

சிறுநீர். சினைத்திட்டம்.

நிலைக்கணம் - ௭/௭/௭.6

D. Dis. No. 22910/FHC7/A2/96

Office of the Director of Public Health and Preventive Medicine, Chennai.6, dt. 26.3.97.

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Sub: Tamilnadu Medical Subordinate Service - Chief Pharmacists and Pharmacists in Government Medical Institutions/Government Hospitals/Taluk Hospitals/Dispensaries (including ESI) and Primary Health Centres - Chart of duties and responsibilities orders of Government communicated - regarding.

Ref: G.O.Ms.No.370 Health and Family Welfare Department dt. 29.7.97.

A copy of G.O. cited is communicated for information and the same may be brought to the notice of all Pharmacists in the Primary Health Centres for strict adherence.

The receipt of this circular should be acknowledged.

A. Minawarkhan,
for Director of Public Health and Preventive Medicine, Chennai.6.

To
ALL Deputy Directors of Health Services

Copy to:

DPH.FM (T)

DPH.FM (M&F)

All Programme Officers including Deputy Director (R) at Headquarters

Immunisation I, II & III, Epidemics and FHC.8 section

Audit Party

Spare. 25 copies

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Superintendent

Copy of:

GOVERNMENT OF TAMIL NADU

Abstract

Tamil Nadu Medical Subordinate Service - Chief Pharmacists and Pharmacists in Government Medical Institutions/Government Hospitals/Taluk Hospitals/Dispensaries (including ESI) and Primary Health Centres - Chart of duties and responsibilities orders issued.

HEALTH AND FAMILY WELFARE DEPARTMENT

G.O. (Ms) No. 370

Dated the 20th July 1997

Aadi 14, Baswara

Thiruvalluvar Aandu 2028.

p. t. o.

Read:

1. From the Director of Medical Education Letters No.63711/32/3/95 dated 13.12.1995 and 22.4.1996
2. From the Director of Medical and Rural Health Services Lr.No.40524/B5/2/96 dated 5.6.1996
3. From the Director of Public Health and Preventive Medicine Lr.No.22910/PHC/VII/42/96 dated 12.2.1997.

ORDER

Due to the formation of the Tamil Nadu Medical Services Corporation during 1993 there have been considerable changes in handling the drugs/medicines by the Pharmacists, Chief Pharmacists and Medical Store Officers and those changes have also brought significant improvements in the working system in the Government Medical Stores. Therefore, the Director of Medical Education the Director of Medical and Rural Health Services and the Director of Public Health and Preventive Medicine who have been consulted on the duties and responsibilities of Pharmacist and Chief Pharmacist, have offered their recommendations for consideration of the Government. The Tamil Nadu Government Chief Pharmacist Association, Chennai has also in its letter dated 7.12.1995 submitted a draft chart of duties and responsibilities of Chief Pharmacists and Pharmacists.

2. The Government after careful consideration, accept the recommendations of the Director of Medical Education, the Director of Medical and Rural Health Services and the Director of Public Health and Preventive Medicine and assign the duties and responsibilities as detailed in Annexure I and Annexure II to this order for the Chief Pharmacists and Pharmacists respectively.

3. The Government also consider that the duties and responsibilities of Medical Store Officer ordered in G.O.Ms.No. 547 Health and Family Welfare dated 4.11.1996 are not adequate to cope up with the entire field of Medical Stores in the Government Medical Institutions and Government Hospitals and to supervise the work of Chief Pharmacists and Pharmacists. Therefore, the Government direct the Director of Medical Education to review the role of Medical Store Officer in Government Medical Institutions/Government Hospitals, in consultation with the Director of Medical and Rural Health Services, taking into account the duties and responsibilities being assigned to the Chief Pharmacists and the Pharmacists as ordered in the Annexure I and II respectively to this Government Order and send a revised proposal for consideration of the Government immediately.

(BY ORDER OF THE GOVERNOR)

S. RAMAKRISHNAN
SECRETARY TO GOVERNMENT.

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Superintendent

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ANNEXURE. I

Chart of duties and responsibilities of Chief Pharmacists in Government Medical Institutions, Government Hospitals, Dispensaries, and upgraded Primary Health Centres/Community Health Centres.

...

1. The Chief Pharmacist will be in charge of dispensary and also in charge of Pharmacists. He will assist the Residential Medical Officer for the proper and efficient working of the dispensary.

2. He will supervise the duties of the Pharmacists.

3. He will maintain Attendance Register and Late Attendance Register for Pharmacists and he will report the absence/late attendance to the Medical Officer/Residential Medical Officer.

4. Where there is no post of Medical Store Officer and only one post of Chief Pharmacist is available, the Chief Pharmacist will maintain the Medical and Surgical Stores and also supervise the Pharmacists.

5. Where there is no post of Medical Store Officer and two posts of Chief Pharmacists are available, the Senior Chief Pharmacist will be in charge of Medical and Surgical Stores. The other Chief Pharmacist will be in charge of dispensary and also supervise the Pharmacists and do the allied duties allocated to him.

6. Where there is no post of Medical Store Officer and three Chief Pharmacists are available, one Chief Pharmacist will be in charge of Medical Stores, the second will be in charge of Surgical Stores and the third will be in charge of dispensary and do the allied duties allocated to him.

7. Where there is a post of Medical Store Officer and more than three posts of Chief Pharmacist are available each Chief Pharmacist will be in charge of each Zonal Stores and they will supervise the drug transactions of the Pharmacists and do allied duties allocated to him.

8. Where there is one post of Medical Store Officer, the senior most Chief Pharmacist in the Hospital will be in charge of the Surgical stores, under the control of Medical Stores Officer. Another senior most Chief Pharmacist who is not in charge of Stores will supervise the functions of the Pharmacists working elsewhere in the hospital except Medical and surgical stores as per duty roster prepared by the Chief Pharmacist and approved by the Residential Medical Officer.

9. Where there is a post of Chief Pharmacist available in the Medical Store, he will assist the Administrative Officer in calling for quotations, consolidation, placing of indents to firms, settlement of bills, etc.

10. He will verify the daily abstract of drug consumption with cost, prepared and signed by the Pharmacists incharge of counter/Special Department and he will sign the abstract as a mark of having been checked by him and submit it to the Medical Officer in-charge.

11. He will supervise the issue counters to ensure that they are sufficiently stocked with medicaments and that the medicines are in readily available packages/containers so that the time consumed in issuing them to the patients is cut down to the minimum.

12. He will make surprise check of drugs issued by the Pharmacists at the counter.

13. He will observe whether the Pharmacist is putting his initial on all the Drug Cards for the costly drugs, issued by him in order to fix the responsibility for any lapse.

14. He will see that life saving drugs like sera, vaccines, anti-snake venom etc., readily available round the clock in proper storage and that the quantity expended during the day is replenished daily.

15. He will see that time expired drugs are weeded out systematically.

16. He will check promptly the accounts maintained by the Pharmacists for the receipt and issue of drugs supported by Drug slips/Drug Cards.

17. He will ensure that the Narcotics and Barbiturates are kept under lock and key.

18. He will verify daily the consolidation register prepared by the Pharmacists and the quantity of Drugs deducted from the Stock Register and put his signature as to the correctness of the entries made in the consolidation register.

19. He will verify whether the authorised Medical Officer has signed the relevant registers which are maintained by the Pharmacists daily after OF/review is over after verification of the issue of drugs by the Pharmacists and also see that the Medical Officer has certified.

20. He should strictly check whether the instructions in the Audit Manual are followed by the Pharmacists in maintaining the Stock Register, Issue Register, Daily consolidation Register etc.

21. He will instruct the Pharmacists to keep safely all Drugs slips/Drug cards and produce the same for audit purpose. The Pharmacists will be held responsible for any lapse in this regard. The Chief Pharmacists should arrange to hand over these records periodically to the Record Section wherever available.

22. He will be the custodian of Medical Stores in the Government Hospitals under the supervision of an authorised Medical Officer in regard to the receipt and issue of stores and preparation of requirements and he is responsible for the maintenance of an adequate stock of stores included in the respective section of Medical and Surgical stores.
23. He will review the stocks of the date expired drugs and medicines by making random check to make sure that the products conform to the "Tendered specification" and if any deterioration, such as date of expiry, change of colour etc. is noticed, he should report it to the authorised Medical Officer/Residential Medical Officer.
24. He will see that drugs are supplied with the original packings of the manufacturers/suppliers or the clean containers which will preserve the integrity and the properties of the original containers.
25. He should ensure that hospital seal is fixed on the outer packings, appropriately labelled with the name of the drugs/medicines and the quantity.
26. He will take proper precautions in disposing of the original empty containers of drugs (particularly Narcotics item and costly items) which should be destroyed in the presence of the authorised Medical Officer/Residential Medical Officer and written statement must be signed, recorded and maintained.
27. He will maintain the storage condition of all drugs/medicines in Medical Stores and Surgical instruments and appliances as per Drugs Act, 1945 and the Rules and Regulations issued from time to time.
28. He will maintain the receipts of stock and issue of stores in surgical stores wherever the Chief Pharmacist is posted as incharge.
29. He will maintain a complaint register regarding adverse reactions of any drugs/Medicines on patients of different wards and other O.P. Departments and incorporate the action taken by the Hospital authorities, the quality controller of Government Drug Corporation, the Drug Control authorities etc.
30. He will be present while the condemnation boards dispose of the surplus or obsolete or obsolescent or unserviceable articles according to authorised procedure and write off those items from the Stock records. He will see that condemned stores should not be allowed to occupy storage space unnecessarily and the same condemned article is not repeatedly put up again for condemnation. Glass ware should be broken to pieces.

31. He will ensure that the following documents are maintained properly:-

1. Stock Register (Main Stock-Reserve stock)
2. Repairable Register
3. Requisition files
4. Register of surplus and shortages
5. Inventory of Non-expandable stores in use in section
6. Register for Expendable stores issued to Section
7. Condemnation files
8. Purchase files

32. He will assist and be present while Annual and Half Yearly stock-verification of stores are conducted by the Gazetted Officers who are not connected with the custody or accounting of these stores. The Annual Physical verification should be made on the 31st March of every year. The checking officer will issue a physical verification certificate. The Technical Officer (Medical Officer, Stores) will issue in this regard a certificate in the main stock ledger after each annual physical verification as per Article 145 of Tamil Nadu Financial Code Volume.I. A certificate of verification will then be submitted to the concerned Directorate.

33. Similarly, the Medical Store Officer and Chief Pharmacist, who are the custodian of Medical store, will carry out verification of stores in October every year and the result of such verification will be reported to the Head of Department.

34. He will carry out such other allied work entrusted to him by the Authorised Medical Officer/Residential Medical Officer.

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ANNEXURE II

CHART OF DUTIES AND RESPONSIBILITIES OF PHARMACISTS IN
GOVERNMENT MEDICAL INSTITUTIONS, GOVERNMENT HOSPITALS,
DISPENSARIES AND PRIMARY HEALTH CENTRES

...

1. He will be responsible for keeping dispensary/pharmacy in a neat and tidy manner.

2. He will prepare and display the list of drugs issuable from the dispensary.

3. He will arrange and store the drugs, medicines etc. according to the schedule prescribed under the Statutory acts.

4. He will prepare and dispense mixtures, ointments, powders, lotions, pills, emulsions, draughts and drops, aromatic waters, decoctions, infusion, liniments etc. as per I.P./B.P. and according to the hospital formulary.

5. He will ensure that at no time drugs issuable from dispensary/pharmacy is out of stock. He will ensure that issue counters are sufficiently stocked with drugs in an orderly manner. Stocks of emergency drugs should also be maintained.

6. He will not dispense any drug without prescription of the Medical Officer. He will not dispense any illegible prescriptions.

7. He will, in the temporary absence of the Medical Officer, render first aid for the immediate relief of a patient or he may repeat medicines which have been already prescribed by the Medical Officer. He should, on no account, prescribe medicines for patients on his own.

8. He will issue drugs to patients only on the basis of Drug cards/slips and he will put his initial in the Drug Cards/slips and preserve them for producing them to audit when required. He will be held responsible for any lapse in this regard.

9. He will not dispense more than three days requirement of drugs at a time from the O.P. Department without special instructions from the Medical Officer.

10. He will ensure that drugs are utilised before their expiry date. He will not dispense time expired ~~xxx~~ drugs. He will take immediate action to weed out time expired drugs systematically as per rules.

11. He will be responsible for indenting, procurement and proper storage and maintenance of stock books and accounting of Medical supplies and appliances.

12. He will attend clerical work wherever sanctioned posts of ministerial staff do not exist.

13. He will assist the duty Medical officer while conducting post-mortem in non-teaching hospitals in Mofussil areas.

14. He will maintain Daily consolidated Register, Issue Register, Date-expiry Register, Condemnation Register, Medical Instrument and appliances Registers, Complaint Register, etc.

15. He will issue drugs to the wards under the supervision of the Chief Pharmacist and Medical Store Officer, wherever such posts are available, and submit accounts for verification.

16. He will obtain the signature of the authorised Medical Officer daily in the relevant registers maintained by him and obtain a certificate as shown below:-

"Certified that the Drugs/Medicines noted in the Register and issued to the patients attended the O.P. Department of Review of are found correct".

17. He will prevent pilferage and wastage of drugs and avoid audit objections.

18. He will prepare Daily abstract of drugs consumption with cost and obtain the signature of the authorised Medical Officer.

19. He will maintain main stock and sub-stock Registers, T.B.Card and ARV Card Registers, etc. wherever necessary.

20. He will maintain emergency kits, and ensure that life saving drugs like Sera-Vaccines Anti-Snake Venum etc. are readily available round the clock and kept under proper storage.

21. He will maintain cold chain equipment, temperature charts, etc. wherever necessary so as to avoid potency loss in medicines.

22. He will assist the Medical Officer in local purchase (wherever there exists only one post of Pharmacist and also in Primary Health Centres).

23. He will participate in the review meetings to assist the Medical Officer in the proper distribution of drugs and vaccines in Primary Health Centres.

24. He will see that the Narcotics and Barbiturates are kept under Lock and key.

25. He will perform such other duties of allied work entrusted to him by the Medical Officer.

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[Signature]
Superintendent