

Technical monitoring format of Animal Health Centers (AHCs)

1. General Information

Name of the centre:	Date of visit:	
Name of the locality:	Geog:	Dzongkhag:

2. Information on Human Resource strength

Sl. no.	Name of the Staff	Designation	No.

3. Assessment of compliance to Bhutan Medicine Rules and Regulation 2012

Sl. no.	Parameters for assessment	Findings/Observations	Remarks/Recommendations
1	Cleanliness of the surrounding of the animal health care centre		Premises must be maintained neat and clean
2	Compound fencing of the centre		Compound fencing essential to ensure biosafety and biosecurity
3	Availability of centre Sign board		Sign board mandatory and should be inscribed in both Dzongkha and English
4	Display of visiting hours both in English and Dzongkha		Visiting hours for both pharmacy/office to be written in Dzongkha & English and displayed prominently
5	Competent person wearing white coat with name tag at work place		Competent person to wear white coat with name tag at all times in the work premises
6	Cleanliness of pharmacy unit		Cleanliness in pharmacy/dispensary essential

7	Availability of signboard of the pharmacy (In both Dzongkha and English)		Signboard inscribed in both Dzongkha & English language should be available and displayed prominently
8	Labeling of medicine shelves with categories of medicinal products		Shelves to be labeled "legibly" and medicines properly stored as per labels
9	Cleanliness of the medicine shelves		Regular dusting of shelves important to maintain hygiene and avoid contamination of medicinal products
10	Absence of expired medicines on shelves		There shouldn't be any expired medicines on the shelves
11	Practice of FEFO policy of store management in the centre		First expiry first out policy for medicinal products to be implemented
12	Appropriate storage of medicinal products		Medicinal products to be stored as per their storage requirements *Store frozen (-20oC); Keep cool (8oC to 15oC); Room temp (15 oC to 30 oC)
13	Appropriate storage of Schedule C drugs		Schedule C drugs (eg. Ketamine, Diazepam etc) to be kept under lock and key.
14	Storage of vaccines as per the labels		Vaccines needs to be stored as per their storage requirements (2oC to 8oC)
15	Availability of thermometer (Room and refrigerator)		Room thermometer and refrigerator thermometer should be available both in pharmacy and store
16	Maintenance of cold chain record for vaccines and biological in the pharmacy		Daily temperature chart must be maintained and recorded to ensure required storage conditions are met
17	Availability of a separate compounding area in the pharmacy		If compounding is done, a separate room should be there
18	Availability of water tap with dedicated water supply in the compounding room		Tap with dedicated water supply should be available in the compounding room
19	Maintenance of cool and dry stores		Store should be cool & dry to ensure quality of medicinal products stored is preserved

20	Proper arrangement of the store		Arrangement of medicines as per labels on the shelves is essential
21	Segregation of expired and non-expired medicines in the store		Segregation of expired and non- expired medicines essential. Expired medicines should be packed and cartons labeled accordingly
22	Presence of disposal/ biological pit in the premises		Disposal /biological pit essential to ensure biosafety and biosecurity

4. Compliance to standard operating procedures (SOPs)

Sl. no	Requirements	Yes	No	Observation
1	Is there a table to place the animal?			
2	Is there a sink with a tap?			
3	Is there a refrigerator to store vaccines and medicines?			
4	Is it maintained clean?			
5	Is the temperature recorded daily?			
6	Is the health condition of the animal assessed before vaccination?			
7	Is there AEFI kit?			
8	Are the multiple dose vials properly labeled with the date of initial opening and stored in refrigerator?			
9	Do they sterilize the site of injection before injecting?			
10	Do they withdraw the plunger of the syringe before injecting the medicine during treatment?			
11	Are the syringes and needles used just once?			
12	Do they wear protective gears (gloves, face mask) while handling cases?			
13	Do they dispose the needles and syringes separately?			

5. Pet registration

Sl. no	Questions	Remarks
1	Does the center provide pet registration? If no, skip Q2 to Q5	
2	What is the registration fee?	
3	How many pets are registered in a year?	
4	Do they record the data in the database?	
5	What vaccines are used in pets?	

6. Adverse Drug Reactions (ADR) and Adverse Events following Immunization/Vaccine Adverse Events (AEFI/VAE)

Sl. no	Questions	Remarks
1	Are they aware/ heard of ADR/VAE? If no, skip Q2 to 10	
2	Did they encounter ADR/VAE? If no, skip Q3 to 10	
3	What type of reaction was it?	
4	Name of the medicine/vaccine?	
5	No of animals affected?	
6	What immediate intervention was done to counteract the ADR/VAE?	
7	What was the consequence of ADR/VAE on the animal (Death/ prolonged treatment/ disability)?	
8	Was it reported to higher authorities?	
9	Do they record VAE?	
10	Do they have AEFI/VAE kit?	

7. Record Keeping

Sl. No.	Name of the register/database	Up to date data entry		Remarks
		Yes	No	
1	Treatment			
2	Vaccination			
3	Deworming			
4	Sterilization			
5	Medicine stock register			
6	Schedule C drugs stock register			

7	VIS database			Focal person:
8	TADinfo database			Focal person:
9	Pet registration database			Focal person:

8. Technical visits

Visits by	Last visit date	No. of visits annually	Technical support given
NCAH			
RLDC			
DLO			
DVH			
Others			

9. Information on the drugs, non-drugs and equipment

9.1 Expired drug inventory format

Sl. no.	Generic name	Presentation	Qty. expired	Batch no.	Manuf. Date	Expiry date	Date of receipt	Rate (Nu.)	Total Amount (Nu.)	Remarks

9.2 Non-drug items and instrument inventory format

Sl. no.	Items	Qty. in use	Qty. in stock as of	No. of month out of stock	Quantity (Qty.) required	Reason for replacement/ addition

9.3 For mobilization of drugs and instruments.

9.3.1 Drug stock nearing expiry date

Sl. no.	Name of drugs	Presentation	Quantity	Expiry date	Rate (Nu.)	Amount (Nu.)	Remarks

10.2 Cool Box

Sl. no.	Make	Size	Quantities	Location	Condition