



SAIDEEP HOSPITAL

Doc No.

SHRPL/CTR/PT/01

Committee's TOR

Rev No.  
Rev Date

02  
01/01/2024


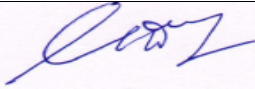


# Pharmaco-therapeutics Committee Terms of Reference

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SAIDEEP

HEALTHCARE & RESEARCH PVT. LTD.

Recommended By	Signature	Approved By	Signature
Dr.Hrishikesh kalgaonkar		Dr.S.S.Deepak	
Chief Medical Administrator		Chairman & Managing Director	



## Annual Documents adequacy & Change Requirements Review

Sr.No	TOR/Doc No	Documents Name	Issue No	Rev.No	Review Date	Change	Rev No	Revision Date	Reason for Change	Amendment
1	SHRPL/CTR/PT /1	Committee TOR	1	1	01-Jan-23	New member Added	2	02-Jan-24	New Staff	Member List Updated
<b>Original Date</b>			<b>Effective Date</b>			<b>Next date of revision</b>		<b>Issue NO</b>		
01-03-2019			02-01-2024			01-01-2025		1		
<b>Reviewed &amp; Prepared By</b>			<b>Recommended By</b>				<b>Approved By</b>			
Mrs.Shraddha suryavanshi			Dr.H.Kalgaonkar				Dr.S.S.Deepak			
Quality Co-ordinator			Chief Medical Administartor				Chairman & Managing Director			

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### Pharmaco - Therapeutics Committee

1. Objective:

The pharmaco-therapeutics committee is formulated to ensure the policies and procedures related pharmacy services. The committee is composed of multi-disciplinary team of staff nurses and physician leaders. The committee is responsible for establishing and overseeing the antibiotics policy and other pharmacy related policy.

2. Scope:

Applicable to all departments of the hospital.

3. Constitution of Committee

The convener shall have the authority to invite any non-member to attend the meeting if it is deemed fit in relation to any matter being/ or to be deliberated by the committee.

1	Pharmacy Head	Chairperson	Dr. Kailas Jhalani
2	Chief Administrator	Member	Dr. H. Kalgaokar
3	Quality Co-ordinator	Member	Ms. Shraddha Suryavanshi
4	General Medicine	Member	Dr. S S Deepak
5	Paediatrician	Member	Dr.AnilkumarKurhade
6	Cardiology	Member	Dr. Kiran Deepak
7	General Surgery	Member	Dr.ShyamsunderKekade
8	Neurology	Member	Dr. Rahul Dhoot
9	Neurosurgery	Member	Dr.BhushanKharche
10	Anaesthesiology	Member	Dr. Sangeeta Kulkarni
11	Obstetrics & Gynaecology	Member	Dr.Vaishali Kiran
12	Orthopaedics	Member	Dr. V. N. Deshpande
13	Medical Superintendent	Member	Dr. Sunil Darandale Dr.Vikas Labade
14	Purchase In-charge	Member	Mr. Sanjay Deshpande
15	Pharmacy In-charge	Convener	Mr. Deepak Kale
16	Nursing Superintendent ANS	Member	Mr. Santosh Sangale / Ms.Supriya Kamble

Recommended By	Signature	Approved By	Signature
Dr.Hrishikesh kalgaonkar		Dr.S.S.Deepak	
Chief Medical Administrator		Chairman & Managing Director	



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4. Quorum:

The minimum quorum for passing any resolution in the committee should be more than 50% of the members present with chairperson mandatory.

5. Frequency of meeting:

Members of the committee **meets once in three month and as and when required.**

6. Roles & Responsibilities:

Pharmaco Therapeutics committee should be responsible for:

- To formulate and implement the hospital formulary and update the same at regular interval
- To oversee the effective and efficient operation of the formulary system.
- To communicate the defined policies and procedures among the Doctors , Nurses and Pharmacist and other staff
- To define and establish a frame work for reporting of Adverse Drug Events.
- To insure the safe practice for prescribing, distribution, administration and the monitoring of medication.
- Planning of ATC (Annual Training Calendar)
- Insure that pharmacy services are complied with the applicable laws and regulations.
- Design and implement Narcotics drug and psychotropic substances in the hospital.

7. Common minimum agenda:


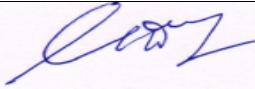
- Review previous meeting agenda
- Discussion on effectiveness of training.
- Discussion on Adverse Drug Events.
- Any other related issues
- Review on Pharmacy Audit.

8. Terms of office for appointment:

The committee will be appointed for the period of one year. The management of the hospital will have the right to reappoint all or any of the said members and appoint new members to fill any vacancy. Minutes of the meeting would be recorded by the convener and circulated to all representatives including Director & Quality Dept.

9. Records to be maintained and period of retention

- Minutes of the meeting and the related document
- Analysis of RCA, CAPA
- **The record shall be maintained for minimum three years**

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Chief Medical Administrator		Chairman & Managing Director	