

**MANUAL ON  
MANAGEMENT OF DRUGS**

SECOND REVISION  
2008

MINISTRY OF HEALTH CARE & NUTRITION  
GOVERNMENT OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI  
LANKA.  
385, DEANS ROAD, COLOMBO 10, SRI LANKA

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## **MESSAGE BY THE HON. MINISTER OF HEALTHCARE & NUTRITION**

It is with great pleasure that I am releasing this message which is to be published in the 3<sup>rd</sup> Edition of the “Manual of management of Drugs.”

Sri Lanka is one of the few countries that provides health care free of charge to whole of its population. His Excellency Mahinda Rajapaksha believes that by investing in free healthcare, we can produce a healthy work force that can contribute positively towards the development of the country. As a major proportion of health expenditure is on drugs, the contents of this publication are extremely important.

The latest edition of this publication includes the revisions made to accommodate the changes due to the setting up of provincial councils and devolution of authorities to provincial health ministries and I hope that it will significantly contribute towards the better management of drugs in the institutions under the Ministry of Healthcare & Nutrition and Provincial council.

I would like to thank to the officials of my Ministry for their hand work in publishing this revised edition and especially wish to appreciate the efforts of the Director of the Medical Supplies Division and the Director of the Medical Technology &Supplies.

Hon. Nimal Siripala de Silva  
Minister of Healthcare & Nutrition.

## **MESSAGE BY THE SECRETARY/ MINISTRY OF HEALTHCARE & NUTRITION**

I am pleased to release this message for the 3<sup>rd</sup> edition of the “Manual of Management of Drugs”.

Sri Lanka has based its healthcare system on the Primary Healthcare approach and one of the key areas in this approach is the supply of pharmaceuticals which take up a sizable portion of the health budget. In order to achieve the maximum benefit from this sizable investment, it is necessary to ensure proper management of drugs. Hence this publication is very important in this context.

The first 2 editions of this book have been widely used by healthcare professionals and administrators not only from Sri Lanka but from numerous regions in the world. I anticipate that this edition too, which has taken into account the numerous changes that have taken place especially with the devolution of management of Health Services to the provinces will be well received.

I also wish to thank all the officials from the Ministry of Healthcare & Nutrition especially the Director of the Medical Supplies Division and the Director of the Medical Technology & Supplies for their valuable contribution in publishing this book.

Dr.H.A.P. Kahadaliyanage  
Secretary/Ministry of Healthcare & Nutrition

## **PREFACE**

It is with pleasure that I write this preface to the 3<sup>rd</sup> edition of the “Manual on Management of Drugs.”

This Manual, first published in May 1987 and revised in June 1993, was well received both nationally and internationally. It is widely known and used by those involved in the drug supply system in Sri Lanka.

Over the fifteen years the contents of the manual were discussed at various workshops and meetings and the views expressed noted. Far reaching changes also took place in the drug management system, with the setting up of the Regional MSD in provincial councils. There was thus a need for a revision of the manual, and this second revision is the result.

I am thankful to all those who were involved in revising this edition. Special mention must be made of Director, MSD and his staff, Director, MT & S and his staff, and all the contributors who actively participated and contributed much towards this revision.

It is my hope that this manual will contribute positively towards the ready availability and efficient management of essential drugs in the health care institutions in Sri Lanka.

Dr. U. A. Mendis  
Director General of Health Services  
Ministry of Healthcare & Nutrition

## **ACKNOWLEDGEMENT**

It is a great pleasure for me to have contributed to the 2<sup>nd</sup> Revision of the Manual on Management of Drugs. The manual is the standard reference for those who are involved in the management of pharmaceuticals at different institutions with different responsibilities in the public sector, for example health care institutions of different levels, MSD, RMSD, Offices of RDHS, SPC, etc.

The cost of pharmaceuticals to the Ministry of Health has been increasing over the years due to multiple reasons such as opening up of new units, expansion of health care delivery system, epidemiological transition from communicable disease to non communicable, and the invention of new drugs which are costlier. Though the budgetary allocation has been increasing every year, there is always a gap between the cost of estimated requirements and available funds. Therefore efficient management of available resources in the pharmaceutical supply chain by all stakeholders at each level is very important. In this context, the Manual on Management of Drugs would be of immense use.

In working to this end, I have been fortunate in having the assistance of a group of distinguish contributors. I am very grateful to the contributors who have endeavored to this manual as up to date and comprehensive as possible in spite of the heavy involvement in their routine work.

I owe a special word of thanks to Prof.R.L.Jayakody for his valuable suggestions and guidance in completing this manuscript.

The financial assistance of WHO towards this publication is acknowledged with thanks.

At last, but not least the encouragement support extended by Dr U.A. Mendis, DGHS is very much appreciated.

Dr. B.V.S.H. Beneragama  
Director Medical Supplies Division

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## ABBREVIATIONS

|          |   |
|----------|---|
| AD       | : Assistant Director                            |
| CP       | : Chief pharmacist                              |
| CDD      | : Cosmetics, Devices and Drugs                  |
| CDDA     | : Cosmetics, Devices and Drugs Authority        |
| D(F)     | : Director (Finance)                            |
| DC       | : Dental Clinic                                 |
| DCP      | : Director Campaign                             |
| DDG      | : Deputy Director General                       |
| DDS      | : Divisional Drug Store                         |
| DHC      | : Divisional Health Center                      |
| DHO      | : Divisional Health Officer                     |
| DP       | : Divisional Pharmacist                         |
| DRMP     | : Divisional Registered Medical Practitioner    |
| DTCO     | : District Tuberculosis Control Officer         |
| D/PHVS   | : Director/ Public Health Veterinary Service    |
| DD       | : Deputy Director                               |
| DDG (LS) | : Deputy Director General (Laboratory Services) |
| DESC     | : Drug Evaluation Sub Committee                 |
| DGHS     | : Director General of Health Services           |
| DHS      | : Department of Health Services                 |
| DRA      | : Drug Regulatory Authority                     |
| FR       | : Financial Regulations                         |
| GMP      | : Good Manufacturing Practices                  |
| HSCO     | : Head Stock Control Officer                    |
| ID       | : Infectious Diseases                           |
| IDD      | : In-Door Dispensary                            |
| MCH      | : Maternal and Child Health                     |
| MOH      | : Medical Officer of Health                     |
| MSD      | : Medical Supplies Division                     |
| MT & S   | : Medical Technology & Supplies                 |
| NDQAL    | : National Drug Quality Assurance Laboratory    |
| NORAD    | : Norwegian Agency for Development Co-operation |
| OIC      | : Officer in charge                             |
| ORS      | : Oral Rehydration Salts                        |
| OT       | : Operating Theater                             |

|      |  |
|------|--|
| ODD  | : Out-Door Dispensary                    |
| OPD  | : Out Patient Department                 |
| PDHS | : Provincial Director of Health Services |
| PPA  | : Programme planning Assistant           |
| RDHS | : Regional Director of Health Services   |
| RMSD | : Regional Medical Supplies Divisions    |
| SDHC | : Sub Divisional Health Services         |
| SMO  | : Senior Medical Officer                 |
| STV  | : Stock Transfer Voucher                 |
| SV   | : Stock Verification                     |
| SH   | : Secretary Health                       |
| SK   | : Store Keeper                           |
| SLSI | : Sri Lanka Standards Institute          |
| SPC  | : State Pharmaceuticals Corporation      |
| TAC  | : Technical Advisory Committee           |
| TB   | : Tuberculosis                           |
| WHO  | : World Health Organization              |

## CONTENTS

Message by the Hon. Minister of Healthcare & Nutrition

Message by the Secretary/ Ministry of Healthcare & Nutrition

Preface

Acknowledgement

Editorial Board and Contributors

List of Abbreviations

Content Page

Chapter 1 Introduction

Chapter 2 Policy Framework

Chapter 3 Organizational structure and functions of the state health sector drug management system

Chapter 4 Estimation of annual requirements of drugs

Chapter 5 Receipts, issues and stocks control

Chapter 6 Care in prescribing drugs

Chapter 7 Distribution and logistics

Chapter 8 Quality assurance of drugs

|            |   |
|------------|---|
| Chapter 9  | Storage of drugs  |
| Chapter 10 | Monitoring of consumption of drugs                      |
| Chapter 11 | Disposal of expired/spoilt drugs and minimizing wastage |

## **ANNEXURES**

|      |  |
|------|--|
| I    | The main functions of the Office of Director MT & S  |
| II   | The main functions of MSD  |
| III  | Lead Time, Re-Order Level (ROL), Economic Order Quantity (EOQ), Safety Stock Level (SSL)   |
| IV   | Monthly Return and Request for Vaccine /Serum,<br>Monthly return for vaccine consumption,<br>Guidelines for the procedure to be followed in a case of death due to human rabies and disposal of the body<br>Amendments to the General Circular No.01-12002,<br>Prevention of rabies by anti rabies post exposure therapy (PET),<br>Monthly return of vaccine consumption |
| V    | Re-distribution of Short Dated/ Non moving surplus stocks,<br>Re-distribution of Short Dated/ Non moving Surplus stocks  |
| VI   | Organizational structure of Office of MT & S   |
| VII  | Organizational structure of NDQAL  |
| VIII | Quality assurance of drugs at peripheral units, district hospitals, base and provincial hospitals  |
| IX   | Part XI – CDD Regulations: Procedure for taking samples for test, examination, analysis or clinical trials   |

- X Form for Drug sample for quality testing (complaint / surveillance)
- XI Recall procedure for quality failed pharmaceuticals as approved by the Technical Advisory Committee
- XII Medical Supplies Division - cold chain record
- XIII Lot card
- XIV ABC Analysis
- XV VEN Analysis
- XVI Report of adverse reactions to medicines, vaccines, devices, traditional remedies and cosmetics
- XVII Quality assurance of vaccines
- XVIII Return of quality failed medical supplies to MSD (Circular No.WMS-02/66/2007)
- XIX Specimen of quarterly return on disposal of medical supplies

### **LIST OF TABLES**

Table 1: The amounts spent on pharmaceuticals for different provinces/special institutions

Table 2: Model chart of quantity available

Table 3: Quarterly return of availability of stocks

Table 4: Schedule to supply items to institute

Table 5: Format for local purchase report to D/MSD

Table 6: Indenting format

Table 7: Minimum amount of dosage units required (sample size) for issuing a complete report

Table 8: Monitoring of Drugs.

Table 9: Periodic disposal of all medical supplies by the institutions

Table 10: Write off authorities

## **LIST OF FIGURES**

Figure1: The expenditure on drugs in Sri Lanka (2000-2007)

Figure 2: Management cycle of pharmaceuticals

Figure 3: Organization chart of drug management