

Mycetoma Medication Management Standard Operating Procedures



These Standard Operating Procedures were prepared, reviewed and approved by

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Mycetoma Medication Management Standard Operating Procedures

These Standard Operating Procedures (SOPs) aim to standardise and streamline the processes involved in mycetoma medication management, promoting consistency, accuracy, and patient safety in pharmacy practice.

Regular review and updates to these procedures are essential to ensure their effectiveness and compliance with evolving regulations and best practices.

1. Prescription Processing

Receiving Prescriptions

- All prescriptions for mycetoma medication must be received either in person, electronically or through fax.
- Verify the completeness and accuracy of the prescription, ensuring it contains the patient's name, medication name, strength, dosage form, quantity, directions for use, and prescriber information.
- Ensure that the prescription complies with legal and regulatory requirements.

Reviewing Prescriptions

- Pharmacists must review each prescription for potential drug interactions, allergies, contraindications, dosage appropriateness, and therapeutic duplications.
- Contact the prescriber if clarification or additional information is required.
- Document all interactions and interventions in the patient's record.

Entering Prescriptions

- Accurately enter prescription information into the pharmacy system, including patient demographics, medication details, and any special instructions.
- Double-check the entered information for accuracy before proceeding.

Verification and Approval

- A licensed pharmacist must review and verify all prescription orders before dispensing.
- Verify the accuracy of prescription details, dosage calculations, and appropriateness of therapy.
- Sign off on the prescription once verified.

2. Dispensing

Medication Selection

- Select mycetoma medications from stock, ensuring proper storage conditions and expiration dates.
- Verify the medication against the prescription to ensure accuracy.

Labeling and Packaging

- Affix a clear and legible label to each medication container, including the patient's name, medication name, strength, dosage instructions, and any auxiliary labels (e.g., warnings, storage instructions).
- Package the medication securely to prevent contamination or damage.

Counting and Measuring

- Accurately count or measure the prescribed quantity of medication.
- Utilise appropriate measuring devices and techniques to ensure precision.

Final Verification

- Pharmacists must perform a final verification of the dispensed medication against the prescription.
- Confirm the correct patient name, medication, strength, dosage form, and quantity.

3. Medication Counseling

Patient Consultation

- Offer counseling to every patient receiving mycetoma medication, with extra importance given to those with chronic diseases and on multiple medications.
- Explain the purpose of the medication, proper usage instructions, potential side effects, and any necessary precautions.
- Encourage patients to ask questions and address any concerns they may have.

Documentation

- Document all medication counseling sessions in the patient's record, including the topics discussed and any recommendations made.
- Record the patient's understanding and acceptance of the counseling provided.

Follow-up

- Schedule follow-up appointments or consultations to monitor the patient's response to therapy and address any issues or concerns.
- Provide ongoing support and education to promote adherence to the medication regimen.

4. Quality Assurance

Regular Audits

- Conduct periodic audits of prescription processing, dispensing, and counseling procedures to ensure compliance with SOPs.
- Identify areas for improvement and implement corrective actions as needed.

Continuing Education

- Provide ongoing training and education to pharmacy staff on mycetoma medications, including updates on new drugs, guidelines, and best practices.
- Ensure staff competency in prescription processing, dispensing, and medication counseling.

Reporting and Investigation

- Establish a process for reporting and investigating medication errors or incidents related to mycetoma medication management.
- Document all reported incidents, conduct root cause analysis and implement preventive measures to mitigate future occurrences.

5. Documentation and Record-Keeping

Patient Records

- Maintain accurate and up-to-date records for each patient receiving mycetoma medication, including prescription details, counseling sessions, and any relevant communications.
- Ensure confidentiality and security of patient information in accordance with legal and ethical standards.

Medication Inventory

- Keep detailed records of mycetoma medication inventory, including stock levels, expiration dates, and dispensing activity.
- Monitor inventory levels regularly and replenish supplies as needed to avoid shortages or expired medications.

6. Emergency Procedures

Adverse Reactions

- Train pharmacy staff to recognise and manage potential adverse reactions or emergencies related to mycetoma medications.
- Provide clear protocols for responding to adverse events, including when to seek medical assistance.

Medication Recalls

- Establish procedures for promptly identifying and removing recalled mycetoma medications from inventory.

- Notify affected patients and healthcare providers as necessary and follow regulatory requirements for reporting recalls.



Storage and Handling of Mycetoma Medications Standard Operating Procedures



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Storage and Handling of Mycetoma Medications

Standard Operating Procedures

These SOPs provide guidelines for maintaining proper storage and handling of mycetoma medications to preserve their safety, efficacy, and integrity. Regular training, monitoring, and adherence to manufacturer guidelines are essential to ensure compliance and minimise the risk of medication errors or compromised medication quality.

1. Storage Environment

Temperature Control

- Maintain storage areas for mycetoma treatment medications within the temperature range specified by the manufacturer.
- Regularly monitor and record storage temperatures using calibrated thermometers.
- Ensure that storage areas are not exposed to extreme heat or cold, and prevent direct sunlight exposure.

Humidity Control

- Maintain humidity levels within acceptable ranges to prevent moisture damage to medications.
- Utilise dehumidifiers or humidity monitors as necessary to control humidity levels.

Ventilation

- Ensure adequate ventilation in storage areas to prevent the buildup of stagnant air, which can affect medication stability.
- Avoid storing medications in areas prone to drafts or airflow disruptions.

Light Protection

- Store mycetoma medications in light-resistant containers or in areas protected from direct sunlight to prevent degradation caused by light exposure.
- Use opaque storage containers or cabinets when necessary to minimise light exposure.

2. Storage Organization

Proper Shelving and Stacking

- Store medications on sturdy shelves or cabinets, ensuring they are not overcrowded to allow for proper air circulation.
- Avoid stacking medications too high to prevent crushing or damage to containers.

Segregation of Medications

- Store medications separately from other medications to prevent cross-contamination and ensure proper identification.
- Clearly label shelves or storage areas dedicated to mycetoma medications.

First-In, First-Out (FIFO) System

- Implement a FIFO system for medication inventory management to ensure older medications are used before newer ones.
- Regularly rotate stock to prevent expired medications from remaining in storage.

3. Handling Procedures

Proper Handling Techniques

- Train pharmacy staff on proper handling techniques to minimise the risk of contamination or damage to medications.
- Use clean and dry hands or gloves when handling medications to prevent contamination.

Avoidance of Contamination

- Keep medication containers tightly closed when not in use to prevent exposure to air, moisture, or contaminants.
- Avoid touching medication surfaces with fingers or other unclean surfaces.

Protection During Transport

- Use appropriate packaging materials and containers to protect medications during transport within the pharmacy or when transferring to other locations.
- Handle medications with care to prevent breakage or damage during transit.

4. Manufacturer Guidelines

Adherence to Manufacturer Instructions

- Follow manufacturer guidelines for storage conditions, handling instructions, and expiration dates for each mycetoma medication.
- Refer to package inserts or manufacturer information for specific storage requirements and stability data.

Storage of Refrigerated Medications

- Store refrigerated medications at the recommended temperature range and ensure proper storage in refrigerators designated for pharmaceuticals.
- Monitor refrigerator temperatures regularly and document temperature logs.

5. Documentation and Monitoring

Temperature Logs

- Maintain detailed temperature logs for all storage areas housing mycetoma medications, including refrigerators, freezers, and ambient storage areas.
- Document temperature readings at regular intervals and address any deviations from the recommended range promptly.

Expiration Dating

- Regularly inspect medication stock for expiration dates and remove expired medications from inventory promptly.
- Document expiration dates and disposal procedures in accordance with regulatory requirements.

6. Emergency Procedures

Temperature Excursions

- Establish procedures for responding to temperature excursions or equipment failures that may compromise medication storage conditions.
- Implement corrective actions to mitigate risks and ensure medication integrity.



Procurement and Disposal of Expired Mycetoma Medications Standard Operating Procedures



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Procurement and Disposal of Expired Mycetoma Medications

Standard Operating Procedures

Effective procurement and disposal procedures for Mycetoma medications are essential to ensure the availability of quality-assured medications for patient care while minimising risks associated with expired or unusable stock. Adherence to these standard operating procedures promotes patient safety, regulatory compliance, and efficient inventory management practices.

This document outlines the procedures for the procurement and disposal of expired Mycetoma treatment medications to maintain quality and safety standards.

1. Procurement Process

Identification of Need

- The need for Mycetoma medications is determined based on patient demand, inventory levels, and treatment protocols.

Supplier Selection

- Suppliers of Mycetoma treatment medications are selected based on factors such as product quality, reliability, cost-effectiveness, and adherence to regulatory standards.

Order Placement

- Orders for Mycetoma medications are placed with selected suppliers through approved procurement channels.

Receipt and Inspection

- Upon receipt, medications are inspected for quantity, quality, expiration dates, and any visible signs of damage or tampering.

Storage

- Medications are stored in designated areas with controlled temperature and humidity conditions to maintain their stability and efficacy.

2. Inventory Management

Stock Rotation

- Medications are stored on a first-in, first-out (FIFO) basis to ensure that older stock is used before newer stock.

Monitoring Expiration Dates

- Regular inventory checks are conducted to monitor expiration dates, and medications nearing expiry are flagged for timely use or disposal.

Record Keeping

- Accurate records of inventory levels, expiration dates, and usage are maintained to facilitate effective inventory management and procurement planning.

Disposal of Expired Medications

Identification

- Expired Mycetoma treatment medications are identified through regular inventory checks or upon reaching their expiration dates.

Segregation

- Expired medications are segregated from usable stock to prevent accidental dispensing or use.

Documentation

- Details of expired medications, including quantity, expiration dates, and batch numbers, are documented for record-keeping and regulatory compliance purposes.

3. Disposal Method

- Expired medications are disposed of in accordance with applicable regulations and guidelines, which may include incineration, disposal through authorised waste management services, or other approved methods.

Environmental Considerations

- Disposal methods prioritise environmental safety and compliance with local regulations to minimise any potential impact on the environment.

Training and Compliance

Staff Training

- Personnel involved in the procurement, storage, and disposal of Mycetoma medications receive training on relevant procedures, safety protocols, and regulatory requirements.

Compliance Monitoring

- Compliance with standard operating procedures and regulatory guidelines is regularly monitored through audits, inspections, and quality assurance measures.

Continuous Improvement

- Feedback and lessons learned from procurement and disposal processes are used to continuously improve procedures and enhance compliance with quality and safety standards.

