



OSPITAL NG PARANAQUE



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ANCILLARY DIVISION APPROVAL MATRIX		Page No. 17 of 1
Policy Title: POLICY ON INVENTORY STOCKS		Section / Department PHARMACY SECTION
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CLASSIFICATION: SECTIONAL

OBJECTIVES:

This policy shall enforce continuous supply of essential and vital drugs and medicines and shall minimize, if not eliminate depletion of such to maintain efficiency of delivery of quality service.

COVERAGE:

This policy will cover this section only.

RESPONSIBILITIES:

- I. It shall be the responsibility of the chief pharmacist to monitor at all times the status of all items within the area of the coverage; to supervise monthly inventories.
- II. It shall be the responsibility of the pharmacy staff to:
 - a. identify the slow, fast and non-moving drug products/medicines
 - b. check accuracy of drug product quantities written on stock cards
 - c. disclose possibility of fraud, theft or loss

PROCEDURE:

- I. The pharmacy staff shall practice the first-expiry first-out (FEFO) system by checking the expiration date of drug dispensed; those expiring on a nearer date from present shall be the first to be dispensed.
- II. The pharmacy staff shall make a physical inventory of stocks based on the inventory stock card every last week of each month.
- III. The pharmacist prepares a report of monthly inventory and furnishes the Hospital Director, Hospital Administrator, Chief of Clinics, Private Sector Partner (PSP) a copy on or before the 5th day of each month.

Appendix C Official Stock Card of the Hospital