



OSPITAL NG PARANAQUE



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ANCILLARY DIVISION APPROVAL MATRIX

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Policy Title:
POLICY ON ADVERSE DRUGS REACTION AND MEDICAL RECORDS

Section / Department
PHARMACY SECTION

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CLASSIFICATION: COMPREHENSIVE

OBJECTIVES:

This policy aims to improve patient care and safety in relation to the use of medicines and to contribute to the assessment of benefit, harm, effectiveness and risk of medicines.

COVERAGE:

Covers the procedure in reporting incidents of Adverse Drug Reactions (ADR) and Medication Errors encountered in the hospital.

PROCEDURES ON REPORTING ADVERSE DRUG REACTION (ADR)

Activity	Person/s Responsible
• Report and accomplish the ADR form completely and submit to Pharmacy	Doctor/Nurse
• Collect and review the reports of the ADR for appropriate plan of action	Pharmacist
• Evaluates the reports and submits to the FDA.	Pharmacy and Therapeutics Committee (PTC)
• Reviews drug utilization in the hospital	Pharmacy and Therapeutics Committee (PTC)

PROCEDURES ON REPORTING MEDICATION ERRORS

Activity	Person/s Responsible
• Report and accomplish the Medication Incident Reporting form completely and submit to Pharmacy	Doctor/Nurse
• Collect and review the reports of the medication error for appropriate plan of action	Pharmacist
• Evaluates the reports and recommends multidisciplinary effort to prevent the event.	Pharmacy and Therapeutics Committee (PTC)

Appendix K Adverse Drug Reaction (ADR) Form

Appendix L Medication Incident Reporting Form