

## PN Safety Preparation Checklist

- Learn how many PN admixtures are used by your institution daily

Patient Group	In-house Compounded		Outsource Compounded	Commercially Premade
	<i>Customized</i>	<i>Standardized</i>		
Adult				
Pediatric				
Neonate				

- If outsourcing is utilized, have compounding pharmacies been visited and inspected?
- List the members of the Pharmacy and Therapeutics (P & T) Committee or Nutrition Committee if appropriate. Consider introducing yourself to them ahead of time.
- Identify key individuals from medicine, pharmacy, nutrition, nursing and information technology with an interest in PN and/or medication safety. Get to know them and advocate for their support.
- List the members of the formal or informal nutrition support team (adults and pediatrics)
- List the clinicians with nutrition support certification (CNSC, BCNSP) in your institution
- Trace the flow map that best represents the PN-use process at your institution
- Compare with best practices described in A.S.P.E.N. documents
  - Select one node of the process as a focus of safety (e.g., prescribing, order review, compounding, labeling & dispensing, storage & administration, or documentation)

### Prescribing

- Evaluate your electronic and/or paper PN order forms and compare with A.S.P.E.N. templates and recommendations.

### Electronic Order Entry: CPOE

- Is the entry process standardized as per A.S.P.E.N. templates?
- Are dosing guidelines and decision support tools built into the system?
- Can the order be submitted before all required fields are complete?
- Are check boxes used instead of free text?
- If free text is used, is the space limited?
- Does the program auto-populate as many fields as possible?
- Does the order interface with the automated compounding device on which PN is prepared?

Paper Order Form:

- Are the forms standardized as per A.S.P.E.N. templates?
- Are they handwritten or can they be completed using word processing?
- Do they match the order entry sequence when transcribed onto the computer?

Determine the process for revision of the PN order process or CPOE in your institution

Order Review

- Who is the pharmacist dedicated to review the daily PN orders? Are they board-certified? Do they perform both a clinical review and a pharmaceutical review of each patient's PN order?

Evaluate the PN Labels for bags compared with the A.S.P.E.N. templates

Example: is component sequence and units of measure the same between the order form and label?

Determine the process for revision of the PN labels in your institution

Documentation

Determine if your institution has a Medical Safety Officer or Equivalent

Learn if PN errors are collected, analyzed and reported in your institution

Describe your institution's procedure for coping with Drug Shortages

- How is this communicated with prescribers, nutrition support team, and the P&T Committee?
- Which of the PN component items are unavailable? For how long? Have alternate sources been evaluated?
- Have alternate suppliers of products been inspected or certified? What are the obstacles to obtaining the unavailable products?
- Do you have management protocols such as those provided by A.S.P.E.N.? ([www.nutritioncare.org/drugshortages](http://www.nutritioncare.org/drugshortages))

Identify champions for PN Safety in your institution who can assist with the process

- Making changes to the process
- Finding out how to collect data before and after changes are made to assess impact