

Logo**Centre Name**
Address**DEPARTMENT
MANUAL**

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Issue No	AAPC/04
Date	09/09/2021
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- . In house Recall
- . Storage of Recalled Drugs

1. PROCEDURE FOR PURCHASE

1. Need for purchase shall be identified by the pharmacy in-charge.
2. Pharmacy stock shall be verified daily by pharmacy in-charge to ensure minimum stock.
3. The purchasing of all medications shall be under the supervision of pharmacy in-charge.
4. The pharmacy in charge shall use professional judgement to ensure drug quality.
5. The request for medicines is placed with the help of a purchase order through pharmacy in-charge.

2. PROCEDURE FOR STORAGE

a. Medication storage in pharmacy

- 1) Medications are segregated according to the route of administration and are arranged in alphabetical order.
- 2) The medicines are arranged in rack with FIFO Method and batch wise.
- 3) Sound alike drugs are stored separately for easy identification.
- 4) Only approved Clinic formulary medications will be routinely stocked and stored in our pharmacy.

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- 5) Medicines will be properly stored under necessary conditions to ensure stability according to the manufacturer's specification with regard to temperature, light and moisture.

b. Medication storage in nursing station

1. Medication storage areas shall be accessible only to authorized staff.
2. Only Emergency Medications are securely stored in the emergency cabinet in such a manner so that access is controlled by those who are authorized to administer such medications.

1) c. Storage of expired, damaged and deteriorated drugs

1. The pharmacist shall routinely check drug storage areas for outdated or unusable drugs once in a month.
2. Expired, damaged, deteriorated and/or contaminated medicines shall be removed from patient care areas and returned to the pharmacy.
3. Such medicines shall be stored separately in pharmacy.

3. DISPENSING OF MEDICINES

1. Outpatient Dispensing

1. The Clinic pharmacy provides medicines in clinic hours.
2. The drugs shall be made available in the required dosages to the patients.
3. Drugs shall be stored in the area accessible to only designated and authorized persons.
4. Medicines shall be issued only when patient produces the prescription signed by a doctor.
5. The staff concerned shall read the prescriptions before dispensing the medicines.
6. In case the prescribed medicine is not in stock, alternative medicine shall be given after getting the approval from the doctor.

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7. The medicines as per the prescription are given to patient after verification.
8. While dispensing, route of administration, dosage, frequency of administration shall be explained to the patient. Dispensed medicine shall be labelled with brand name, strength, expiry date, quantity, direction for administration etc.
9. High risk medicines prescription will be double checked before dispensing.
10. Every prescription is dispensed and checked by doctor before the drug is given to patient.

b. IPD Dispensing

- 1) The doctor shall write the medication order in the patient file.
- 2) The medications orders shall be signed with the doctor's name before processing.
- 3) All medication order shall have information about the patient such as patient's name, UHID No, Therapy room no.
- 4) Telephone orders shall be allowed only in life threatening situation and the doctor shall write the order as soon as possible.
- 5) Supply the medicine with correct batch number to the patient.
- 6) Dispensed medicine shall be labelled which include brand name, dosage, expiry date, etc.,

4. MANAGEMENT OF BEYOND EXPIRY DATE MEDICATIONS

1. Rack and system wise checking of drugs shall be done every month.
2. Expired and damaged medicines are removed from the stock and kept in separate box.
3. The items shall be packed as per the batch number and expiry dates to the concerned vendor.
4. At the end of third month, such drugs are returned to the supplier for replacement.

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5. PROCEDURE FOR VERBAL ORDER

In the Clinic verbal orders shall be entertained only when the situation warrants.

- 1) Pharmacist shall accept verbal order from physician.
- 2) The person who is receiving the verbal order shall write the order in the patient case sheet including the time and date, physician's name, the name of the person who is receiving the phone order.
- 3) The staff receiving the order shall record it in the patient's case sheet and sign her name for the physician and indicate the time at which the order was received.
- 4) All verbal orders shall be written in the case sheet by the treating doctor within 24 hours.

6. MEDICATION ADMINISTARTION

Medicines for IPD are administered by the therapist.

7. PROCEDURE FOR MEDICATION RECALL

a. Manufacturer Recall

When pharmacy is notified by the manufacturer about the medication recall:

1. Pharmacy shall be checked for specific batch involved.
2. Inform doctors, user departments about the recalled medicine through medication recall notification slip.
3. All user departments stocking those medications will be checked to find if they contain the specific recalled drug.
4. All IPD medications shall be checked to see if any patients are currently on any of the medications involved.
5. Software used in pharmacy shall identify to whom the medicines are dispensed.
6. Patients to whom those medications were recently dispensed (including outpatients and discharged patients) will be notified.
7. User departments shall fill the appropriate recall form and return back all the recalled medicine to the pharmacy.
8. Pharmacy shall collect all the recalled medication and return back to the manufacturer.

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b. Storage of Recalled Drugs

1. Quarantine the recall drug stock.
2. Place the recalled drug stock in a designated location away from the dispensed area.
3. Send the recalled items back to the wholesaler or the manufacture directly.

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