

# Title Page

Title: SOP for Medicine Management

## AN OVERVIEW OF STANDARD OPERATING PROCEDURES (SOPs)

### Definitions

A standard Operating procedure is a document which describes the regularly recurring operations relevant to the quality of service being rendered.

The purpose of an SOP is to carry out the operations correctly and always in the same manner.

It should be available at the place where the work is done.

An SOP is a compulsory instruction.

All changes in the instructions must be documented and reported to the authorities who are the only ones to authenticate and approve such variations.

### OBJECTIVES OF DEVELOPMENT OF SOPs

Standard Operating Procedures (SOPs) for pharmaceutical Care Delivery in all health facilities in Nigeria will be expected to:

- Enhance the quality of the services provided by the Pharmacist.
- Promote uniformity in the services provided
- Eliminate operational errors in pharmaceutical care delivery services.
- Elevate the status of pharmacists and enhance their motivation for better performance.

SOPs occupy the center stage in most organizations worldwide and the practice of pharmacy cannot be an exception.

Areas covered by this SOPs include:

1. SOP for Drug Lists
2. SOP for Procurement of Medicines
3. SOP for Receiving Drugs into Pharmacy
4. ... (list continues)

## SOP FOR DRUG LISTS

1. Prepare an advocacy plan for the SOP
2. Write a proposal to management for setting up of drug and therapeutic committee in line with requirements prescribed by the National Drug Policy.
3. Identify different categories of drugs required by the health facility based on the national essential drug list (EDL) / National Standard Treatment Guideline (NSTGs).
4. ... (steps continue)

Subtitle: SOP for Medicine Management Logo or Image: [Institution's logo or relevant image] Contact Information: [Institution Name, Address, Contact Details] AN OVERVIEW OF STANDARD OPERATING PROCEDURES (SOPs) Definitions A standard Operating procedure is a document which describes the regularly recurring operations relevant to the quality of service being rendered. The purpose of an SOP is to carry out the operations correctly and always in the same manner. It should be available at the place where the work is done. An SOP is a compulsory instruction. All changes in the instructions must be documented and reported to the authorities who are the only ones to authenticate and approve such variations. OBJECTIVES OF DEVELOPMENT OF SOPs Standard Operating Procedures (SOPs) for pharmaceutical Care Delivery in all health facilities in Nigeria will be expected to: - Enhance the quality of the services provided by the Pharmacist. - Promote uniformity in the services provided - Eliminate operational errors in pharmaceutical care delivery services. - Elevate the status of pharmacists and enhance their motivation for better performance. SOPs occupy the center stage in most organizations worldwide and the practice of pharmacy cannot be an exception. Areas covered by this SOPs include: 1. SOP for Drug Lists 2. SOP for Procurement of Medicines 3. SOP for Receiving Drugs into Pharmacy 4. SOP for Drug Storage 5. SOP for Vaccine Storage [Continuation of the list...] 1. SOP FOR DRUG LISTS I. Prepare an advocacy plan for the SOP II. Write a proposal to management for setting up of drug and therapeutic committee in line with requirements prescribed by the National Drug Policy. III. Identify different categories of drugs required by the health facility based on the national essential drug list (EDL) / National Standard Treatment Guideline (NSTGs). IV. Draw up list using generic and international non-proprietary name (INN) of the drug. V. Obtain approval for the management of the facility VI. Circulate approved list to stakeholders within the facility. VII. Ensure strict compliance to the use of the ELD. 2. SOP FOR PROCUREMENT OF MEDICINES/CONSUMABLES I. Prepare an advocacy plan for the SOP II. Confirm the availability of funds III. Match needs with available funds [Continuation of the steps...] This SOP document chunk provides a detailed overview of standard operating procedures and specific SOPs related to medicine management, including drug lists and procurement procedures. It emphasizes the importance of SOPs in enhancing the quality of pharmaceutical services and ensuring consistency in operations. The section structure includes definitions, objectives, and specific SOPs for various aspects of medicine management. The writing style is formal and informative, with a focus on clarity and compliance with regulations. Document Header STANDARD OPERATIONAL PROCEDURE (SOP) SOP for Medicine Management An Overview of Standard Operating Procedures (SOPs) Definitions A Standard Operating Procedure is a document which describes the regularly recurring

operations relevant to the quality of service being rendered. The purpose of an SOP is to carry out the operations correctly and always in the same manner. It should be available at the place where the work is done. An SOP is a compulsory instruction. All changes in the instructions must be documented and reported to the authorities who are the only ones to authenticate and approve such variations. Objectives of Development of SOPs Standard Operating Procedures (SOPs) for pharmaceutical Care Delivery in all health facilities in Nigeria will be expected to: - Enhance the quality of the services provided by the Pharmacist. - Promote uniformity in the services provided. - Eliminate operational errors in pharmaceutical care delivery services. - Elevate the status of pharmacists and enhance their motivation for better performance. SOPs occupy the center stage in most organizations worldwide and the practice of pharmacy cannot be an exception. Areas covered by this SOPs include: 1. SOP for Drug Lists 2. SOP for Procurement of Medicines 3. SOP for Receiving Drugs into Pharmacy 4. SOP for Drug Storage 5. SOP for Vaccine Storage 6. SOP for Temperature Control 7. SOP for Issue and Delivery of Drugs to Dispensary/Satellite Pharmacies/Wards/Other Units 8. SOP for Dispensing/UDDS 9. SOP for Patients Counseling 10. SOP for Counseling of Handicapped Patients 11. SOP for Compounding of Medicines And so on... SOP for Medicine Management I. Prepare an advocacy plan for the SOP II. Write a proposal to management for setting up of drug and therapeutic committee in line with requirements prescribed by the National Drug Policy. III. Identify different categories of drugs required by the health facility based on the national essential drug list (EDL)/National Standard Treatment Guideline (NSTGs). IV. Draw up list using generic and international non-proprietary name (INN) of the drug. V. Obtain approval from the management of the facility VI. Circulate the approved list to stakeholders within the facility VII. Ensure strict compliance to the use of the ELD. And so on... This SOP for Medicine Management aims to streamline the processes related to the procurement, storage, and dispensing of medicines in order to enhance the quality of pharmaceutical care delivery and promote uniformity in service provision.

Topic: SOP for Medicine Management An overview of Standard Operating Procedures (SOPs) for medicine management is crucial in ensuring the quality and efficiency of pharmaceutical care delivery in healthcare facilities. SOPs are documents that outline regularly recurring operations relevant to the quality of service being rendered. The purpose of an SOP is to ensure that operations are carried out correctly and consistently. These procedures should always be available at the place where the work is done and must be followed as compulsory instructions. The objectives of developing SOPs for medicine management include enhancing the quality of services provided, promoting uniformity in services, eliminating operational errors, and elevating the status of pharmacists to enhance their motivation for better performance. SOPs cover various areas such as drug lists, procurement of medicines, receiving drugs into pharmacy, drug storage, vaccine storage, temperature control, issue and delivery of drugs, dispensing, patients counseling, compounding of medicines, and disposal of expired drugs, among others. For instance, the SOP for Drug Lists includes preparing an advocacy plan, writing a proposal to set up a drug and therapeutic committee in line with national requirements, identifying drug categories based on the national essential drug list, obtaining approval for the management of the facility, circulating approved lists to stakeholders, and ensuring compliance with the use of the essential drug list. Similarly, the SOP for Procurement of Medicines involves preparing an advocacy plan, confirming fund availability, matching needs with funds, identifying and verifying suppliers, choosing a procurement method, preparing an order form, conducting evaluations, submitting recommendations to the tender committee, monitoring suppliers' performance, receiving and storing drugs, facilitating prompt payment, and preparing for the next procurement cycle. In conclusion, developing and following SOPs for medicine management is essential in ensuring the efficient and effective delivery of pharmaceutical care in healthcare facilities. By adhering to these standardized procedures, pharmacies can enhance service quality, reduce errors, and improve overall patient care outcomes.

## SOP FOR MEDICINE MANAGEMENT

A standard Operating procedure is a document which describes the regularly recurring operations relevant to the quality of service being rendered. The purpose of an SOP is to carry out the operations correctly and always in the same manner. It should be available at the place where the work is done. An SOP is a compulsory instruction. All changes in the instructions must be documented and reported to the authorities who are the only ones to authenticate and approve such variations.

Standard Operating Procedures (SOPs) for pharmaceutical Care Delivery in all health facilities in Nigeria will be expected to:

- Enhance the quality of the services provided by the Pharmacist.
- Promote uniformity in the services provided.
- Eliminate operational errors in pharmaceutical care delivery services.
- Elevate the status of pharmacists and enhance their motivation for better performance.

Areas covered by this SOPs include:

1. SOP for Drug Lists
2. SOP for Procurement of Medicines
3. SOP for Receiving Drugs into Pharmacy
4. SOP for Drug Storage
5. SOP for Vaccine Storage
6. SOP for Temperature Control
7. SOP for Issue and Delivery of Drugs to Dispensary/Satellite Pharmacies/Wards/Other Units
8. SOP for Dispensing/UDDS
9. SOP for Patients Counseling
10. SOP for Counseling of Handicapped Patients

## Section 1: Overview of Standard Operating Procedures (SOPs)

A standard Operating procedure is a document which describes the regularly recurring operations relevant to the quality of service being rendered.

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the work is done. An SOP is a compulsory instruction. All changes in the instructions must be documented and reported to the authorities who are the only ones to authenticate and approve such variations.

## Objectives of Development of SOPs

- Enhance the quality of the services provided by the Pharmacist.
- Promote uniformity in the services provided.
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SOPs occupy the center stage in most organizations worldwide and the practice of pharmacy cannot be an exception. Areas covered by this SOPs include:

1. SOP for Drug Lists
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10. SOP for Counseling of Handicapped Patients
11. SOP for Compounding of Medicines
12. SOP for Procurement, Dispensing and Distribution of Narcotic Drugs and Poisons
13. SOP for Disposal of Expired Drugs
14. SOP for Clinical Ward Round
15. SOP for Training of Intern Pharmacists
16. SOP for Continuing Education
17. SOP for Drug Revolving Fund (DRF) Scheme
18. SOP for Drug Information Service (DIS)/ Drug Information Center (DIC)
19. SOP for Dress Code
20. SOP for Therapeutic Drug Monitoring(TDM)
21. SOP for Screening Prescriptions
22. SOP for Preparing a Drug Formulary

## Section 2: Definitions

A list of terms and definitions relevant to the SOP, each with a brief explanation. This section can include items like key materials, devices, roles, or concepts specific to the topic.

## SOP for Medicine Management

A Standard Operating Procedure (SOP) for medicine management is a document that outlines the regularly recurring operations relevant to the quality and safe delivery of pharmaceutical care. The purpose of this SOP is to ensure that all medicine management operations are carried out correctly and consistently.

Areas covered by this SOP include:

1. SOP for Drug Lists
2. SOP for Procurement of Medicines
3. SOP for Receiving Drugs into Pharmacy
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7. SOP for Issue and Delivery of Drugs to Dispensary/Satellite Pharmacies/Wards/Other Units

The development of SOPs for medicine management aims to enhance the quality of services provided by pharmacists, promote uniformity in service delivery, eliminate operational errors, and elevate the status of pharmacists for better performance.

Specific steps to be followed in the implementation of this SOP include:

- Preparing an advocacy plan for the SOP
- Writing a proposal to management for setting up a drug and therapeutic committee
- Identifying drug categories based on national essential drug lists
- Matching procurement needs with available funds
- Verifying and qualifying suppliers
- Choosing a procurement method
- Preparing order forms and contacting suppliers
- Monitoring suppliers performance and sanctioning defaulters

# SOP FOR MEDICINE MANAGEMENT

**Definitions:** A Standard Operating Procedure (SOP) is a document that describes regularly recurring operations relevant to the quality of service being provided. The purpose of an SOP is to ensure that operations are carried out correctly and consistently. All changes in the instructions must be documented and reported to the appropriate authorities for approval.

**Objectives of Development of SOPs:** The SOPs for pharmaceutical care delivery in health facilities in Nigeria aim to enhance the quality of services provided, promote uniformity, eliminate errors, elevate the status of pharmacists, and ensure better performance.

**Areas Covered by this SOP:** This SOP covers various aspects of medicine management including drug lists, procurement, drug storage, vaccine storage, temperature control, issue and delivery of drugs, dispensing, patient counseling, compounding of medicines, disposal, clinical ward rounds, training of intern pharmacists, continuing education, drug revolving fund scheme, drug information services, dress code, therapeutic drug monitoring, prescription screening, and preparation of a drug formulary.

## SOP FOR DRUG LISTS

1. Prepare an advocacy plan for the SOP
2. Write a proposal to management for setting up a drug and therapeutic committee
3. Identify different categories of drugs required by the health facility
4. Draw up a list using generic and INN names
5. Obtain approval from management
6. Circulate approved list to stakeholders
7. Ensure compliance with the national essential drug list

## SOP FOR PROCUREMENT MEDICINES/CONSUMABLES

1. Prepare an advocacy plan for the SOP
2. Confirm the availability of funds
3. Match needs with available funds
4. Identify and verify suppliers
5. Choose method of procurement
6. Prepare an order form
7. Contact suppliers for quotes
8. Organize bid openings and evaluate
9. Submit recommendations for approval
10. Monitor supplier performance and sanction defaulters
11. Receive and store drugs
12. Facilitate payment to suppliers

## SOP for Medicine Management

A Standard Operating Procedure (SOP) for medicine management is a document that outlines the regularly recurring operations relevant to the quality of pharmaceutical care delivery. The purpose of this SOP is to ensure that all operations related to medicine management are carried out correctly and consistently. It plays a crucial role in enhancing the quality of services provided by pharmacists, promoting uniformity in service delivery, eliminating operational errors, and uplifting the status of pharmacists.

Areas covered by this SOP may include:

1. SOP for Drug Lists
2. SOP for Procurement of Medicines
3. SOP for Receiving Drugs into Pharmacy
4. ...

Specific guidelines and procedures for each area are detailed in the SOP to ensure efficient and effective medicine management.

## Section 5: Additional Guidelines

Any specific packing instructions or considerations for the transport of materials should be outlined in this section. Additionally, instructions for completing and handling forms or documentation related to the medicine management process should be included here to ensure proper compliance with the SOP.

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## **SOP for Drug Lists**

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3. Identify different categories of drugs required by the health facility based on the national essential drug list (EDL) / National Standard Treatment Guideline (NSTGs).
4. Draw up list using generic and international non-proprietary name (INN) of the drug.
5. Obtain approval from the management of the facility.

## **Section 6: Contact Information**

Detailed contact information for relevant departments or personnel, including phone numbers and email addresses.

## **Appendix or Attachments**

Any additional forms, checklists, or templates referenced in the SOP. Optional: A Q&A section addressing common questions or scenarios related to the SOP.

# **SOP FOR MEDICINE MANAGEMENT**

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#### **SOP FOR PROCUREMENT MEDICINES/CONSUMABLES**

1. Prepare an advocacy plan for the SOP.
2. Confirm the availability of funds.
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#### **Footer**

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