

	SHRI VATS AYURVEDIC CHIKITSALAYA 640/ C, Chirag Delhi, New Delhi-110017	
	SVAC/POL	Issue No: SVAC/MOM/03
		Issue date:15/Jan/2021
	Policy on Services Available	Next Review due on :15/Jan/2022
		No of Pages: 20

CHAPTER -3 MOM

Document Name	Policies & Procedures on MANAGEMENT OF MEDICATION
Document Number	SVAC/MOM/02
Date Created	10 /Jan/ 2021
Date Implemented	10 /Jan/ 2021
Prepared By:	Name: Dr.Paridhi Sharma
	Designation: Chief Medical officer
	Signature:
Approved By:	Name: Dr Pushkar Sharma
	Designation: Chief Medical officer
	Signature:
Responsibility of Updating	Name: Dr.Paridhi Sharma
	Designation: Chief Medical officer
	Signature:
Next Review Date	10 /Jan/ 2022

Shri Vats Ayurvedic Chikitsalaya
640/C, Chirag Delhi
New Delhi-110017



AMENDMENT SHEET

[illegible]



SHRI VATS AYURVEDIC CHIKITSALAYA

640/ C, Chirag Delhi, New Delhi-110017

	MOM /01	Issue No: SAPCZ/MOM/03
	Pharmacy Policy	Issue date:15/Jan/2021
		Next Review due on :15/Jan/2022

Purpose: To provide guidelines for the organization for Pharmacy services, management and usage of Medication.

1. **Scope:** This policy is covering all processes involving medication of management.

2. **Responsibility:**

The Vaidya shall oversee the implementation of this policy and also issue additional protocols for safe medicine usage and effective pharmacy services. Pharmacist /Paricharak / Receptionist will have the responsibility of receiving, storing, and distribution of pharmaceutical / medical supplies.

3. **Policy:**

- Medicines shall be classified in to Vital, Essential and Desirable category and it shall be ensured that stock out situations is not reached for vital and essential medicines.
- Request for purchase of a non-formulary medicine can be made by the Vaidya as per his / her discretion.
- All the medications shall be stored at the temperature specifications given by the manufacturer.
- Only authorized persons (treating vaidyas) shall prescribe medications.
- Paricharak may reproduce the prescriptions given by the treating doctors to help refill medication.
- In case of oral orders / telephonic instructions of the treating doctor, the same shall be noted in the prescription by the paricharak and counter signature shall be obtained from the treating Vaidya within 6 hours.
- Read back policy shall be followed.
- All the medications shall be administered based on the vaidya's order, if there is any ambiguity in the prescription; the same shall be cross verified with the concerned doctor either in person or through telephone.



SHRI VATS AYURVEDIC CHIKITSALAYA

640/ C, Chirag Delhi, New Delhi-110017

	MOM /02	Issue No: SAPCZ/MOM/03
	Panchkarma Clinic Formulary	Issue date:15/Jan/2021
		Next Review due on :15/Jan/2022

1. Purpose:

To provide guidelines for the organization for Pharmacy services, management and usage of Medication

2. Scope: This policy is covering all processes involving medication of management.

3. Responsibility:

- The Vaidya shall oversee the implementation of this policy and also issue additional protocols for safe medicine usage and effective pharmacy services.
- Pharmacist /Paricharak / Receptionist will have the responsibility of receiving, storing, and distribution of pharmaceutical / medical supplies.

4. Policy:

- Procedure: **Procurement of Medication**, Medical Supplies & Consumables Medicines, Medical Supplies & Consumables will be purchased from certified manufacturer or distributors as per the list approved by the Vaidya.
- Following aspects shall be taken care of while acquiring medicines.
 - Vendors whose quality of service is ranked better in evaluation shall be given preference for purchasing.
 - Re-order level for all medicines shall be followed for determining the time of acquiring medicines.
 - The purchase order quantity, as far as possible, shall conform to the economic order quantity.
 - Proper record keeping shall be maintained (such as copy of purchase order, receipt of goods, GRN etc.) shall be maintained Medication formulary:
- The stock of drugs should meet the requirements of the Panchakarma Clinic and approved by the vaidya.

TABLETS LIST

फेमी प्लेक्स (Tb) Femi Flax

सिंहनाद गुग्गुल (Tb) Singhnaad Guggul

संजीवनी वटी (Tb) Sanjivani Vati

सप्तविंशति गुग्गुल(Tb) Saptvinshadi Guggul

श्वास कुठार रस (Tb) Swash Kuthar Ras

लाक्षादि गुग्गुल (Tb) Lakshaadi Guggul

कफकुठार (Tb) Kafkuthar
बंग शील (पाउडर) Bangsheel (Powder)
श्वास कुठार (Tb) Swash Kuthar
गोक्षुरादि गुग्गुल (Tb) Gokshuradi Guggul
धात्री लौह सूतशेखर (Tb) Dhatri Lauh Sutshekhar
अमबिका (Tb) Ambika
कांकायन वटी (Tb) Kankayan Vati
शिरशूलादि (Tb) Shirshulaadi
लशुनादिवटी (Tb) Lashunadivati
यष्टी मधु (Tb) Yashti Madhu
कफ कुठार रस (Tb) Kaf Kuthar Ras
विभुन कीर्ति रस (Tb) Vibhun Kirti Ras
चित्रकादि वटी (Tb) Chitrakaadi Vati
शलाक्की (Tb) Shalaakki
शौधारी लौह (Tb) Saudhari Lauh
प्लान्टासिड (Tb) Plantacid
अभ्रलौह (Tb) Abhralauh
साइटिलोन (Tb) Sciatilon
मेदोहर गुग्गुलु (Tb) Medohar Guggulu
कृमि कुठार रस (Tb) Krimi Kuthar Ras
महायोगराज गुग्गुल (Tb) Mahayograj Guggul
संत्रादि वटी (Tb) Santradi Vati
राजवटी (Tb) Raajvati
पुर्नवादी मण्डूर (Tb) Punarvaadi Vati
अशोधनी वटी (Tb) Ashodhani Vati
बोलवध रस (Tb) Bolvad Ras
अर्श कुठार रस (Tb) Arsh Kuthar Ras
महाशंखवटी (Tb) Mahashankhvati
गैसांतक वटी (Tb) Gasantak Vati

सूतशेखर (Tb) Sutshekhar

चन्द्रकला (Tb) Chandrakala

जलोदरादि वटी (Tb) Jalodhradi Vati

अरोग्या वर्धिनी (Tb) Arogya Vardhani

खदीरादी वटी (Tb) Khadiradi Vati

कठ सुधारक वटी (Tb) Kanthsudarak Vati

व्योषादि वटी (Tb) Yoshadi Vati

रक्तशोधक वटी (Tb) Raktshodak Vati

सीखादि वटी (Tb) Shikhadi Vati

सफाग्रीन (Tb) Sefagrim

अशोनेन्ट (Tb) Ashonent

रसायन वटी (Tb) Rasayan Vati

विषम ज्वरान्तक लौह (Tb) Visham Jawarantak Lauh

कूका (Tb) Kuka

रास्नादि गुग्गुल (Tb) Rashnadi Guggul

कचनार गुग्गुल (Tb) Kachnar Guggul

सूतशेखर (Tb) Sutshekhar

पंचतिशत घृत गुग्गुल (Tb) Panchtisat Grit Guggul

त्रिफला गुग्गुल (Tb) Triphala Guggul

सप्तविंशति गुग्गुल (Tb) Saptvinshadi Guggul

केलमरो गुग्गुल (Tb) Calmaro

प्रबोध (Tb) Prabodh

अस्थिपोषक वटी (Tb) Ashtiposhak Vati

चित्रकादी वटी (Tb) Chitrakadi Vati

किशोर गुग्गुल (Tb) Kishor Guggul

लोगश्वोर गुग्गुल (Tb) Logshvor Guggul

अमतादि गुग्गुल (Tb) Amrithadi Guggul

बुद्धिवाधि वटी (Tb) Buddhivaadi Vati

अस्थोमय (Tb) Ashtomay
पुष्पधनवा वटी (Tb) Pushpdhanwa Vati
पायलेक्स (Tb) Pilex
रेक्टोक्रिया (Tb) Rectokiya
मधुक्तामृत (Tb) Madhuktamirit
हृदय शक्ति (Tb) Hridya Shakti
वंगशील गुगल (Tb) Bangsheel Guggul
कायम वटी (Tb) Kayam vati
एंद्रोकस (Tb) Antroakash
पीसीओडी (Tb) PCOD
मंजिष्ठः (Tb) Manjistha
बलातैलम (Cap) Balatailam
इस्पोनडोलिन (Tb) Spondylon
हरवोजिन (Cap) Herb O Zyme
रेस्पिकेयर (Tb) Respicare
इम्यूनोकेयर (Tb) Immunocare
कार्डियोल-एच (Tb) Cardiol-H
कोलेस्ट्रॉल (Tb) Cholesterol Care
सिस्टोन (Tb) Cystone
ब्रेसोल (Tb) Bresol
गेरीफोर्ट (Tb) Geriforte
लिव-52 (Tb) Liv-52
एलेरिन (Tb) Alerin
लुकोल (Tb) Lucol
स्टाइप्लॉन (Tb) Styplon
डायसिन (Tb) Dysin
सेप्टिलिन (Tb) Septilin
मेंटेंट (Tb) Mentent
आसिहिता (Tb) Asashita
बाकुचि (Tb) Bakuchi
अश्वगंधा (Tb) Ashavganda
सटिकालोन (Tb) Sciatilon

हिमकोपास (Tb) Himcopass

हेलिन (Cap) Halin

मेगराकोट(Tb) Migrakot

रेहकोट(Tb) Rehkot

AASAV LIST

अश्वगंधारिष्ट Ashavgandarisht

अभयारिष्ट Abhayrisht

अमृतारिष्ट Amritarisht

अर्जुनारिष्ट Arjunarisht

लोहासव Lohasav

दशमूलारिष्ट Dasmularisht

बलारिष्ट Balarisht

खदिरारिष्ट Khadirarisht

महामंजिष्ठादि काढ़ा Maha Manjishthadi Kadha

चन्दनासव Chandnasav

द्राक्षारिष्ट Draksharisht

द्राक्षारिसव Draksharishav

लोध्रासव Lodrasav

पत्रंगासव Patgrasav

अशोकारिष्ट Ashokarisht

द्राक्षासव Drakshasav

कुमारी आसव Kumari Aasav

सारस्वतारिष्ट गोल्ड Sarswetarisht Gold

सारिवाधारिष्ट Sarivadharisht

उशीर आसव Ushir Aasav

महारासनादि काढा Maharashnadi Kadha

BHASMA

स्वर्ण भस्म Swarna Bhasma
सिद्धमकध्वज (स्वर्ण युक्तः) Sidhmakardwaz (Swarna Yukt)
ब्रह्मिवटी(स्वर्ण युक्त) Brahmi Vati (Swarna Yukt)
जयमंगल रस Jaymangal Ras
विषमज्वरान्तक लौह Visham Jawarantak Lauh
अभ्रक भस्म Abhrak Bhasma
हजरलयहूद भस्म Hajrallyahud Bhasma
कर्पदक भस्म Kapardak Bhasma
शीतपित्त भंजन रस Sheetpit Bhanjan Ras
शृंग भस्म Shring Bhasma
ककृताङ्ग भस्म Kkantadag Bhasma
ताम्र भस्म Tram Bhasma
मोती पिष्टी Moti Pisti

CHURAN

धातुपौष्टिक चूर्ण Dhatupostik Churan
प्रदरान्तक चूर्ण Pradrantak Churan
प्रदररिपु Pradarripu
नष्टपुष्पान्तक चूर्ण Nashtpushpantak Churan
अश्वगंधा चूर्ण Ashavganda Churan
प्रवाल पिष्टी Prawal Pishti
गंगाधर चूर्ण Gangadar Churan
मयूरचंद्रिका Mayurchandrika
रसमणिक्य Rasmanikya
गिलोय चूर्ण Giloy Churan
तालीसादि चूर्ण Taalisaadi Churan

अजमोदादि चूर्ण Ajmodadi Churan
सितोपलादि चूर्ण Sitopaladi Churan
टंकण चूर्ण Tankad Churan
शिवाक्षार पाचन चूर्ण Sivashaar Pachan Churan

OIL

शिरबलातैलम Shirbalatailam
बलातैलम Balatailam
गोपलतैलम Gopaltilam
हीरा तेल Hiratailam
मंझिस्थाढी तेल Manjisthadi Tail
नीम तेल Neem Tel
लौंग तेल Laung Tail
करीजोतेल Kronji Tel
शार तेल Shaar Tail
महारासनादी तेल Maharashnadi Tail
अरंडी तेल Castor Oil

GUGGUL

सिंहनाद गुग्गुलु Singhnaad Guggul
सप्तविंशति गुग्गुलु Saptvinshadi Guggul
लाक्षादि गुग्गुलु Lakshaadi Guggul
गोक्षुरादि गुग्गुलु Gokshuradi Guggul
मेदोहर गुग्गुलु Medohar Guggul
महायोगराज गुग्गुलु Mahayograj Guggul
रास्नादि गुग्गुलु Rashnadi Guggul
कचनार गुग्गुलु Kachnaar Guggul
पंचतित्त घृत गुग्गुलु Panchtrit Grit Guggul
त्रिफला गुग्गुलु Triphala Guggul

 SHRI VATS AYURVEDIC CHIKITSALAYA 640/ C, Chirag Delhi, New Delhi-110017		
	MOM /03	Issue No: SAPCZ/MOM/03
	Storage of Medicine	Issue date:15/Jan/2021
		Next Review due on :15/Jan/2022

किशोर गुग्गुल Kishor Guggul
 अम्बिका गुग्गुल Ambika Guggul
 अमृतादि गुग्गुल Amrittaadi Guggul

UPVISH

ताम Taam
 त्रिवर्गं Trivarg
 मुक्ता शुक्ति Mukta Shukti
 यवक्षार Yavakshaar

VISH

लौह भस्म Lauh Bhasma
 शंख भस्म Shang Bhasma
 कपरदिका भस्म Kapardika Bhasma
 स्फटिका भस्म Sphatika Bhasma

- Purpose:** To provide guidelines for Storage of medicines.
- Scope:** This policy is covering all aspects related to the storage of medicines.



SHRI VATS AYURVEDIC CHIKITSALAYA

640/ C, Chirag Delhi, New Delhi-110017

	MOM /04	Issue No: SAPCZ/MOM/03
	Medicine Prescription	Issue date:15/Jan/2021
		Next Review due on :15/Jan/2022

3. Responsibility: Vaidya/Staff and Therapists

4. Policy:

- The medicines, Medical Supplies & Consumables should be neatly arranged, free of dust, avoiding direct exposure to sunlight and heat and as per the manufacturer's recommendations.
- Separate log books / registers will be maintained for the inventoried items and updated regularly. Drugs nearing Expiry date should be identified and promptly removed from the racks and sent back to the stockist for replacement. Fast moving drugs and emergency drugs shall be stored in separate racks and its stock shall be monitored periodically.
- Look alike or sound alike medicines shall be stored separately.
- Following general guidelines will be followed: Medications are stored according to the manufacturer's recommendation or as per government recommendations.
- All medications are stored in designated areas which are sufficient to ensure proper sanitation, temperature, light, ventilation, moisture control, segregation, and security.
- Proper consideration is also given to the safety of employees as well as patients.
- Sound inventory control practices guide storage of the medications.
- Expired, Short expiry & breakage drugs shall be stored in a separate designated area.
- All drugs storage container/racks shall be clearly & legibly labeled.
- All drugs shall be stored above the floor level.
- Drug storage area shall have a 24 hrs uninterrupted power supply.
- Open drug containers shall be stored separately with clean & clear label.
- Medications are protected from loss or theft. Look Alike / Sound Alike Medications:
- Medications which have the potential for confusion due to look-alike or sound-alike drug names or packaging are identified and treated with extra precautions to prevent error.
- Stocking levels of each item has been determined on the basis of ABC (Cost basis) and VED (Vitality basis) of the items.
- These stocking levels has been calculated on the basis of fixed ordering cycle of 6 months (i.e. biannual indenting) and approximate lead time of 2 months.
- Other Guidelines- • Disinfectants and other substances shall be stored separately from drugs.
- External use drugs in liquid, tablet, capsule or powder form shall be segregated from drugs for internal use.
- Drugs shall be stored at appropriate temperatures.
- Drugs shall be stored in an orderly manner in well-lighted cabinets, shelves, drawers or carts of sufficient size to prevent crowding.
- Drugs shall be accessible only to responsible personnel designated by the Vaidya



SHRI VATS AYURVEDIC CHIKITSALAYA

640/ C, Chirag Delhi, New Delhi-110017

	MOM /05	Issue No: SAPCZ/MOM/03
	Safe Dispensing of Medicine	Issue date:15/Jan/2021
		Next Review due on :15/Jan/2022

- Purpose:** To provide guidelines for prescription of medicines.
- Scope:** This policy is covering all aspects related to the prescription of medicines.
- Responsibility:** Vaidya/Staff and Therapists
- Policy:** Medication prescription:
 - The prescription should have the vaidya's name, signature, with date & time.
 - The Paricharak should inform the vaidya if a drug or dosage form is not immediately available.
 - Following guidelines to be followed:
 - Only vaidya authorized by the Clinic can prescribe medications.
 - Vaidyas are authorized to use only those drugs listed in the Formulary except in specific instances.
 - All medication orders to be written on Case record labeled/verified with Patient's name and Registration number.
 - Orders are to be written in a uniform location in the case records.
 - History for drug allergies to be documented in red ink.
 - Abbreviations for drug names are not be written.
 - All medication orders to specify the drug name, dosage or dosage range, the route of administration, the frequency and duration of administration.
 - High Risk medications need to be verified by treating Vaidya prior to administration.
 - Medication orders are to be clear, legible, dated, named and signed.
 - To cease a medication order vaidya must draw a line across the area of the chart where administration is recorded (after the last entry) and sign and date adjacent to this line.
 - The original order must not be obliterated.
 - Patient and family are to be educated about safe and effective use of medication.
 - Patient and family are to be educated about food-drug interactions.

- Purpose:** To provide guidelines for safe dispensing of medicines to the patients.



SHRI VATS AYURVEDIC CHIKITSALAYA

640/ C, Chirag Delhi, New Delhi-110017

	MOM /06	Issue No: SAPCZ/MOM/03
	Medication Management	Issue date:15/Jan/2021
		Next Review due on :15/Jan/2022

2. **Scope:** This policy is covering all aspects related to the storage of medicines.

3. **Responsibility:** Vaidya/Staff and Therapists

4. **Policy:** Medication prescription: Dispensing of Medication:

- After dispensing a prescription the remaining drugs are arranged back in its original place on the racks.
- While dispensing, when a medicine strip is cut, care should be taken to preserve the drug name, batch no. and expiry date.
- Loose unidentifiable drugs should not be left alone in the counter. Paricharak / Pharmacist shall verify the allowable dosage as per standard and prescription for high risk medicines before dispensing.
- Also special attention shall be paid to educate the patients while using high risk medicines by vaidya/Paricharak.
- High risk medicines shall be identified from the high risk medicines list available with the pharmacist/ paricharak.
- The Pharmacy shall be responsible for the proper packaging and labelling of all medications dispensed by the Pharmacy for use of patient treatment.

1. **Purpose:** To provide guidelines for safe dispensing of medicines to the patients.

2. **Scope:** This policy is covering all aspects related to the storage of medicines.

3. **Responsibility:** Vaidya/Staff and Therapists

4. Policy: Medication administration:

- Medication shall be administered by authorized and competent vaidya and paricharak.
- The patient shall be monitored after administration of medications. Any events or reactions shall be immediately recorded and notified and action taken to rectify the problem.
Before administering a medication staff shall:
 - Verify patient name and medical record number
 - Verify that the medication selected is the correct one based on the medication order and product label.
 - Verify that the medication is being given at the proper time, in the prescribed dose and by the correct route,
 - Verify that the medication is stable based on visual exam for particulates or discoloration and that the medication has not expired,
 - Educate the patient, or if appropriate, the patient's family about specific instruction any potential adverse reaction and other concerns about administering a new medication.

Medication labelling:

- Medications shall be labelled according to the following guidelines. •Any time one or more medications are prepared but are not administered immediately, the medication container shall be appropriately labelled.
- The medication container shall be of any storage device such as a plastic bag, bottle, or steel container which can be labelled and secured in such a way that it can be readily determined that the contents are intact and have not expired.
- All medications, medication containers (e.g. medicine cups, steel container shall be labelled. Labelling occurs when any medication or solution is transferred from the original packaging to another container.
- Standard procedure shall be followed ensuring compliance with the following:
 - Labels include the name and strength of the medication or solution, the date, and the initials of the person preparing the label.
 - Not more than one medication or solution is labelled simultaneously.
 - Any medication or solution found unlabeled shall be immediately discarded.
 - Original containers from medications or solutions shall be retained for reference until the conclusion of the procedure or till medicine last.
 - All medications shall be labelled minimum for:
Drug name, strength and amount (if not apparent from the container), Expiration date when not used in 24 hours as applicable on freshly prepared medicine. Expiration time when expiration occurs in less than 24 hours as applicable on freshly prepared medicine.

Self administration of medicine: Self-administration of medication shall be allowed as per treating vaidya order Policy on patient's medication brought from outside the organization: Patients own medications brought in by the patients who are on chronic therapy (e.g. Conditions like Hypertension, Diabetes mellitus, Cancer, TB) shall be known to the treating vaidya and will be allowed to administer to the patient under the supervision and certification of treating vaidya, such medications shall also be recorded in patient's card. Any medication whose contents or integrity cannot be verified (e.g. opened oral liquids, ophthalmic solutions) shall not be used.



SHRI VATS AYURVEDIC CHIKITSALAYA

640/ C, Chirag Delhi, New Delhi-110017

	MOM /07	Issue No: SAPCZ/MOM/03
	Medication Administration	Issue date:15/Jan/2021
		Next Review due on :15/Jan/2022

- 1. Purpose:** To monitor the patients after medication administration and to evaluate the potential medicines with ADR.
- 2. Scope:** This policy is covering all aspects related to the storage of medicines.
- 3. Responsibility:** Vaidya/Staff and Therapists
- 4. Policy:**



SHRI VATS AYURVEDIC CHIKITSALAYA

640/ C, Chirag Delhi, New Delhi-110017

	MOM /08	Issue No: SAPCZ/MOM/03
	Medication Errors	Issue date:15/Jan/2021
		Next Review due on :15/Jan/2022

- A Medication Error is any preventable event that may cause or lead to inappropriate medication use or patient harm.
- A Reportable Adverse Drug Reaction (ADR) is an unintended drug reaction that results in admission or an Emergency Department visit.
- This is rarely seen but potentially life-threatening. The attending Paricharak shall monitor every patient and report to the treating vaidya of any adverse drug reactions.
- The Vaidya will record the full details in the patient file in real time.
- Medicines likely to cause (Adverse drug reaction) ADRs ("high-risk" drugs) shall be identified, and their use shall be monitored and controlled.
- Prescribers, care providers, and patients shall be notified regarding suspected (Adverse drug reaction) ADRs at the earliest, not later than 6 Hrs.
- All adverse drug reactions are collected, analysed, appropriate corrective and preventive measures are taken. If medicines are taken home, clinic will encourage patients to report the problem immediately (in case of high risk medicines) and Vaidya and staff will guide the patient accordingly.

1. Purpose: To identify and analyze the near misses, medication errors and adverse drug events.

2. Scope: This policy is covering all aspects related to adverse effect of medicines.

3. Responsibility: Vaidya/Staff and Therapists

4. Policy:

- The patients who are administered different drugs need monitoring during their stay in the Panchakarma clinic.
- Certain drugs can produce serious immediate or delayed side effects
- Patients with past history of drug allergies shall be identified
- . If drugs prone to produce allergic reactions, it should be done with caution.
- Drug reactions producing cardiac, neurological, pulmonary, skin etc. side effects shall be promptly identified and the Vaidya should be promptly informed and remedial action is taken.
- All events and actions taken should be recorded by the Paricharak in the patient's case sheet and signed with date.
- The Vaidya shall be notified in cases where wrong medications are administered to a patient, or there has been negligence on the part of the Paricharak in following directions of drug administration and necessary investigations should be initiated.
- The Vaidya should enquire about the patient's welfare from time to time after such treatment and make sure that everything has been running smoothly. Procedure for the Identification and Review of Adverse Drug Reactions (ADR):
- Adverse drug events are defined and the Paricharak who has administered the drug will report to the vaidya immediately and remedial actions will be taken.
- The prescribed (Adverse drug reaction) ADR forms should be filled.
- Adverse drug events shall be collected and analyzed. These events shall then be analyzed to identify probable cause and suggest and implement measures to prevent the same in future.
- Policies are modified to reduce adverse drug events when unacceptable trends occur. Labels, vials, packets of medicine due to which adverse event occurred shall be secured by on duty Paricharak and given to Vaidya.
- Inform all staff in the Panchakarma Clinic about ADRs to improve patient care. This may be used for training purposes.
- Patient is educated about the ADRs and is advised to contact Panchakarma Clinic as soon as there is any such event

SUSPECTED ADVERSE DRUG REACTION REPORTING FORM

For VOLUNTARY reporting of Adverse Drug Reactions by healthcare professionals

CDSO Central Drugs Standard Control Organization Directorate General of Health Services, Ministry of Health & Family Welfare, Government of India, FDA Bhavan, ITO, Kotla Road, New Delhi www.cdsco.nic.in					(AMC/ NCC Use only) AMC Report No. _____ Worldwide Unique no. _____					
A. Patient Information					12. Relevant tests / laboratory data with dates _____					
1. Patient Initials _____		2. Age at time of Event or date of birth _____		3. Sex ☐ M ☐ F 4. Weight _____ Kgs						
B. Suspected Adverse Reaction					13. Other relevant history including pre-existing medical conditions (e.g. allergies, race, pregnancy, smoking, alcohol use, hepatic/ renal dysfunction etc) _____					
5. Date of reaction stated (dd/mm/yyyy) _____ 6. Date of recovery (dd/mm/yyyy) _____ 7. Describe reaction or problem _____					14. Seriousness of the reaction ☐ Death (dd/mm/yyyy) _____ ☐ Congenital anomaly ☐ Life threatening ☐ Required intervention to prevent permanent impairment / damage ☐ Hospitalization-initial or prolonged ☐ Other (specify) _____ ☐ Disability					
15. Outcomes ☐ Fatal ☐ Recovering ☐ Unknown ☐ Continuing ☐ Recovered ☐ Other (specify) _____										
C. Suspected medication(s)										
S.No	8. Name (brand and /or generic name)	Manufacturer (if known)	Batch No./ Lot No. (if known)	Exp. Date (if known)	Dose used	Route used	Frequency	Therapy dates (if known give duration)		Reason for use of prescribed for
								Date started	Date stopped	
i.										
ii.										
iii.										
iv.										
Sl.No As per C	9. Reaction abated after drug stopped or dose reduced					10. Reaction reappeared after reintroduction				
	Yes	No	Unknown	NA	Reduced dose	Yes	No	Unknown	NA	If reintroduced dose
i.										
ii.										
iii.										
iv.										
11. Concomitant medical product including self medication and herbal remedies with therapy dates (exclude those used to treat reaction) _____						D. Reporter (see confidentiality section in first page) 16. Name and Professional Address : _____ Pin code : _____ E-mail _____ Tel. No. (with STD code): _____ Occupation _____ Signature _____				
						17. Causality Assessment _____		18. Date of this report (dd/mm/yyyy) _____		



SHRI VATS AYURVEDIC CHIKITSALAYA

640/ C, Chirag Delhi, New Delhi-110017

	MOM /09	Issue No: SAPCZ/MOM/03
	Medical Supplies and Consumables	Issue date:15/Jan/2021
		Next Review due on :15/Jan/2022

1. **Purpose:** To ensure the proper use of medical and consumable supplies as per the norms
2. **Scope:** This policy is covering all aspects related use of medical and consumable supplies.
3. **Responsibility:** Vaidya/Staff and Therapists
4. **Policy:** This policy is covered in the policy MOM/POL003 regarding the storage of medicines. The medicines and consumables are ordered in advance as per the requirement in the clinic. Store inventory is regularly monitored by the Vaidya and staff appointed

Shri Vats Ayurvedic Chikitsalaya
640/C, Chirag Delhi
New Delhi-110017