

COMMUNITY HEALTH CENTRE, SAINKUL

HOSPITAL CLINICAL MANUAL

Pharmacy Management

STANDARD OPERATING PROCEDURE

HCM.11



STANDARD OPERATING PROCEDURES

FOR

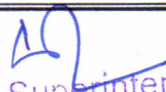
PHARMACY MANAGEMENT



COMMUNITY HEALTH CENTRE, SAINKUL

758043

ODISHA


Superintendent
CHC Sainkul, Keonjhar

COMMUNITY HEALTH CENTRE, SAINKUL

HOSPITAL CLINICAL MANUAL

Pharmacy Management

STANDARD OPERATING PROCEDURE

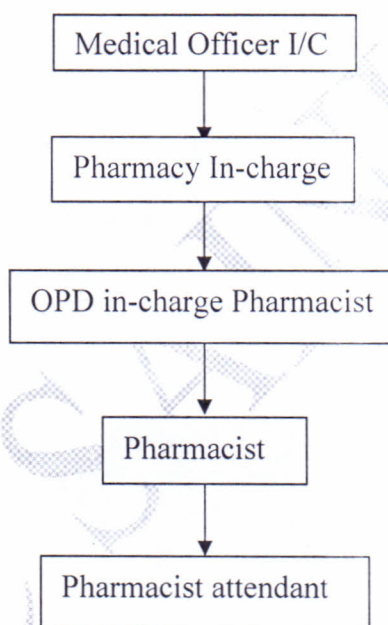
HCM.11

1.0 Purpose: To provide guidelines to ensure that optimum level of drugs and patient Care consumables are maintained in the medicine stores and pharmacy.

2.0 Scope: This procedure caters to all activities in inventory management, including Procurement of medicines, maintenance of medical stores, issue of drugs to Wards / OPD and dispensing at the pharmacy.

3.0 Reference: Quality Management System Manual, MNL: QSM: 01, Section 7.1

4.0 Departmental Hierarchy:



COMMUNITY HEALTH CENTRE, SAINKUL

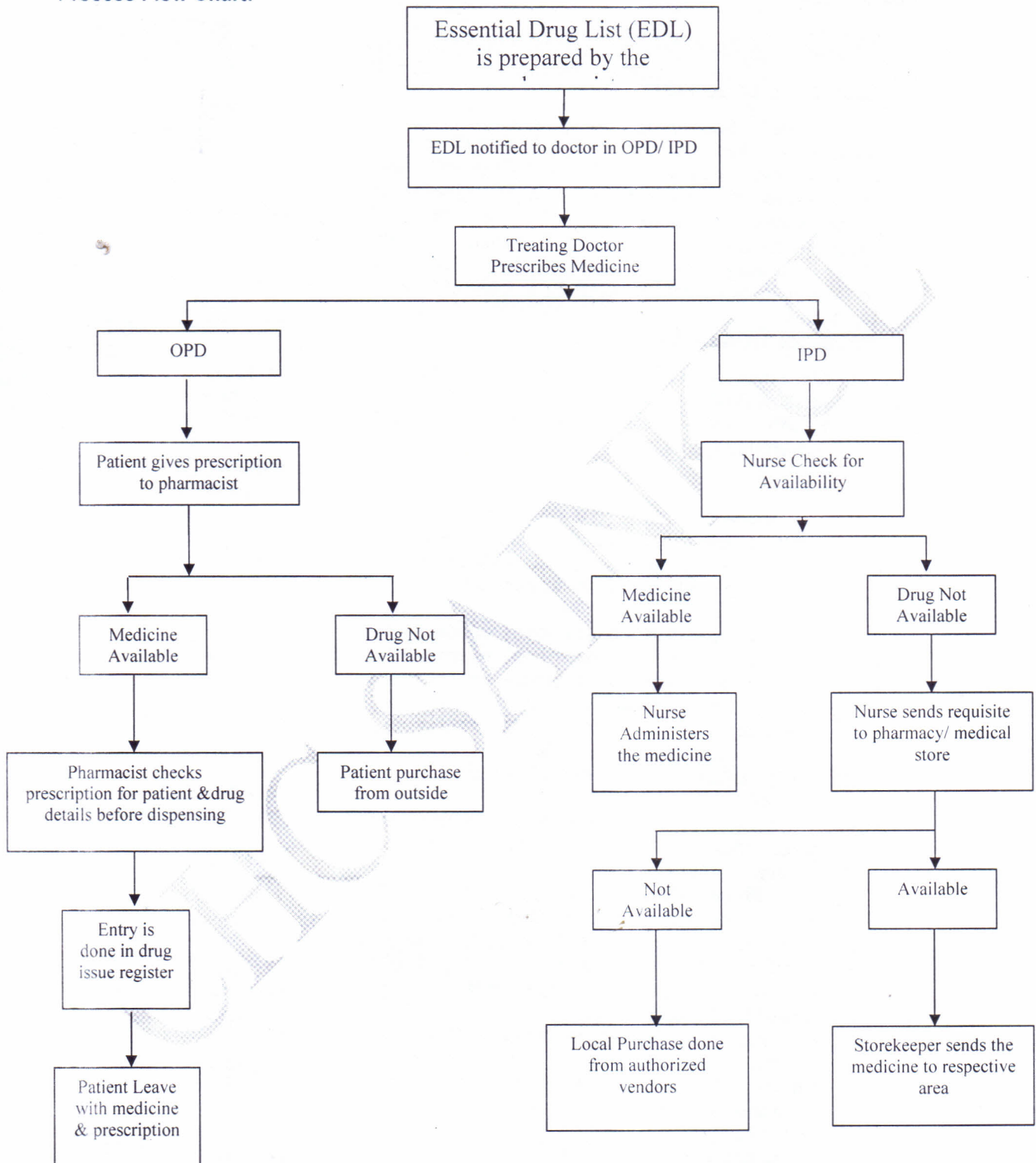
HOSPITAL CLINICAL MANUAL

Pharmacy Management

STANDARD OPERATING PROCEDURE

HCM.11

Process Flow Chart:



COMMUNITY HEALTH CENTRE, SAINKUL

HOSPITAL CLINICAL MANUAL

Pharmacy Management

STANDARD OPERATING PROCEDURE

HCM.11

5.0 Standard Procedures

SNo.	Activity	Responsibility	Related Document
5.1	ESSENTIAL DRUG LIST		
5.1.1	State Health Society is the primary organization responsible for centralized purchasing of all pharmaceutical requirements for all the hospitals and Dispensaries etc under the purview of Health and Family Welfare Department, Government of Orissa. State Health Society prepares an Essential Drug List (Drug Formulary) which is developed by a state level multidisciplinary committee keeping in view the WHO guidelines.	SHS	
5.2	PRESCRIPTION OF MEDICINES <ul style="list-style-type: none"> ➤ Medicines are prescribed only by Registered Medical Practitioners working under the purview of Health and Family Welfare Department, Government of Orissa. ➤ All medication orders are prescribed in writing which is dated, timed, signed by the prescribing doctor. The Essential Drug list is followed while prescribing medicines as far as possible. ➤ No drug is administered to a patient without a valid prescription of treating doctor, in an emergency when a consultant is contacted on phone he speaks to the Casualty Medical Officer who then prescribes the medicine. 	Prescribing Doctor	OPD Slip, Case Sheet
5.3	INDENT OF DRUGS AND DISPOSABLES: Request from various departments duly signed by In charge of different departments is received by Store I/C. He then prepares a consolidated list of items and materials to be procured after checking the stock availability. This indent is forwarded to MO I/C for approval. After approval from MO I/C the indent is forwarded to DHH. Indenting is done as and when required and also as per availability in DHH.	Store I/C	Indent sheet
5.4	PURCHASING PROCEDURE <ul style="list-style-type: none"> ➤ The Block store is responsible for purchase of all pharmaceutical and surgical products required in the hospital for the treatment of patient. ➤ All products are purchased based on consumption for the last year 	Block Store I/C	
5.4.1	In case of local purchase Few pharmaceutical items are purchased by the hospital directly from the authorized vendors.	Medical Store I/C	Purchase Order , Local Purchase Register
5.4.2	Selection of vendors is strictly limited to those having a rate contract agreement with either the CMSD or the ESI and the rates of the product have to be approved	Medical Store I/C	

COMMUNITY HEALTH CENTRE, SAINKUL

HOSPITAL CLINICAL MANUAL

Pharmacy Management

STANDARD OPERATING PROCEDURE

HCM.11

	by the CMSD or the ESI.		
5.4.3	Purchase orders are issued directly to the authorized vendors by the pharmacy department of the hospital depending upon the reorder level for the desired product.	Medical Store I/C	
5.5	<p>RECEIPT OF DRUGS</p> <p>Drugs are received in the hospital through DHS/CMSO based on the requirement generated & Sent by the hospital. The drugs are supplied on as and when available through DHS based on supplies from Supplier.</p> <p>At times, the drugs are received in the central store and the same are collected by the In-charge Store on receipt of intimation.</p> <p>The drugs received are identified and their quantity Checked by the Store In Charge. The drugs are received through acknowledgement on the counter slip.</p> <p>The items & quantity received are entered in the stock register by the Store In Charge.</p> <p>Store In Charge notes and intimates the MO I/C about the drugs which are not received, especially for those required on urgent basis.</p> <p>Store In Charge also prepares a list for the drugs received as damaged or expired. Such drugs are segregated and a detailed note put up through MO I/C to DHS/CHSO.</p>	Store I/C / Pharmacist	Stock Register, Drug Store Register
5.6	STORAGE OF MEDICINES IN THE PHARMACY:	Pharmacist	
5.6.1	➤ All pharmaceutical items are arranged alphabetically in the racks. Tablets, Injections, ointments syrups, inhalers, surgical etc are stored separately in racks so that easy access is facilitated.	Pharmacist	
5.6.2	➤ The items which are to be stored at 2*c to 8*c are arranged in the refrigerator provided which is connected to UPS line to maintain the cool chain. Temperature book is maintained for monitoring of the temperature of refrigerator twice daily.	Pharmacist	
5.6.3	➤ There is separate cupboard for keeping emergency drugs (like adrenalin).	Pharmacist	
5.6.4.	➤ Near expiry drugs are segregated and stored separately.	Pharmacist	
5.6.5	LABELING OF DRUGS	Pharmacist	
	➤ It is the policy of this hospital that all drugs and medications maintained in the hospital is properly labeled.	Pharmacist	

COMMUNITY HEALTH CENTRE, SAINKUL

HOSPITAL CLINICAL MANUAL

Pharmacy Management

STANDARD OPERATING PROCEDURE

HCM.11

	<ul style="list-style-type: none"> ➤ Drugs labels are legible, clear and consistent at all times. ➤ Any drug label soiled, incomplete, illegible, worn, or make shift are returned and replaced by the pharmacy. ➤ The following details are on all cut tablets/capsules strip or loose tablets dispensed for inpatient: <ol style="list-style-type: none"> 1. Name of the medicine, 2. Strength and form of medicine 3. Quantity of medicine 4. Frequency of Administration etc. 		
5.7	<p>REPLENISHMENT OF EMERGENCY MEDICINES</p> <ul style="list-style-type: none"> ➤ Reordering level for all emergency drugs is made separately and that is checked every day by the senior pharmacist ➤ List of emergency drugs is made by pharmacy in charge and that list is kept in the pharmacy for reference. 	Pharmacist	Daily Expense Registers
5.8	<p>DISPENSING OF MEDICINES</p> <p>Drugs are supplied to the dispensary/ ward/ Emergency etc. as per the Indent of demanded drugs from these locations.</p> <p>The pharmacist supplies the drugs to these locations and keeps the duly signed Indent from the employee who receive the drug (Staff nurse/ Pharmacist dispensary/ ANM)</p> <p>The intimation for the replenishment of drugs is Given to the MO I/C at the Reorder level.</p>	Pharmacist	Indent Sheet
5.8.1	<p>INPATIENT DISPENSING</p>	Pharmacist	
5.8.1.1	Pharmacy items are dispensed / issued only by a Pharmacist to nurse in charge of unit. Drug administration to patient is done by nursing staff in wards. No self medication is allowed in ward.	Pharmacist	
5.8.1.2	Prescriptions/Indent is read carefully; the signature of the prescribing doctor must be verified.	Pharmacist	
5.8.1.3	Items are collected from the designated racks, storage etc as applicable.	Pharmacist	
5.8.1.4	Any item prior to dispensing is checked for the expiry date.	Pharmacist	
5.8.1.5	Post Dispensing the transaction is entered in the issue register	Pharmacist	
5.8.2	<p>OUTPATIENT DISPENSING</p>	Pharmacist	
5.8.2.1	Prior to dispensing the Medicine the pharmacist verifies	Pharmacist	OPD Slip

COMMUNITY HEALTH CENTRE, SAINKUL

HOSPITAL CLINICAL MANUAL

Pharmacy Management

STANDARD OPERATING PROCEDURE

HCM.11

Oxygen stock registers:

S. N	Name of pt	Date	Challan no	From whom received	Quantity received	Issue challan no	date	Out order challan no	To whom received	Quantity received	Balance in stock	Remarks

Daily expense registers:

Date	IV no	Ward name	Medicine name

Stock register

Date	Consumption	Received amt.	Amt. consumed	Balance

Local Purchase Register

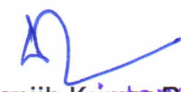
Sl No. (1)	Name of the drug (2)	Strength/ Specification(3)	Unit pack(4)	Manufacture/ Brand(5)	Unit Price including transportation to destiny (6)	CAT/ VAT (7)	Total Cost (8)=(6)+(7)

7. Process Efficiency Criteria:

Si. No.	Activity	Efficiency Criteria
1	Percentage of Drugs available in the hospital	No. of Drugs available in the dispensary × 100/ No. of drugs as per essential drug list for the facility
2	No. of Drugs expired during the month	The drugs expired during the month shall be counted and should be tried to keep it nil.

8.0 Reference Documents:

- SHS Guideline for management of drugs in the hospital.
- IPHS Drug list
- State Guideline for Disposal of Expired Drugs.
- State Drug List.


 Dr. Ranjib Kumar Rout
 Superintendent, CHC Sainkul