



OSPITAL NG PARANAQUE



Document Code: OSPAR-ADS-PHARMA-0003

ANCILLARY DIVISION APPROVAL MATRIX

Page No. 1 of 2

Policy Title:

POLICY ON ACCEPTANCE OF DONATIONS OF DRUGS AND MEDICAL SUPPLIES AND EQUIPMENT

Section / Department
PHARMACY SECTION

Prepared By:

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Hospital Administrator

Approved by:

Jefferson R. Pagsisihan, MD, MHM
Hospital Director

CLASSIFICATION: COMPREHENSIVE

OBJECTIVES:

This policy shall design the procedures that would serve as guidelines in receiving, disposing, recording and accounting relative to any donations made to this institution.

COVERAGE:

This policy will cover this area, Medical Social Services section and the Property and Supply section.

RESPONSIBILITIES:

- I. It shall be the responsibility of the Head of the Property and Supply Section or his/her representative to receive all donations of MEDICINES, MEDICAL SUPPLIES, and/or EQUIPMENT/INSTRUMENTS regardless of origin; institute the filing and collation of all documents pertaining to such, and record the same to the required logbook for donations on a per Division/Section Basis.
- II. It shall be the responsibility of the Heads of the Medical Social Service, Pharmacy Sections and the Nursing Division to report on all disposed/dispensed donated medicines/supplies to the Office of the Administrator copy furnished the Office of the Chief of Hospital for the needed monitoring and coordinated disposition.

POLICY:

- I. This policy shall ensure that all donations received and disposed by the Hospital pharmacy are properly recorded, monitored and controlled.
- II. This policy shall likewise ensure that all donations are properly dispensed to indigent patients of this institution at no cost and reports are correctly



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accomplished and submitted to the Chief of Hospital for monitoring and reference.

- III. This policy shall likewise safeguard all donations received from the Government Agencies, Private Corporation, Non Government organizations and private individuals, through appropriate monitoring, recording, accounting and implementation of control. On the premise that such donations become part and parcel of government properties.

PROCEDURE:

➤ Requirements before Acceptance of Drug Donations

- All donated drugs should be approved for use in our country and appear on the national list of essential drugs.
- The presentation strength and formulation of donated drugs should, as much as possible, be similar to those drugs commonly used in our country.
- All donated drugs should be obtained from reliable source and comply with quality standards in both donor and recipient country. The WHO Certification Scheme on Quality of Pharmaceutical products moving in International Commerce should be used.
- Shelf life of at least 12 (months) from the time of donation to the hospital.
- The label should contain the following:
 1. Generic name
 2. Batch/Lot number
 3. Dosage form and strength
 4. Name of manufacturer
 5. Quantity in the container
 6. Storage conditions
 7. Expiry date



OSPITAL NG PARANAQUE



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ANCILLARY DIVISION APPROVAL MATRIX

Page No. 3 of 4

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➤ Recording

Immediately upon receipt of all donated items, the Property and Supply Head together with his/her assigned staff shall institute the collation and filing of all documents pertaining to such, and record the same to the required logbook for donations on a per Division/ Section basis, then prepare the report and notice of information to the following:

- a. Chief of Hospital
- b. Hospital Administrator
- c. Chief of Clinics
- d. Medical Social Service

➤ Disposition

1. Subsequent to the report and notice of information issued by the Property and Supply Head to the Hospital Officers and Doctors, MEMORANDUM OF RECEIPTS (MR) shall be issued to the chief pharmacist as evidence of accountability.
2. Accordingly, the chief pharmacist shall upon receipt of the MR, initiate the proper usage, issuance (Medicines and Medical Supplies) recording, monitoring and control of the donated items under their responsibilities.
3. All medicines/ supplies to be dispensed by the Pharmacy must have the evaluation/ recommendation and signature of the Medical Social Service Head and/or his/her assigned staff.

➤ Reportorial Requirements

1. Pharmacy shall keep records of recipients of all disposed/dispensed donated medicines/supplies for the needed monitoring and coordinated dispositions.



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2. As regards to Hospital Instrument and Equipment, chief pharmacist MUST tender an evaluation report on the usefulness or whether such donations could still be useful or need repair in order to be operational with the help of the Head of the Maintenance Section of the Hospital. Any further action or evaluation on the donated instruments/equipment must always be furnished to the Office of the Hospital Administrator and the Chief of Hospital for information and proper disposition.

Appendix B Dispensing Form for Donated Medicines
