

## **Process Documentation of Establishment of Red Cross Medicine Bank in the Capital Hospital Premises.**

### **(A) CONCEPT :**

Resolution of AGB of IRCS, State Branch has highlighted the need for assisting the poor patients with medicines by the District Branches, which has also been echoed in the address of His Excellency, The Governor of Orissa. His Excellency, has advised that the District Branches should maintain their reputation and position themselves as effective humanitarian organisations having the capacity to help society in welfare activities. Against the above backdrop, District Red Cross Society, Khordha has taken the pioneering initiative of opening a Medicine Bank in the Capital Hospital premises in collaboration with Utkal Chemist & Druggists' Association.

### **(B) PRELIMINARY ACTIVITIES :**

1. Three rounds of preliminary meetings was held by ADM, Bhubaneswar involving CMO, Capital Hospital, Store Medical Officer, Capital Hospital, BBO, Red Cross Blood Bank, Capital Hospital, Hospital Administrator, Capital Hospital and C&F Agents of major Pharmaceutical concerns to chalk out modalities & structure of the Red Cross Medicine Bank. In this connection Drugs Controller, Orissa was requested to furnish the list of Pharmaceutical distributors / C&F Agents operating in Bhubaneswar.
2. A final round of discussion was held under the Chairmanship of Collector, Khordha taking the feedbacks from the above rounds of discussion, involving members of Utkal Chemist & Druggists' Association, Coordinator, Hospital Welfare Committee, Honorary Secretary, IRCS, State Branch, Drugs Controller, Orissa, ADM, Bhubaneswar and the team from Capital Hospital, Bhubaneswar. Requirements for functioning of Red Cross Medicine Bank along with the category of persons who would be eligible to avail the benefits of the Medicine Bank was finalised therein.
3. Chief Medical Officer, Capital Hospital provided a space for functioning of Medicine Bank in an independent building located at a prominent place inside the campus. Required masonry works / electrical works etc. were done by the District Administration.. As far as furnitures are concerned, they were provided by CMO, Capital Hospital. The Refrigerator was provided by the District Red Cross Society.
4. The list of various categories and quantities of Medicines for functioning of Medicine Bank was finalised by CMO, Capital Hospital. General Secretary, Utkal Chemist & Druggists' Association offered to supply the required medicines free of cost to the Medicine Bank by the Association. The Association further made an arrangement with Pharmaceutical concerns who would provide medicines at AWD(Authorised Wholesale Dealer) rates to the Medicine Bank for provision of medicines at subsidised rates for certain category of Chronic patients. Expenditure in this regard would be incurred from District Red Cross Society funds.

P. T. O.

**(C) LEGAL REQUIREMENTS :**

1. As per the requirements of Rule-59(2) of Drugs and Cosmetics Rules, 1945, a Drug license is required to be obtained from the Licensing Authority to sell, stock, exhibit or offer for sale or distribute drugs. The Check list for obtaining the Drug license for Medicine Bank is detailed at Annexure-1.
2. A Pharmacist need to be appointed to man the Medicine Bank as per the requirements of the Drugs & Cosmetics Rules. A Pharmacist was engaged with a monthly honorarium of Rs.3,000/-. CMO, Capital Hospital was entrusted with the modalities of engaging the Pharmacist for the Medicine Bank.

**D) RULES AND REGULATIONS :**

A set of detailed Rules & Regulations regarding functioning of the Medicine Bank and the criteria of patients who would be availing the benefits of Medicine Bank was framed in consultation with all concerned. The Rules & Regulations that are framed for the functioning of Red Cross Medicine Bank in the Capital Hospital premises are detailed at Annexure-2.

**E) CONTACT NUMBERS :**

For further clarification regarding various aspects of the modalities followed and legal requirements observed for establishment of Red Cross Medicine Bank in the Capital Hospital premises, contact may be made at the following Phone numbers.

- |   |   |                                      |
|---|---|--------------------------------------|
| 1. Sri R.N. Nanda, A.D.M., Bhubaneswar                        | : | 0674-2393440(O)<br>9437031392 (M)    |
| 2. Dr. S. Kar, Chief Medical Officer, Capital Hospital        | : | 0674-2391983 (O)                     |
| 3. Dr. S.K. Panda, Store Medical Officer, Capital Hospital    | : | 9861126469 (M)                       |
| 4. Dr. D. Mishra, BBO, Red Cross Blood Bank, Capital Hospital | : | 9337102693 (M)<br>0674-2394985 (O)   |
| 5. Dr. R.C. Panda, Asst. Drugs Controller (Dev.)              | : | 0674-2300494 (O)                     |
| 6. Choudhury Prabir Kumar Das, Gen. Secretary, UCDA           | : | 0674-2511981 (O)<br>0674-3093135 (O) |

**CHECK LIST FOR OBTAINING THE DRUG LICENSE FOR ESTABLISHMENT  
OF RED CROSS MEDICINE BANK**

**(A)** A person is to be authorised by Chief of the Hospital / Collector as Management In-charge of the Medicine Bank for applying and obtaining the Drugs license. The authorised Management In-charge is required to apply for Drugs license in Form No.19, Form No.19(C) and Form – C (obtainable from the O/o. Drugs Inspector) of Drugs and Cosmetics Rules,1945 along with the following documents in duplicate :

Copy of the -

- Letter from Chief of the Hospital / Collector authorizing a person to apply/ obtain Drug License and be In-charge of the Management of the Medicine Bank.
- Plan of the premises (minimum 120 Sq.ft.) in a tracing paper duly signed by the Hospital Authorities and Management In-charge of the Medicine Bank
- Qualification certificate of the Registered Pharmacist
- HSC Certificate of the Registered Pharmacist
- Registration Certificate of the Registered Pharmacist
- Declaration of the Registered Pharmacist in the prescribed form
- Deed of Agreement between the Management In-charge of the Medicine Bank and the Registered Pharmacist appointed.
- Affidavit by the Registered Pharmacist appointed regarding his present status of engagement.
- Residential Certificate of the Management In-charge of the Medicine Bank from any Gazetted Officer.
- Purchase Bill of the Refrigerator in favour of the Medicine Bank
- Treasury Challan of Rs.3,500/- debitable to the following Head of account.  
“0210-Medical & Public Health-04-Public Health-104-Fees & Fines etc (5)-800-Other-Receipts (6)-Drugs Control Administration”

**(B)** Required documents for obtaining the Drugs License are to be submitted in the O/o. Drugs Inspector. The issue of Drugs License in favour of the Red Cross Medicine Bank would follow an inspection by the concerned Drugs Inspector of the premises of the proposed Medicine Bank.

INDIAN RED CROSS SOCIETY  
DISTRICT RED CROSS BRANCH, KHORDHA

**Rules & Regulations**

**RED CROSS MEDICINE BANK, CAPITAL HOSPITAL, BHUBANESWAR**

1) **Preamble** :

- a) The Red cross Medicine Bank, Capital Hospital, Bhubaneswar derives its authority from the District Red Cross Society, Khordha.
- b) The District shall refer to the Civil District, Khordha.
- c) Red Cross Medicine Bank, Capital Hospital, Bhubaneswar means the Medicine Bank of the District Red Cross Branch, Khordha.

2) **Name** : The name of the Red Cross Medicine Bank shall be “KHORDHA DISTRICT RED CROSS MEDICINE BANK”, CAPITAL HOSPITAL, BHUBANESWAR.

3) **Aims & Objectives** :

The Aims and Objectives of the Medicine Bank shall be primarily to render humanitarian service to the vulnerable communities in terms of providing medicines free of cost or at subsidised rate. Further, the Medicine Bank aims at integrating the funds available with the CMO, Capital Hospital, from the Government towards free supply of medicine with the functioning of Medicine Bank so as to provide service to a large number of beneficiary.

4) **Affiliation** : The Khordha District Red Cross Medicine Bank, Capital Hospital, Bhubaneswar shall be affiliated to the Indian Red Cross Society, District Branch, Khordha.

5) **Year** : The financial year of the Red Cross Medicine Bank shall be from 1<sup>st</sup> April to 31<sup>st</sup> March.

6) **Chairman** : The Collector & District Magistrate, Khordha shall be the Chairman of the Khordha District Red Cross Medicine Bank, Capital Hospital, Bhubaneswar.

7) **Vice-Chairman** :

Addl. District Magistrate, Bhubaneswar shall be the Vice-Chairman of the Khordha District Red Cross Branch, while CMO, Capital Hospital shall be the Co-Vice-Chairman.

8) **Working Committee** :

The Executive Committee of the IRCS, Dist. Branch, Khordha shall vest the general management and control of the business and affairs of the Medicine Bank with a Working Committee. The Working Committee shall facilitate the transaction of business and management of the affairs of the Medicine Bank. The Working Committee shall be constituted as follows :

- ❖ Collector & Chairman, IRCS, Dist. Branch, Khordha : Chairman
- ❖ A.D.M., Bhubaneswar : Vice-Chairman & Convener
- ❖ C.M.O., Capital Hospital, Bhubaneswar : Co. Vice-Chairman
- ❖ Drugs Controller, Orissa, Bhubaneswar : Member
- ❖ Honorary Secretary, IRCS, State Branch : -do-
- ❖ General Secretary, Utkal Chemist & Druggist Association : -do-
- ❖ Sri Alay Mohanty, Coordinator , Hospital Welfare Committee -do-
- ❖ Sri S.P.Das, Social Activist : -do-
- ❖ Store Medical Officer, Capital Hospital : -do-
- ❖ B.B.O., Capital Hospital Blood Bank : -do-
- ❖ Secretary, IRCS, Dist. Branch, : -do-

Drugs Inspector, Khurda & Secretary, Bhubaneswar Chemists & Druggists Association will be special invitees.

The Committee shall meet at an interval of every two months.

9) **Powers of the Working Committee** :

The working committee shall have the following powers :-

- ❖ To prepare annual report and budget estimates and place the same before the Executive Committee of DRCS, Khordha.
- ❖ To sanction funds for expenditure..
- ❖ To engage necessary staff for the Medicine Bank
- ❖ To cause keeping of proper account, books & other registers.
- ❖ To frame regulations for running of the office and establishment of the Medicine Bank.

- ❖ To fix procedure for the operation of the accounts with the Banks.
- ❖ To procure required medicines at the AWD rate.
- ❖ To raise donations through appeal from generous public / organisations / institutions etc. for functioning of Medicine Bank.
- ❖ To chalk out modalities for integrating the funds allocated by the Govt. for supply of free medicines to the Capital Hospital with the functioning of Medicine Bank so as to serve a large number of beneficiaries by procurement and supply of medicines on subsidised rate having the status of AWD.
- ❖ To carry out the policies and decisions of the District Branch as laid down by the Executive Committee for the Medicine Bank from time to time.

**10) Core Committee :**

The day to day functioning of Medicine Bank shall be supervised by a Core Committee consisting of Stores Medical Officer, Capital Hospital, BBO, Capital Hospital Blood Bank, Sri Alaya Mohanty, Co-ordinator, Hospital Welfare Committee / Sri S.P. Das, Social Activist , headed by CMO, Capital Hospital.

**11) Criteria for availing the benefits of Medicine Bank :**

- A)** The medicines free of cost will be provided to the following category of persons with benefits being available for patients who are/were indoor patients in Capital Hospital only, subject to following conditions :
- a) Cases recommended by the treating Physician with the certificate to the extent that the case is deserving one and countersigned by concerned HOD and/or CMO.
  - b) Unidentified accident cases / Accident cases in life threatening condition without any accompanying person.
  - c) Referred cases from recognised Old age homes / Short stay homes /Orphanages / Residential institution for mentally & physically challenged / Child line / Helpline and similar organisations.
  - d) Thalassemic patients in need of medicine for treatment.
  - e) Unidentified Coma patients.

- B)** The medicines will be provided at subsidised rate to the following category of persons.
- a) Persons from financially weaker section of the Society suffering from Chronic diseases and requiring prolonged treatment for certain categories of disease to be decided by CMO, Capital Hospital, on being discharged from Capital Hospital (indoor).
  - b) Medicines at subsidised rate can be made available for the above category of persons only on the recommendation of CMO, Capital Hospital.
- C)** **Besides, the above mentioned criteria and condition CMO, Capital Hospital can recommend any patient in distress for availing the benefits of Medicine Bank.**
- D)** In case a certain category of medicine is not available with the Bank, when requisition is made by the Medical Authorities, the same is to be purchased from any medicine shop by BBO, Capital Hospital Blood Bank/Casualty M.O.

**12) Funds & Accounts :**

All subscriptions, donations, grants from the State Govt. and other grants shall be received by the Treasurer, District Red Cross Society or such of the Officer as may be nominated by the Executive Committee, District Red Cross Society, Khordha or Working Committee. All cash except the amount determined by the Working Committee to be kept in hand shall be kept in Accounts of District Red Cross Society. A revolving fund will be placed with BBO, Red Cross Blood Bank, Capital Hospital who will be in charge of running the Medicine Bank. BBO, Red Cross Blood Bank, Capital Hospital shall maintain a separate Cash Book reflecting day to day transaction of the Medicine Bank. Besides, he will also maintain a Stock & Store register, Issue register and other necessary Registers of the Medicine Bank.

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