

E-5 Service Road, Above Nissan Showroom, Prashant Vihar, Delhi - 110085

( 8005633391

**MOM2B:** Process to obtain medications not listed in the formulary was not found documented

**Cycle 01 Reply:** Policy uploaded does not mention the process to obtain medications not listed in the formulary

- We have a policy [MOM 1 - Medication Policy] in which we describe the process of how to obtain a drug that is not listed in the formulary. Enclosing the policy paper for your reference

*19/10/23*  
*14:30 PM*  
**JEENA SIKHO LIFECARE LTD.**  
E-5, Second Floor,  
Above Nissan Showroom Main Road,  
Prashant Vihar, Delhi-110085



## SHUDDHI AYURVEDA PANCHKARMA CLINIC

(A Unit of Jeena Sikho Lifecare Ltd.)

E-5, Second Floor, Service Road, Above Nissan Showroom,  
Prashant Vihar Delhi-110085

### CHAPTER-03 (MOM)

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JEENA SIKHO LIFECARE LTD.  
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18/01/23  
10:00 AM

**SHUDDHI AYURVEDA PANCHKARMA CLINIC****(A Unit of Jeena Sikho Lifecare Ltd.)**E-5, Second Floor, Service Road, Above Nissan  
Showroom, Prashant Vihar Delhi-110085**Management of Medication (MOM)**

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**AMENDMENT SHEET**

S.no.	Section no & page no	Details of the amendment	Reasons	Signature of the preparatory authority	Signature of the approval authority

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# MOM 1 – MEDICATION POLICY

## 1. Introduction

This policy has been formulated to ensure as far as possible compliance to various standards pertaining to Management of Medications (MOM) as prescribed by the NABH Accreditation Standards.

## 2. Purpose and Scope

The purpose of this policy is to guide the clinic staff in managing the process of medication management at various units of the Clinic to ensure patient safety and well-being.

## 3. Responsibilities :

Doctors

They are responsible for implementing the various guidance in terms of ordering and administration of medications.

Is responsible to ensure that the policies pertaining to dispensing services are implemented.

## 4. Policies

### A. Pharmacy Units

The Clinic operates the following pharmacies;

1. Rasa shala
2. Pharmacy

The Pharmacy in charges responsible to ensure that these units operate under standardized policies. Medication management in Medicine preparation Kitchen is also supervised by Panchkarma In-charge.

### B. Drugs & Therapeutics Committee

The Clinic has a Drugs & Pharmacy Committee which is multi-disciplinary in nature and the committee is empowered to establish and monitor an effective medication management system in the Clinic.

The constitution and working system of the committee is described in the relevant section of the Clinic manual.



### C. Drug Formularies

The Clinic formulary shall be made available in all wards and departments for easy reference.

The same is approved and periodically reviewed by the Drugs & Pharmacy Committee. All updating / amendments of the formulary have to be approved by the DTC.

### D. Purchasing and Procurement

The Pharmacy will be the only purchasing and procurement point for medicines in the Clinic. The detailed procedure governing the purchase of medications is specified in the Pharmacy Manual.

The purchasing and procurement of drugs are controlled by the Drugs & Therapeutic Committee established by the Clinic.

### E. Policy for the Introduction of New Drugs

All patients of Shuddhi Ayurveda Panchkarma Clinic (A Unit of Jeena Sikho Lifecare Ltd.) will be prescribed all the medicines they clinically require, based on their diagnosis from the Clinic formulary.

To ensure the best use of resources there is a formal procedure for the introduction of new drugs. No new drug will be prescribed without prior authorization from the Drug and Therapeutics Committee.

For inclusion of the new drug in the formulary an application for the same would be sent to the Chairperson of DTC. (Refer to the Bylaws of the Drugs & Pharmacy Committee)

### F. Obtaining of Drugs not listed in formulary

On specific request the pharmacy will make arrangements for procurement of the same. This shall be done only in cases where the same is ordered through a prescription by Sr. Doctors

All such instances will be reported to the Doctor In-charge Pharmacy Services by the Pharmacy on a daily basis.

### 5. Procedure (s)

The following policies have been established by the Clinic to ensure an effective medication management system

- Storage of Medication
- Prescription of Medications
- Medication Dispensing and Labeling
- Medication Administration
- Adverse Medication Events

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