



SOP 6: Pharmacy



CHC Kanas, Puri

Issue date: 01/02/2022 Prepared by: State QA cell

Document No. – KN/PHAR/SOP/06

<i>Reviewed by:</i>	<i>Approved by</i>
Superintendent, CHC Kanas	Superintendent, CHC Kanas

CHC Kanas	Standard Operating Procedure No 6	Document No - KN/Phar/SOP/06
	Pharmacy	Date of Issue: 01-02-2022

SOP 6: Pharmacy

1. Purpose:

To establish a system for:

- Effective and efficient management of pharmacy services in the CHC including storage and dispensing of drugs.
- Ensuring patients receive medicines appropriate to their clinical needs, in doses that meet their individual requirements, for an adequate period of time.
- Assuring the selection, purchasing, control, storage, dispensing and distribution of pharmaceutical items as per WHO guidelines and in compliance with states drug policy.

2. Scope:

It covers all activities related to medicine inventory management, storage and dispensing of drugs to the patients (OPD & IPD).

3. Responsibility:

The Medical Officers shall be responsible for prescribing, diagnosis and treatment
Pharmacist for indenting and dispensing

4. Procedure:

S No	Activity	Responsibility	Ref Document/ Record
1	Procedure for Estimation, Indenting and Procurement of Drugs and Consumables		
	Stock verification report along with expired and near expired drugs with demand is submitted by respective departments (OPD, IPD, – Family Planning, AYUSH and Laboratory) Report received by pharmacist by the 10 th of every month Pharmacist generates common demand and prepares separate list for warehouse, family planning & vaccines and local purchase AYUSH doctor generated demand from AYUSH central store Online entry of warehouse list is done by pharmacist (by 11 th to 15 th of every month) and local purchase list is handed over to MO Family planning item list and vaccines list is given to MPW for indenting from central store. A copy of the formulary is available at Pharmacy and all treating Physicians and departments.	Pharmacist, MO, MPW	Drug Formulary, Stock register, stock verification report
2	Receipt of Drugs		
	Drugs are received in the CHC through warehouse, local purchase and central store based on the requirement generated & set by the CHC by 20 th of every month. The drugs received are identified and their quantity checked The family planning and vaccine items are directly received by LHV, AYUSH drugs by AYUSH Doctor and rest is received by pharmacist	Pharmacist, LHV, STS	Challan or related documents/ indent register

Prepared by: State Quality Cell

Reviewed By: Superintendent, CHC Kanas

Approved by: Superintendent, CHC Kanas

CHC Kanas	Standard Operating Procedure No 6	Document No - KN/Phar/SOP/06
	Pharmacy	Date of Issue: 01-02-2022

	RNTCP and NVBDCP material received from central store by STS and LT The items & quantity received are entered in the stock register The drugs not received are noted and intimated to CHC in charge particularly for those required on urgent basis.		
3	Updation of Stock Register, display list by respective departments		
	After receiving the stock all the departments update their respective stock register After receiving the stock all the departments update their respective drug display list and prepare list of look-alike and sound alike drugs (LASA)		
4	Storage of Drugs		
	Stock is arranged neatly in alphabetic order with name facing the front. Products of similar name and different strength are stored separately Heavy items are stored in lower shelves Fragile items are not stored at the edges of the shelves. Near expiry drugs are segregated and stored separately. Narcotics are kept in double lock and key Items requiring refrigeration are stored appropriately. Temperature book is maintained for monitoring of the temperature of refrigerator and store Look alike and sound alike drugs are stored separately Medications that are considered light sensitive, as labeled by their respective manufacturers, will be stored in closed drawers. There is a specific place to store medicines in each department	Pharmacist,	Stock Register
5	Disposal of Drugs		
	Record of drugs expired during the month is maintained in the drug register as per the state guidelines of the CHC	Pharmacist	Drug Register
5	Supply of drugs		
	Drugs are supplied to the OPD, IPD– Family Planning, AYUSH and Laboratory as per the Indent of demanded drugs from these locations.	Pharmacist	Voucher/ Indent
	The pharmacist supplies the drugs to these locations and keeps the duly signed Indent from the employee who receive the drug (Staff nurse/LT/LHV)		
6	Dispensing of Drugs	Pharmacist	
	The patient visits the pharmacy (Timings 8 am to 12 pm & 4pm to 6 pm) to receive the prescribed medicine along with the Registration slip. The pharmacist at the dispensary records registration number (UHID), name of drugs issued to the patient, quantity of drug issued etc. in the expenditure register. Patient is informed of the method of taking the medicine and the registration slip is stamped for date and time of issue Before dispensing of medicine, date of expiry is checked and		Registration Slip, Expense register

Prepared by: State Quality Cell

Reviewed By: Superintendent, CHC Kanas

Approved by: Superintendent, CHC Kanas

CHC Kanas	Standard Operating Procedure No 6	Document No - KN/Phar/SOP/06
	Pharmacy	Date of Issue: 01-02-2022

	patient is informed of dosage and timing Drugs not available (essential) are informed to MO I/C for emergency local purchase		
7	Inventory Management		
	Maintain a list of reorder level and maximum limit in stock register for all medicines Demand is generated on the basis of consumption rate, reorder level and maximum limit Medicine are used on FIFO system and list of near expiry drugs is prepared on monthly basis which will be used first List of surplus medicines is communicated to MO I/C to be used in other places Every department maintains their own buffer stock as for consumption pattern of department As buffer stock starts to consumed, immediate information is given in written to MO I/C for procurement Physical verification of inventory is done on monthly before 10 th of each month by each department and prepare a list of expiry, near expiry, demand and surplus list Each department categorize EDL into Vital, Essential and Desirable drugs Only Vital and Essential are purchased locally	Pharmacist, Departmental In charges	

5. Records

S No	Name of Record	Record No	Minimum retention period
1	Pharmacy Stock Register	KN/Phar/RC/1	1 Years
2	Consumption Register	KN/Phar/RC/2	1 Years
3	Incidence Report Book	KN/Phar/RC/3	1 Years
4	OPD Stock Register	KN/Phar/RC/4	1 Years
5	IPD/ Labour Room Stock Register	KN/Phar/RC/5	1 Years
6	Family Planning and Vaccine Stock Register	KN/Phar/RC/6	1 Years
7	Laboratory Stock Register	KN/Phar/RC/7	1 Years
8	AYUSH Stock Register	KN/Phar/RC/8	1 Years
9	DDC Stock register	KN/Phar/RC/9	1 Years

****End of SoP****