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Pharmacovigilance Committee			

SUMMARY	This document details the constitution and functioning of the Pharmacovigilance Committee at Centre Name
DISTRIBUTION	All departments, units and wards of the Hospital through Hospital Manual.

Prepared By	Approved By
Doctor Name	Doctor Name

Members

Sl	Members of the committee	Names of the committee members
1.	Chairperson –	Doctor Name
2.	Seniors Clinicians	Doctor Name
3.	Operations Head & Accreditation Co-Ordinator	Doctor Name
4.	Pharmacy In Charge	Pharmacist Name

A. ROLES AND RESPONSIBILITIES

1. To review the medical records for adequacy and completeness
2. To determine whether the records meet the required standards for promptness, completeness, and Hospital pertinence
3. To recommend policies regarding content and completion of medical records
4. To decide and develop suitable medical record forms
5. The committee meets every three months

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Pharmacovigilance Committee			

Scope of the committee:

The committee shall meet once in 3 months. The committee shall be responsible for planning, implementing and monitoring of various activities of the Pharmacovigilance committee.

Purpose

The Prime objective of the committee is to document adverse effects and undertake safety monitoring of Medicine available .To generate awareness about Adverse Drug Reactions (ADRs) amongst all health care providers (doctors, consultants, nurses, pharmacists, students, service providers etc) **Centre Name** to identify ADR occurring in patients admitted to/ taking treatment from **Centre Name** & report the same to the appropriate authorities. This committee deals with adverse drug reactions (ADRs), their recognition, and reporting of the medicine available with the Hospital .

Objectives:

1. To generate awareness about ADRs among health care providers by conducting different activities.
2. To identify ADRs occurring in the patients admitted Hospital and report the same to appropriate authorities
3. To carry out analysis of ADRs
4. To undertake scientific and research activities pertaining to ADRs
5. To make efforts to minimize the chances of ADR and thereby make drug therapy safer & rational.

Members

Tenure of the committee:

The committee shall be reconstituted every three years.

Responsibility

1. Prepare agenda of the meetings and send in advance to members
2. Arrange for the meetings, write minutes, circulate and document the same.
3. Organize the awareness generation programmes.
4. Coordinate the ADR collection and reporting to the appropriate authorities.

Prepared By	Approved By
Doctor Name	Doctor Name