PHARMACY SECTION POLICIES AND STANDARD OPERATING PROCEDURES

| OSP | ITAL NG PARANAQUE | Document Code: OSPAR-ADS-PHARMA- |
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I. Organization and Personnel

- 1. Hospital Pharmacy Personnel
 - Organizational Chart

II. Pharmacy Policies, Operations and Procedures

- 1. Policy on Selection of Medicines
- 2. Policy on Procurement of Medicines
- Policy on Acceptance of Donations of Drugs and Medical Supplies/Equipment
- 4. Policy on Storage of Medicines
- 5. Policy on Inventory of Stocks
- 6. Policy on Product Recall
- 7. Policy on Acceptance of Returned/Exchanged Drug
- 8. Policy on Disposal of Expired, Spoiled, Damaged Medicine
- 9. Policy on Drug Distribution (In-Patient/Out-Patient)
- 10. Policy on Dangerous Drugs and Their Control
- 11. Policy on Adverse Drug Reaction and Medication Errors
- 12. Policy on Medications Brought to the Hospital by the Patient

III. Appendices

- a) Pharmacy Requisition Form
- b) Dispensing form for Donated Medicines
- c) Official Stock Card of the hospital
- d) Official Prescription form of the hospital
- e) Official Charge ticket of the hospital
- f) Generic White and Red label
- g) Social Service/Malasakit Center Acknowledgement form
- h) PDEA Local Order Permit Application (LOPA)
- i) Controlled Drug Administration Sheet
- j) Requisition for Dangerous Drug Preparation
 Or Drug Preparation containing controlled
 Chemical for In-Patient use
- k) Adverse Drug Reaction form

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- I) Medication Incident Reporting form
- m) Monitoring chart for Cold Chain Management

IV. References

REPUBLIC ACTS AND ADMINISTRATIVE ORDERS

- a. Republic Act No. 3720 Food, Drug and Cosmetic Act
- b. Republic Act No. 10918 Pharmacy Law
- Republic Act No. 6675 Generics Act of 1988
- d. Republic Act No. 7432 Senior Citizens Act
- e. Republic Act No. 7581Price Act
- f. Republic Act No. 8203 Special Law on Counterfeit Drugs
- g. Comprehensive Dangerous Drugs Act of 2002 (Republic Act No. 9165).
- h. Republic Act No. 9502 Universally Accessible Cheaper and Quality Medicines Act of 2008
- i. DOH Administrative Order No. 2020-0017
- j. FDA Cir. No. 2018-013 Risk Management Plan (RMP) for Drug Establishments
- k. DDB Board Regulation No. 1, Series of 2014