Standard Operating Procedure
for
Vaccine Consumption

Standard Operating Procedure For Vaccine Consumption Record

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Document Number/Version No.: SOP-eMRDS-16/1.0	Proprietary & Confidential

APPROVALS

By signing the below section digitally, the individuals listed below have reviewed and approved this document:

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REVISION HISTORY

This document has been revised as follows:

Document Version	Effective Date (Date of final Approval)	Revised By	Description/Reason for Revision

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Standard Operating Procedure (SOP) for OPD Case Register

1.0   Objective

The objective of this SOP is to establish a systematic process for recording and managing vaccine consumption data. This includes updating vaccine stock information, ensuring accuracy, and facilitating timely actions such as issuing reminders for low stock and expired vaccines.

2.0   Scope

This SOP applies to all nursing staff responsible for managing vaccine stock and consumption data within the healthcare facility.

3.0   Responsibility

1. Nursing Staff:
   - Log in to the system.
   - Update vaccine stock details, including expiry dates and quantities.
   - Certify vaccine consumption data.
   - Upload external files (if necessary).
   - Take printouts of data.
   - Close or complete pending tasks with comments.

2. Medical Officer:
   - Supervise and oversee the nursing staff's activities related to vaccine consumption data.

4.0   Frequency

The vaccine consumption record shall be updated in real-time as vaccines are administered.
Additionally, regular checks and updates shall be performed as follows:
- Daily: Check and update vaccine stock levels.
- Weekly: Review pending tasks and take necessary actions.
- Monthly: Review expired vaccines and take necessary actions.

5.0   General Information/Definition

- Vaccine Consumption Data: Information regarding vaccine stock, including expiry dates and quantities.
- External File: Any additional documentation related to vaccine consumption that needs to be uploaded.
- Pending Task Closure: The process of marking tasks as completed with accompanying comments

Local Version Control System:
A The system shall maintain a local version control system to track changes made to vaccine consumption data. This system will allow for auditing and tracking of modifications.

Centralized Version Control Systems

A centralized version control system will be established to maintain historical data and ensure data integrity. This system will be regularly backed up to prevent data loss.

Distributed Version Control System:
A distributed version control system will be implemented to facilitate collaboration and access to vaccine consumption data by authorized personnel across various locations, ensuring data consistency and availability.

Bug fixes - Any system issues or bugs encountered during the process should be reported immediately to the IT department for resolution. Bug fixes shall be documented and tested before deployment.

6.0   Procedure:

1. Nursing staff log in to the system using their credentials.
2. Check and update vaccine stock details, including expiry dates and quantities.
3. Certify the accuracy of vaccine consumption data.
4. Upload any external files relevant to vaccine consumption.
5. Take printouts of data as needed.
6. Review and close or complete pending tasks with comments.
7. Medical officer supervises and provides oversight as necessary.

Abbreviations:
- IT: Information Technology
- SOP: Standard Operating Procedure

REFERENCES:
- [Include relevant references and documentation here, such as system manuals or guidelines]

This SOP ensures the accurate and timely management of vaccine consumption data, minimizes the risk of vaccine wastage, and enhances overall vaccine inventory control within the healthcare facility. It also enables proactive measures, such as issuing reminders for low stock and expired vaccines, to maintain the integrity of vaccine distribution and administration.