PN Safety Preparation Checklist

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

<table>
<thead>
<tr>
<th>Patient Group</th>
<th>In-house Compounded</th>
<th>Outsource Compounded</th>
<th>Commercially Premade</th>
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<td></td>
<td>Customized</td>
<td>Standardized</td>
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<td>Adult</td>
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<td>Pediatric</td>
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<td>Neonate</td>
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- 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)

☐ 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