

GUIDELINE FOR THE PRACTICE OF PHARMACY PROFESSION IN MEDICAL STORE

A- Pharmacist Job Description

Pharmacists play a vital role in the healthcare system through medicine and information they provide. They are expected to have good communication skills, willingness to take on a high level of responsibility, the ability to inspire the trust of others, a professional and confident attitude in addition to IT skills. A pharmacist is considered a medication expert ultimately concerned with safety and quality of medicines till it reach to pharmaceutical establishment and other health institution approved by the DGPADC.

B- Assistant Pharmacist job description

Assistant Pharmacist works as part of the medical store team under the supervision of a registered pharmacist. The Medical store should not be running by Assistant pharmacist. The assistant pharmacist can perform pharmacist duties in case pharmacist is on leave (sick or annual leave) after the Directorate General of Pharmaceutical Affairs & Drug Control (DGPA&DC) approval, but he/she cannot dispense any kind of controlled drugs.

Pharmacist tasks involved:

- Receive and ensure of incoming Medical products and supplies.
- Ensure proper storage of medicines by standard medical store running documents and procedures and to locate the drugs by categorized lay-out.
- Monitoring and Maintain proper storage of pharmaceutical products in the store.
- Supply of medicines to only pharmacies and governmental health institutions and clinics permitted to keep medicines.
- Manage movement of supplies from the medical store to pharmacy or permit clinic to keep medicines.
- Ensuring that narcotic and other controlled drugs are kept under strict supervision, with controlled access.
- Maintaining stock and inventory of medicines and other operations.
- Keeping up to date with current pharmaceutical practice, rules and regulations issued by DGP&DC.

Ensure the following:

- Advertisement for medicines is not allowed.
- It is prohibited to sell medicines to the public (Retail Sale) and trading of free medical samples.
- Medicines should be sold in original containers.
- Records for quantities and batch numbers of regular stock and free medical sample received and dispatched should be available.
- Medical samples should be kept separately with records showing quantities and private establishments that they are provided to, and along with the name and signature of receiver.
- Inflammable materials must be allocated in a separated place with marked board.
- Prior approval from DGPA&DC must be obtained in case of any change in ownership, the location, shifting, and size modification.
- Prior approval from DGPA&DC must be obtained before closing of the pharmaceutical establishment.
- DGPA&DC must be informed in writing within 24 hours, if the pharmaceutical establishment has been without a pharmacist.
- A method to control and monitor the premise temperature below 24°C.
- Refrigerator temperature should be maintained and monitor between 2°C – 8°C.
- A temperature must be recorded daily in the record chart in morning and evening time with signature of recorder as it shown in schedule for both the medical store, fridge and transportation vehicle.

Temperature chart					
Medical Store Name:			Month of:/YEAR		
Date	Morning	Sign	Evening	Sign	Note
1					
2					
3					
4					
31					

- Date log to be used to control & monitor the vehicle temperature & RH.

Monitoring of expired medicines

- There should be an electronic system for monitoring of expired medicines.
- Nearly expired medicines should be monitored and controlled and be kept in separate place.
- Expired medicines must be removed from the shelves and be kept in sealed box and marked with as an expired medicines not for use.
- Expired/ spoiled medicines must be sent to [BEAH COMPENY](#)
[M/S .OMAN ENVIRONMENTAL SERVICES HOLDING CO .SAOC, PO BOX 1188, PC-130, AZAIBA, TEL 1881 EMAIL: JABIR.ALKASBI@BEAH.OM](#)
- Evidence for returned, destructive medicines must be kept available in the medical store.

Pharmaceutical establishments (Premises).

- Pharmaceutical establishments/ premises should be maintained in good state of affairs.
- All shelves should be clean and dust free and benches are not overloaded.
- The floor should be clean and the area should be free from moisture.
- The outside board should be clean and clear to read.
- Provision of Rodent traps and insect repeller.

Ensure availability of the following:

- Pharmaceutical establishment license and the entire staff licenses displayed in a visible place
- Pharmaceutical reference books (BNF, [ONF](#), etc.)-
<https://www.moh.gov.om/documents/16569/0/ONF+2016+-for+E+Health+Portal.pdf/3f224743-563e-4640-85c1-fe46abe3db93>
- Ministerial decision and circulars can be obtained from
www.moh.gov/en/web/dgpadc/resource.
- Files for temperature record sheet, purchasing bill, inspection report and expired medication destruction evidence.
- Updated Pricing list should be available in hard or soft copy (can be directly downloaded from (www.moh.gov.om/en/web/dgpac/resources)).
- First aid box for medical store use only.
- A digital thermometer for premises—(should be / or more than 4) and one in the fridge and in the transportation vehicle.
- Covered dustbin.

Medicines stock and storage:

- Stock of medicines should be in a systematic way; (Alphabetical/ pharmacological classification, etc.)
- Unlicensed / non-permissible items should not be available for any reason.
- The boxes of medicines & medical supplies should not be kept directly on the ground or on the shelves until the roof.
- If the pharmaceutical establishment is maintaining veterinary medicines and cosmetic, these should be kept separately from human medicines in labeled shelves (as Veterinary medicines) and cosmetic.

Controlled medicines:

Controlled medicines, classified into psychotropic, narcotics and controlled non – psychotropic drug and should be kept in a secured place. Pharmacist is the only responsible for managing and dispensing controlled drugs. Three dedicated stamped registers for each class of controlled medicines must be made available.

- ✓ For psychotropic and narcotics guideline. Visit: www.moh.gov.om or click (https://www.moh.gov.om/en_US/web/dgpadc/-9)
- ✓ For controlled non – psychotropic medicines guideline. Visit: www.moh.gov.om or click (https://www.moh.gov.om/en_US/web/dgpadc/-9)

Following the details which are available on Ministry of Health website at www.moh.gov.om/en/web/dgpadc/

1. Guideline for the practice of pharmacy profession in the community pharmacy.
2. Guideline for the practice of pharmacy profession in Medical store.
3. Guideline to Management of Narcotics & Psychotropic Substances in Health Institutions and Pharmaceutical Establishments.
4. List of Clinics permitted to keep medicines.
5. Updated price list.
6. List of medicines and other items prohibited or banned.
7. Ministerial Decisions and Circulars.
8. Pharmacists and Assistant Pharmacists examination schedule.
9. Pharmacists and Assistant Pharmacists examination results.
10. Requirements for licensing of pharmacist and assistant pharmacist.
11. Requirements for opening pharmaceutical establishments.

Pharmaceutical licensing department

DGPA & DC

(1st) October 2018

12. ONF.

13. Guideline for opening manufacturing industries and medical devices.

14. List of licensed medical stores.

❖ **The responsibility of pharmacist in-charge to access E- health portal to get any update posted documents at:**

<https://www.moh.gov.om/en/home>

Then select  DG of pharmaceutical affairs and drug control

Or directly click at <https://www.moh.gov.om/en/web/dgpadc/>

- Failure to provide proper pharmaceutical care to patient may render the pharmacist or Ass- Pharmacist license to be cancelled and may impose suitable penalty.
- Non adherence with this guideline will render the pharmaceutical owner and /or pharmacist or ass .pharmacist to violation committee for suitable penalty.