

Manual Counting Tray and Cleaning Procedure

This document is prepared by www.pharmasist.ca

Avoid direct contact with medications. Wear gloves when counting antibiotics, cytotoxic or hazardous medications, chalky medications, or when cleaning counting devices.

1. When to Use a Manual Counting Tray

- Use manual counting trays for all antibiotics.
- Use manual counting trays for cytotoxic or hazardous medications.
- Use manual counting trays for chalky medications.
- Cytotoxic or hazardous medications must be counted only on trays clearly labelled "HAZARDOUS MEDICATIONS."

2. Manual Counting Procedure

- Verify the medication by checking the hard copy against the stock bottle.
- Circle the DIN on the hard copy and initial it.
- Put on gloves before handling medication.
- Pour medication slowly from the stock bottle onto the counting tray.
- Count using the counting spatula and move required quantity into the side panel.
- Return extra medication to the stock bottle and close the stock bottle.
- Place separated medication into the appropriate vial.
- Pour medication from vial back onto the counting tray and count a second time.
- If the quantity does not match, adjust quantity and recount.
- Targeted, controlled, or narcotic medications must be triple counted.
- Document "3x" on the hard copy for triple-counted medications.

After Quantity Confirmed

- Place the correct label on the vial.
- Place labelled vial in a basket.
- Include stock bottle, hard copy, and supporting documentation.
- Pharmacist checks, signs, and packages medication.
- Assistant returns stock bottle to correct location.

After Counting

- Clean all trays after each use.
- Clean counting spatulas after each use.
- Dispose of gloves.
- Wash hands after glove removal.
- Keep hazardous trays separate from regular trays.

3. Automated Pill Counter Cleaning

- Clean at least twice daily: **12:00 PM** and **closing time**.
- Assistant must initial the cleaning log after cleaning.
- Wear gloves before cleaning to avoid medication residue exposure.
- Clean more often if the device shows errors, is dusty, or has visible residue.
- Allow all parts to fully dry before reuse.

4. Automated Pill Counter Components

Component	Cleaning Steps
Top Funnel	Remove top funnel and channel from the unit. Clean inside and outside thoroughly with mild soapy water.
Glass Detector Windows	Wipe pill dust with dry cloth. Clean inside glass with mild soapy water. Wipe carefully back and forth, not up and down. Do not press hard. Dry with clean cloth.
Counting Tray	Remove plastic tray cover. Clean all parts with water-dampened cloth. Wipe dry. Replace cover. Turn tray over and wipe silver sensor strip with water-dampened cloth.

5. Manual Counting Tray Cleaning

- Wear gloves before cleaning.
- Use mild soapy water and a lint-free cloth to clean all surfaces of the counting tray.
- Ensure the side panel is free of dust and residue.
- Wipe counting spatula with soapy water and a lint-free cloth.
- Ensure spatula is free of dust or residue.
- Wipe tray and spatula dry with a lint-free cloth.
- Dispose of gloves after cleaning.

Hazardous Medication Rule

- Use only trays labelled "HAZARDOUS MEDICATIONS."
- Wear gloves before counting.
- Avoid cross-contamination with regular medications.
- Clean tray and spatula immediately after use.

Controlled Substance Rule

- Triple count narcotics, controlled drugs, and targeted substances.
- Document "3x" on the hard copy.
- Pharmacist must complete final verification.
- Return stock bottle immediately after checking.