 COD USAMVBT -R045-F05	University of Life Sciences "King Mihai I" from Timișoara	Issuing body Department of Quality Management
	REGULATION ON THE ORGANISATION AND FUNCTIONING OF THE UNIVERSITY VETERINARY CLINICS OF THE FACULTY OF VETERINARY MEDICINE OF TIMISOARA	

Annex 5

RULES OF OPERATION OF THE CENTRAL VETERINARY PHARMACEUTICAL WAREHOUSE OF THE UNIVERSITY VETERINARY CLINICS OF THE FACULTY OF VETERINARY MEDICINE

1. The central veterinary pharmaceutical warehouse of the CVU carries out activities to ensure the purchase, storage and distribution of veterinary medicinal products, veterinary reagents and diagnostic kits, other veterinary products, animal feed and medicated feed to the specialist clinics of the CVU of the FVMT.

For the purposes of these Rules, the following terms and expressions shall have the following meanings:

- **veterinary medicinal product** - any substance or combination of substances intended for the treatment or prevention of disease in animals or any substance or combination of substances which may be used in or administered to animals for the purpose of restoring, correcting or modifying physiological functions by exerting a pharmacological, immunological or metabolic action or for making a medical diagnosis;

- **other veterinary products** - other products used in the veterinary sector, including veterinary dental products, veterinary cosmetic products, veterinary parapharmaceutical products, biocidal products, excluding veterinary reagents and diagnostic kits and animal feed;


- **feed** - as defined in Regulation (EC) No 178/2002 of the European Parliament and of the Council laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety;

- **veterinary dental product** - product used in dentistry with prophylactic, curative, antiseptic, scaling action, used in the oral cavity and teeth;

- **cosmetic product for veterinary use** - any product which does not contain pharmacologically active substances and has no therapeutic or biocidal action, presented in various forms, intended for application to the skin, hair, mucous membranes, teeth, nails/nails/hoves of animals, for the purpose of beautification, care, protection, cleaning/hygiene, perfuming, removal of various undesirable odours or components;

- **parapharmaceutical products for veterinary use** - articles and accessories used in the application of medical treatment or in the administration of veterinary medicinal products, articles and appliances used in oral and/or body hygiene.

2. Purchase of: Veterinary medicinal products, other products for veterinary use, animal feed, medicated feed, veterinary dental products, veterinary cosmetic products, veterinary parapharmaceutical products, veterinary reagents and diagnostic kits and/or medicines for human use, of wide use in veterinary medicine, will be made by the person in charge of the Central Veterinary Pharmaceutical Warehouse of the CVU - FVMT, only at the written request (Order Note) of the teaching staff and veterinarians of the specialist clinics and services of the CVU-FVMT.

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3. The order note is sent, in printed and electronic format, together with a copy of the approved and signed Need Report (ULST form), to the person in charge of the CVU-FVMT central veterinary pharmaceutical warehouse.

4. The person in charge of the central veterinary pharmaceutical warehouse of the CVU-FVMT will draw up, on a monthly basis, a centralized purchase note and, together with the purchase offers received from traders, will submit them to the Supply Service of the USAMVB Timisoara.

5. In special situations (emergencies, occasional use products, new products, stock-outs, etc.), order notes may be submitted to the CVU central pharmaceutical warehouse manager for the purchase of the required product(s) on an emergency basis.

6. After the purchase of the ordered products, the person in charge of the Central Veterinary Pharmaceutical Store of the CVU-FVMT will register them in the CVU's Register of Veterinary Medicinal Products and will hand them over, on the basis of a report, to each manager of the specialist services and clinics, to the teaching staff and/or veterinarians of the CVU-FVMT who have requested them.

7. The management of the medicines (incoming and outgoing) handed in to the sub-management is the responsibility of the specialist clinics, services, teaching staff and/or veterinarians of the CVU-FVMT who have requested them, and this is done on the basis of the Minutes of entry into the sub-management and of the outgoings from the Registers of consultations, treatments and clinical research. Inputs and outputs of medicines will be recorded in the Veterinary Medicines Record Book of the specialist clinic or service.

8. In each veterinary clinic or service of the CVU it is mandatory to keep the medicines of the Separanda and Venena groups in metal cabinets under lock and key. Specially formulated bleaches must be kept in a locked cabinet.

9. Outdated serums and vaccines, expired medicines will be returned to the central pharmaceutical warehouse of the CVU on the basis of the scrapping report. The person in charge of the DFCV will draw up the necessary documentation for their discharge as well as for their return for denaturing. Packages of chemical and medicinal waste will be marked yellow and will be stored in the hazardous waste storage area until they are collected by the company responsible and specialised in their denaturing.

10. The organisation of internal control over the storage of medicinal products and their records, in accordance with the legislation in force, is the responsibility of the person in charge of the Central Pharmaceutical Warehouse of the CVU-FVMT.