



SOP for Dispensing of Medicines

Document Number	Effective Date	Review Date	Version No
NVH-P-U9-03	01/01/2019	31/12/2021	001

Document Approval

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Revision History

Revision	Revision Date	Reason for Revision	Revised by

Prepared by NVH	Reviewed by Review Committee	Authorized by DoL
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1. Purpose

1.1 This SOP describes the procedure for dispensing of medicines.

2. Scope

2.1 This SOP is applicable for pet and farm animals.

3. Responsibilities

Sl. No.	Official Designation	Responsibilities
1.	Pharmacy technician/ Para-veterinarians	Dispensing of medicines.

4. Definitions

4.1 **AHD:** It refers to Animal Health Division under the Department of Livestock.

4.2 **Case Registration number:** It is the number assigned for particular patient during case registration.

4.3 **DoL:** It refers to Department of Livestock.

4.4 **DRA:** It refers to Drug Regulatory Authority.

4.5 **Drug Dispensing Register:** It refers to a register or database wherein the details of the date issued, the patient's name and age, the medicine name and strength, the amount issued, and the dispenser's name are recorded.

4.6 **Effective Date:** It is the date that a document becomes effective for use.


4.7 **NVH:** It refers to National Veterinary Hospital, Thimphu.

4.8 **Para-veterinarian:** It refers to a person with diploma in Animal Science and is authorized to provide treatment to the animals.

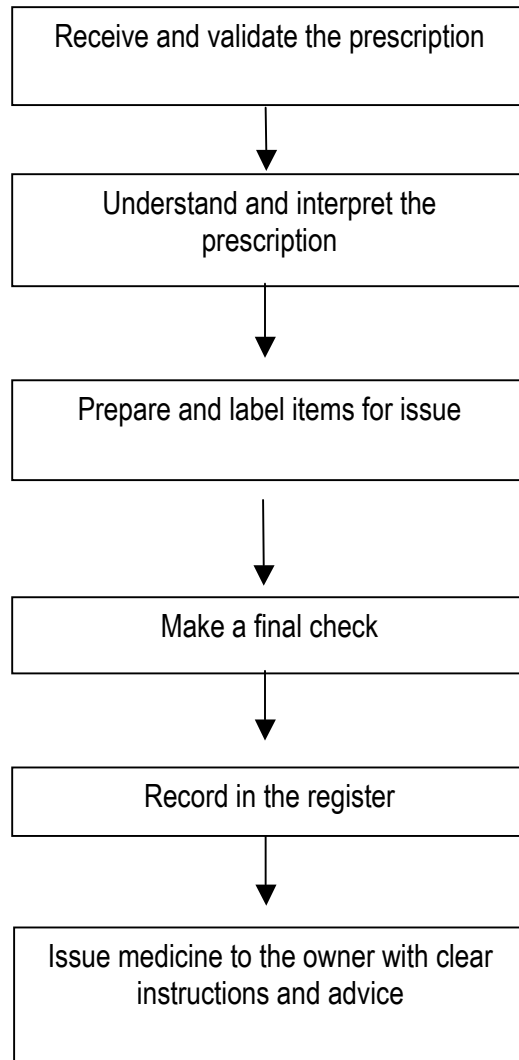
4.9 **Pet:** It refers to dogs and cats.

4.10 **Prescription Form:** It refers to a form with details of the patient with instruction written by the veterinarians/para-veterinarian that authorized patient to be issued with a medicine or treatment.


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5. Process Map in Flow Chart



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6. Procedure

6.1 Receive and validate the prescription.

6.1.1 Receive the prescription and confirm the name of the owner and patient.

6.2 Understand and interpret the prescription.

6.2.1 Read the prescription and correctly interpret any abbreviations used by the prescriber.

6.2.2 Confirm that the doses prescribed are in normal range for the patient.

6.2.3 If the person dispensing the medicine has any doubt about what is required by the prescriber, he or she must check with the prescriber.

6.3 Prepare and label items for issue.

6.3.1 Select the item by reading the label and cross-matching the product name and strength against the prescription.

6.3.2 Check the stock to make sure that it has not expired and choose the oldest stock (First-in/ First-out or First expiry/ First out).

6.3.3 Liquids must be measured in a clean vessel and should be poured from the stock bottle with the label kept upward.

6.3.4 Count the tablets and capsules using a clean piece of paper and clean knife or spatula or clean tablet-counting device or lid of the stock container in use.

6.3.5 The dispenser's hands must not be in direct contact with the medicine.

6.3.6 Tablets or capsules should be packed into a clean, dry container, such as a bottle, plastic envelope, cardboard box, or paper envelope.

6.4 Make a final check.

6.5 Record the medicines in the drug dispensing register.

6.6 Issue medicine to the owner with clear instructions and advice.

7. Related Forms or Work Instructions

7.1 Prescription form.

7.2 SOP for Disposal of Pharmaceutical and Biological waste.

8. References

8.1 SOP on SOP format – Drug Regulatory Authority, Thimphu.

8.2 Management Sciences for Health 2012 – Medical stores Management.

8.3 Good Pharmacy Practice (GPP) in Developing Countries: Recommendations for Step-wise Implementation.

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