



UNIVERSITY OF NAIROBI

Document: **PROCEDURE FOR PHARMACY PRACTICE**

College: **CORPORATE**

Doc. No: **UON/OP/42**

Date of Issue: **March 31, 2015**

Rev No: **06**

Issued By: **MANAGEMENT REPRESENTATIVE**

Authorized By: **VICE-CHANCELOR**

THIS COPY IS NOT CONTROLLED WHEN PRINTED-FOR CONTROLLED COPY USE THE SOFT COPY IN Q-PULSE

Document: PROCEDURE FOR PHARMACY PRACTICE	
College: CORPORATE	Doc No: UON/OP/42
Rev No: 06	

0.1 DOCUMENT CHANGES

DATE	CLAUSE	AUTHORIZED BY
May 15		VC
July 29		VC
October 14	0.1 – Document changes	VC
March 21	0.1--- Document change 6 Changed the number of the procedure and introduced two section 6.1 and 6.2 6.1.1 Changed processing of drug requisition to follow procurement procedure	VC
March 25, 2014	Changed college from CHS to Corporate in order to include the functions of all the other pharmacies within the University. 0.2 Added Principal, CAVS, CMO UHS and Dean SODS to the distribution list. 2.0 Inserted a new clause for Objectives. 3.0 Inserted phrases “drugs and”, “of the same” to the scope. 4.0 Inserted “ University” to (i). 5.0 Inserted table of Definition of Terms and Acronyms. 6.0 Inserted clauses (b), (c),(d) and (f). 7.0 Reworded clauses 7.1.1, 7.1.2, 7.1.3, 7.1.4, 7.2.1 and 7.2.7.	VC
March 31, 2015	Added ‘professionally’ & changed ‘prescribed’ to ‘required’ Deleted ‘on prescription’ Added f) Drug Index and g)UON Service delivery charter Changed PPC to PPDIU Changed ‘Director UNES’ to ‘College Principal’ 7.2.2 & 7.2.3 added ‘where applicable’; 7.2.3 & 7.2.4 & 7.2.5 & 7.2.6 & 7.2.7 added ‘pharmaceutical technologist’; 7.2.3 deleted ‘by the pharmacy attendant’ Added Records Changed bullet number	VC

Document: PROCEDURE FOR PHARMACY PRACTICE	
College: CORPORATE	Doc No: UON/OP/42
Rev No: 06	

0.2 DOCUMENT DISTRIBUTIONS

COPY NO.	COPY HOLDER
01:MASTER COPY	MR
02	VC
03	DVC (A&F)
04	MANAGING DIRECTOR, UNES
05	PRINCIPAL, CHS
06	PRINCIPAL, CAVS
07	DEAN, SCHOOL OF DENTAL SCIENCES
08	CMO, UHS
09	DEAN, SCHOOL OF PHARMACY
10	CHAIRMAN, DEPT OF PHARMACEUTICS & PHARMACY PRACTICE
11	COORDINATOR, PHARMACY PRACTICE CENTRE

THIS COPY IS NOT CONTROLLED WHEN PRINTED-FOR CONTROLLED COPY USE THE SOFT COPY IN Q-PULSE

Document: PROCEDURE FOR PHARMACY PRACTICE	
College: CORPORATE	Doc No: UON/OP/42
Rev No: 06	

1. PURPOSE

To professionally acquire, store, dispense drugs and medicines to patients and to train students of Pharmacy on ethical dispensing.

2. OBJECTIVE

- a) To ensure that acquired drugs and medicines are properly stored in conducive environment.
- b) To ensure that drugs are professionally dispensed to patients as required.
- c) To ensure that students of Pharmacy get practical and ethical training on dispensing.

3. SCOPE

The procedure covers all the steps involved in the acquisition of drugs and medicines and dispensing of the same.

4. REFERENCES

- a. University Quality Manual
- b. Pharmacy and Poisons Act (CAP 244 Laws of Kenya)
- c. Martindale, the extra Pharmacopoeia, The Pharmaceutical Press
- d. British National Formulary
- e. East African Pharmaceutical Loci by Kulalal International Ltd, Nairobi, Kenya.
- f. Drug Index
- g. Financial regulations
- h. University of Nairobi Service Delivery Charter

Document: PROCEDURE FOR PHARMACY PRACTICE	
College: CORPORATE	Doc No: UON/OP/42
Rev No: 06	

5. DEFINITION OF TERMS AND ACRONYMS

Term	Acronym	Definition
Pharmacy Practice & Drug Information Unit	PPDIU	It is a pharmacy unit where students are taught how to procure, store, price and dispense drugs to patients
	CMO	Chief Medical Officer, UHS
	UHS	University Health Services

6. RESPONSIBILITY

- a. Chairman of Department Pharmaceutics and Pharmacy Practice: Assigns duties to the coordinator and pharmacists assigned to the PPDIU
- b. The CMO is responsible for functions of the pharmacy at UHS.
- c. Chairman of Department of Clinical Studies is responsible for the functions of the pharmacy at CAVS.
- d. Dean, School of Dental Sciences is responsible for the Pharmacy at the School.
- e. College Principal: Is responsible for collection and management of revenue in line with the procedure for provision of financial services (UON/OP/60).
- f. The person In- charge of each Pharmacy coordinates the day to day activities of the pharmacy.

7. METHOD

7.1 Drug Acquisition

7.1.1 The in-charge of each pharmacy shall identify medicines required and a prepare a requisition order that is serviced in accordance to the procedure for procurement (UON/OP/25).

7.1.2 On receipt of supplies, delivery note and invoice shall be retained by the in-charge of the Pharmacy.

7.1.3 The in-charge confirms the delivered medicines against the delivery notes

Document: PROCEDURE FOR PHARMACY PRACTICE	
College: CORPORATE	Doc No: UON/OP/42
Rev No: 06	

and invoices and forwards them to the finance department for payment.

7.1.4 The in-charge of the Pharmacy shall ensure that supplies are recorded and stocked on shelves according to the categories of medicines.

7.2 Drug Dispensing

7.2.1 Dispensing starts with the presentation of a prescription by a patient or a patient's representative to Pharmacy.

7.2.2 Pharmacist assesses the prescription for completeness and legality. If prescription is complete and legal, the pharmacist costs the prescription (where applicable).

7.2.3 Patient is informed of the cost of the prescription (where applicable). If the patient is able to pay for the medicines, pharmacist/pharmaceutical technologist prepares and labels the medicines

7.2.4 Patient pays for medicines to the cashier and is issued with an official receipt which is presented to the pharmacist/pharmaceutical technologist. The cashier ensures that all money collected is banked the following day or on Monday morning if collected on a Friday.

7.2.5 Pharmacist/pharmaceutical technologist counsels the patient on the correct use of medicines, gives other relevant drug information and hands over medicines to the patient.

7.2.6 Patient satisfaction is assessed through feedback and the information discussed by the Coordinator, Consulting Pharmacists, Pharmaceutical technologists and Cashier. If there are issues that cannot be acted upon by the Coordinator, such issues are referred to the Head of the Department.

7.2.7 All dispensed prescriptions are recorded in the prescriptions book by the pharmaceutical technologist. The pharmaceutical technologist files all prescriptions as stipulated in the Pharmacy and Poisons Act.

Document: PROCEDURE FOR PHARMACY PRACTICE	
College: CORPORATE	Doc No: UON/OP/42
Rev No: 06	

8. RECORDS

Relevant records shall be maintained

THIS COPY IS NOT CONTROLLED WHEN PRINTED-FOR CONTROLLED COPY USE THE SOFT COPY IN Q-PULSE

Document: PROCEDURE FOR PHARMACY PRACTICE	
College: CORPORATE	Doc No: UON/OP/42
Rev No: 06	

9. APPENDIX

9.1. PROCESS MAP ACQUISITIONS AND DISPENSING OF MEDICINES

