



GOVERNMENT OF KERALA

**Abstract**

Health & Family Welfare Department - Establishment - Duties and Responsibilities of Pharmacists in Family Health Centres (FHCs) - Orders Issued.

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**HEALTH & FAMILY WELFARE (H) DEPARTMENT**

**G.O.(Ms)No.168/2018/H&FWD** Dated,Thiruvananthapuram, 18/08/2018

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- Read 1 Lr.No.E.E4/24500/2018/DHS dated 18/04/2018 from the Director of Health Services, Thiruvananthapuram.
- 2 Lr.No.ADMIN-3-81/2017/SHSRC dated 27/04/2018 from the Executive Director, State Health Systems Resource Centre-Kerala(SHSRC-Kerala).

**ORDER**

The State of Kerala has achieved better health indicators when compared to other States of India. In recent time our health system is facing a new set of challenges due to the epidemiological and demographic transition undergone by the state. Primary Health Centres which are being transformed as Family Health Centres (FHC) as per Aardram mission is the best platform to converge various dimensions of primary health care provisions viz. preventive, promotive, curative, rehabilitative and palliative.

In this changing health scenario, the Director of Health Services & Executive Director, State Health Systems Resource Centre-Kerala (SHSRC-Kerala) in their letters read above requested to review the roles and responsibilities of all the health care service providers including Pharmacist.

Government after examining the various aspects, are pleased to assign the Duties and Responsibilities of Pharmacists working in Family Health Centres (FHCs) as mentioned below:

**I.Administrative and General Responsibility**

1. The Pharmacist is in charge and custodian of the store and pharmacy of the FHC
2. She/he should perform the duties as a member of indent committee, local purchase committee, condemnation committee, auction committee, hospital management committee, infection control committee, quality assurance committee, Local Self Government (LSG) project committee etc.
3. She/he should assist the Medical Officer in preparation and implementation of LSG projects related to procurement, storage and distribution of medicines including purchase under Ward Health Nutrition and Sanitation Committee.
4. She/he is responsible to get Non Availability Certificate (NAC) from the concerned authorities during local purchase of medicines/consumables/equipment.

5. She/he shall render technical support to the medical officer for procurement, storage and distribution of medicine/consumables/equipment.
6. She/he is responsible for updation of Drug Distribution & Management System (DDMS) and other related portals of National/State health programs.
7. It is the responsibility of the Pharmacist to conduct physical store verification of FHC and Sub centre and submit the report to the district Store Verification Officer through the Medical Officer in charge every year during the months of September and March.
8. She/he is responsible for maintenance of all registers and records as per existing guidelines and directions.
9. She/he is responsible for uninterrupted supply of medicines and consumables in the institution.
10. She/he is responsible for taking necessary action for banned/ substandard medicines if reported from any level as per guidelines.
11. She/he is responsible for transferring slow moving/surplus medicines, idling equipments and consumables to other needy institutions as per guidelines.
12. She/he is responsible for preparing KFC form 21 for initiating and completing condemnation procedure regularly.
13. She/he is responsible for preparing proposal for infrastructure strengthening of store and pharmacy ensuring fire safety measures, electrical supply, lighting, storage temperature, humidity, ventilation etc as per statute and guidelines.
14. She/he is responsible for overall cleanliness of the store and pharmacy and upholding the people friendly policy of the FHC.

## **II.Clinical Responsibilities**

1. A Pharmacist is responsible for dispensing medicines as per the prescription by Medical Officers. While dispensing, the pharmacist should ensure the following.
  - a) Validity of prescription.
  - b) Identification of the patient.
  - c) Number of medicines, drug dosage, interactions/compatibility.
2. She/he is bound to counsel the patient on drug dosage, how and when to take the medicines, side effects of each medicine, how to store the medicines at home, reporting of any allergic reactions, drug compliance, follow up etc.
3. While dispensing, the medicine cover should bear the details of the patient (name&age), name of medicine, strength and directions to use with dated signature of the Pharmacist.
4. Special attention should be given while dispensing medicines to antenatals, children, elderly and bystanders (if patient is not present).
5. She/he is bound to address the queries and concerns of the patient with empathy.
6. She/he is bound to keep an account of medicines given to each patient from the dispensary.

## **III.Legal Responsibilities**

The Pharmacist is responsible for the enactment of the Drugs and Cosmetics Act and Rules, Pharmacy Act and Pharmacy Council Rules and for obeying the guidelines and directions of Schedule X, narcotic and habit forming drugs.

## **IV.Public Health Responsibilities**

1. Pharmacist has an important role in effective implementation of National/State/Districts/Block/ Grama panchayath health programmes as a team member of the FHC.

2. She/ he is responsible for arranging the required quantity of medicines/vaccines and consumables for conducting medical camps in sub centre, field and other institutions as directed by the higher authorities.
3. She/he should timely update stock for disaster management as per guidelines.

**V.Duty time and Emergency Services**

1. The working hours of a Pharmacist in an FHC is scheduled as follows

9AM- 5 PM if only one Pharmacist is available.

And if two Pharmacists are available the working hours will be

9 AM – 5 PM

10 AM – 6 PM in rotation.

If more than one Pharmacist is present and the senior person will have the charge of store too.

**VI.Meetings and Conference**

1. Should attend district level monthly review conferences and meetings and conferences related to health sector conducted at the levels of FHCs and LSGIs or any other levels as and when required or instructed.
2. Should attend various training programmes as directed by the authorities.

VII. Pharmacist should carry out responsibilities other than identified specific domains during public health emergencies like natural calamities, epidemics and campaigns.

VIII. Any other technical duties in connection with the above duties and responsibilities as and when directed by the Medical officer or higher authorities.

(By order of the Governor)  
**RAJEEV SADANANDAN**  
**ADDITIONAL CHIEF SECRETARY**

To:

The Director of Health Services, Thiruvananthapuram.  
All District Medical Officers (*through DHS*)

The Executive Director, State Health Systems Resource Centre-Kerala(SHSRC-Kerala).  
The Principal Accountant General(A&E)/(Audit), Kerala, Thiruvananthapuram.  
The Information Officer, Web & New Media Division, Information & Public Relations  
Department, Government Secretariat, Thiruvananthapuram (For Publishing in the Kerala  
Government Website).  
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