 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-J-P04-S02
	Effective Date:	12-31-2021
	Document Type:	Standard Operating Procedure
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	Department/Section:	Pharmacy Division
	Document Title:	<b>OUT OF STOCK FORMULARY MEDICATION</b>

### **PURPOSE:**

To provide a mechanism for handling out of stock medications to ensure the availability of all hospital formulary drugs including essential and life-saving drugs at all times.

### **SCOPE:**


Applies to all Physician, Nurse and Pharmacy Division staff of Dr. Pablo O. Torre Memorial Hospital.

### **PERSON RESPONSIBLE:**

All Physician, Nurse, Pharmacist, Pharmacy Technician

### **GENERAL GUIDELINES:**

1. The Pharmacy Division has an effective policy defining the steps for the pharmacy staff to follow to resolve formulary medication shortages in the hospital when the medication is no longer available in the pharmacy.
2. Pharmacy shall never allow essential and lifesaving medications to reach Zero-Stock.
3. The Pharmacy Inventory Section will communicate to prescribers and other healthcare professionals on monthly basis (or as needed) of available medications, shortages, and outages, as well as obtaining medications in the event of disaster.
4. The Pharmacy and Therapeutics Committee (PTC) will develop and approve medication substitution protocols in the event of medication shortage or outage.
5. Purchasing requests for Out of Stock medication for inpatients and outpatients must be provided within 24 hours.


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### **PROCEDURE:**

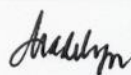

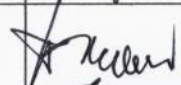

1. Medications are requested by the Pharmacy Inventory Staff in accordance with the Re-Order Point (ROP) System.
2. In case the pharmacy is out of stock of certain items, the following steps are taken:
  - 2.1. The Pharmacy Inventory Supervisor and/or in-charge staff will send a report to the Pharmacy Division Officer indicating unavailable medications and also medications dispensed in quantities less than what has been allocated in the annual budget.
  - 2.2. The Pharmacy Inventory Supervisor and/ or in-charge staff will monitor unavailable drugs on a daily basis. The Pharmacy staff will be informed daily of those drugs that were made available.
3. The Pharmacy Inventory Section will update the head of the medical departments and outpatient pharmacy units through the hospital Communicator on regular basis, about available medications, shortages, and outages.
  - 3.1. Inpatient
    - 3.1.1. In case a drug item is out of stock the physician will be informed of generic equivalents available in the hospital.
    - 3.1.2. Under no circumstance shall inpatients or their relatives be requested to purchase any medication during their hospitalization.
    - 3.1.3. If there is no substitute to the drug item and it is not available in RMCI, it will be bought outside of the hospital on an emergency purchase basis.

### **REFERENCES:**

1. Joint Commission on Accreditation of Healthcare Organizations (JCAHO)
2. Accreditation Canada Qmentum Standards

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



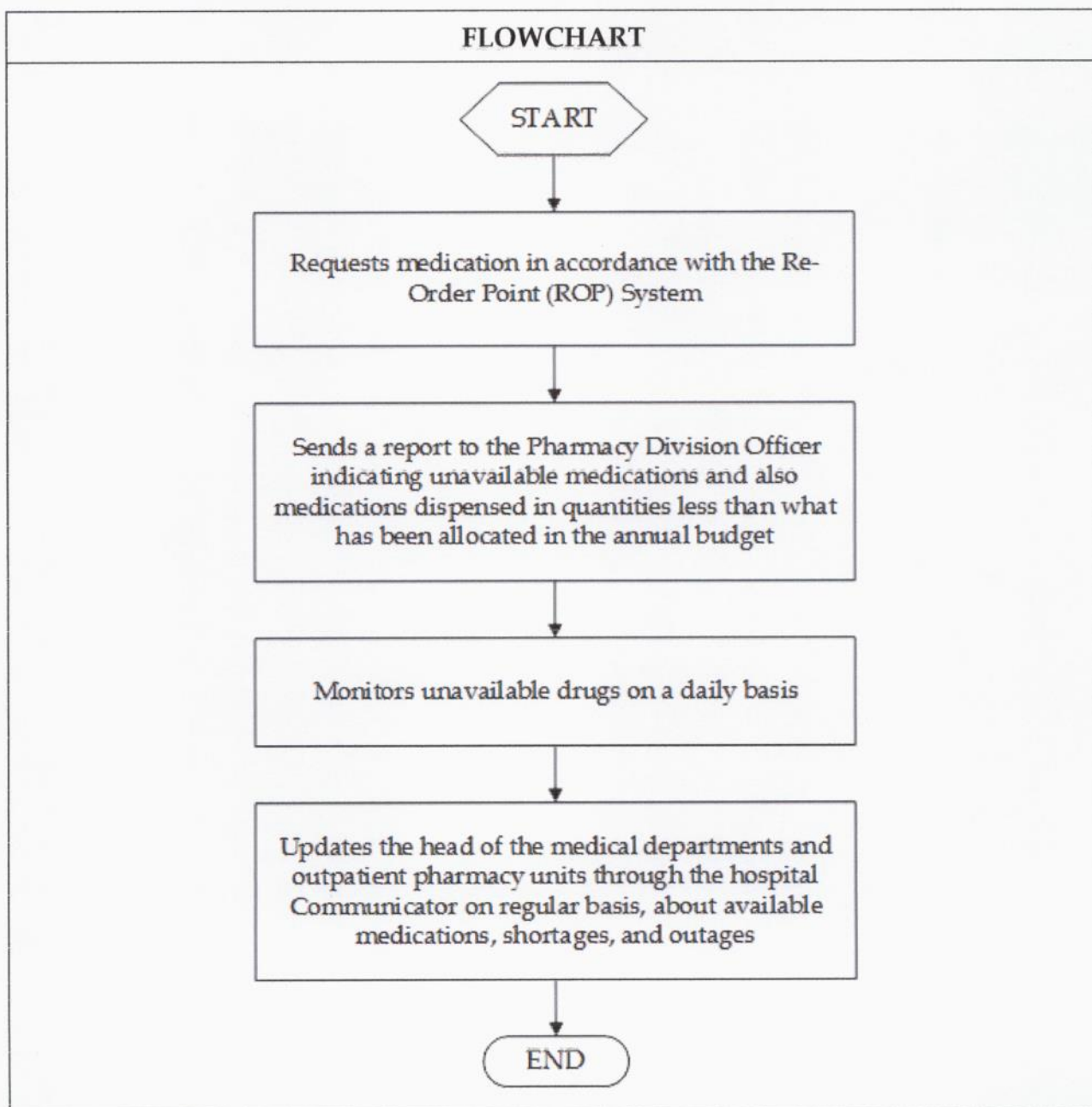



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### FLOWCHART



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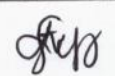
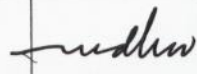

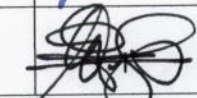
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KEY TASKS	PERSON RESPONSIBLE
1. Requests medications in accordance with the Re-Order Point (ROP) System.	Pharmacy Inventory Staff
2. Sends a report to the Pharmacy Division Officer indicating unavailable medications and also medications dispensed in quantities less than what has been allocated in the annual budget.	Pharmacy Inventory Supervisor and/or in-charge staff
3. Monitors unavailable drugs on a daily basis.	
4. Updates the head of the medical departments and outpatient pharmacy units through the hospital Communicator on regular basis, about available medications, shortages, and outages.	Pharmacy Inventory Supervisor



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**APPROVAL:**

	Name/Title	Signature	Date
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