


# The Catholic University of Eastern Africa

TITLE	AUTHOR
<b>PROCEDURE FOR PHARMACY SERVICES (CUEA/DVC ADM/INF/03)</b>	<b>SR. IN CHARGE</b>
	NO. OF APPENDICES:
	<b>2 (TWO) (A-B)</b>
<b>AUTHORIZATION</b> This Standard Operating Procedure is issued under the authority of:	
TITLE	<b>DVC ADMINISTRATION</b>
SIGNATURE	
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<b>NOTE:</b> <ol style="list-style-type: none"> <li>Write amendments on the page provided (Clause 0.2)</li> <li>Controlled copies of this document will be in the DVC Administration and the Sr. In Charge office</li> </ol>	

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## 0. CONTENTS AND RECORD OF CHANGES

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### 0.2 RECORD OF CHANGES

No.	Date	Details of Changes		Authorization
	(dd-mm-yy)	Page	Clause/subclause	Title
1	19 May 2011	3	4.0 (QMM)	Sr. In Charge
2	19 May 2011	3	6.0	Sr. In Charge

### 0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users.

#### 1.0. PURPOSE

To ensure efficiency in Pharmacy services at the Infirmary Pharmacy.


#### 2.0 SCOPE

All clients seeking for drug dispensing from the Infirmary Pharmacy.

#### 3.0 REFERENCES

- 3.1. University policies on medical Insurance
- 3.2 Students Handbook
- 3.3 Pharmacy and Poisons Board Regulations
- 3.4 CUEA Quality Management Manual

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#### **4.0 TERMS AND DEFINITIONS**

The definitions in the CUEA QMM shall apply.

#### **5.0 PRINCIPAL RESPONSIBILITIES**

The Sister in Charge shall have the overall responsibility to ensure that this procedure is adhered to.

#### **6.0. METHOD**

6.1. The doctor shall prescribe the appropriate drugs in the patient file and Insurance claim form and send the patient with them to the Pharmaceutical Technologist.

6.2. The Pharmaceutical Technologist shall receive the prescriptions and determine its status.

6.2.1. If insured, he/she shall dispense the appropriate drugs, record in the Pharmacy Issues Book (CUEA/DVC ADM/INF/03/R01) and forward the file and claim form to nurse in charge.

6.2.2. If cash paying client, he/she shall send the patient to clear with the Records Officer.

The Pharmaceutical Technologist shall then dispense the appropriate drugs, record in the Pharmacy Issues Book and forward the file and claim form to the nurse in Charge.

6.3 The Pharmaceutical Technologist shall maintain an up to date List of available drugs (CUEA/DVC ADM/INF/03/L01). The list shall be available to all Clinicians/ Doctors.


6.4. The Pharmaceutical Technologist shall maintain an up to date Drugs Price List (CUEA/DVC ADM/INF/03/L 02). The list shall be available to Records Officer.

#### **7.0 APPENDICES**

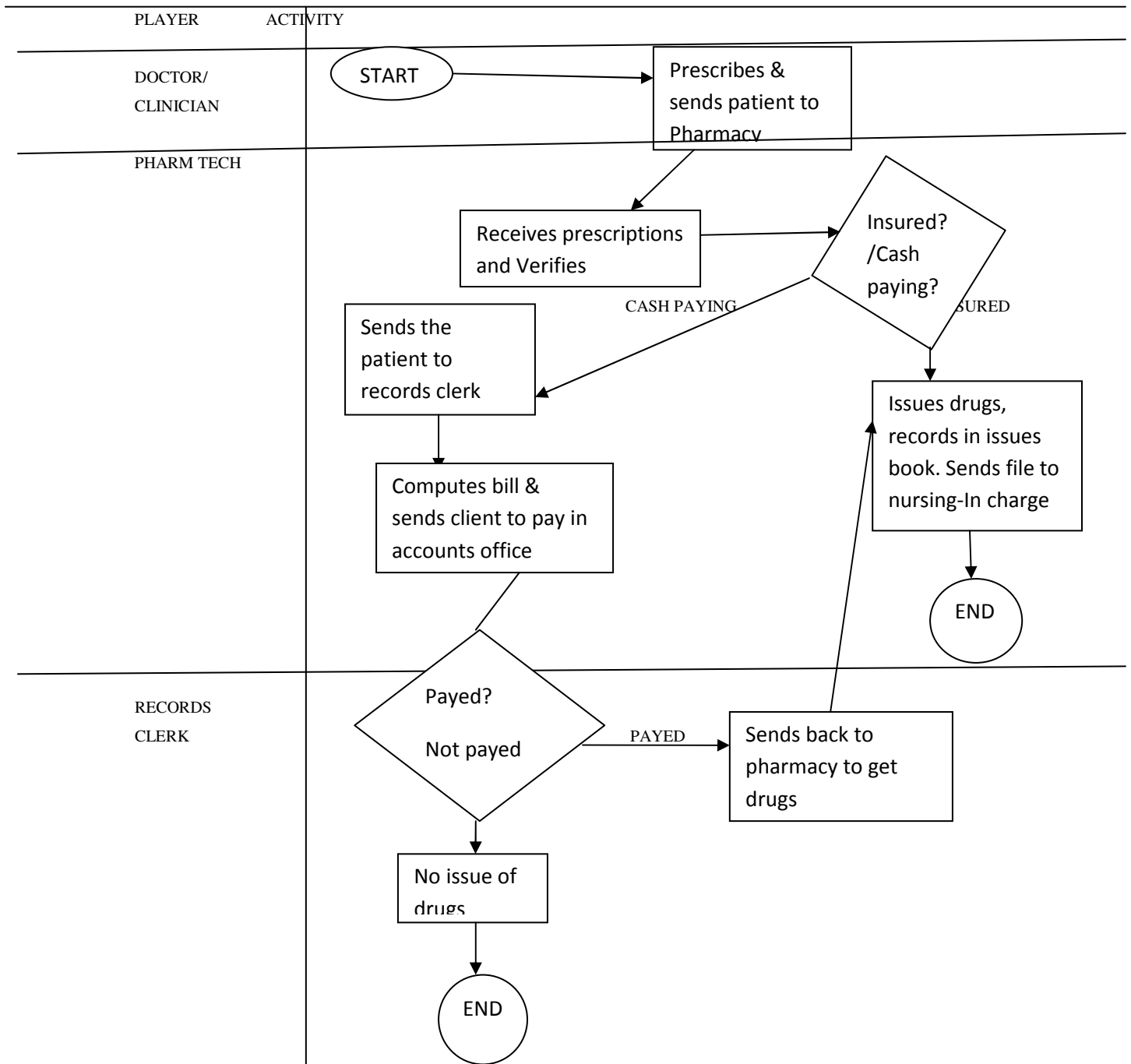
7.1 Appendix A: Process Map

7.1. Appendix B: Prescription form.


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**APPENDIX A: PROCESS MAP FOR PHARMACY PROCEDURES**



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