



PHARMACEUTICAL SERVICES

OPERATIONAL ISSUES FOR THE
PROCUREMENT, STORAGE AND
DISPENSING OF
ANTIRETROVIRAL DRUGS

Peter Avery

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Standard Operating Procedure

- Procurement
- Storage
- Stock records
- Dispensing
- Records
- Monitoring
- Down Referral
- Audit

PROCUREMENT

- PMSC – normal procurement
- Institutions – only those in programme
 - Normal requisition procedure
 - Special requisition form
 - Adequate safety stock- review quarterly
 - Designated financial codes
 - Advise PMSC of any increase in patient numbers

First Line Regimen for Adults

Patient Group	Drug Regimen		Dosage form		
	Drug	Dose	Strength	Form	Pack
1a men, post menopausal woman	All Stavudine (d4T)	40 mg 12 hourly	40 mg	Capsules	60
		(if <60 kg 30 mg 12 hourly)	30 mg	Capsules	60
	Lamivudine (3TC)	150 mg 12 hourly	150 mg	Tablets	60
	Efavirenz (EFV)	600 mg daily	200 mg	Capsules	90
1b Women of childbearing potential, pregnant woman	Stavudine (d4T)	40 mg 12 hourly	40 mg	Capsules	60
		(if <60 kg 30 mg 12 hourly)	30 mg	Capsules	60
	Lamivudine (3TC)	150 mg 12 hourly	150 mg	Tablets	60
	Nevirapine (NVP)	200mg daily for 2 weeks, then 200 mg 12 hourly	200 mg	Tablets	60

STORAGE

- 'High Risk' storage – bulk and open
- Limited access
 - single person to control
 - Key policy
- Temperature Control
 - Air-conditioning
 - refrigerator

STOCK RECORDS

- Normal stock records
 - Computerised (Plankmed)
 - Bin card – bulk and open
- Monthly stock reconciliation
- Documented audit trail
- Back-up

DISPENSING

- PRESCRIPTION –
 - Prescription form
 - Initial prescription
 - Repeat prescription
 - Copies – file and pharmacy
 - Only authorised prescribers
 - List of approved patients

- LABELLING
 - Standard requirements
 - Additional requirements

DISPENSING (CONTINUED)

COUNSELLING

- Private area
- Content
 - Dosing
 - Adherence
 - Importance
 - Aids – Cards, leaflets
 - Side-effects
 - Home storage
- Language
 - Training of interpreters

RECORDS

- Dispensing record
 - Manual register
 - Computerised (Medcon/Cronmed)
 - Information system/data capture

MONITORING

- Adherence
 - Missed doses
 - Early/late collection of monthly meds
 - Failure to collect monthly meds
- Adverse effects
 - Evaluating
 - reporting

Down Referral

- Collection of meds at clinic
 - Normal chronic procedures
 - Secure and documented delivery
 - Secure, temperature controlled clinic storage
 - Clinic register
 - Record of receipt
 - Order for next months supply
 - Defaulters

Audit

- All systems, records, documentation and stock subject to audit at any time