

V.O.CHIDAMBARANAR PORT TRUST  
INTEGRATED MANAGEMENT SYSTEM MANUAL

# V.O.CHIDAMBARANAR PORT TRUST



PROCESS	MEDICAL DEPARTMENT
SECTION	MANUAL FOR PHARMACY

ISSUE NO	: 00
DATE	: 05.07.17
APPROVED BY (WITH SIGN)	Sd/- (05.07.2017) Dy.Chief Medical officer

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## INTEGRATED MANAGEMENT SYSTEM MANUAL

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**LIST OF RECIPIENTS**

<b>SI.NO</b>	<b>NAME OF THE RECIPIENTS</b>	<b>CONTROLLED COPY NO</b>
1.	Senior Pharmacist	1

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**REVISION SHEET**

**1. ISSUE STATUS :**

SI.NO	ISSUE NO	DATE	REASON FOR REVISION
1	1	05.07.2017	Upgradation & Integration of QMS(9001:2015),EMS(14001:2015),OHSAS(18001:2007)

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### SCOPE

The Pharmacy section provides service of issuing drugs to the patients prescribed in the drug slip.

### IMS POLICY OF THE PORT

We are committed to provide seaport facilities and related support services for seaborne transport facilities by –

- Ensuring quality service to EXIM Trade, by adhering all legal requirements.
- Protecting the environment including prevention of pollution.
- Ensuring safety by preventing injury and ill health.
- Continually improving the overall effectiveness of IMS through

Employee motivation and empowerment with social responsibility towards the progress of the Nation.

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Dy.Chief Medical officer

**IMS OBJECTIVE OF THE DEPARTMENT**

**QMS**

Core Objective of this department is to provide comprehensive medical care to the full satisfaction of the Port employees and their family members, the retired employees and their spouses, the CISF and others registered with this department.

**EMS**

To ensure reduction of paper and to conserve energy

**OHSAS**

To ensure prevention of ill health and injury.

**IMS OBJECTIVE OF THE SECTION**

**QMS**

Dispensing of Medicines shall be done within 9 minutes time on receipt of drug slip from patient.

**EMS**

To ensure reduction of paper and to conserve energy.

**OHSAS**

To ensure prevention of ill health and injury.

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## INTEGRATED MANAGEMENT SYSTEM MANUAL

### ABBREVIATIONS

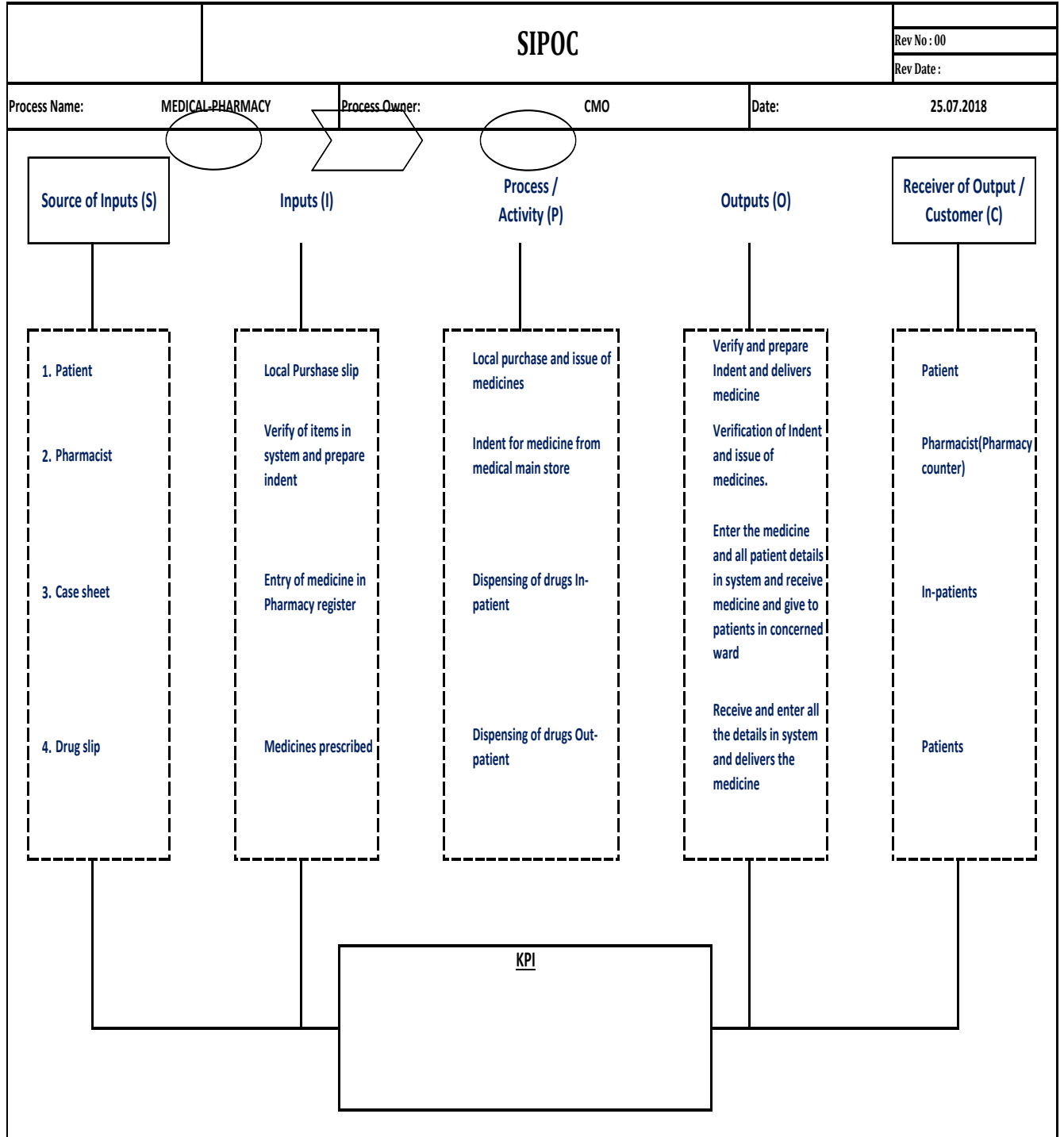
CMO	Chief Medical Officer
Sr. Dy. CMO	Senior Deputy Chief Medical Officer
Dy. CMO	Deputy Chief Medical Officer
SMO	Senior Medical Officer
MO	Medical Officer
OPD	Out Patient Department

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**SIPOC**



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<b>V.O.CHIDAMBARANAR Port Format No. VOC/IP, Issue No: 01, Date: 05.07.2017</b>	
<b>Interested Parties</b>	
<b>4.2 Understanding the requirements of the Interested parties</b>	
<b>Interested Parties</b>	<b>Requirements</b>
Pharmacists	Receiving of Drug slip
Patients	Drugs

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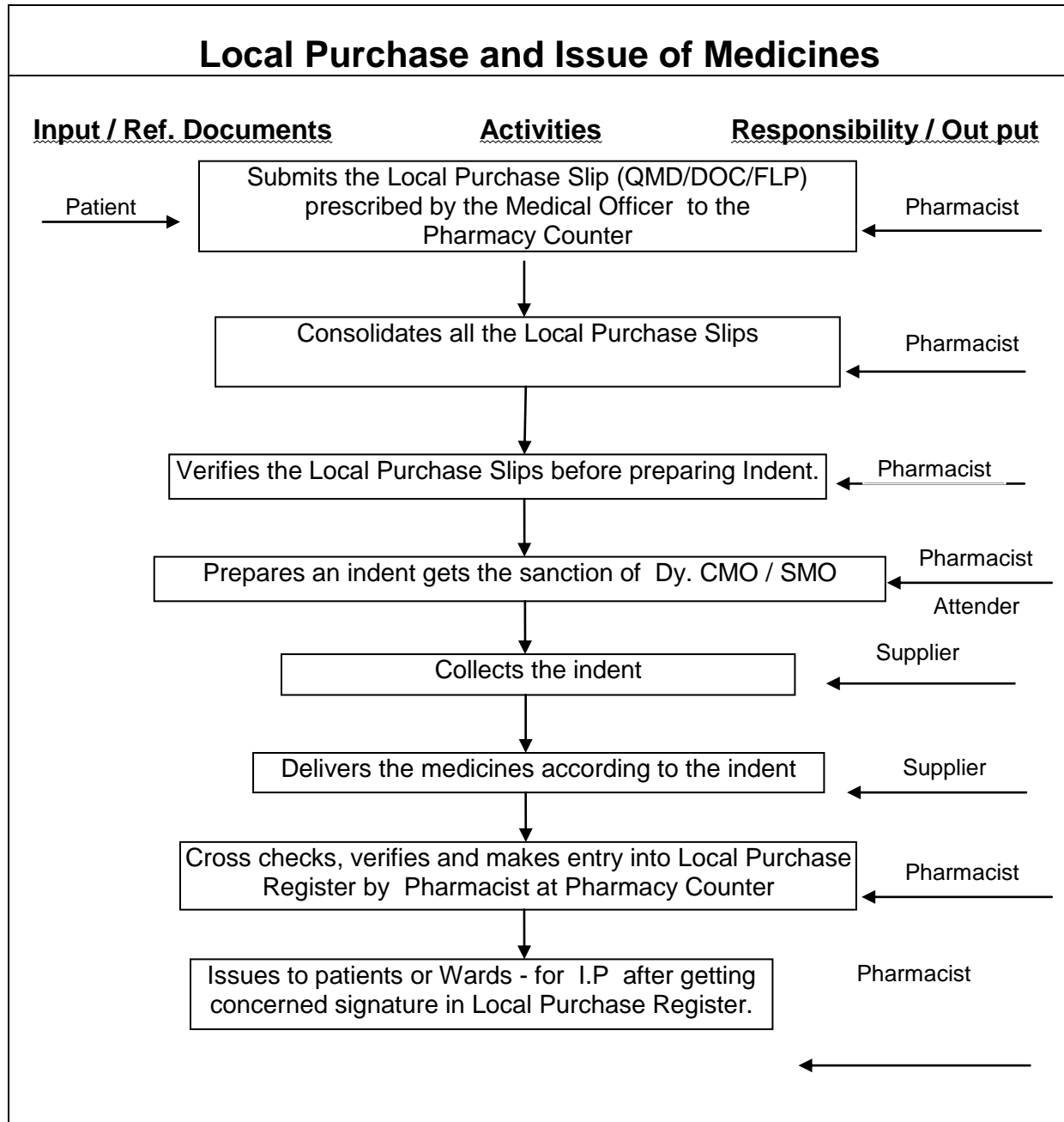
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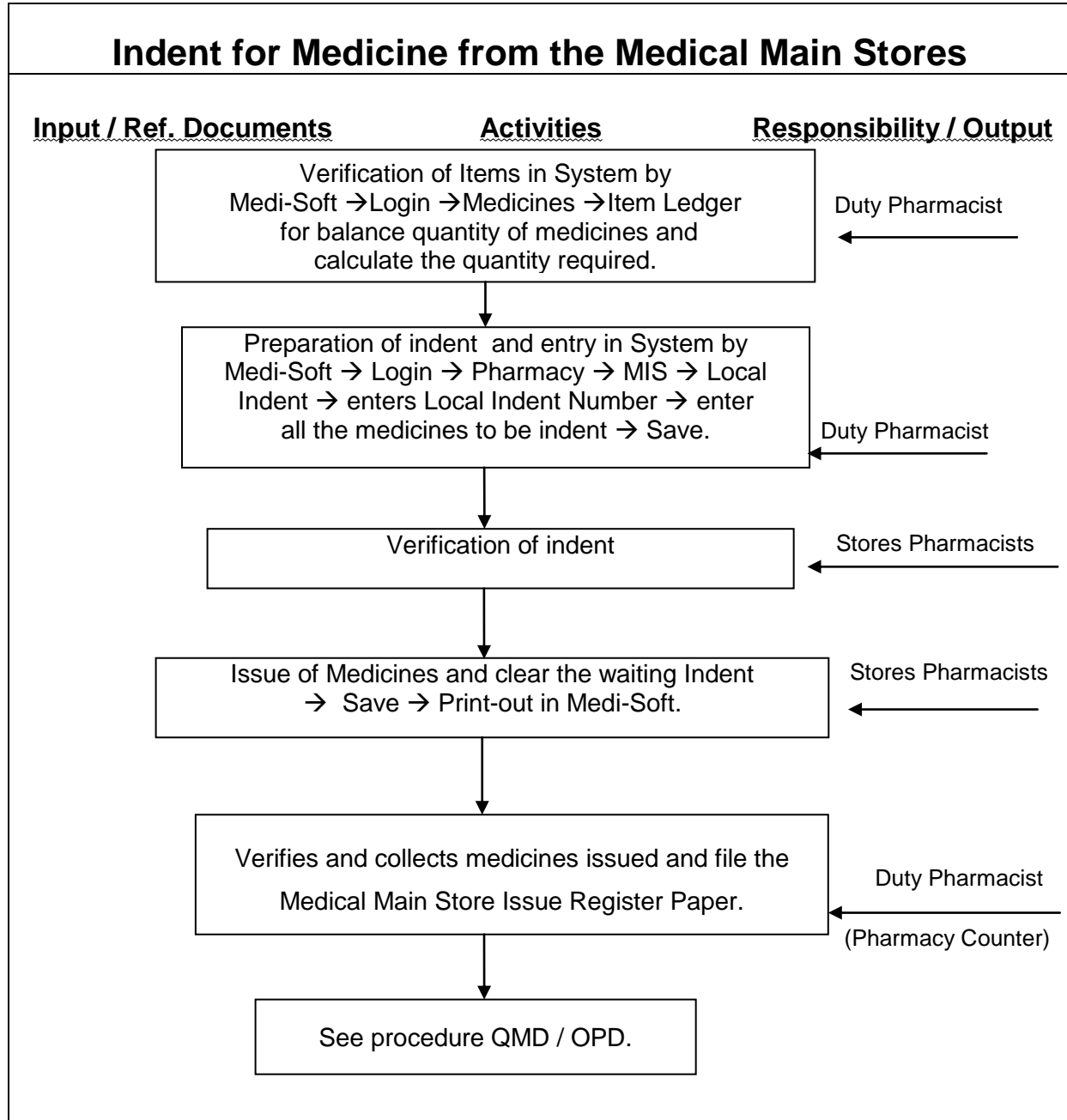
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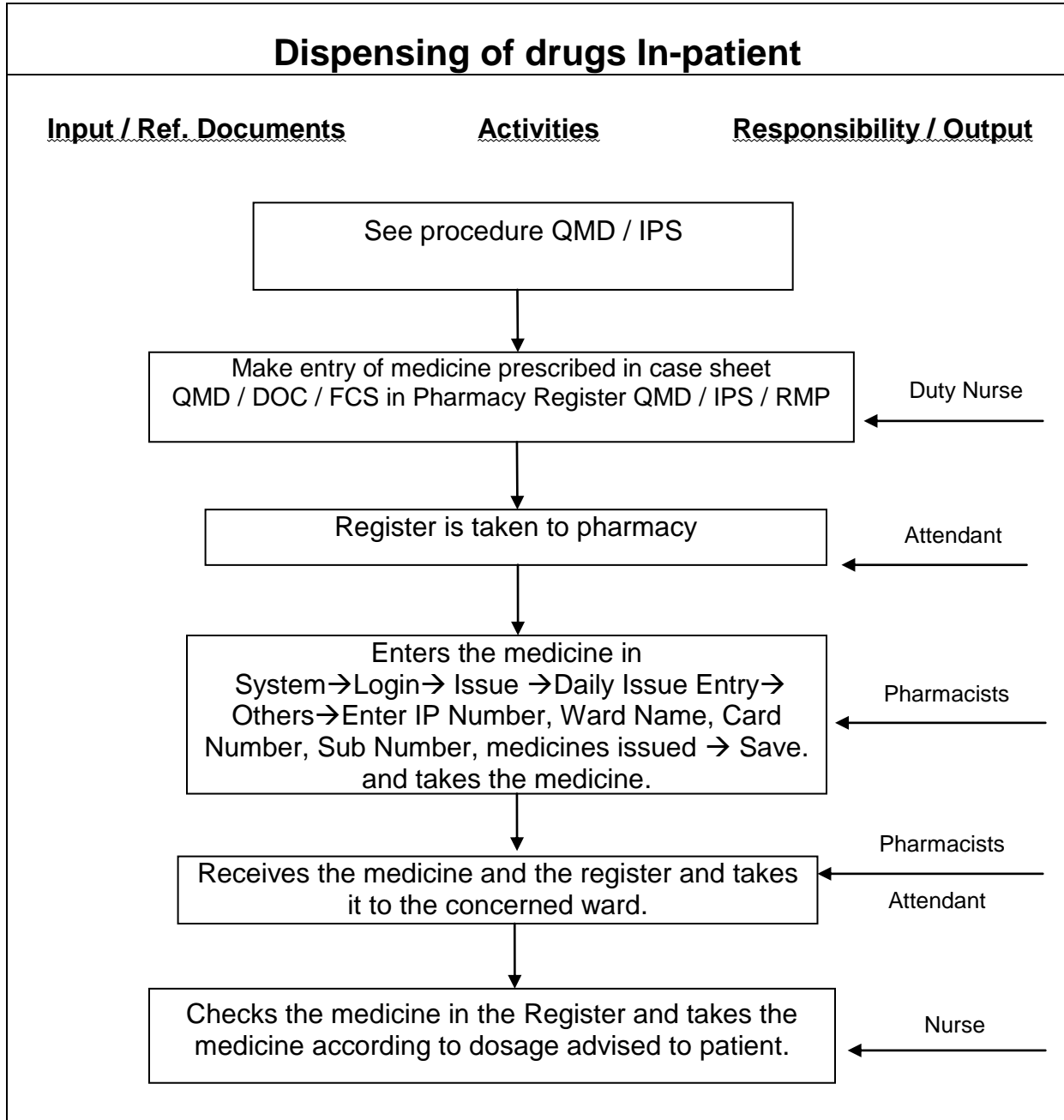
Dispensing of Medicines shall be done within 9 minutes time on receipt of drug slip from patient.

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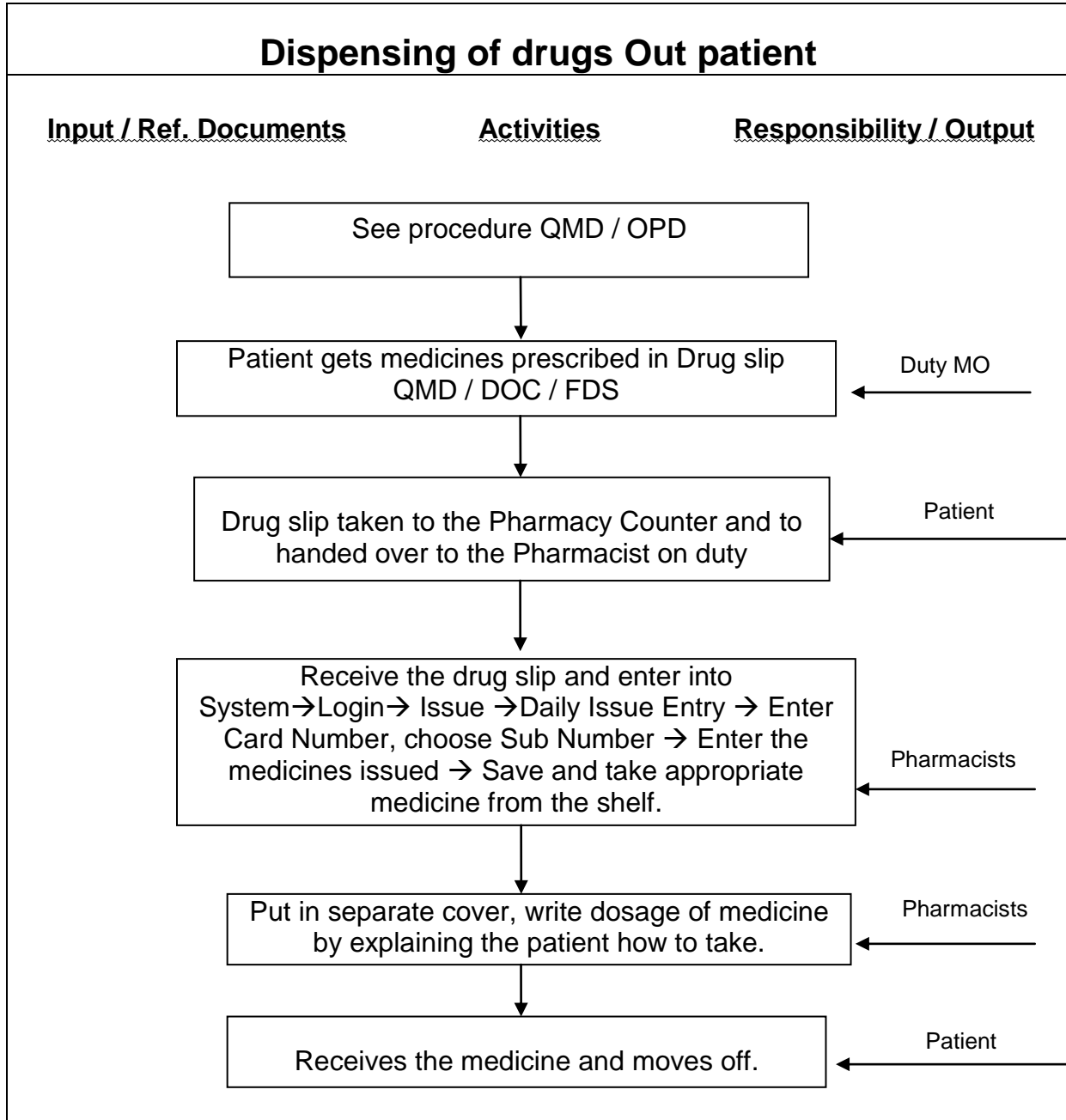
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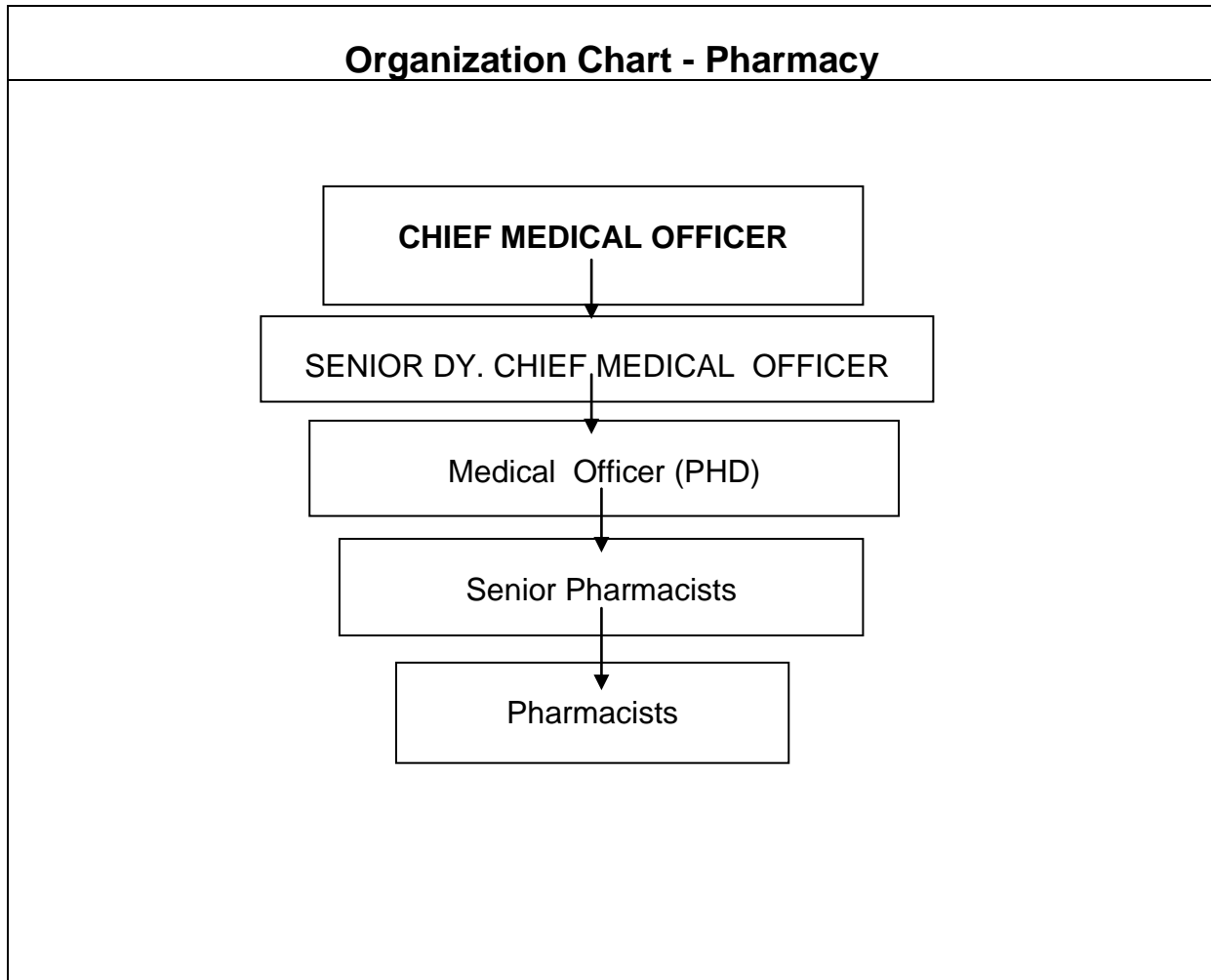




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**RISK ASSESSMENT AND RISK TREATMENT**

<b>RISK</b>	<b>CONTROL METHOD/PROCESS</b>
• Manpower Shortage	Manpower should be increased

**KEY PERFORMANCE INDICATOR:**

Dispensing of Medicines shall be done within 9 minutes time on receipt of drug slip from patient.

**ACTION TO ADDRESS RISK AND OPPORTUNITIES**

We determined the risks and opportunities related to its environmental aspects (see 10.2), compliance obligations (see 10.4) and other issues and requirements,

<b>SI NO</b>	<b>ASPECT</b>	<b>IMPACT</b>	<b>CONTROL METHOD</b>
1	Generation of dust & cargo	Land pollution	SEA/12OCP/10
2	Disposal of discarded Medicines Contaminated drugs And other outdated medicines	Land pollution	SEA/24OCP/4

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**Reference Standard Requirement**

ISO 14001:2015, Clause: 6.1.1

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**Hazard Identification, Risk Assessment and Controls**

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SI NO	HAZARD	RISK	CONTROL METHOD
1	Dust	Health hazard	SOP/3
2	Body joint pain	Human Injury	SOP/3
3	Slippery	Human Injury	SOP/3

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