

## Selection, Procurement & Distribution

The supply chain and management of medicines include several steps from medication policies, selection of medicines and distribution services. There are measures to be adopted at each step in order to get the medicines chosen to maximize effectiveness and promote the compliance.

Statement	Patients	Healthcare Professionals	Hospital Pharmacists
<p><b>1) Procurement of pharmaceuticals is a complex process and a core activity of hospital pharmacists. The procurement process must be:</b></p> <ul style="list-style-type: none"> <li>- Ethical, transparent and professional;</li> <li>- Under pharmacy control and technically competent staff;</li> <li>- Guided by the principle of procuring for safety;</li> <li>- Guided by principles of equity of access and ensuring accountability to relevant governing and legal entities;</li> <li>- Supported by strong quality assurance principles;</li> <li>- Regularly reviewed and updated on its operational principles to fit different settings and emerging needs;</li> <li>- Guided by best utilisation of finance resources</li> </ul>	<p>Patients can be assured that the processes of selection and purchase of all medicines used in hospitals for inpatients and outpatients are undertaken / supervised by pharmacists, to ensure the appropriate safety and quality. To avoid medication errors pharmacists minimize look- and sound alike (LASA) medicines of formulary.</p> <p>The medication for patient's treatments is selected with all the ethical, professional, legal and transparent procedures guaranteeing the quality of patient's medication and the equity of access. A good procurement process will have impact of patient's outcomes by having high quality medicines available in the right place and at the right time.</p> <p>Pharmacists should guarantee that limited finance resources are used in the best way possible with safety and quality as paramount.</p>	<p>Doctors and nurses need to be aware that procurement is a complex process and when managed by pharmacists and competent staff ensures that appropriate quality control and safety measures are in place to provide the medicines required to patients. To avoid medication errors pharmacists minimize look- and sound alike (LASA) medicines on the formulary.</p> <p>The procurement process will address all legal and professional standards and provide the right medicines to be prescribed in the appropriate formulation for administration.</p>	<p>Hospital pharmacists should establish procedures of procurement based in principles of safety and quality of medicines according to the best practices and in line with national legislation.</p> <p>Standard operating procedures must be in place to guide the procurement process. These operating procedures must be in compliance with legal requirements, professional and ethical. They should be audited and regularly reviewed to ensure the process is transparent.</p>
<p><b>2) Hospital pharmacists should have authority:</b></p> <ul style="list-style-type: none"> <li>- over the medicine use process;</li> <li>- over the selection and use</li> </ul>	<p>Patients can rely that the selection and all process use of medication and other health technologies (e.g. medicine-related devices) in the hospital are under the authority of</p>	<p>Hospital pharmacists have a responsibility to ensure that the medicines prescribed by doctors and the medication related devices to be used by nurses for the patients needs are of</p>	<p>Hospital pharmacist should collaborate with doctors and nurses of the wards in order to have detailed procedures for the medicine use process, the selection and use of medicine-related devices such as</p>

**Comment [AB1]:** Is is too specific for patients? And even is just an example, there are other particulars we have to analyse before acquisition

**Comment [DP2]:** Authority - change to Autonomy

**Selection, Procurement & Distribution**

<p><b>of medicine-related devices such as administration devices, giving sets, infusion pumps and computer-controlled dispensing cabinets;</b></p> <ul style="list-style-type: none"> <li>- <b>together with the relevant healthcare professionals, over the selection of drugs and pharmaceutical products to be included in the ward stock.</b></li> </ul>	<p>hospital pharmacists whose expertise is available to all. Having a clear chain of responsibility with the professionals well trained in medications ensures the medication supply for the patient in a cost effective manner</p>	<p>appropriate quality. Doctors and nurses should have sufficient information available to use them safely and correctly and that they should be accessible in a timely manner to healthcare professionals and to patients. Having a clear line for consultation on all medicine related devices means that the concerns of prescribers are taken into consideration when selecting the devices for use in the hospital.</p>	<p>administration devices, giving sets, infusion pumps and computer-controlled dispensing cabinets, as well as the selection of drugs and pharmaceutical products to be included in the ward stock. Agreement should be reached with the nurse managers and other relevant healthcare professionals on the type of medicines and medical related devices that need to be held as stock in each ward/department. Hospital Pharmacists should be accountable for having a consultative process to determine the needs of the patients and healthcare professionals with regard to medication related devices. Hospital pharmacists should be responsible for implementing the decisions of any such consultative process</p>
<p><b>3) Hospitals should utilize a medicine formulary system, local regional and/or national. The medicine formulary system should be:</b></p> <ul style="list-style-type: none"> <li>- <b>linked to standard treatment guidelines, protocols and treatment pathways based on the best available evidence;</b></li> <li>- <b>supported by a reliable information system that provides accurate, timely, and accessible information; should promote the use of standard concentrations of medicines to be determined, procured, and prepared for all patients, and especially for paediatric, neonatal, and critical</b></li> </ul>	<p>Patients can rely that the medicines used in the hospital undergo a robust assessment process which is in the genesis of the formulary system. Standardisations of concentrations avoid medication errors and ensure patient safety. Paediatric, neonatal and critical care patients are especially prone to medication errors and thus standardisation is very important in those groups.</p>	<p>Healthcare Professionals must be aware that in the hospital all medicines prescribed and administered are selected based on a evidence based formulary system. This selection is linked to standard treatment guidelines, protocols and treatment pathways based on the best available evidence, supported by a reliable information system and also considering the risks associated with medicine use. Medicines will be provided in the formulation and concentrations appropriate for the patient groups in line with available resources.</p>	<p>Hospital pharmacists should establish procedures, in relation to local, regional and/or national guidelines, considering that they should be linked to standard treatment guidelines, protocols and treatment pathways based on the best available evidence, be supported by a reliable information system that provides accurate, timely, and accessible information and should promote the use of standard concentrations of medicines to be determined, procured, and prepared for all patients, and especially for paediatric, neonatal, and critical care patients.</p> <p>In the selection of medicines for the formulary international, national and local treatment guidelines and protocols should be considered. The medicine information services provided and available from the manufacturer</p>

**Selection, Procurement & Distribution**

<p>care patients.</p>			<p>should be considered. The formulary should be accompanied by a comprehensive internal information system to guarantee the proper use of the listed medicines -The risks associated with the use of the medicine in high risk patient populations such as Paediatrics, NICU and CCU should also be considered by defining standards.</p>
<p><b>4) Procurement must be according to the medicine formulary and informed by the formulary selection process.</b></p>	<p>Patients can rely on the medicines available in hospital because they all are assessed by experts for their safety, appropriateness and cost effectiveness in accordance to the best national and international practice. All members of the care team are well informed about the medicines used in the hospital.</p>	<p>Doctors and nurses must be aware that there is an agreed list of medicines within the hospital which have been approved for use. Medicines that are not on the formulary, but considered necessary for the patient's treatment, can be submitted for consideration, assessment and addition to it. The assessment process will be undertaken in an ethical and professional manner the pharmacist will procure medicines in accordance with the evidence based decisions of the Drug and Therapeutics Committee</p>	<p>Hospital pharmacists should establish procedures for procurement based on the hospital formulary. There should be appropriate procedures in place to assess medicines for addition to the formulary. The assessment process should be undertaken ethically and fairly. Hospital pharmacists as part of the DTC must provide all the relevant information to the committee as well as managing the practice changes that arise from the committee decisions. This will be measured by the change management process and clinical audits.</p>
<p><b>5) Each pharmacy should have:</b> - contingency plans for shortages and purchases in emergencies for medicines and all products under its responsibility; - a formal mechanism in place for pharmacists to request designated funds - if this possibility exists - to procure medicines for their patients.</p>	<p>Patients can rely that contingency plans for shortages are well established by hospital pharmacists to get all medication needed or alternative supplies, whenever there is a shortage of it or an emergency, ensuring a continuous supply of medicines is a high priority for the pharmacy service.</p>	<p>Doctors will face fewer barriers in prescribing habits and nurses will face fewer problems, while there are contingency plans for medicines shortages and purchases in emergencies established by hospital pharmacists. Ensuring the appropriate medicines are available for the patients is a high priority for the pharmacy department. Hospital pharmacists' goal is to minimise any interruption to the treatment of the patients. If a medication required for</p>	<p>Hospital pharmacists should establish contingency plans for shortages and purchases in emergencies for medicines and all products under its responsibility and of organize a formal mechanism in place for pharmacists to request designated funds - if this possibility exists - to procure medicines for the patients. Hospital pharmacists should have clear and transparent policies for procurement during shortages and during emergencies. Hospital pharmacists should remain knowledgeable about all government</p>

## Selection, Procurement & Distribution

		prescribing is not obtainable the pharmacist will discuss with doctors the possible alternative treatments. Hospital pharmacists will advise on contingency supplies for emergencies and for supply shortages and will enable ease of access to government schemes for medication access, as appropriate.	schemes to assist with the supply of medication and should engage with all procedures to aid with the supply of medications to patients in line with available resources
<b>6) Hospital pharmacy departments should take responsibility for all medicines logistics in hospitals. This includes proper storage, preparation, dispensing, and distribution conditions for all medicines and pharmaceutical products used in the hospital, including investigational medicines.</b>	Patients can rely on the conditions of storage, preparation, dispensing, distribution and administration of medicines in the hospital. The pharmacist who is the expert in the management of medicines within the hospital is responsible for ensuring that the medicine required is available in the best conditions when patients need it, including investigational medicines. That means that medicines are stored in appropriate conditions and that other healthcare professionals have sufficient information available on how to prepare and administer it to patients.	Doctors and nurses should be aware that all logistics procedures for medicines, including investigational medicines, and pharmaceutical products are under the control of hospital pharmacists. Their specialised training provides the assurance that the recommendations made on the storage, preparation, dispensing and distribution of medicines will aim to ensure the integrity of the medicine in the hospital. They are also available to provide information required to prepare and administer the medicine safely.	Hospital pharmacists should have the responsibility for all medicines logistics in hospitals, including the proper storage, preparation, dispensing, and distribution conditions for all medicines, including investigational medicines and pharmaceutical products used in the hospital. HPS should establish standard operational procedures on the appropriate storage, preparation and distribution of medicines. Hospital pharmacists should clearly set out the distribution processes having regard to the nature of the product and the correct ordering, dispensing storage and handling requirements. HPs should address the needs of the healthcare professional to have user friendly access procedures in place that address the professional responsibilities. HPs should have a complaints/comments system in place to identify issues with the distribution systems
<b>7) Hospital pharmacists should support the development of policies regarding the use of medicines brought into the hospital by patients, including the evaluation of</b>	For patients' safety all medication, herbal and dietary supplements brought into the hospital should be registered in patient's medical record and used and stores	Doctors and nurses can rely on the support of hospital pharmacist to establish policies regarding the use and storage of medicines, herbal and dietary supplements brought to hospital by the	Hospital pharmacists should support the development of policies regarding the use of medicines brought into the hospital by patients, including the evaluation of appropriateness of herbal and dietary

**Selection, Procurement & Distribution**

<p><b>appropriateness of herbal and dietary supplements. All the medicines brought by patients should be registered on the medical record.</b></p>	<p>according to the policies established in the hospital. Patients' specific medication policies should assist in increasing patient's knowledge of their medication and increase compliance.</p>	<p>patients in order to ensure patients' safety if the use of such medication and other products is required . Doctors, nurses and hospital pharmacists should collaboratively complete the patient's record concerning all the medicines brought into the hospital by the patient, including the herbal and dietary and should follow the policies established.</p>	<p>supplements. Hospital pharmacists have a duty of care to assist patients in managing their medications. Patient own medication policies should address compliance and medication issues across the primary secondary care interface.</p>
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