

LIST OF EQUIPMENT SUPPLIES AND MATERIALS

Unit	Quantity	Specification
Supplies		
Distilled Water	6 liters	
Detergent	200 gms	
Masks	10 pcs	
Record Book	1	
Ball pen	10	Black
Short bond paper (70 gsm) HP	50 sheet	
Packing tape 1 x 15	1 roll	
Masking Tape 48x50mm	1 roll	
Boxes for packaging	10 pcs	4 small (zesto size) 3 medium 2 large
Labelling materials (sticker paper)		
Resealable plastic bag	50 pcs	3x4x1.25 mil
Resealable plastic bag	50 pcs	3x5x1.25 mil
Resealable plastic bag	50 pcs	4x4x1.25 mil
70% alcohol (disinfectant)	1 L	
Stock cards (index card 5x8)	1 pack	50 sheets
Flaglets	100	
Liquid Soap (Dishwashing)	1 bottle	
Paper bag 3x2	50	
Paper bag 6x10	50	
Disposable Gloves assorted sizes	1 box each	medium, large
Rags	10	
Physical Inventory Sheets	50 pcs	
Referral Forms	100	TB Dots Referral Form to Medical Doctors
Cleaning Worksheet	50 pcs	
Equipment logbook	1 pc	
Temperature monitoring logbook or Temperature monitoring sheet	1 book or 50 sheets	
Materials		
Drying Rack/Peg Board	1	
Broom, tambo	3	
Mop	3	
Dustpan	2	
Trashbin	3	
Trays	5	
Lint free cloth/microfiber cloth	5	
Ice packs	3	
Clear book, 30 pages	3	
50 mL beaker	1	
250 mL beaker	2	
100 mL Graduated cylinder	3	

50 ml graduated cylinder	3	
Dropper	3	
Calculator	3	
Insulated container 1.6 L	3	
Reference of Policy Requirements	1	
MIMS Pharmacy	1	
MIMS	1	
PNDF	1	
Philippine Practice Standards for Pharmacists	2	
Various Posters on Public Education	2	
Scissors	3	
Ice packs	3 pcs	
Menu Card (hard copy or e-file) note: with price		Generics GMAP MDRP
Record Book (500 pages)	1	
Porcelain spatula	4	
Steel spatula	4	
Brush (paint brush/dust brush)	2	
Laboratory gown	2	
Boxes for packaging products	100	
Highlighter (Stabilo)	3	
Simulated Patient	1 person	
First Aid Kit	1	
Tablet counter	2	
Supplies and Materials (pen, Paper, CD, ink, etc.)	1 lot	
Requirements in a pharmacy according to FDA		
Reference materials	1 copy each	-Copies of the Laws relevant to Pharmacy Practice (must have the following but are not limited to) RA 3720 RA 9711 RA 6675 RA 5921 RA 8203 RA 9502 -Philippine Practice Standards for Pharmacists -WHO Annex 5 on GDP, Annex 9 on GSP -Pharmacovigilance related reference

		<ul style="list-style-type: none"> -Philippine National Drug Formulary - FDA issuances relevant to community Pharmacy (not limited to the following list) <ul style="list-style-type: none"> i. AO 34 ii. FDA Circular 25-2014 iii. FDA Memo Circular No. 001 s. 1983 iv. Advisory Council for Price Regulation #2009-001 (GMAP) v. recalls and warnings posted in the website
Display of Information, Education, and Communication Materials		<ul style="list-style-type: none"> -Simulated LTO for Retail Pharmacy -Simulated Certificate of Registration of the Pharmacist -Simulated Business Permit -Simulated BIR Certificate -Posters on public education re: <ul style="list-style-type: none"> i. counterfeit medicines ii. no prescription, no dispensing of antibiotics or AMR iii. Smoking cessation iv. HIV

FDA requirements to Community		<ul style="list-style-type: none"> -Risk Management Plan <ul style="list-style-type: none"> i. facility ii. process iii. product -Standard Operating Procedure (not limited to the following list) <ul style="list-style-type: none"> i. Housekeeping ii. Pest Control iii. Dispensing iv. Storage of stocks v. Merchandising vi. Display of products vii. Reconstitution viii. Inventory Management ix. Disposal of expired, deteriorated, damaged, and returned products x. Product recall xi. Adverse drug event reporting xii. Customer complaints xiii. Temperature Monitoring
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Signage bearing the name of the pharmacy		
Equipment	Units	
Laminated Shelves	1	
Sink	1	Size should accommodate a maximum for 10 candidates
Dispensing Counter	1	
Arm Chairs (monobloc)	12	
Refrigerator 6 cubic ft	1	
Wooden/Plastic Rectangular Bench	3	
Long Table (work station)	1	
Aircon 1HP	2	
Electric Fan (wall fan)	2	
LED bulb	10	
Computer set	2	
Cash Register	1	
CCTV	4	
CCTV Monitor	1	
Fire Extinguisher	2	
printer (CIS)	1	
Telephone / Fax Machine	1	
Office Tables	2	
Managers office chair	1	
Office Chair for Staff	2	
Receiving chair for applicant	2	

Annex 1: Requirements for Assessment Center for Reference

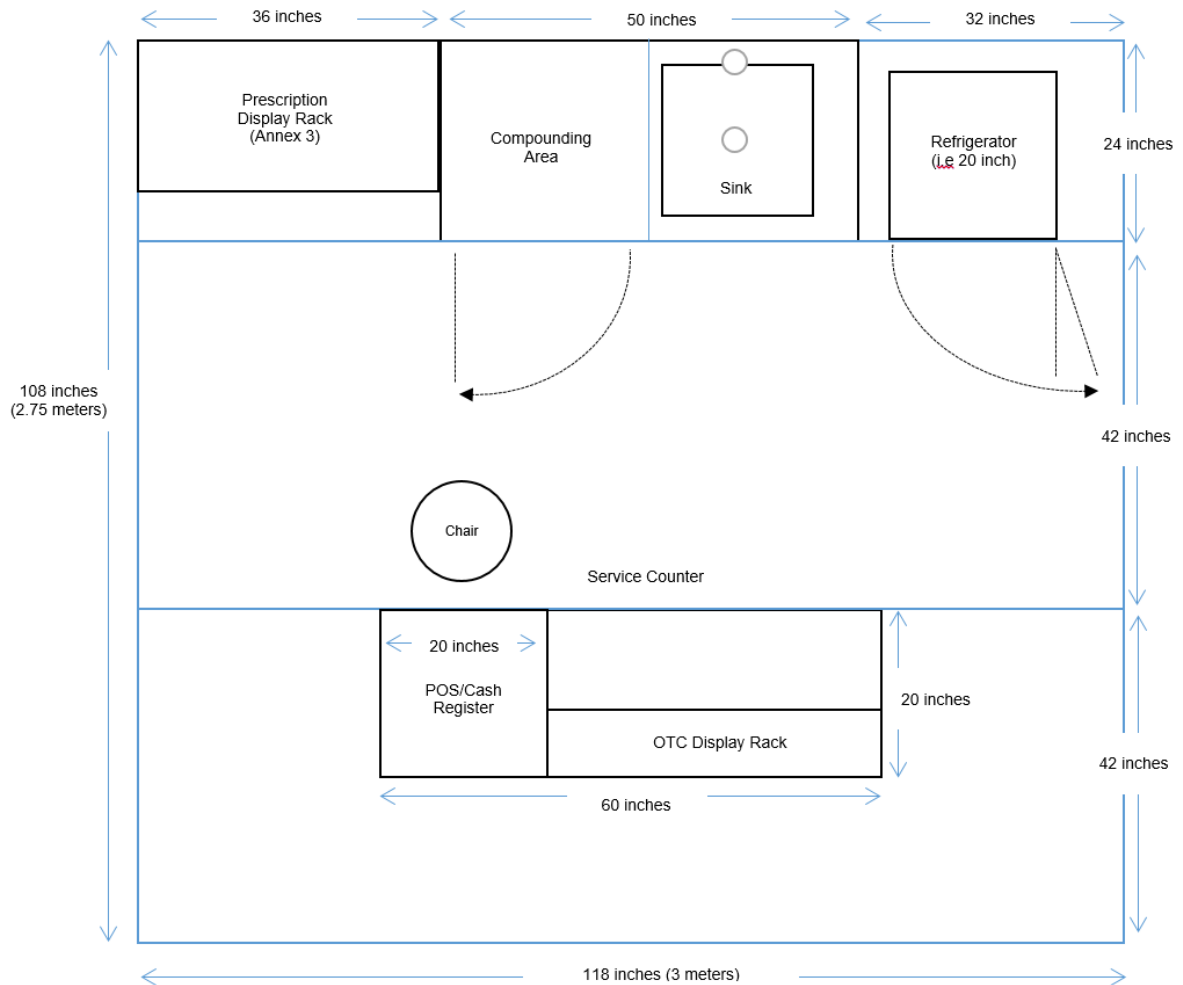
The following specifications serve as **minimum requirements** in opening an assessment center. This is on the assumption that there are 10 candidates per batch as per TESDA Certification Office policy.

Student/Trainee Performance Space (S/TPS)	5 x 5 m.	25 sq. m.
Pharmacy Simulation Room (PSR)	2.75 x 3 m.	8.25 sq. m.
Pharmacy Storage Simulation Room (PSSR)	1.5 x 2 m.	8 sqm
Interview Area for Patient Counseling	1.5 x 2 m.	8 sqm
Circulation Area (Waiting Area)	(S/TPS+PSR+PSSR+I/HA+TRC+CR) X 30% (25+8.25+3+3+10+30) X 30%= sq.m.)	23.775 sq. m.
Separate Restrooms for Male and Female Trainees/ Students (CR)	2 x 5 m.	10 sq. m.
Admin Office	6 x 5	30 sq. m.
	TOTAL AREA	113.025

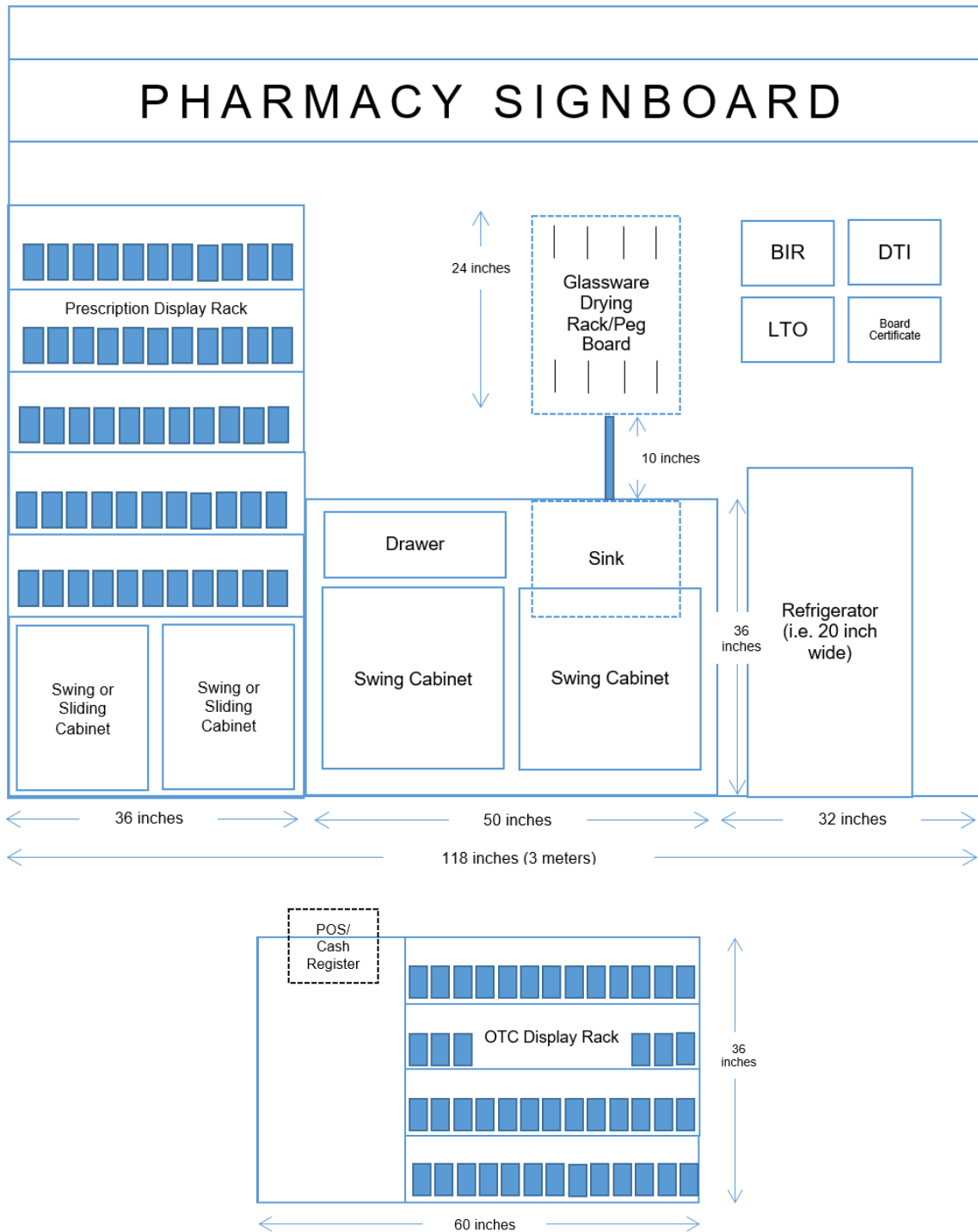
The assessment center should have a simulation room of a pharmacy set-up (see Annex 1). The simulation room should have shelves (see Annex 2) for display of products and a sink area at the minimum. This simulation room may be integrated within the S/TPS. In addition to that, partnership may be forged with an operating pharmacy or existing pharmacy drug store where Candidates can visit and observe.

Annex 2: SAMPLE Pharmacy Simulation Room (Top View)

*Note: Minimum Dimensions are provided with an Assumption that the simulation room to be used for assessment is connected to/part of a classroom or lecture area

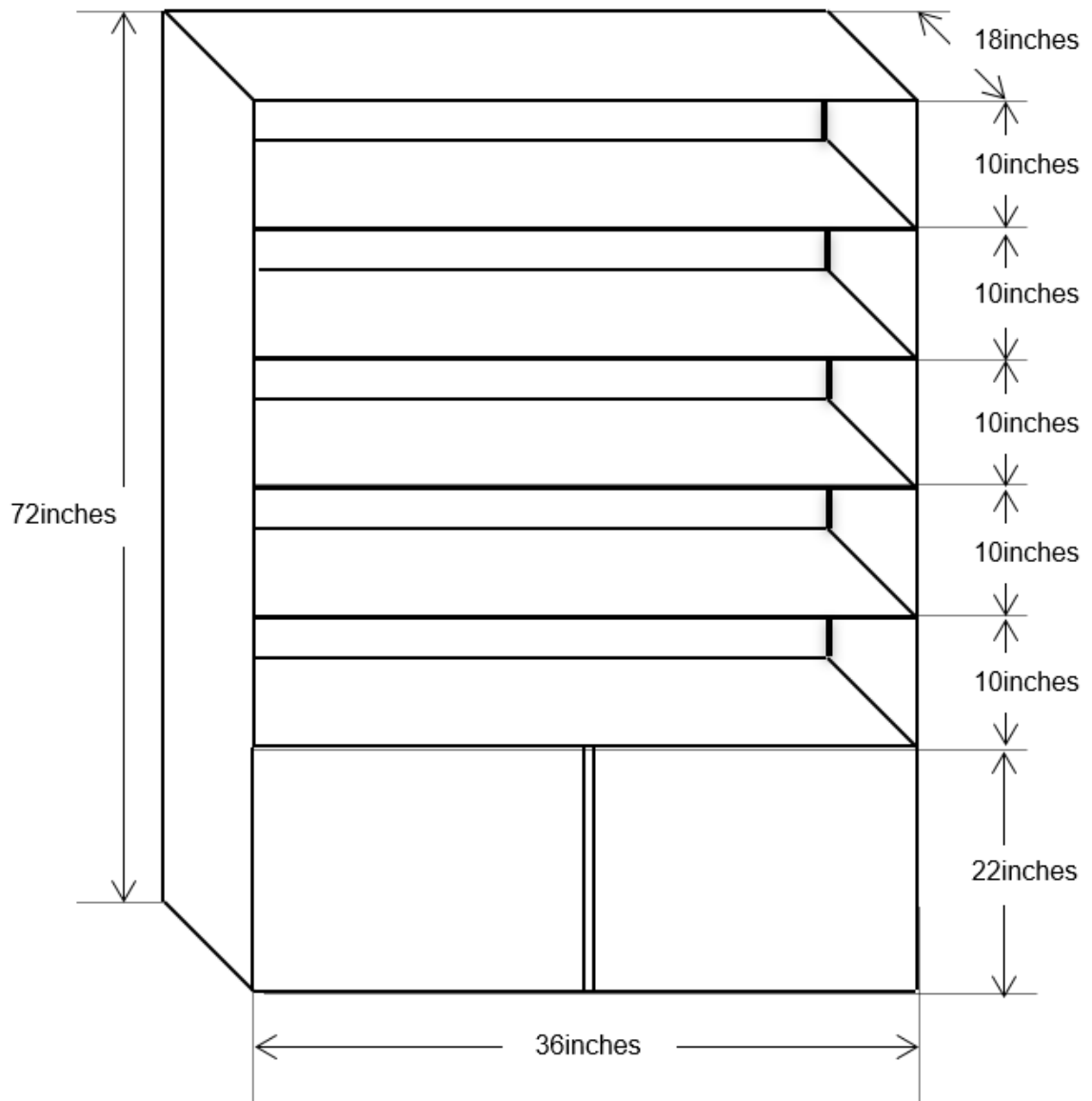


Annex 3: SAMPLE Pharmacy Simulation Room (Front View)

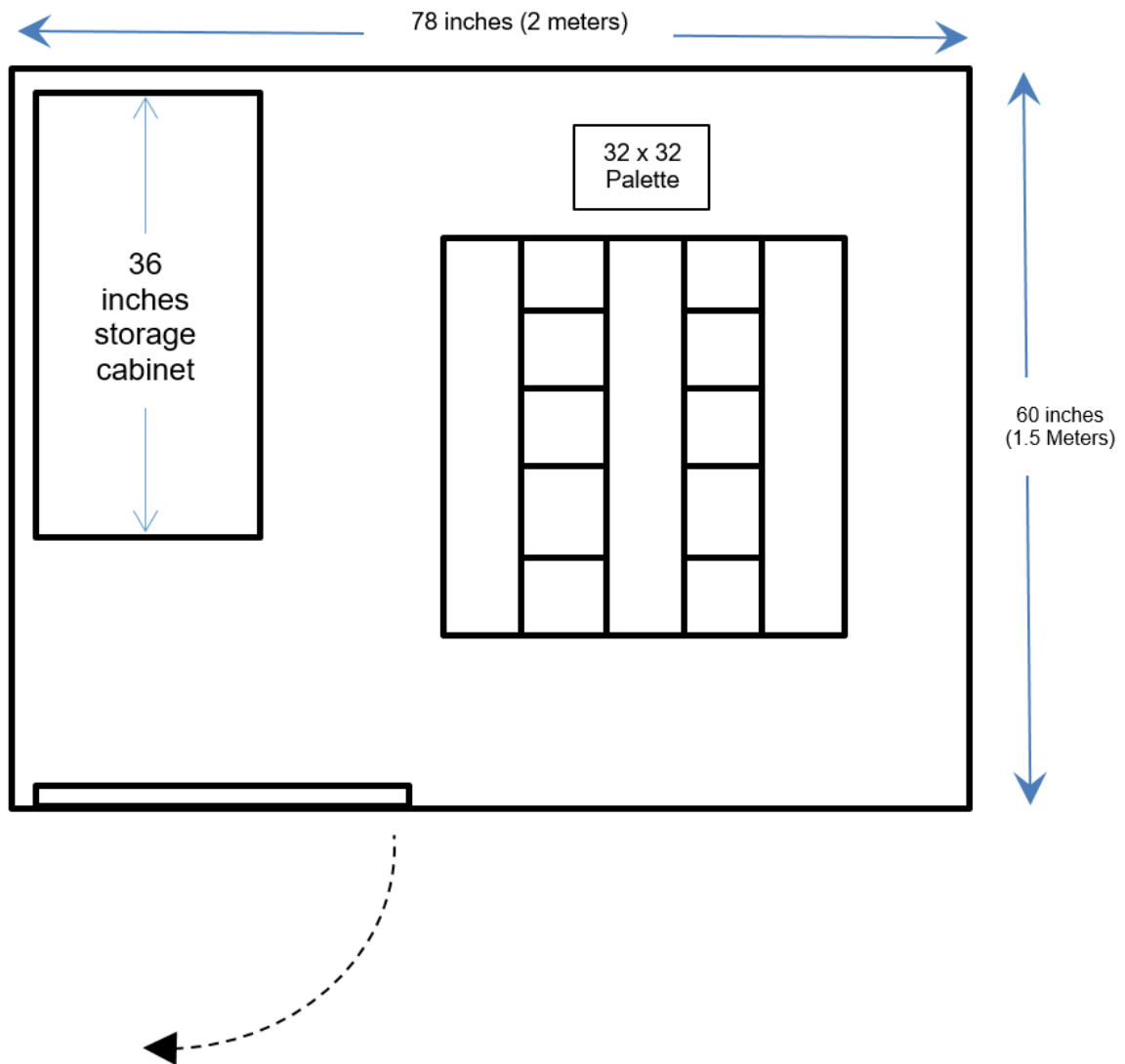


Disclaimer: This is \ sample lay-out, but is not limited only to this

Annex 4: SAMPLE Pharmacy Display Rack/Cabinet



Annex 5: SAMPLE Pharmacy Storage Simulation Room (Top View)



***Note:**

- The storage room must also contain the following:

- Duplicate products based on the list (Annex 6) placed as stocks in the storage cabinet
- Corrugated boxes of products based on the list (Annex 6) stacked as stocks in the pallet

Annex 6. List of Medicines Required for Assessment Arranged According to Planogram (minimum)

**Note: The quantities stated here are the minimum number required for the assessment exercise, but the assessment centers may add more quantities as applicable (i.e. for functional or aesthetic purposes).*

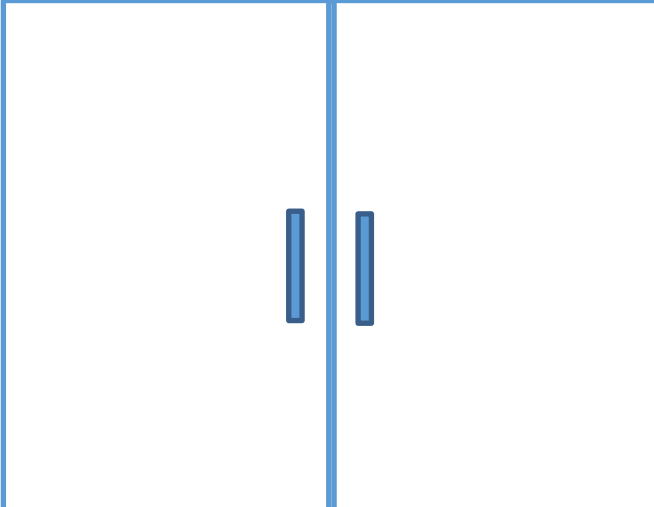
Qty.	Unit	Product Description
1 – Analgesics, NSAIDs, Decongestants and Combinations		
100	Capsules	500 mg Mefenamic Acid
100	Capsules	100 mg Celecoxib
100	Capsules	200 mg Celecoxib
100	Tablets	300mg Aspirin
2 - Steroidal Anti-inflammatory; Anti-Arthritic		
100	Tablet	5mg Prednisone Tablet
100	Tablet	10mg Prednisone Tablet
2	Bottles	500mcg Colchicine Tablet (by 100's)
100	Tablets	100mg Allopurinol Tablet
100	Tablets	300mg Allopurinol Tablet
3 – Anti-asthma; Antihistamines		
100	Tablets	5mg Loratadine Tablets
100	Capsules	25mg Diphenhydramine Capsules
3	Bottles	2mg/mL Hydroxyzine Oral Solution (60mL)
100	Tablet	2 mg Salbutamol tablet
3	Bottles	2 mg / 5 mL Salbutamol syrup 60mL
2	Pcs	80 mcg budesonide + 4.5 mcg formoterol inhaler/turbohaler
2	Pcs	50 mcg fluticasone + 500 mcg salmeterol
2	Pcs	18mcg/cap Tiotropium (as bromide monohydrate) powder for inhalation
4 – Kid's Antimicrobial		
3	Bottles	125mg/5mL Cefalexin powder for suspension
3	Bottles	125mg/5mL Amoxicillin powder for suspension
3	Bottles	125mg + 31mg/5mL Amoxicillin + Potassium Clavulanate powder for suspension
3	Bottles	100mg/mL Cefalexin granules/powder for drops 15mL
3	Bottles	100mg/mL Cefalexin granules/powder for drops 15mL
5 – Adult Antimicrobials		
100	Capsules	500mg Cefalexin Capsules (by 100's)
100	Capsules	250mg Erythromycin Capsules (by 100's)
200	Capsules	500mg Amoxicillin Capsules (by 100's)
100	Tablets	500mg Amoxicillin + 125mg Potassium Clavulanate Tablet
3	Ampules	10 mg/mL Gentamicin Ampul (1mL)
3	Ampules	40 mg/mL Gentamicin Ampul (1mL)
6 – TB Medicines		
100	Tablets	200mg Ethambutol (by 100's)

100	Tablets	100mg Isoniazid (by 100's)
100	Tablets	500mg Pyrazinamide (by 100's)
100	Tablets	300mg Rifampicin (by 100's)
7 – Antivirals; Antifungals; Antiparasitic		
100	Tablets	200mg Aciclovir Tablet (by 100's)
2	Bottles	25mg/mL Aciclovir Suspension 60mL
100	Capsules	50mg Fluconazole Capsules
100	Tablets	250mg Metronidazole Tablets
8 - 9 – Cardiovascular Products		
100	Tablet	50mg Atenolol Tablets
100	Tablet	50mg Metoprolol Tablets
100	Tablet	80mg Aspirin tablet
100	Tablet	25mg Captopril Tablet
100	Tablet	10 mg Enalapril Tablet
100	Tablet	200mg Amiodarone Tablet
100	Tablet	20 mg Furosemide Tablet
100	Tablet	25mg Hydrochlorothiazide tablet
100	Tablet	20mg Nifedipine Tablet
100	Tablet	20 mg enalapril + 12.5mg hydrochlorothiazide tablet
100	Tablet	10 mg Simvastatin tablet
60	Tablet	35 mg Trimetazidine Modified Release
100	Tablet	5 mg Isosorbide dinitrate (SL)
10 – Herbal Supplements; Herbal Medicines		
3	Bottle	Lagundi Syrup 60mL
100	Capsules	Lagundi Capsule
100	Capsules	Sambong Capsule
11- Anti-diabetes		
100	Tablet	5mg Glibenclamide tablet
100	Tablet	30mg Glicazide Tablet
100	Tablet	500mg Metformin Tablet
100	Tablet	15mg Pioglitazone Tablet
12 – Gastrointestinal Drugs; Anthelmintics		
100	Tablet	150 mg Ranitidine Tablet
100	Tablet	20 mg Omeprazole capsule
100	Tablets	400mg Albendazole chewable tablets
13 – CNS Drugs; Otic Products		
12 – Contraceptive Pills; Ophthalmic Products		
2	Bottle	Ofloxacin ophthalmic solution 5mL
2	packs	30 mcg ethynilestradiol + 150 mcg levonorgestrel tablet
13 – Burn Products; Dermatological Products		
2	Boxes	1% Silver sulfadiazine 5g
2	Boxes	1% Clotrimazole 15g
2	Boxes	1% Ketoconazole 15g
Refrigerator		
1	Vials	100 mcg/0.1mL BCG Vial
1	Ampules	0.5mL DTP Vaccine Ampul
3	Vials	100 IU/mL Regular Insulin 10mL Vial
3	Syringes	100 IU/mL Regular Insulin 10mL pre-filled syringe

A – Kid’s Vitamins		
3	bottle	Buclizine HCl 25mg + B complex + Vit C (60mL)
3	bottle	Ascorbic Acid syrup 100mg/5mL (250mL)
3	bottle	CGF+ multivitamins (60mL)
3	Bottle	Ascorbic Acid + Zinc
3	bottle	50mg/5ml Taurine (60mL)
B –Infant Vitamins		
3	bottle	75 mg/mL Ferrous sulfate heptahydrate Drops 25mL
C- ADULTS’ VITAMINS		
300	tablets	250 mg Ferrous sulfate tablets (by 100s)
100	Tablets	1566mg Calcium carbonate, 400iu, cholecalciferol by 100s
300	Tablet	Multivitamins Tablet (bottle by 100s)
100	Tablets	500mg Ascorbic Acid Tablets (by 100s)
300	Capsules	500 mg Sodium ascorbate capsule (by 100s)
90	Capsules	400 IU Vit E soft gel (30s)
D - PREGNANT MOTHERS’ VITAMINS		
200	Tablets	60 mg Iron + 400 mcg Folic Acid tablet
200	Tablets	1mg Folic Acid Tablet
E – ANTI-PRURITUS		
3	Sachets	Calmoseptine lotion sachets
3	Jar	Zinc Oxide
3	Jar	Sulfur Ointment
F - KIDS’ DECONGESTANT		
3	bottle	Phenylephrine HCl + Chlorpheniramine + Paracetamol (2.5mg,0.5mg, 125mg), 60 ml
3	bottle	Nasal drops (0.65%), 30ml
3	bottle	Phenylephrine Hcl 5mg + Brompheniramine Maleate 2mg per 5ml
3	bottle	Nasal spray (0.65%), 30ml
G – ADULT DECONGESTANTS		
200	Tablets	Phenylephrine HCl + Chlorpheniramine + Paracetamol
H – PAIN CREAM/OINTMENT/LINIMENT		
2	Jars	MENTHOL + CAMPHOR + EUCALYPTUS OIL + METHYL SALICYLATE ointment
2	Bottles	Ginger/ Turmeric Liniment
2	Box	Menthol 10%, methyl salicylate 30%, camphor 4% cream
2	Bottles	Menthol + Camphor + Methyl Salicylate Liniment
I – GALENICALS		
3	Bottles	ACIETE ALCANFORADO, 60 ml
3	Bottles	ACIETE MANZANILLA, 60 ml
J - KIDS’ ANTIPYRESIS NSAIDS		
5	Pcs	Fever Patch
2	Bottles	100mg/5mL Ibuprofen Suspension 60mL
2	Bottles	120mg/5mL Paracetamol Suspension (60mL)
2	Bottles	120mg/5mL Paracetamol Suspension (120mL)
2	Bottles	250mg/5mL Paracetamol Suspension (60mL)
2	Bottles	250mg/5mL Paracetamol Suspension (120mL)
K – ADULTS NSAIDS, ANTIPYRETIC		
100	Tablets	200mg Ibuprofen Tablet, 100s

100	Tablets	400mg Ibuprofen Tablet, 100s	
100	Tablets	500mg Paracetamol Tablet, 100s	
L- Wound Care			
3	Bottles	Povidone Iodine, 60 ml	
3	Bottles	Hydrogen peroxide, 60ml	
M - Skin products for Fungal infection			
2	Pcs	Salicylic Acid Ointment	
2	Pcs	Benzoic Acid+ Salicylic Acid Ointment	
N - KIDS Cough Medicines			
3	Bottle	4mg/5ml Bromhexine HCl (60mL)	
3	Bottle	100mg/5ml Guaifenesin, 60 ml	
3	Bottle	15mg/5ml Ambroxol (60mL)	
O- ADULT COUGH/MUCOLYTIC			
100	Capsules	500 mg Carbocisteine cap, 100s	
100	Capsules	Chlorphenamine maleate 1 mg, dextromethorphan HBr 15 mg, guaifenesin 100 mg, paracetamol 325 mg, phenylpropanolamine HCl 20 mg capsule (100s)	
P – ANTACIDS and GI Products			
100	Tablets	178 mg Aluminum Hydroxide + 233 mg Magnesium Hydroxide tablet 8s	0
100	Tablets	5mg Bisacodyl Tablets	0
100	Tablets	Senna Tablets	
5	Bottles	Castor Oil 30mL	

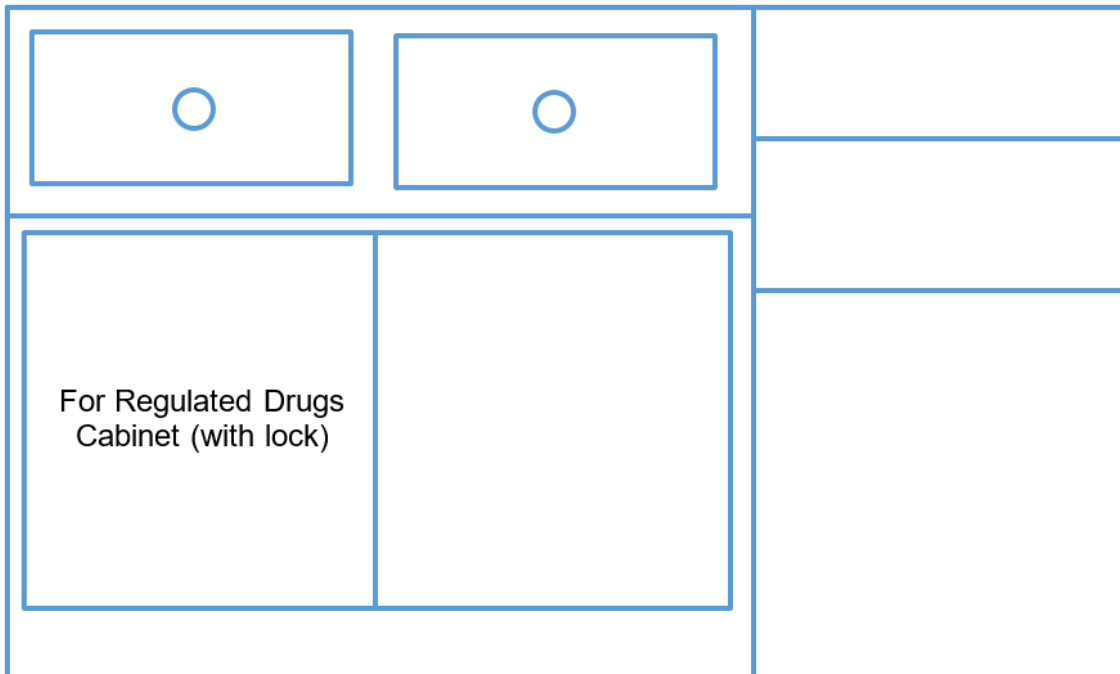
Annex 7: Display Planogram (Prescription Display Rack) (Reference of placement based on the list above)

1 – NSAIDs	2 – Steroidal Anti-inflam.; Anti-Arthritic	3 – Anti-asthma; Antihistamines
4 – Kid’s Antimicrobial	5 – Adult Antimicrobials	6 –TB Medicines
7 – Antivirals; Antifungals;	8 – Cardiovascular Products	9 – Cardiovascular Products
10 – Herbal Supplements; Herbal Medicines	11 – Anti-diabetes	12 – Gastrointestinal Drugs; Anthelmintics
11 – CNS Drugs; Otic Products	12 – Contraceptive Pills; Ophthalmic Products	13 – Burn Products; Dermatological Products
		

Annex 8: Display Planogram (Service Counter)

	A	B	C	D
	E	F	G	H
	I	J	K	L
	M	N	O	P





OTC Display Rack (Facing the Customers)



OTC Display Rack (Back Side)

Annex 9. Sample Labelling Material for products

*(provide an appropriate size according to the intended re-sealable plastic or box)

1 Name of Drugstore	1	 Farmasia Familia	
2 Address	2	168 Nagbalon, Marilao, Bulacan	(02) 575 8888
3 Contact Number			
4 Doctor's Name			<u>Dr. Jose Amorsolo, MD</u>
5 Prescription Date	6	Rx# 231-479-161	DATE 06/24/10
6 Prescription Number			
7 Name of Patient	7	<u>Dela Cruz, Juan</u>	Pharmacist Name: _____
8 Pharmacist Name			PRC ID No. _____
9 PRC ID No.			
10 Generic Name	10	CLOZAPINE 500MG TAB	
11 Dosage Strength	11		
12 Dosage Form	12	(FAZACLO)	
13 Brand Name	13		
14 How to take it	14	TAKE ONE TABLET ORALLY DAILY OR EVERY SIX TO EIGHT HOURS AS NEEDED FOR SYMPTOMS.	
15 Expiry date	15		USE BEFORE 06/24/12
16 Special Precautions	16	 DO NOT TAKE THIS DRUG IF YOU BECOME PREGNANT  DO NOT DRINK ALCOHOLIC BEVERAGES WHEN TAKING THIS MEDICATION  MAY CAUSE DROWSINESS OR DIZZINESS	

Annex 10. 1 Purchase Order (For Station 3)

PURCHASE ORDER				
From: Address	FARMACIA FILIPINAS Block B, Quirino Drive, Manila		Order Date	
Purchase Request No.	1001-01		Delivery Date	
Item No.	Quantity	Item Description	Estimated Unit Cost	Estimated Cost
1	3	Ascorbic Acid		
2	100 tablets	178mg Aluminum Hydroxide + 233mg Magnesium Hydroxide		
3	100 tablets	Ascorbic acid		
4	3 bottles	Multivitamins		
5	2 bottles	Paracetamol		
6	2 bottles	Paracetamol		
7	3 bottles	Povidone Iodine		
8	3 bottles	Hydroxide peroxide		
9	5 bottles	Castor oil		
10	6 bottles	Lagundi Syrup		
		Subtotal		
		Requested by	Cash Availability	Approved by
Signature Printed Name				

Annex 10.2 Purchase Order (For Station 3)

PURCHASE ORDER				
From: Address	FARMACIA FILIPINAS Block B, Quirino Drive, Manila		Order Date	
Purchase Request No.	1001-01		Delivery Date	
Item No.	Quantity	Item Description	Estimated Unit Cost	Estimated Cost
		Subtotal		
		Requested by	Cash Availability	Approved by
Signature Printed Name				

Annex 11.1 Delivery Receipt (For Station 3)

DELIVERY RECEIPT						Date		
From: Pharmacy A						PO No. 1001-01		
To: Pharmacy B								
Address: Block B, Quirino Drive, Manila								
Item No.	Qty	Generic Name (Brand Name)	Net content	Dose + Form	Lot No.	Expiry Date	Unit Price	Total Price
1	3	Ascorbic Acid	250 ml	100mg/5ml syrup				
2	100 tablets	178mg Aluminum Hydroxide + 233mg Magnesium Hydroxide	10s blister	tablet				
3	100 tablets	Ascorbic acid	10s blister	500 mg tab				
4	3 bottles	Multivitamins	100s bottle	tablet				
5	2 bottles	Paracetamol	120 ml	250 mg/5ml suspension				
6	2 bottles	Paracetamol	120 ml	120 mg/5ml suspension				
7	3 bottles	Povidone Iodine	60mL	Bottles				
8	3 bottles	Hydroxide peroxide	60mL	Bottles				
9	5 bottles	Castor oil	30mL	Bottles				
10	6 bottles	Lagundi Syrup	60mL	Bottles				
Total Cost								
VARIABLE								
VAT-12%								
TOTAL COST								
Released By			Checked by			Received By		

Annex 11.2 Blank Delivery Receipt (For Station 3)

DELIVERY RECEIPT							Date	
From					PO No.			
To								
Address:								
Item No.	Qty	Generic Name (Brand Name)	Net content	Dose + Form	Lot No.	Expiry Date	Unit Price	Price
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
							Total Cost	
							VATABLE	
							VAT-12%	
							TOTAL COST	
Released By			Checked by			Received By		

Annex 12. Stock/Bin Card Format

Generic Name:					
Brand Name:					
SKU:		Packing Size:		Item Code:	
Date	In	Out	Balance	Remarks	Sign

*SKU - dose, dosage form, flavor, net content

Annex 13. Inventory Count Sheet Format & Sample Inventory Tags

PHARMACY Inventory Report							
Performed by:				Date:			
Validated by:				Shelf no.			
Item No.	Unit	Product Description (Dose + Generic)	Brand Name	EXP Date	Qty (In Record)	Qty (At hand)	Variance

Sample Inventory Tag:

Date:	Inventory	Tag No.
Product Description:		
Amount	Unit	Counted by:

Annex 18. Labelling for dispensing

Name of Pharmacy	#8187728
Address of Pharmacy	
Dr.	
Patient Name: _____	DATE: _____
Generic Name: _____	
Pharmacist: _____	
Brand Name: _____	
Instruction to Px: _____	