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NTMH/IPD/Medical Store/IPD/13	Management of Medical Store, IPD	02	04

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Distribution:	Wards
Location	QAD and IPD Unit

REVISION SUMMARY			
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Table of Contents

1. Scope
2. Objectives
3. Responsibility
4. Definitions
5. Principle
6. Pre-requisites
7. Process Map in Flow Chart
8. Procedures
9. Annexure
10. Reference

1. Scope

1.1 This SOP applies to all the activities involved in the management of medical store and supplies in the ward.

2. Objectives

2.1 This SoP describes procedures for receiving, storing, issuing, mobilizing of medicines and medical supplies supplied from the NTMH store. It also incorporates the procedures for requesting additional supplies of medicine(s) and medical supplies

3. Responsibilities

Sl. No.	Official designation	Responsibilities
1	Ward In-charge designated to perform all specified tasks in store management	1. Comply with this SOP 2. Identify the need for development or revision of SOP as and when required
2	QA	Monitor the compliance.

4. Definitions

2.1. **Quantification:** Estimation of annual requirement of goods based on past consumption trend.

2.2. **Average monthly use (AMU):** The quantity of a commodity used on an average in a month, usually calculated from the quantity used in the last one year.

2.3. **FEFO:** First-Expiry-First-Out.

2.4. **Store Issue Note (SIN):** Evidence of issue of goods sent by a store along with the goods.

5. **Principle**

5.1. Ensuring uninterrupted supply of medical goods through effective management of Medical supplies and store.

6. Pre-requisites

6.1. Store with suitable space and amenities.
6.2. Racks and shelves.
6.3. Pharmaceutical Refrigerator.
6.4. File cabinet.
6.5. Working table**.**
6.6. Digital Hygrometer.

7. Process flow charts

7.1. Not available

8. Procedure

8.1.1. Enter carefully the following in the annual indent forms against each items.
8.1.2. Conduct regular stock audits to identify shortages, excess, or expired products.
8.1.3. Maintain appropriate storage conditions (temperature, humidity) for drugs.
8.1.4. Ensure proper labeling of drugs.
8.1.5. Organize staff shifts to ensure continuous operation.
8.1.6. Regularly check inventory for expired products and dispose of them responsibly.
8.1.7. Verify batch numbers, expiry dates, and quality during delivery.
8.1.8. Follow hygiene practices, including regular cleaning and sanitization of the store.
8.1.9. Use protective equipment when handling certain drugs or hazardous substances.
8.1.10. Segregate expired drugs from active inventory immediately.
8.1.11. Surrender the expired drugs with list to NTMH Drug store In-charge

8.2 Issuing

8.2.1. The items should be issued based on the requirement in the ward in accordance to the following procedures:

8.2.1.1. Check the stock available in medicine rack, compounding room.

8.2.1.2. Physically count the items before issuing.

8.2.1.3. Check the expiry.

8.2.1.4. Update the stock ledger.

9. Annexure

9.1. Requisition form. Annex 9.1 (a)

9.2. Temperature Recording Chart 9.1(b)

10. References

10.1