



## INODAYA Hospitals - Kakinada

Documentation code:

INH/MOM.Doc.No:02

### Policy On Medications Not Available In The Hospital

Prepared date: 05/09/2023

Reference: MOM.01.d.NABH Standards – 5<sup>th</sup> Edition

Issue Date: 05/09/2023

Issue no: 02

Review No: 1

Review date: 04/09/2024

#### 1.0 Purpose:

To ensure the ready availability of medications to meet the patient needs and to establish proper guidelines for the procedure to be followed while procuring medications that are not available in the hospital.

#### 2.0 Policy for procuring medications

- 2.1 The pharmacy purchase department shall oversee the organization medication use and take care of the medications procurement based on the consumption.
- 2.2 The authorized sources of suppliers has been identified and purchase department shall maintain the copies of CGST, SGST, Drug License of all the Authorized sources of supply
- 2.3 All the medications shall be procured only from the authorized sources of suppliers
- 2.4 An appropriate selection of medications for prescribing or ordering shall be stocked in the in-house pharmacies as well as in the pharmacy stores to meet the patient needs
- 2.5 The pharmacy – purchase department shall maintain a list of all the Vital medications and shall ensure that a minimum stock is always available.
- 2.6 On occasion, when medications not stocked are needed the purchase department shall place orders to the nearby local sources of authorized stockists and distributors and if not available, enquire and procures drugs. If not, procures drugs from the other out station suppliers.

Prepared by: 	Verified by: 	Approved by : 
Mr. Maruthi Prasad	Dr. D.N.S. Prakash	Mrs. Lakshmi Lavanya
Incharge - Pharmacy	Medical Director	Chief Executive Officer



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### 3.0 Responsibility:

3.1 Pharmacy – purchase department, pharmacist

#### Location: -

1. Out-patient Pharmacy is located in ground floor of the hospital building.
2. In-Patient pharmacy is located cellar floor in the hospital.

#### Timings: -

1. OP Pharmacy , IP Pharmacy is functional round the clock in 4 shifts which are as follows: –

S. No.	Shift	Timings
1	Morning Shift	8AM – 4:00 PM
2	General Shift	9 AM – 6 PM
3	Evening Shift	1 Noon – 9PM
4	Night Shift	9 PM – 9 AM

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