 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-J-94-P01-S06
	Effective Date:	03-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Out-Patient Pharmacy
	Document Title:	UNUSABLE AND OUTDATED DRUG DISPOSAL

PURPOSE:

To identify, return and properly dispose outdated drugs, contaminated drugs, defective drugs, improperly stored drugs, and drugs in containers with worn, illegible or missing labels.

SCOPE:


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

PERSON RESPONSIBLE:

Licensed Pharmacists, Pharmacy Technicians, Logistics Division staff


GENERAL GUIDELINES:

1. All expired/outdated drugs, contaminated drugs, defective drugs, improperly stored drugs, and drugs in containers with worn, illegible or missing labels shall be returned to Logistics Division for proper disposal. These drugs shall be stored in an isolated area in the Logistics Division that has been designated for the storage of unusable, outdated drugs. The unusable drugs shall remain there until they are returned to the manufacturer or disposed of properly, directly or via a reverse distributor. Controlled drugs shall be handled according to current state and federal laws.
2. The Pharmacy Division staff shall document unusable medications submitted for credit and disposal.

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PROCEDURE:

1. All outpatient pharmacy areas will be inspected for drugs that are unusable.
2. All expired/outdated drugs, contaminated drugs, defective drugs, improperly stored drugs, and drugs in containers with worn, illegible or missing labels shall be returned to Logistics Division for proper disposal.
3. Unusable medication shall NOT be placed in any areas other than the designated area to avoid being re-used.
4. A record of destruction or drug removal from this facility will be kept by the Logistics Division and a copy of the records shall be given to the Pharmacy Division every end of the month.
5. The Pharmacy Division shall keep these records for three (3) years.

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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	<i>Genesis</i>	4/6/22

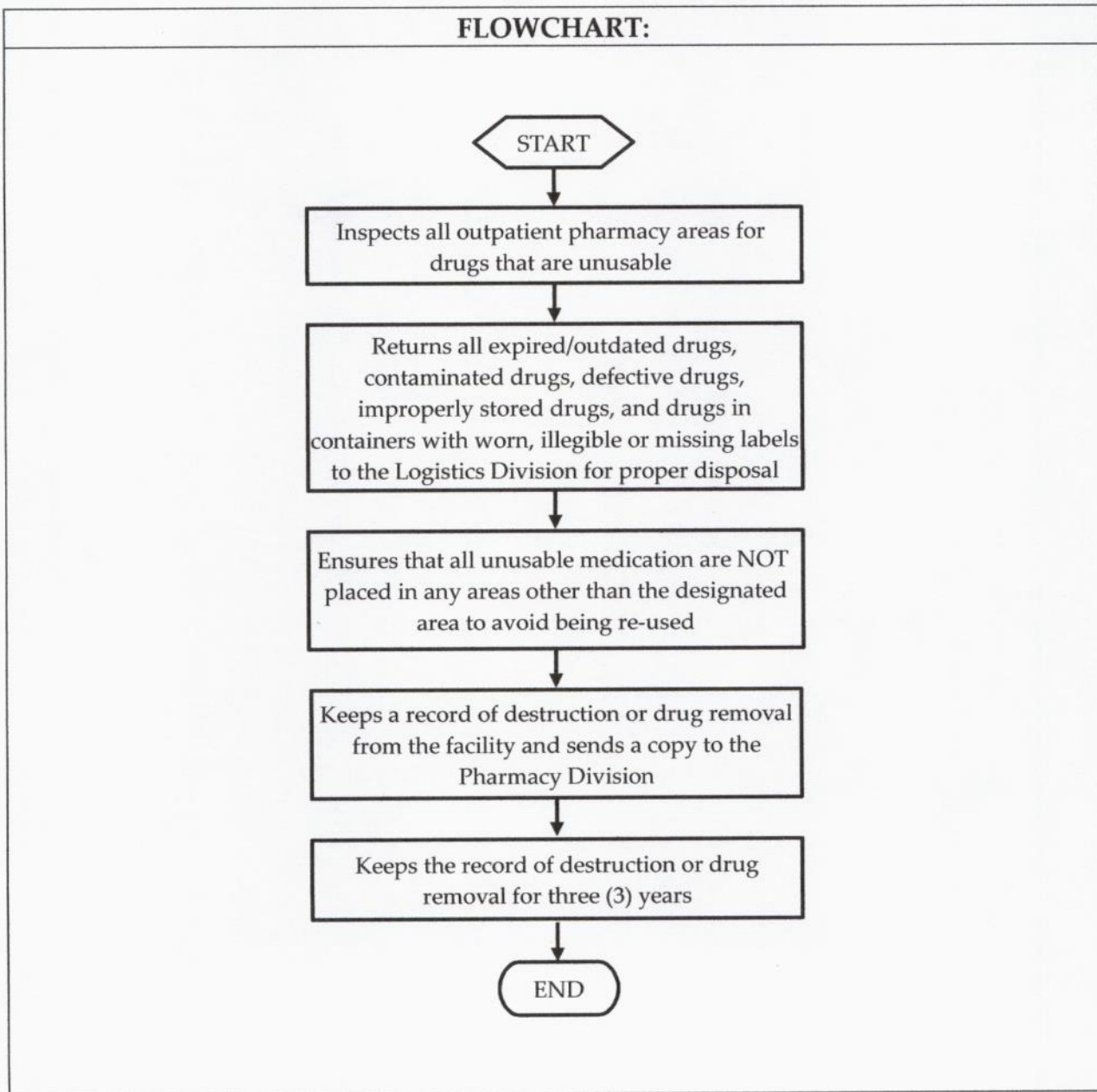



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FLOWCHART:




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APPROVAL:


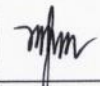


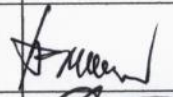
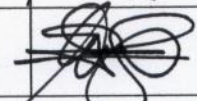
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KEY TASKS	PERSON RESPONSIBLE
1. Inspects all outpatient pharmacy areas for drugs that are unusable	Outpatient Pharmacist
2. Returns all expired/outdated drugs, contaminated drugs, defective drugs, improperly stored drugs, and drugs in containers with worn, illegible or missing labels to the Logistics Division for proper disposal	Pharmacist / Pharmacy Technician
3. Ensures that all unusable medication are NOT placed in any areas other than the designated area to avoid being re-used	Logistics Division/ Warehouse staff
4. Keeps a record of destruction or drug removal from the facility and sends a copy to the Pharmacy Division	Logistics Division/ Warehouse staff
5. Keeps the record of destruction or drug removal for three (3) years	Pharmacy Supervisor

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