

**ANCILLARY DIVISION APPROVAL MATRIX**

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Policy Title:**POLICY ON SELECTION OF MEDICINES**

Section / Department

PHARMACY SECTION**Prepared By:****Geraldine Ang**
Chief Pharmacist**Reviewed By:****Redentor P. Alquiroz, MD, MHM**
Head, Medical & Ancillary ServicesDarius J. Sebastian, MD, MPH, PHSAE
Hospital Administrator**Approved by:**Jefferson R. Pagsisihan, MD, MHM
Hospital Director**CLASSIFICATION: COMPREHENSIVE****OBJECTIVES:**

- To ensure patients access to rational drug use, essential, affordable and cost effective drug products that are safe and of good quality.
- To promote systematic selection of drug products based on clinical practice guidelines.

RESPONSIBILITIES:

- I. Selection of drug products is the duty and responsibility of the Pharmacy and Therapeutics Committee (PTC), to ensure the safety, efficacy, affordability and quality of the medicines to be used in the hospital.
- II. The chief pharmacist coordinates with the PTC and other health care providers with regard to the selection of drug products to be included in the formulary. He/she provides pharmaceutical expertise in the evaluation of drugs for possible inclusion in the hospital formulary.

PROCESS OF SELECTION

- Each clinical department prepares list of drug products based on their clinical practice guidelines.
- List of drug products are submitted to the Pharmacy Section.
- At the pharmacy, submitted list of drug products are consolidated. Drug products in the list are verified if included in the Phil. National Formulary.
- The Chief Pharmacist reconciles the consolidated list, based on the historical consumption of each drug product.
- The Chief Pharmacist shall present the reconciled list of drugs and medicines to the PTC for deliberation and recommendation.
- The recommended list shall be forwarded to the Hospital Director for review and approval.
- Once approved, the list shall then be included in the Annual Procurement Plan of the hospital for the following calendar year



OSPITAL NG PARANAQUE



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Policy Title:

POLICY ON PROCUREMENT OF MEDICINES

Section / Department

PHARMACY SECTION

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Hospital Director

CLASSIFICATION: COMPREHENSIVE

OBJECTIVES:

This policy shall provide guidelines for a more efficient and effective method in procuring fast moving and highly sought after essential medicines. Also to eliminate wastage attributed to none or slow moving medicines which expiry dates have lapsed and to ensure the availability of the right medicines in the right quantities at reasonable prices and standards of quality at the right time.

RESPONSIBILITIES:

- I. Selection of drug products to be procured is the duty and responsibility of the Pharmacy and Therapeutics Committee (PTC). The final selection criteria should be based on thorough discussions and acceptance of the PTC, promoting rational use based on cost-effectiveness and safety.
- II. The chief pharmacist must be able to give an accurate estimate of procurement volume to avoid running out of stock or overstocking of some medicines.
- III. Drugs to be procured must be included in the current edition of the Philippine National Formulary.

PROCESS OF PROCUREMENT

The city Enacted Ordinance No. 13-06 entitled *An Ordinance Governing Joint Ventures between Parañaque City and Private Sector Partners (PSP), providing for the Procedures for Identifying Joint Venture Partners, Instituting Accountability Mechanisms, and For Other Purposes (Ordinance)*. The purpose of the Joint Venture Agreement (JVA) is for the construction, development, and operation of the hospital and its ancillary healthcare services (Pharmacy, Laboratory and Radiology). All procurement of medicines is facilitated by both the hospital and the Private Sector Partners (PSP) staff.



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PHARMACY SECTION

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Hospital Director

Office-in-Charge	Process	Description / Action
Pharmacy and Therapeutics Committee (PTC)	Selection of Drug Products	Recommend, evaluates and approve drugs to be procured.
Pharmacy	Requisition Form	Preparation of Requisitions based on the approved drugs
Chief of Hospital	Requisition Form	Approval of the Requisition
Private Sector Partner (PSP)	Requisition Order	Receives the copy of requisition and procure drugs

Appendix A Pharmacy Requisition Form