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	Effective Date:	03-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Out-Patient Pharmacy
	Document Title:	REQUESTING AND RECEIVING MEDICATIONS FROM MAIN PHARMACY TO OUT-PATIENT PHARMACY

PURPOSE:

To monitor the pharmacy drug allocation and identify the need of existing and new drugs to be processed for procurement by tender.

SCOPE:

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

PERSON RESPONSIBLE:


Licensed Pharmacists and Pharmacy Technicians.

GENERAL GUIDELINES:

1. The Outpatient Pharmacy Department (OPD) shall be responsible for the requisition of drugs for the hospital.
2. An automated, daily listing of the status of all stock items will be generated from the computer. The OPD Manager and/or Pharmacy Inventory Staff shall access the data pertaining to order quantities.

PROCEDURE:

1. The OPD Manager or his/her designee is responsible for OPD pharmacy stock control and requisition.
2. **Requesting for Vaccines**
 - 2.1. Recommended that only current prescribed vaccines and when needed is ordered at a time. This will ensure that stocks do not become outdated, and is less at risk of damage due to disruptions of the cold chain. It will ensure that fridges are not overfilled.

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	Page Number:	2 of 3
	Department/Section:	Out-Patient Pharmacy
	Document Title:	REQUESTING AND RECEIVING MEDICATIONS FROM MAIN PHARMACY TO OUT-PATIENT PHARMACY

3. Requesting for Chemotherapy Drugs

- 3.1. It is recommended that stocks are ordered daily based on the confirmed patient. This will ensure that the stocks will be consumed and is less at risk of damage.

4. Requesting for Tablets, Creams & Ointments, Suppository & Patches, Syrups, Injectable Drugs, Non-formulary drugs, milk products and supplies

- 4.1. It is recommended that stocks are ordered twice weekly and as needed.

5. Receiving of Tablets, Creams & Ointments, Suppository & Patches, Syrups, Injectable Drugs, Non-formulary drugs, milk products and supplies

- 5.1. At the point of receiving from the main pharmacy, all medications are matched with the delivery inter-transfer form, which shall be cross-matched with the requested orders.

6. Record


- 6.1. All inter-transfer issuance shall be filed.

REFERENCES:





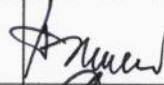

ASHP Pharmacy /Pharmacy-Practice/Policy-Positions-and-Guidelines.

CBAHI Standards 2017.

Accreditation Canada Qmentum International Standards 2017.

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	Page Number:	3 of 3
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Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Improvement Manager		3/14/2022
Recommending Approval:	PRINCESS M. ABELLON, MBA Pharmacy Division Head		3/18/2022
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		3/22/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		4/7/22

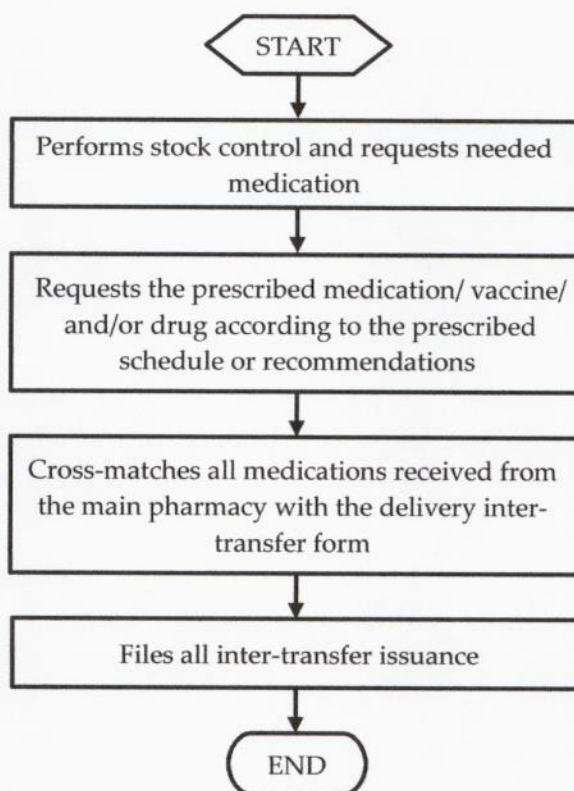



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Document Code:	DPOTMH-J-94-P01-FC03
Effective Date:	03-31-2022
Document Type:	Flowchart
Page Number:	1 of 2
Department/Section:	Out-Patient Pharmacy
Document Title:	REQUESTING AND RECEIVING MEDICATIONS FROM MAIN PHARMACY TO OUT-PATIENT PHARMACY


FLOWCHART:




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APPROVAL:


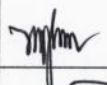


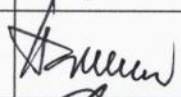
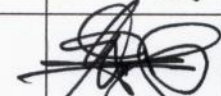
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	Page Number:	1 of 2
	Department/Section:	Out-Patient Pharmacy
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KEY TASKS	PERSON RESPONSIBLE
1. Performs stock control and requests needed medication	OPD Pharmacy Manager
2. Requests the prescribed medication/ vaccine/ and/ or drug according to the prescribed schedule or recommendation	OPD Pharmacy Manager
3. Cross-matches all medications received from the main pharmacy with the delivery inter-transfer form	Receiving Pharmacist
4. Files all inter-transfer issuance	OPD Pharmacy Manager

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