



SOP for Storage and Management of Medicines, Non-drug items and Equipment for VHs & LECs

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NVH-P-U9-02	01/01/2018	31/12/2020	001

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

1.1 This SOP describes the procedures for storage and management of veterinary medicines, non-drug items and equipment for NVH, TVHs, DVHs and LECs.

**2. Scope**

2.1 This SOP covers the procedures for receiving, storage, management and dispatching of goods.

**3. Responsibilities**

3.1 All the staffs of NVH/TVHs/DVHs/LECs should follow this SOP.

Sl. No.	Official Designation	Responsibilities
1.	Veterinary Officer	Dzongkhag EVDP focal person. Scrutinize annual indents and submit to regional/national focal points and NCAH. Supervise receiving of goods, inspect and verification, labeling, storage, dispensing, recording & updating in the register & database, preparing reports & forwarding to NCAH. Oversee distribution to Geog centers as per indent. Manage nearing expiry and expired medicines. Arrange emergency/adhoc requisition.
2.	Paraveterinarian	Prepare indent and submit to VOs. Receiving of goods, inspect and verification, labeling, storage, dispensing, recording & updating in the register & database, preparing reports & forwarding to Regional focal point/NCAH. Record storeroom and refrigerator temperature twice in day (morning & evening).

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3.	Geog staff	<p>Prepare indent and submit to VOs.            Receive goods, inspect and verification, labeling, storage, dispensing, recording &amp; updating in the register &amp; database, preparing reports &amp; forwarding to DLOs.            Manage nearing and expired medicines.            Record storeroom and refrigerator temperature twice in day (morning &amp; evening).            Submit emergency/adhoc requisition to VHs.</p>
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**4. Definitions**

- 4.1 **Consignments:** It refers to newly arrived medicines, non-drug items and veterinary equipment in the store.
- 4.2 **DRA:** It refers to Drug Regulatory Authority.
- 4.3 **Database:**It refers to a collection of electronic information that is organized so that it can easily be accessed, managed, and updated.
- 4.4 **Dispensing Register:**It refers to a register to record medicines/non-medicines dispensed for use.
- 4.5 **DoL:** It refers to Department of Livestock.
- 4.6 **DLO:** It refers to Dzongkhag Livestock Office.
- 4.7 **Goods:** It refers to medicines, non-drug items and veterinary equipment.
- 4.8 **Inspection:** It refers to careful examination of medicines, non-drug items and veterinary equipment.
- 4.9 **LECs:** It refers to Livestock Extension Centers.
- 4.10 **LCS:** It refers to Livestock Central Store, Phuntsholing.
- 4.11 **Medicines:**It refers to all kind of drugs for use in animals.
- 4.12 **Non-medicines:** It refers to consumables such as instruments, cottons, bandages etc for use at the hospital.
- 4.13 **NCAH:** It refers to National Centre for Animal Health, Serbithang.
- 4.14 **NVH:** it refers to National Veterinary Hospital, Thimphu.
- 4.15 **Quarantine:**It refers to a place of isolation in which medicines; non-drug items and veterinary equipment that have arrived to centers are placed.
- 4.16 **Stock Register:** It is a register to record medicines, non-drug items and veterinary equipment with respect to quantity received, issued, cost, batch numbers and expiry dates.
- 4.17 **TVH:** It refers to Thromde Veterinary Hospital.
- 4.18 **VHs:** It refers to veterinary hospitals in the country.
- 4.19 **DVH:** It refers to Dzongkhag Veterinary Hospital.

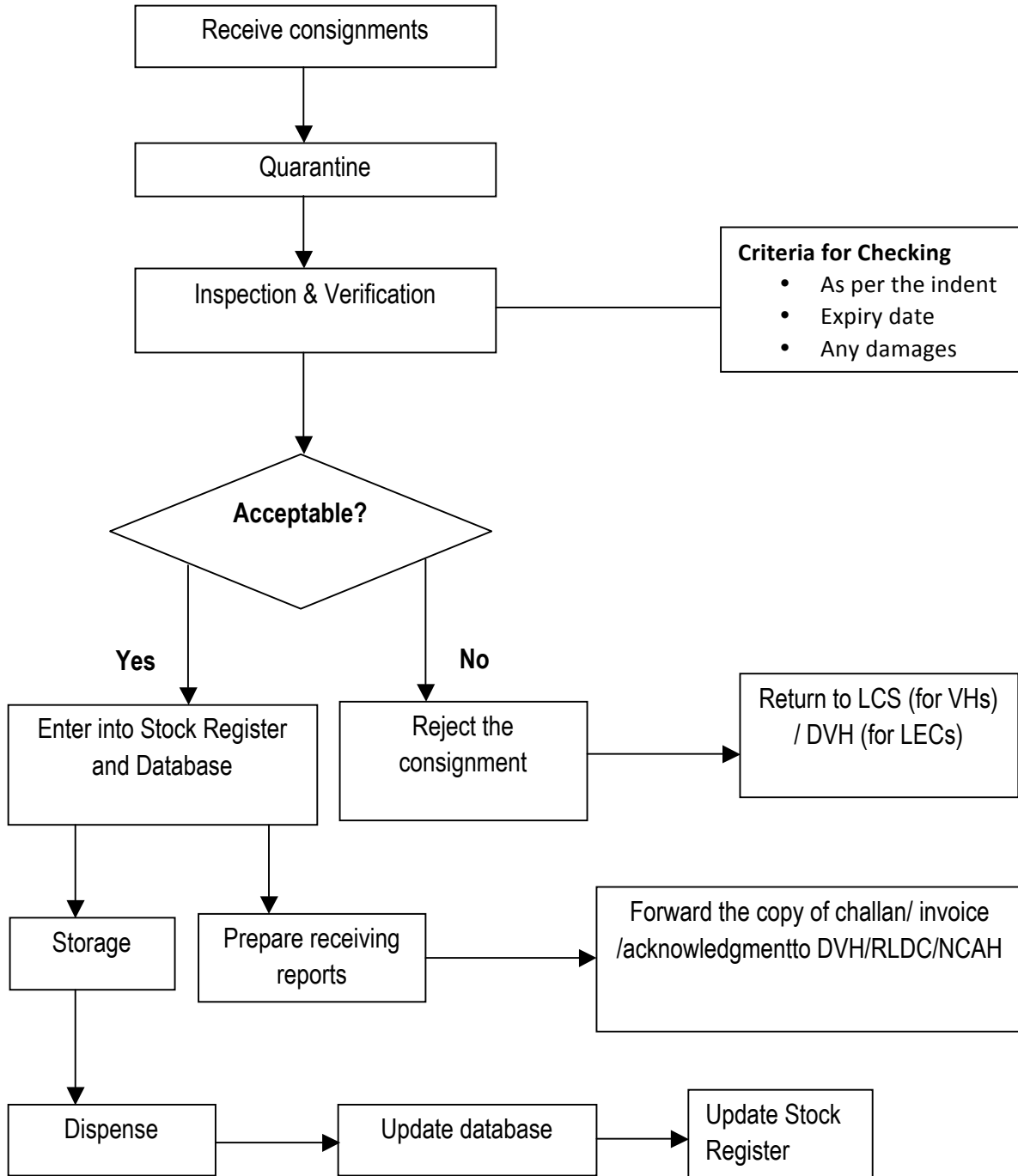
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**5. Process Map in Flow Chart**



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**6. Procedure**

- 6.1 Receive the goods from LCS (for VHs) / DVH (for LECs).
- 6.2 Check the documents.
- 6.3 Inspection
  - 6.3.1 Inspect the medicine/non-medicines are as per the indent, has enough shelf life for medicines and with no damages at the time of receiving.
  - 6.3.2 Discrepancies, variations and damage are noted on the invoice.
  - 6.3.3 Verify the invoice.
  - 6.3.4 Prepare receiving reports and forward the challan/ letter of acknowledgement to DVH/RLDC/NCAH.
- 6.4 Storage & management of drug and non-drug items:
  - 6.4.1 Store room
    - 6.4.1.1 It should be well ventilated and protected from direct sunlight.
    - 6.4.1.2 It should have adequate medicine racks with proper labels and well designated for storing medicines, non-drug items and veterinary equipment.
    - 6.4.1.3 All rooms should have room thermometer with temperature monitoring chart maintained for each room, which should be recorded twice a day (morning and evening).
  - 6.4.2 Store management
    - 6.4.2.1 All persons working in store should wear proper working dress with nametag.
    - 6.4.2.2 Enter the quantity received in stock register/ database.
    - 6.4.2.3 Record batch number; manufacture date and expiry date in stock register/ database.
    - 6.4.2.4 Transfer the accepted goods to their allocated storage positions in the store where they are stored in first-expiry/first-out (FEFO) and or first-in/first-out (FIFO).
    - 6.4.2.5 The medicine racks should be labeled in alphabetical orders and accordingly arranged in the racks.
    - 6.4.2.6 The controlled drugs like Ketamine and Diazepam should be stored in medicine storage shelf (steel almirah) and kept under lock and key. The In-charge should strictly monitor the issue and usage.
    - 6.4.2.7 Those drugs requiring to be kept in cold condition should be stored in refrigerator at the required temperature. The temperature recording chart for each refrigerators should be maintained and recorded at least twice a day (morning and evening).
  - 6.4.3 Management of nearing expiry drug
    - 6.4.3.1 Maintain record of nearing expiry drugs, which are within three months of expiry period.
    - 6.4.3.2 Communicate with Dzongkhag/Regional/NationalEVDP focal points for

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internal mobilization of the nearing expiry drugs.

6.4.3.3 Arrange transport of nearing expiry drugs for immediate utilization.

6.4.4 Management of expired drugs

6.4.1 For expired drugs, segregate the expired drugs.

6.4.2 Pack them in a container and store them in a separate area.

6.4.3 Maintain a record of expired drugs.

6.4.4 Prepare write off from DoL/MoAF/Dzongkhag Administration as per existing financial rules and regulations on half yearly basis.

6.4.5 Submit the list of expired drugs to DVH (for LECS) and NCAH (for VHs) for facilitation of disposal.

6.4.6 Segregate expired drugs as per pharmaceutical waste management guidelines developed by DRA.

6.4.7 All non-hazardous pharmaceutical wastes should be disposed at the LECs/VHs/Farms itself.

6.4.8 All hazardous pharmaceutical wastes should be transported to LCS after completion of all formalities.

6.5 If the goods are rejected:

6.5.1 Keep all the rejected goods in a separate room (if space is available) and do not mix the rejected goods with the accepted goods.

6.5.2 Provide justification and prepare a list of rejected goods alongwith their reasons for rejection against each item.

6.5.3 Return the rejected goods with the list to DVH (for LECs) and LCS (VHs). Submit a copy to NCAH.

6.6 Dispense/Dispatch

6.6.1 Receive requisition from within the hospital or LECs in that Dzongkhag.

6.6.2 Issue the goods.

6.6.3 Enter in the stock register.

6.7 Update the stock register and databaseweekly.

**7. Related Forms or Work Instructions**

7.1 SOP on Disposal of Pharmaceutical and Biological Wastes

7.2 <http://dra.gov.bt/wp-content/uploads/2015/07/Guideline-for-disposal-of-Pharmaceutical-Waste.pdf>.

**8. References**

3.2 Standard Operating Procedure for certificates of medicinal products, Europe.

3.3 Management Sciences for Health 2012 – Medical stores Management.

3.4 Pharmaceutical waste management guideline by DRA.

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