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	Effective Date:	11-30-2021
	Document Type:	Standard Operating Procedure
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	Document Title:	<b>HANDLING DETERIORATED AND EXPIRED MEDICATIONS IN OUTPATIENT PHARMACY</b>

### **PURPOSE:**

To identify expired and deteriorated medications and their proper disposal.

### **SCOPE:**


Applies to all Pharmacy Department staff of Dr. Pablo O. Torre Memorial Hospital

### **PERSON RESPONSIBLE:**

Licensed Pharmacists and Pharmacy Technicians.

### **GENERAL GUIDELINES:**

1. All expired and deteriorated drugs or medicines shall be removed from the active inventory and endorsed to the Procurement Department of the Logistics Division for proper disposal.
2. The Pharmacy Inventory Staff shall receive drug deliveries which would not expire within a year from the suppliers or distributors.
3. A drug or medicine shall be considered expired based on the manufacturer's stated day of expiry or the last day of the manufacturer's stated month of expiry.  
Example:
  - 3.1 16/9/2000 – 16<sup>th</sup> of September 2000
  - 3.2 9/2000 – 30<sup>th</sup> of September 2000
4. A drug or medicine shall be considered damaged regardless of the manufacturer's listed date of expiry if it shows any visible alteration in the formulation e.g. color change, turbidity, growth, and sedimentation among others.
5. All medications used in the pharmacy shall have expiration dates stated on them.
6. Expired medications shall be returned to the Logistics Division for documentation purposes.

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## **PROCEDURES:**


### **1. MANAGEMENT OF NEAR-EXPIRY STOCKS**

- 1.1. Pharmacists / Pharmacy Technicians are assigned specific stock shelves for checking of near-expiry drugs. The Pharmacists / Pharmacy Technicians must be responsible for all the drugs on these shelves, maintaining the inventory level of all drugs, and their orderliness and cleanliness.
- 1.2. Apply the method of "First to Expire, First Out" (FEFO).
- 1.3. The Pharmacist tags the expiry date of item and places them in a designated box or container for easy monitoring of expiry dates.
- 1.4. Mark all slow moving and near-expiry drugs for disposition with violet-colored tag.

### **2. REMOVAL FROM WORK INVENTORY**

- 2.1. During the monthly inspection of the outpatient pharmacy for expired / expiring drugs, a pharmacist / pharmacy technician shall remove all expired and deteriorated drugs from the active inventory and place them in a segregated area in the pharmacy department for endorsement to the Procurement Department of the Logistics Division.
- 2.2. Prepare a list of all sealed drugs and medicines expiring within three (3) months and encode them on the Materials Management System (MMS) under the MAIN BODEGA-NEAR EXPIRY.
- 2.3. Endorse the aforementioned sealed drugs and medicines to Logistics Division three (3) months prior to the expiry date.
- 2.4. For near-expiry loose-pack medicines, the Pharmacy Staff in-charge shall inform all relevant Medical Arts Building (MAB) consultants for assistance in prescribing the drugs.



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- 2.5. In addition, the Pharmacist in charge sends a list of near- expiry loose-pack medicines to the Human Resources Division to be sold to the DPOTMH employees at a discounted price.
- 2.6. The Pharmacy Managers/ Supervisors must submit a copy of all expired, deteriorated, and non-reusable medication to the Logistics Division.

### **3. SURRENDERING AND RETURNING EXPIRED DRUGS, DETERIORATED DRUGS, AND EXPIRED CONTROLLED SUBSTANCES**





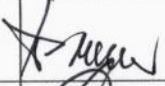

- 3.1. The Logistics Division will negotiate return of drugs prior to expiry date to the manufacturer in accordance to their policies and procedures.
- 3.2. Damaged drugs / drugs with deteriorated packaging must be returned to the manufacturer directly upon discovery with a corresponding incident report of the pharmacy department.
- 3.3. A file of returned drugs shall be maintained by the Outpatient Pharmacy Manager for monitoring purposes.

### **REFERENCES:**

1. World Health Organization – Good Storage and Distribution Practices Working document QAS/19.793 May 2019.
2. Alnahas et. al. “Expired Medication: Societal, Regulatory and Ethical Aspects of Wasted Opportunity” 2020.
3. ASHP GUIDELINES

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Recommending Approval:	<b>PRINCESS M. ABELLON, MBA</b> Pharmacy Division Head		3/14/2022
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Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		8/6/22

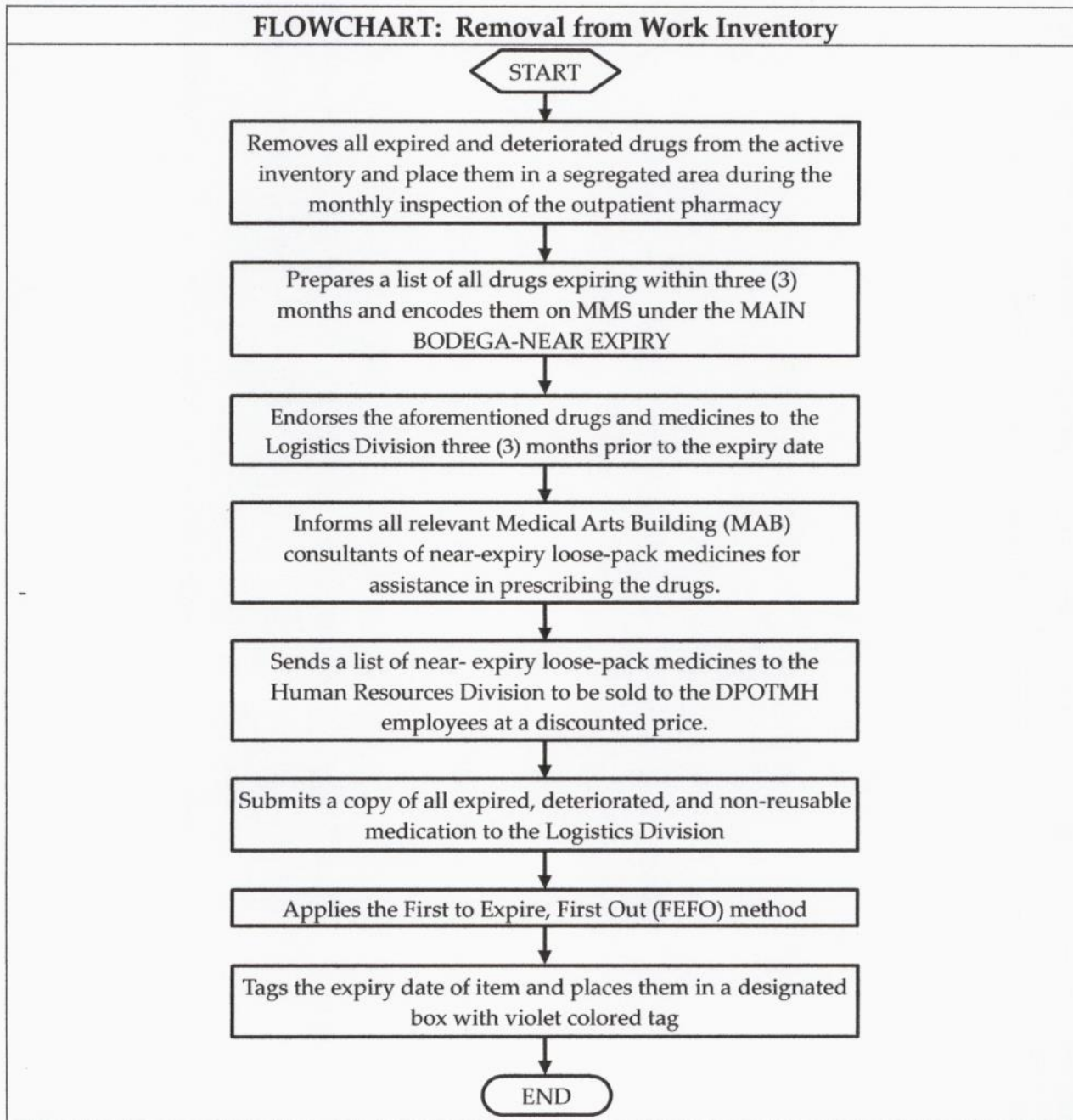


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### FLOWCHART: Removal from Work Inventory





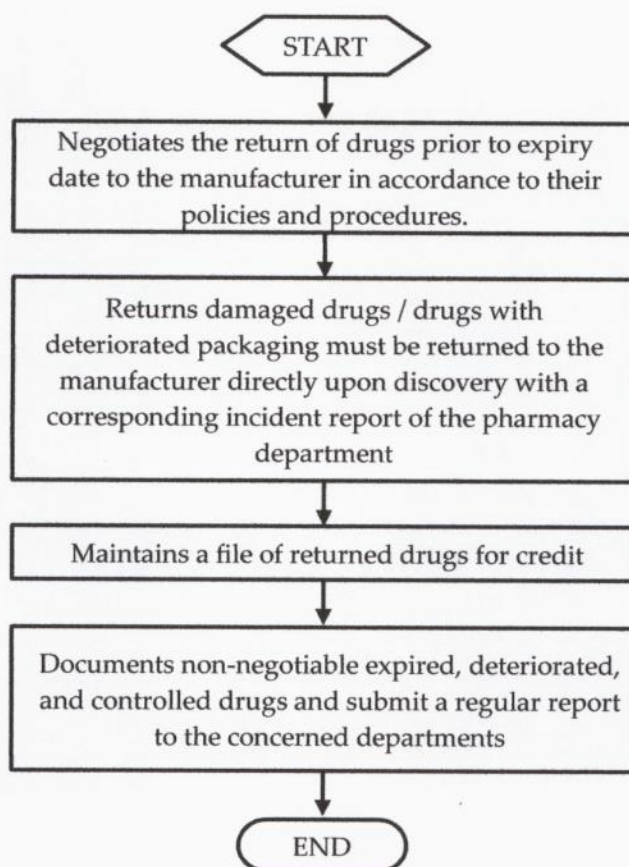



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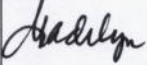



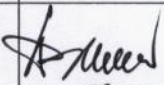
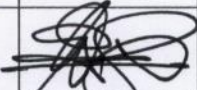
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### FLOWCHART: Surrendering and Returning Expired Drugs, Deteriorated Drugs, and Expired Controlled Substances



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Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		11/11/21
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Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		2/12/22



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KEY TASKS	PERSON RESPONSIBLE
1. Removes all expired and deteriorated drugs from the active inventory and places them in a segregated area in the pharmacy department for proper disposal	Pharmacist/ Pharmacy Technician
2. Prepares a list of all drugs expiring within three (3) months	Pharmacist
3. Endorses the sealed drugs and medicines to the Logistics Division three (3) months prior to the expiry date.	Pharmacist
4. Sends a list of near-expiry loose-pack medicines to the Human Resources Division (HRD) to be sold to the DPOTMH employees at a discounted price.	Pharmacist
5. Submits a copy of all expired, deteriorated, and non-reusable medication to the Logistics Division	Pharmacy Managers/ Supervisors
6. Checks expiring drugs and maintains the inventory level of all drugs, and their orderliness and cleanliness.	Pharmacist/ Pharmacy Technicians
7. Applies the method of "First to Expire, First Out" (FEFO).	Pharmacist/ Pharmacy Technicians
8. Marks all slow moving and near-expiry drugs for disposition with violet-colored tag.	Pharmacy Manager
9. Negotiates return of drugs prior to expiry date to the manufacturer in accordance to their policies and procedures..	Logistics Division Staff
10. Returns damaged drugs / drugs with deteriorated	Logistics Division Staff






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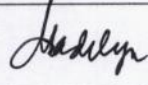
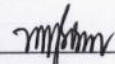


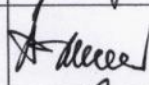

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packaging to the manufacturer directly upon discovery with a corresponding incident report of the pharmacy department.	
11. Maintains a file of returned drugs by the Outpatient Pharmacy Manager for all drugs returned for credit.	Outpatient Pharmacy Manager and Logistics Division Staff
12. Documents non-negotiable expired, deteriorated, and controlled drugs and submit a regular report to the concerned departments.	Outpatient Pharmacy Manager and Logistics Division Staff

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