



CRH SIKKIM
MANIPAL
UNIVERSITY
CENTRAL REFERRAL HOSPITAL - SMIMS

Documented Procedure

TITLE: SOP for Purchase of Medicines

DOCUMENT NO: SOP/CRH/NOM/POM/13

REVISION NO: 00

REVISION DATE: 00

VERSION NO. 01

ISSUE/EFFECTIVE DATE: 03/12/2019

PAGE NO: 1 to 3

DOCUMENT CONTROL STATUS: Controlled

1. Abbreviations and Definition

1.1 Abbreviation:

- CRH: Central Referral Hospital
- PR: Purchase Requisition.
- PO: Purchase Order.
- FAN: Financial Approval Number
- HIS : Hospital Information System
- MS: Medical Superintendent

1.2 Definition:

Purchase of Medications: The act of acquiring medicine by means of financial transaction.

2. Expected Outcome:




- Inventory control
- Reduce stock outs of medicine

3. Objectives:

- To ensure right quantity of right quality drugs be available at the hospital.

4. Scope:

- The scope covers the procurement of all kind of drugs included in the formulary and also the procurement of any kind of emergency drug which is not included in the formulary.

			DP 01
Prepared By	Reviewed By	Approved By	

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5. Process:

Sl no:	Process	Responsibility
5.1	PR is raised for the required drugs and consumables as per the stock available.	Bulk Pharmacy In charge
5.2	PR is then put up for approval of Pharmacy Manager, Head Operations and Medical Superintendent CRH in chronology.	Bulk Pharmacy In charge
5.3	Once approved, it is sent for financial approval (FAN) number to the Finance Department.	Jr Assistant Pharmacy
5.4	Once FAN number provided by the Finance Department then PO is raised by Junior Assistant Pharmacy in HIS.	Jr Assistant Pharmacy
5.5	In HIS, the PO is approved by Pharmacy Manager, Head Operation and Medical Superintendent CRH in chronology.	Pharmacy Manager
5.6	PO is then sent to the vendor for supplying the order.	Jr Assistant Pharmacy

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6. Responsibilities:

1. Bulk Pharmacy In-charge
2. Pharmacy Manager
3. Head Operations
4. MS, CRH
5. Deputy Manager – Finance

7. Records:

- Purchase Requisition form
- Purchase Order form

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