



## REPUBLIC OF NAMIBIA

### Ministry of Health and Social Services

Private Bag 13198  
Windhoek  
Namibia

Ministerial Building  
Harvey Street  
Windhoek

Telephone: (061) 203 2344  
Telefax: (061) 234 136  
International: + 264 - 61 -203 2344  
Date: 10 January 2007

Enquiries: Ms. J. Lates

Ref. No. : 10/1

### OFFICE OF THE PERMANENT SECRETARY

**TO ALL:** REGIONAL DIRECTORS  
CHIEF MEDICAL OFFICERS  
REGIONAL PHARMACISTS  
MEDICAL SUPERINTENDENTS  
PRINCIPAL MEDICAL OFFICERS  
HOSPITAL PHARMACISTS & PHARMACIST'S ASSISTANTS

### RE: STANDARD OPERATING PROCEDURE FOR DISPENSING ANTI RETROVIRAL MEDICINES

Please find attached the final version of the Standard Operating Procedure (SOP) to be used when dispensing ARVs to patients. This SOP is a comprehensive tool that details the steps to be performed when dispensing ARVs to the patient, counselling the patient on medication use, monitoring adherence to ART, as well as record keeping and reporting.

I wish to urge all Pharmacy staff to;

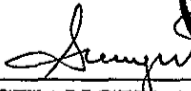
1. Familiarise themselves with the contents of this SOP.
2. Ensure that the steps set out in the SOP are being followed during dispensing of ARVs to patients.
3. Make copies of the relevant forms and complete these forms as directed in the SOP;
  - a. ARV Patient Dispensing Record,
  - b. ARV Daily Dispensing Registers,
  - c. Monthly ART Services Report,
  - d. ARV Pill Count Form,
  - e. Patient Self Evaluation Form.
4. Make copies of the relevant Job Aids and place them where they can be easily referenced during dispensing;
  - a. JA 007: List of Regimens and Regimen Numbers
  - b. JA 011: ARV Medication Counselling
  - c. JA 012: Table of Laboratory Monitoring Parameters and
  - d. JA 013: Table of Patient Counselling Information.
5. Submit monthly ART services report promptly – **no later than the 7<sup>th</sup>** day of month following the month being reported on.

6. Utilise the SOP to train Pharmacy staff in dispensing ARVs.
7. Identify any areas of the SOP that are not clear or accurate and send comments and recommendations on such to Division: Pharmaceutical Services so that these concerns can be addressed during review of the SOP.

All Supervisors must also make themselves familiar with the contents of the SOP so that they can effectively monitor the ART Pharmacy services being provided in their Hospital or Region.

Electronic copies of the SOP and various forms included in the SOP will be emailed to pharmacists for their reference.

Yours sincerely



**DR. K. SHANGULA**  
**PERMANENT SECRETARY**