

Frequently Asked Questions (FAQs) on Procurement & Supply Chain Management under RNTCP

Qn: What are the guiding principles in drug logistics?

Ans: The guiding principles in drug logistics are as follows:

- a) Uninterrupted supply of drugs (component of DOTS strategy)
- b) FEFO (First-Expiry-First-Out) principle to be followed for issue of drugs & consumables
- c) Quality Assurance of drugs till consumption by patients
- d) Expiry of drugs to be avoided
- e) Anti-TB drugs to be made available free of charge to patients

Qn: What guidelines have been proposed under RNTCP for proper storage of health commodities?

Ans: The guidelines for proper storage commodities are as follows:

- a) Clean and disinfect storeroom regularly.
- b) Store supplies in a dry, well-lit, and well-ventilated storeroom, out of direct sunlight.
- c) Secure the storeroom from water penetration.
- d) Ensure that fire safety equipment is available and accessible, and that personnel are trained to use it.
- e) Stack cartons off the floor, away from the walls and not all one over the other
- f) Store medical supplies separately, away from insecticides, chemicals, old files, office supplies, and other materials.
- g) The identification label, expiry date & manufacturing date of the Category PWB/ Pouches /Loose drugs etc should be marked with a bold marker pen on the visible side of the carton
- h) Store supplies in a manner accessible for FEFO, counting, and general management.
- i) Separate and dispose off damaged or expired products without delay as soon as approval of the same has been received.

Qn: What are the good practices for stacking of RNTCP drugs in the drug stores?

Ans: As per Standard Operating Procedures (SOP) Manual for drug stores, stacking of drugs should be done as follows:

- a) Ensure that different drug items are clearly segregated and stacked on separate racks within the store
- b) Within each drug item, ensure that separate 'lots' of drugs with separate dates of manufacture and expiry are clearly segregated and stored together
- c) Separate 'lots' of drugs with different dates of manufacture and expiry are stored so as to facilitate First Expiry First Out (FEFO) issue viz. drug 'lots' with the most recent expiry are issued first
- d) Mark 'Expiry Dates' in Bold Letters 3" to 4" in size, on the drug cartons with a Marker Pen, for the easy identification and control of drugs, immediately on their arrival.

Recording of Drug stocks

Qn: How are drug stocks to be recorded? Has RNTCP prescribed a format for Stock register?

Ans: A format for stock Register has been prescribed under RNTCP which is to be used at all the SDS, DTC and the TU drug store. The format along with explanation of all columns has been provided in the Training Manual for drug stores, which is available in a downloadable form on the tbcindia website.

Reporting

Qn : What is the importance of PHI Reporting?

Ans: Timely and accurate PHI Reporting is very important as the actual data of patients initiated on treatment shall be available from this report only. For the PHI Reporting (Medication Part), details shall be available from the PHI stock register only.

Qn: Is information for QRPML on 'Patients Started on Treatment' not available from the TB Register kept at the TU?

Ans: No. The TB Register provides information of patients Registered and not patients put on treatment. These are two different aspects as registration can happen within one month of the start of treatment. For the purpose of the logistics reporting in the QRPML, only patients started on treatment is to be taken, which shall be available only after consolidation of all PHI reports. Hence, Patients started on Treatment during a quarter need not tally with Patients registered during the same period

Qn: How are quarterly reports for the TU and DTC level to be prepared? What is a WRDR?

Ans: The TU & DTC quarterly reports are to be prepared on the basis of the Worksheet for Reporting Drug Requirement ie WRDR-TU and WRDR-DTC respectively. These are worksheets which shall help in consolidating data for the TU and the DTC. For WRDR Formats, pls refer to SOP Manual for SDS & DTC drug stores, which are available on the tbcindia website in a downloadable form under 'Downloads'

Qn: When should an Indent be raised for replenishment of drug stocks?

Ans: No Indent is required to be raised for replenishment of drug stocks. Issue of drugs to lower levels is done based on the quarter reports and the stocking norms applicable for each level.

Qn: What are the Stocking Norms in RNTCP?

Ans: The stocking norms defined for different levels are as follows:

Level	Stock for utilization	Reserve stock	Drug requirements
PHI	1 month	1 month	(Monthly consumption x 2) – (existing stock in PHI at end of the month)
TU drug store	0 months	2 months	(Quarterly consumption / 3) x 4 – (existing stock in TU including PHI drug stores at end of the quarter)
DTC drugstore	0 month	3 months	(Quarterly consumption / 3) x 7 – (existing stock in DTC drug store including TU & PHI drug stores at end of the quarter)
SDS	0 months	3 months	(Quarterly consumption / 3) x 10 – (existing stock in SDS including stocks at all districts at end of the quarter)

Qn: In case of any shortages of drugs, can TU/DTC/SDS send their request to the higher lever? How?

Ans: Yes. When the supply of drugs to TU/DTC/SDS is insufficient to meet the needs and additional drugs are required in advance to the next quarter supply. In such cases the concerned TU/DTC/SDS is required to prepare and submit an Additional Drug Request (ADR) to the higher level. For an ADR Format, pls refer to SOP Manual for SDS & DTC drug stores, which are available on the tbcindia website in a downloadable form under 'Downloads'

Short-Expiry and Expired Drugs:

Qn: Till which day can loose drugs be used for administration to patients?

Ans: Loose drugs can be used till the last day of its expiry ie. if DOE of the loose drug is June-2012, the drug can be used till 30th June, 2012.

Qn: What is a short expiry Patient Wise Box (PWB) at the SDS, DTC, TU and PHI level?

Ans: Short expiry depends on two main factors, duration of the treatment and the time taken to move to the next lower level ie from SDS to DTC and downwards.

At PHI Level: A PC-1 PWB with shelf-life less than 9 months and a PC-2 PWB with shelf-life less than 11 months.

At TU level: A PC-1 PWB with shelf-life less than 10 months and a PC-2 PWB with shelf-life less than 12 months

At DTC level: A PC-1 PWB with shelf-life less than 12 months and a PC-2 PWB with shelf-life less than 14 months

Qn: When do we call a PWB as expired and what steps need to be followed in such a case?

Ans: A PC-1 PWB of DOE June-12 is said to have expired (as a PWB) if no patient has been started on treatment on the same by 1st January, 2012. However, as the loose drugs in the PWB have not expired, the same may be utilized as loose drugs till their respective date of expiry. No reconstitution should be done with loose drugs / blisters having shelf-life less that the treatment period for risk of patient being administered expired stocks.

Qn: What steps are required to be taken when any drug expires? How are expired stocks to be recorded and reported in the quarterly report?

Ans: The following steps are required to be taken at the time of expiry of drugs.

a) All expired drugs should be packed in a carton and sealed. The carton should be labeled as 'Expired Stock' and kept in a separate corner in the drug store and away from the good stocks.

b) The expired stock should be immediately deducted and recorded as 'Transferred out' to a separate ledger folio 'Expired stock' in the stock register with remarks as 'expired stock transferred'. Details of all such expired stock at the district level should be sent to the STO at the end of each financial year. The district to ensure that all expired stocks at the TUs & PHIs are kept at the district stores only.

c) The district to report expired stocks under 'Trfd out' column and mention its detail in the quarterly report under 'Is there any expired drugs' at the end of the reporting table. It should also be ensured that the closing stock indicates only quantity of good and usable stocks.

d) The information collected from all the districts is to be consolidated at the State level and only this information sent to CTD at the end of each financial year for necessary action.

Qn: What are the guidelines for disposal of expired stock at the district level?

Ans: After receipt of write-off approval from the State, expired stock can be disposed off as per the Bio Safety Waste Management Rules of GOI (Web link <http://www.tbcindia.org/pdfs/RNTCP%20II%20Env%20plan%2010%20May%202005.pdf>)

Qn: What action is required to be taken in case of short expiry drugs at TU and which cannot be used within their shelf-life?

Ans: In case of short-expiry drugs at the TU, the same should be returned back to the DTC for reconstitution at the earliest. The stock required to be sent back to the DTC should be entered as Issued with remarks "Issued for Reconstitution to DTC" in the stock register at the TU. The same should be subtracted from the 'stock received' from the DTC during the quarter and only the net received should be reported in the TU quarter report.

Qn: Is Physical verification mandatory to be do at all drug stores?

Ans: Yes, a physical verification of drug stores is to be conducted regularly at end of each month on the Physical Verification sheet (PVS), to be filled up by the store-keeper. Additionally, surprise checks can also be carried out by the STO/DTO/Medical Officer etc whenever possible.