checkbox"/> Create a new file folder → Recall Alerts folder → YYYY-MM-DD name of recalled medication i.e.) 2022-10-04 Furosemide 20mg				<input checked="" type="radio"/>	
<input type="checkbox"/> Create a Final Report in excel specific to the initiated Recall/Alert Form and add this document to the same file folder.				<input checked="" type="radio"/>	
<input type="checkbox"/> Distribute the Recall/Alert Form to each Pharmacy Department/Pharmacist providing services including affiliate and community owned pharmacies.				<input checked="" type="radio"/>	
FOLLOW-UP					
<input type="checkbox"/> Complete the required action(s) outlined in the Recall/Alert Form.					<input checked="" type="radio"/>
<input type="checkbox"/> Complete the Recall/Alert Form and return response(s) to the Administrative Assistant-Pharmacy within 7 days unless otherwise stated.					<input checked="" type="radio"/>
<input type="checkbox"/> Locate file of the specified Recall and Alert and upload site response.				<input checked="" type="radio"/>	
<input type="checkbox"/> Locate Final Report in excel in the same specified file folder and check off the site response.				<input checked="" type="radio"/>	
<input type="checkbox"/> Follow-up on any responses that are not received by the due date as soon as possible.				<input checked="" type="radio"/>	

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<input type="checkbox"/> Send the Final Report excel document for each open recall/alert via email to recallalert@southernhealth.ca at the end of each month.				⊙	
<input type="checkbox"/> Checks recallalert@southernhealth.ca email for responses daily.			⊙		
<input type="checkbox"/> Logs received responses to the CWS → Alerts and Recalls → Alerts and Recalls Master Tracking Log.			⊙		
<input type="checkbox"/> Upload the received Final Report excel document to the original recall/alert file folder.			⊙		
<input type="checkbox"/> Closes the recall/alert file when <u>all</u> responses have been received.			⊙		
MONITORING					
<input type="checkbox"/> Prepare a monthly report: <ul style="list-style-type: none"> - Listing open and closed recalls/alerts including pending site/program responses. - Upload the monthly report to CWS→ Recalls and Alerts → Alerts and Recalls Tracking Log Reports. - Email the link and pdf copy of the monthly report to the Administrative Assistant - Quality, Planning & Performance for posting to the Health Provider Site along with the Admin Update. 			⊙		