Issue/Dispatch

Issue of drugs – In case of routine quarterly supplies or Supplies against Additional Drug Requests (ADRs)

      I.   Dispatch on Drug Request

      II.   Dispatch Without Drug Request

- **Process Overview (Dispatch on Drug Request)**

This process is used to record drugs issued or dispatched to State Drug store, district drug store, Tu and PHI Stores against the request generated through Nikshay Aushadhi.

Path: Services-> Issue Dispatch -> Dispatch on Drug Request

Dispatch on Drug Request Desk

Glimpse Diagrammatic Flow of Issue/Dispatch Process

Store may issue drugs to multiple sources including:

DDS

SDS(s) of same State or of other State

N-DRTB

(SDSs)

PHIs

Dispatch by Stores

TUs

Issue to Patient

PHI

DDSs

TU

Other DDS(s)

DRTB
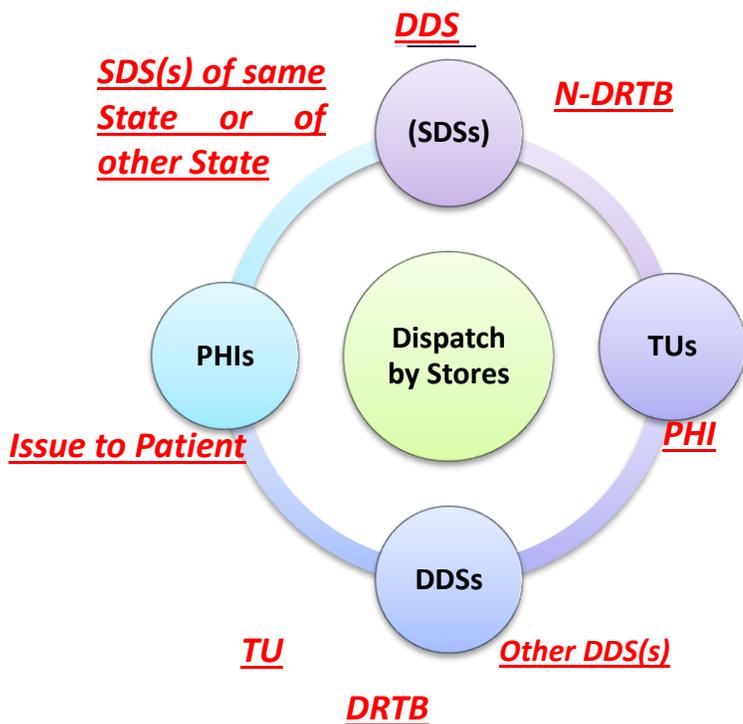
> Dispatch of drugs shall be determined by the STO/DTO or officer in-charge (authorized by the STO/DTO for the purpose), on the basis of analysis of QRPML, ADRs and Expiry analysis.

> Transfers to SDSs in other states, if any, shall be made on the basis of instructions from CTD.

> Implementing DDSs shall be linked to the most convenient SDS (in terms of proximity and transportation arrangements), in the case of TU/ PHI, shall be linked to the most convenient DDS / TU respectively.

> **SDS-** *State Drug Stores*
> **DDS** *–District Drug Store*
> **STO** *–State TB Officer*
> **N/ DRTB – Nodal / Drug resistant TB centre*

> **QRPML-** *Quarterly Report on Programme Management & Logistics*
> **ADRs** *–Additional Drug Request*

Procedures to be followed by Pharmacist to dispatch drugs to DDS /SDS within State / SDS of other State; have been recommended below:-

Routine Quarterly Supplies

- Quarterly replenishment of drug stocks with districts shall be based on the QRPMLs
- Information provided in the QRPML, shall be analysed by the pharmacist to help determine the drug requirement of districts for the next quarter.
- Release of quarterly supplies to DDSs based on analysis, followed by the approval of the concerned officer-in-charge

Supplies against Additional Drug Requests (ADRs)

- Sometimes, the quarterly supply of drugs is insufficient to meet the needs of the district and additional drugs are required in advance of the next quarterly shipment.
- In such cases, the concerned DTC/TU/PHI is required to prepare and submit an ADRs to the SDS/DDS/TU, providing details in support of the supplementary requirement.
- The ADR shall be carefully reviewed and validated by the concerned officer-in-charge, prior to approval.

Transfer to other SDSs /DDSs in the same State

- The quarterly review cycle by concerned officer-in- may suggest benefit from the transfer of temporarily excess drugs stocks available at any one SDS /DDS to the other(s), within the same state.
- Transfer as above shall be done through the means of DTA, generated by the STO.

Transfers to SDSs in other States

- The quarterly review of state level QRPMLs carried out by CTD may suggest benefit from the transfer of drugs across SDS in different states to adjust stock imbalances and/or to ensure the timely utilization of close to expiry drugs.
- Transfer as above shall be done through the means of DTA generated by CTD.

The Storekeeper shall perform the following activities for releasing drugs to sub-stores

Analysis of Reports - Stock Avaialbility, Requirement	→ Prepare three copies of the Issue Vouchers (IV)	→ Identify and segregate drugs to be issued,ensuring strict application of FEFO principles

Update Nikshay Aushadhi for issues made	← Update the Bin Card & the Stock Register	← Hand-over drugs to transporter, along with first and second copies of IV

Obtain Consignor's copy of Lorry Receipt and acknowledgement from transporter on on 3rd copy of IV	→ Retain the the same for store records	→ Receive back and file the second copy of SIV (consignee copy), duly acknowledged by the concerned DTC.

Figure 1 Detailed Step

NOTE: *While Storekeeper shall strictly follow FEFO principles, it is also expected of him to exercise due prudence in case of short expiry drugs. The distribution should be on a rational basis keeping in view the utilization pattern of each district with instructions to ensure timely consumption of such close to expiry drugs).* Same steps to be followed by sub-stores: DDSs & TUs

Steps to be follow:

1. In Store Name combo Store Name must be mapped with the application.

2. According to the Status: Issue Pending, Ack-Pending and Processed the filter can be applied as seen in the below arrow pointed image:
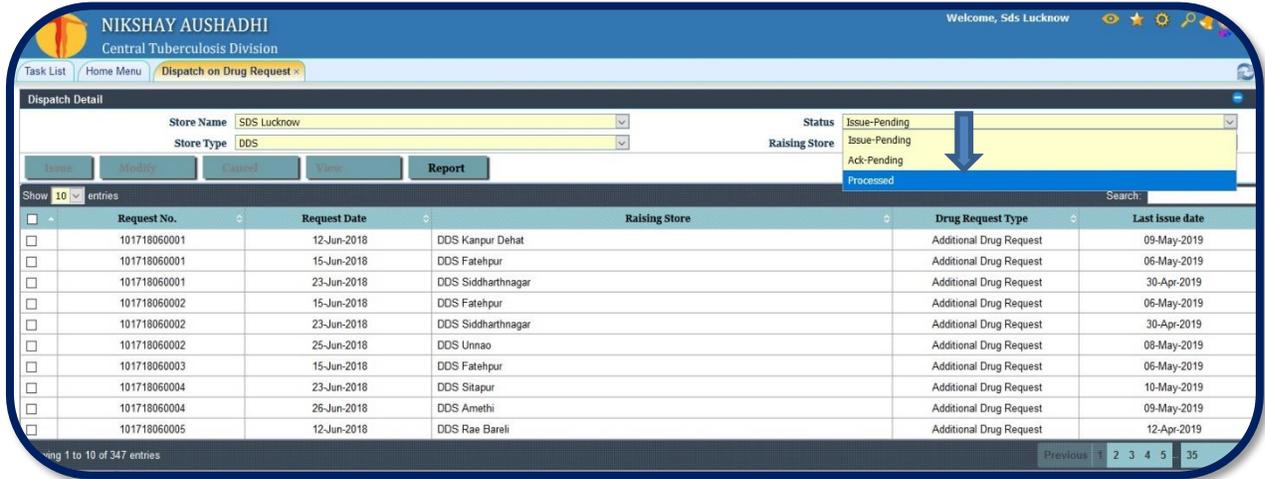
Status: Different Options for Data selection on Screen

3. According to the Store Type : All, DDS, DRTBC the filter can be applied as seen in the below image :
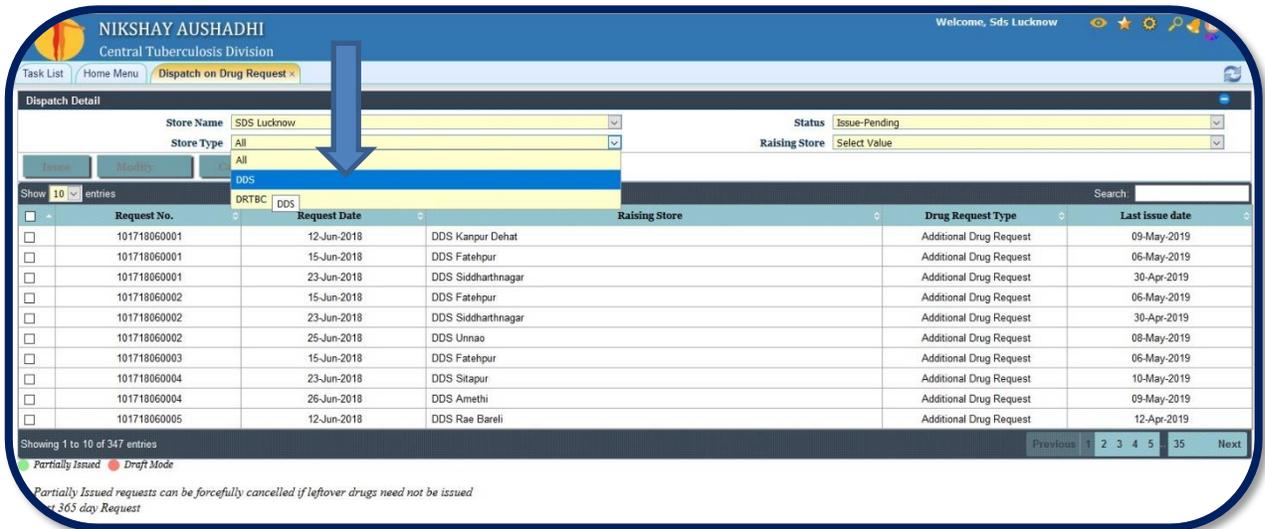
Store Type Status: Different Options for Data selection on Screen

4. According to the Raising Store: All or all district names given to the user for data selection.
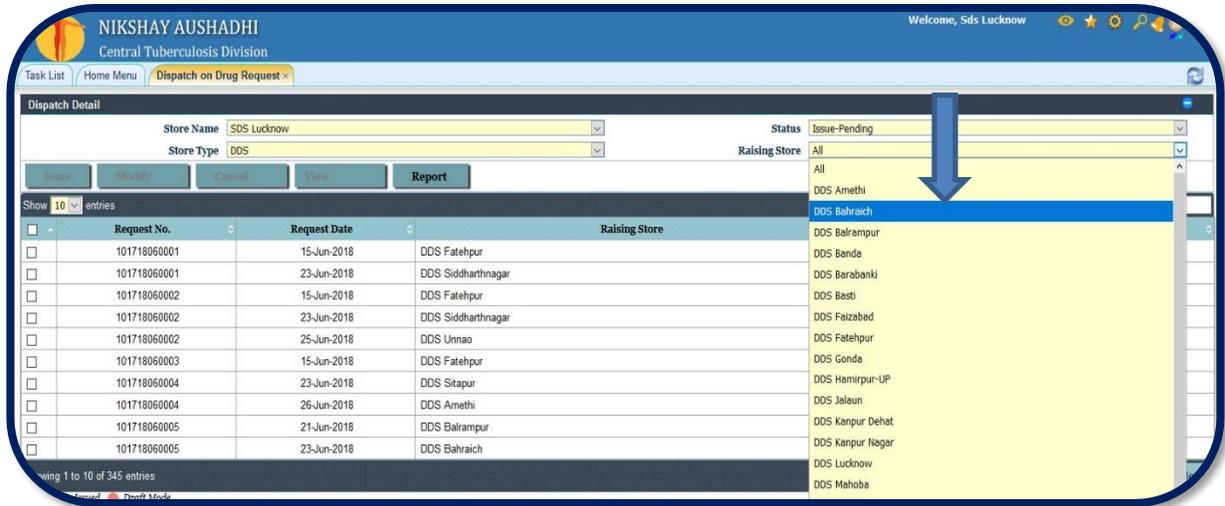
__Raising Store Status: Different Options for Data selection on Screen__

5. Select Request No. and click on Issue Button,
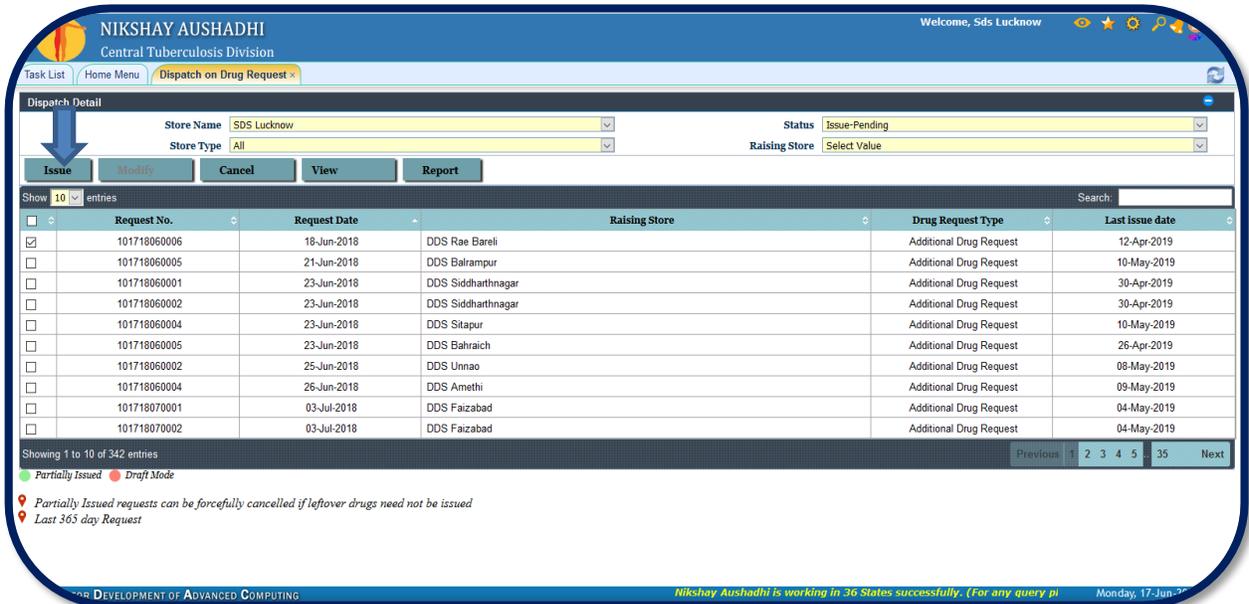
__Dispatch on Drug Request__

6. Then, the below window shall be open and requisite information to be filled i.e. Issue

Quantity (as by selecting the quantity from multiple batches).

Dispatch Details Screen

7. Click on save button for final issuing the drugs to respective store and issue voucher get generated in system.

Issue Voucher

8. To modify the details in dispatch desk,

   - Select the Status as "Ack-Pending" ,

   - Then select respective "request no. and

   - Press **"Modify"** button, after doing the necessary modification click on **"Save"** button.

9. Similarly, click on **"V"** button to view the existing data on the screen.

10. Click on the "**Final Save**" button after finalizing the demand. Once final saved the demand cannot be modified.

Process Overview (Dispatch without Drug Request)

This process is used to record drugs issued or dispatched to district drug store in Nikshay Aushadhi, without any request received from sub stores through Nikshay Aushadhi. **The pharmacist to follow following mentioned steps:-**

Path: Services-> Issue Dispatch -> Dispatch without Drug Request

Dispatch without Drug Request

Steps to be follow:

1. In Store Name combo Store Name must be mapped with the application.
2. In Store Type combo, User can be able to issue the drugs to their respective sub-stores as well as their mapped DRTBC Stores in system.

Store Type Status: Different Options for Data selection on Screen

3. DRTBC stores would be mapped in SDS and DDS Level as to get the drugs i.e. *BEDAQUILNE* and *DELAMANID* through them only.

Drug Request Generating Store Status: Different Options for Data selection on Screen

4. The requisite information to be filled in the screen and click on SAVE button to generate the issue voucher.

Issue Voucher