



# **Pharmacy Information System (PhIS) and Clinic Pharmacy System (CPS)**

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## **User Manual Manufacturing - Galenical (Work Order)**

<b>Version</b>	<b>: 11<sup>th</sup> E</b>
<b>Document ID</b>	<b>: U. MANUAL_GALENICAL_WORK ORDER</b>



PhIS & CPS Project  
User Manual – Manufacturing – Galenical  
(Work Order)



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Reference ID : U. MANUAL\_GALENICAL\_WORK ORDER-11<sup>th</sup> E

Application reference: PhIS & CPS v2.3



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## 1.0 Introduction

### 1.1 Overview of PhIS

Pharmacy Information System or better known as PhIS, is a complete and comprehensive system that integrates pharmacy related services geared towards pharmacy excellence. PhIS implementation would transform most of current manual process to electronic system would benefit facility end user in the health care sector.

There are 12 modules to assist services delivery by the health care sector which comprises of:

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution, Parenteral Nutrition, IV Admixture & Eye Drop, Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic (ADR & DAC)
9. Clinical Pharmacokinetics Services (TDM)
10. Drug Information & Consumer Education (DICE)
11. Medication Therapy Adherence Clinic (MTAC)
12. Data Mining (PhARM)

### 1.2 Purpose and Objectives

This user manual outlines the Galenical Work Order sub-module and its key features and functionalities.

The primary objective is to guide user through the process of completing PhIS application process.

User will understand the following activities in detail:

- New Work Order
- Hold/Release Work Order
- Delete Work Order
- Quarantine Work Order

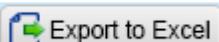
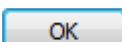
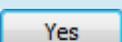
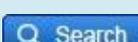
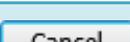
### 1.3 Organised Sections

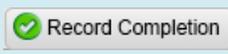
These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Galenical Work Order
- Section 4 : Acronyms
- Section 5 : Links to Clinical Modules

## 2.0 Application Standard Features

### 2.1 PhIS Legend

Standard Legend			
	Login to PhIS		Logout from PhIS
	Close All Open Tabs		Refresh Screen
	Expand Menu		Collapse Menu
	Expand Module		Collapse Module
	Add/Create New Record		Save
	Close Window		Calendar Icon
	Save Transaction		Delete Record
	Export Report From PDF file to Excel file		OK Button
	Yes Button		No Button
	Radio Button	<input type="checkbox"/>	Checkbox
	System Automatic Generate Record No.		Automatically Display/Retrieve Box
	Reset Login Screen		Show Help
	Display Home Tab		Search Record
	Cancel		Dropdown Box
	Search Icon	*	Mandatory Field
	Edit Record		Empty Text Box
	Cancel Button		

Galenical Work Order Module Legend			
 Worksheet	View/print worksheet	 Label	View/print label
 Confirm	To confirm the record		Hold the Work Order
 Production Complete	Process complete	 Record Completion	Record complete
 Release	Release the Work Order	 Release	Release Work Order from quarantine
 Reject	Reject Galenical process		

**Note**

To learn more about Login Information, kindly click [Login Information](#) module for descriptive steps.

## 3.0 Galenical Work Order

### Overview

This Galenical module will be used at the Facility level for the users to manage Galenical preparation based on the Galenical Formulation setup by the “Bahagian Perkhidmatan Farmasi”.

### User Group

This module is intended for inventory user at the Pharmacy Store, Sub Store and Unit/Ward.

### Functional Diagram

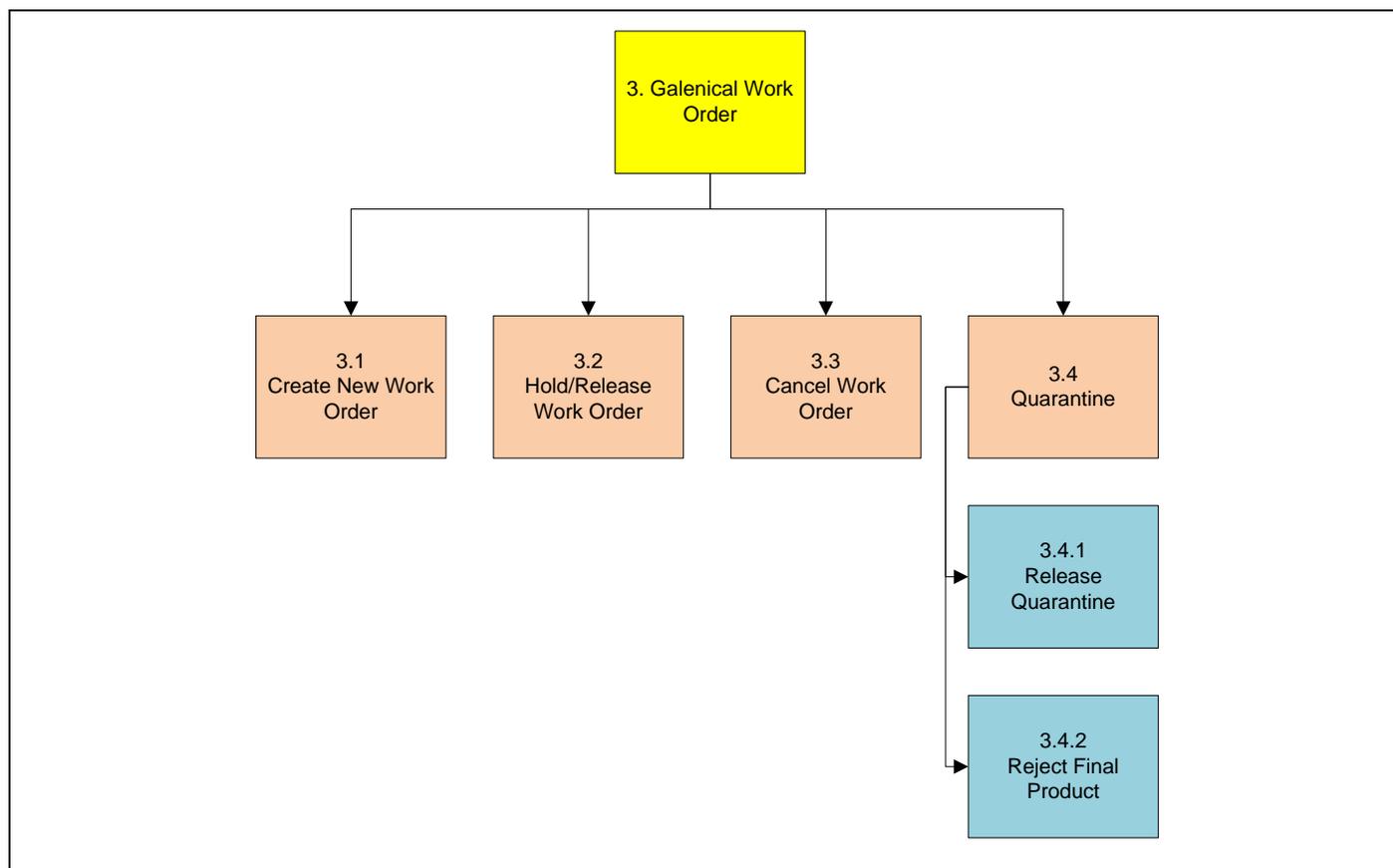


Figure 3.0 Functional Diagram



## Functional Description

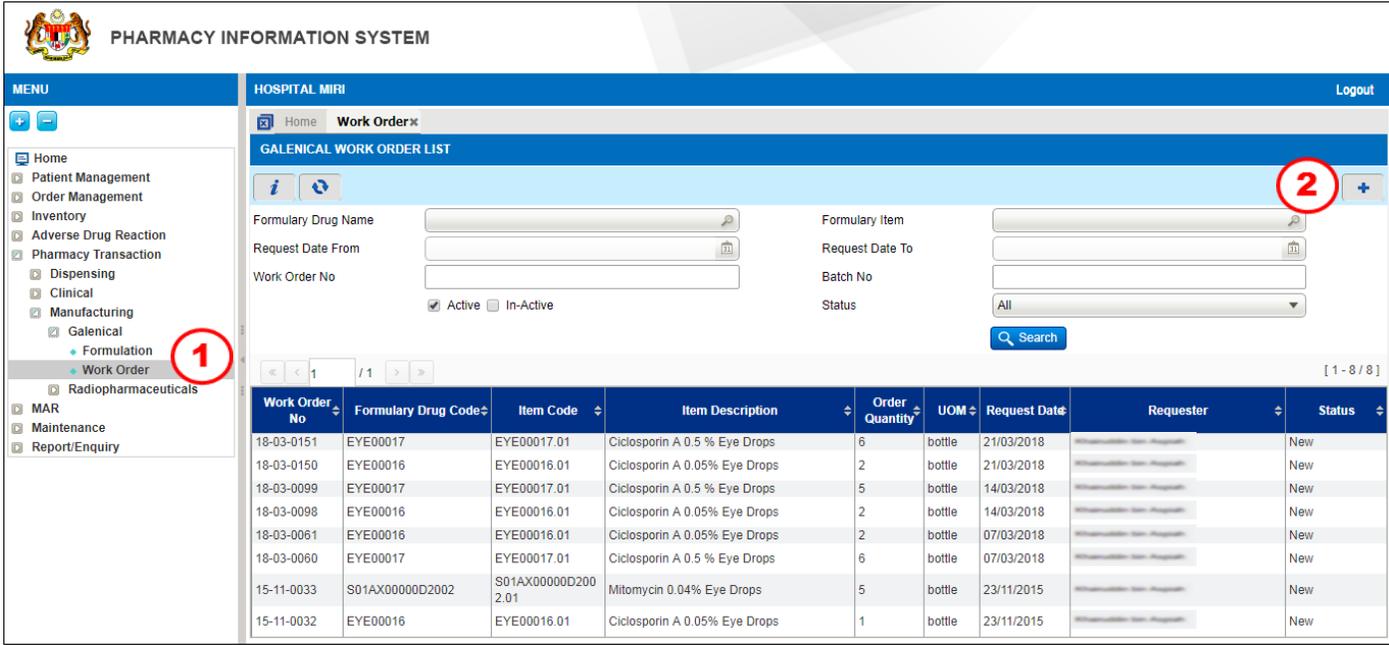
Galenical Work Order comprises of four (4) main functions:

- **Work Order**  
This function allows user to view all existing record and create a new record
- **Hold/Release Work Order**  
This function is used to hold or release the work order record
- **Delete Work Order**  
This function allows user to cancel any record with 'New' status
- **Quarantine**  
This function is used to quarantine any product which is still in progress

### 3.1 Create New Galenical Work Order

Galenical work order is referring to the preparations of pharmaceutical products (sterile and non-sterile) that are prepared by pharmacist in batches (bulk). Work order transaction is created based on the standard formulation defined in IWP. The preparation includes:

- Intravenous preparations
- Standard Parenteral Nutrition (Paediatric/Neonate)
- Eye/ear Drops preparations
- Internal preparations
- External preparations



**PHARMACY INFORMATION SYSTEM**

HOSPITAL MIRI Logout

Home **Work Order\***

**GALENICAL WORK ORDER LIST**

Formulary Drug Name:  Formulary Item:

Request Date From:  Request Date To:

Work Order No:  Batch No:

Active  In-Active Status:

Work Order No	Formulary Drug Code	Item Code	Item Description	Order Quantity	UOM	Request Date	Requester	Status
18-03-0151	EYE00017	EYE00017.01	Ciclosporin A 0.5 % Eye Drops	6	bottle	21/03/2018		New
18-03-0150	EYE00016	EYE00016.01	Ciclosporin A 0.05% Eye Drops	2	bottle	21/03/2018		New
18-03-0099	EYE00017	EYE00017.01	Ciclosporin A 0.5 % Eye Drops	5	bottle	14/03/2018		New
18-03-0098	EYE00016	EYE00016.01	Ciclosporin A 0.05% Eye Drops	2	bottle	14/03/2018		New
18-03-0061	EYE00016	EYE00016.01	Ciclosporin A 0.05% Eye Drops	2	bottle	07/03/2018		New
18-03-0060	EYE00017	EYE00017.01	Ciclosporin A 0.5 % Eye Drops	6	bottle	07/03/2018		New
15-11-0033	S01AX00000D2002	S01AX00000D2002.01	Mitomycin 0.04% Eye Drops	5	bottle	23/11/2015		New
15-11-0032	EYE00016	EYE00016.01	Ciclosporin A 0.05% Eye Drops	1	bottle	23/11/2015		New

Figure 3.1-1 Create New Work Order

#### STEP 1

Click on 'Pharmacy Transaction' menu then 'Manufacturing' follows by 'Galenical' then 'Work Order'

#### STEP 2

Click on the  button

#### Note

- Work Order screen will be displayed as shown in the Figure 3.1-2.
- New created work order **Request Status** will be by default to 'New'.
- Request by** will be default to user's login ID
- Request Date** will be default to system date/time.

WORK ORDER

<table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">UnitCode</td> <td style="width: 30%;">PS001</td> <td style="width: 10%;">Type</td> <td style="width: 40%;">Manufacturing</td> </tr> <tr> <td>Formulary Drug Name</td> <td>Ganciclovir 2% Eye Drop</td> <td></td> <td></td> </tr> <tr> <td>Item Description</td> <td>Ganciclovir 2% Eye Drop</td> <td></td> <td></td> </tr> <tr> <td>Item Packaging Description</td> <td>bottle</td> <td></td> <td></td> </tr> <tr> <td>Request Quantity (SKU)</td> <td>1</td> <td>bottle</td> <td></td> </tr> <tr> <td>Pack Size</td> <td>10</td> <td>ml</td> <td></td> </tr> <tr> <td>Request Quantity (PKU)</td> <td>1</td> <td>bott</td> <td></td> </tr> <tr> <td>Preparation Type</td> <td colspan="3">Sterile - Others</td> </tr> <tr> <td>Shelf Life</td> <td>1</td> <td>Months</td> <td></td> </tr> <tr> <td>Storage Condition</td> <td colspan="3">"Refrigerate (2 - 8 °C)"</td> </tr> </table>	UnitCode	PS001	Type	Manufacturing	Formulary Drug Name	Ganciclovir 2% Eye Drop			Item Description	Ganciclovir 2% Eye Drop			Item Packaging Description	bottle			Request Quantity (SKU)	1	bottle		Pack Size	10	ml		Request Quantity (PKU)	1	bott		Preparation Type	Sterile - Others			Shelf Life	1	Months		Storage Condition	"Refrigerate (2 - 8 °C)"			<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Request Status</td> <td style="width: 50%;">New</td> </tr> <tr> <td>Work Order No</td> <td></td> </tr> <tr> <td>Formulation Reference</td> <td>Keorochana N, Choontanom R. Efficacy and safety of an extemporaneous preparation of 2% ganciclovir eye drops in CMV anterior uveitis. BMJ Open Opth 2017; 2:e000061.</td> </tr> <tr> <td>Worksheet Prepared By</td> <td></td> </tr> <tr> <td>Remarks</td> <td>Methylcellulose.SyrupBP</td> </tr> <tr> <td>Request Date</td> <td>30/08/2019</td> </tr> <tr> <td>Request Reference</td> <td></td> </tr> </table>	Request Status	New	Work Order No		Formulation Reference	Keorochana N, Choontanom R. Efficacy and safety of an extemporaneous preparation of 2% ganciclovir eye drops in CMV anterior uveitis. BMJ Open Opth 2017; 2:e000061.	Worksheet Prepared By		Remarks	Methylcellulose.SyrupBP	Request Date	30/08/2019	Request Reference	
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Remarks	Methylcellulose.SyrupBP																																																						
Request Date	30/08/2019																																																						
Request Reference																																																							

<b>Material</b>	Procedure				
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Sequence No	Item Code	Description	Required Quantity	Required Quantity (SKU)	Available Quantity (SKU)
1	J05AB06520P3001XX.01	Ganciclovir 500mg/10ml Injection	4 ml	1 vial	0 vial
2	03.4402.01	Sterile Water for Injection 10mL	10 ml	1 amp	10600 amp

Figure 3.1-2 New Work Order screen

### STEP 3

Click on the  button to search for the Formulary Drug Name

#### Note

- List of **Formulary Drug Name** will be displayed as shown in Figure 3.1-3.

Search Manufacturing Drug

Drug Code	Drug Name
<input type="text"/>	<input type="text"/>
<input type="button" value="Search"/>	

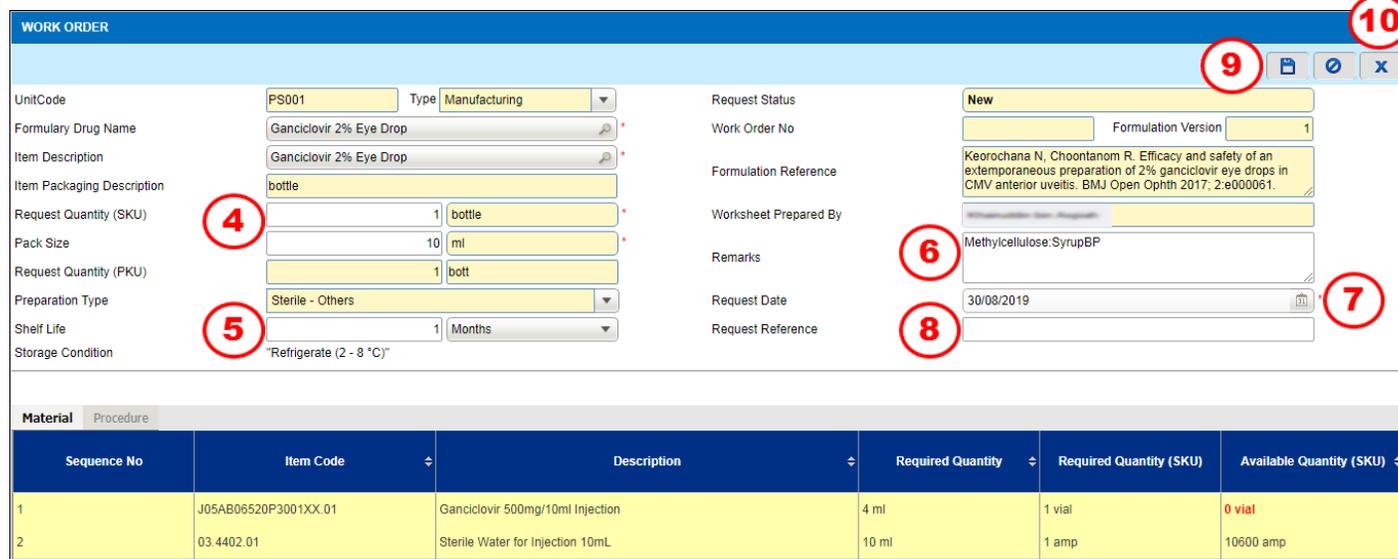
/ 21      [ 1 - 10 / 204 ]

Drug Code	Drug Name	Version	Remarks
EYE00039	Ganciclovir 2% Eye Drop	1.00	
GLN0100058	Caffeine Citrate 20mg/ml Oral Solution	3.00	
R01AA03110D6001XX	Ephedrine 0.5% w/v Nasal Drops	2.00	
GLN0200034	Sodium Bicarbonate Mouthwash	1.00	2%
GLN0100043	Propranolol 1mg/ml Oral Suspension	3.00	
GLN0100050	Trimethoprim Syrup 10mg/mL	2.00	Methylcellulose.SyrupBP
GLN0100046	Sildenafil Suspension 2.5mg/mL	4.00	Use Sildenafil 20mg Tablet
GLN0100046	Sildenafil Suspension 2.5mg/mL	3.00	Use Sildenafil 100mg Tablet
A03FA03000L8001XX	Domperidone 1 mg/ml Suspension	1.00	X-Temp HDPE plastic bottle
GLN0200011	Formaldehyde 10% Solution	2.00	

Figure 3.1-3 List of Formulary Item

- Item Description, Preparation Type, Shelf Life, Formulation Version, UOM, Pack Size and Storage Condition** will be auto displayed based on the **Formulary Drug Name** selected.
- Formulary Drug Name** is displayed based on the available Formulation record and the drug should exists in user's unit catalog.

- **Item Description** is displayed based on the item is set as active in Drug/Non Drug Catalogue and specified as manufactured item in item master



**WORK ORDER**

UnitCode: PS001 Type: Manufacturing Request Status: New

Formulary Drug Name: Ganciclovir 2% Eye Drop Work Order No: [ ] Formulation Version: 1

Item Description: Ganciclovir 2% Eye Drop Formulation Reference: Keoroachana N, Choontanom R. Efficacy and safety of an extemporaneous preparation of 2% ganciclovir eye drops in CMV anterior uveitis. BMJ Open Ophth 2017; 2:e000061.

Item Packaging Description: bottle Worksheet Prepared By: [ ]

Request Quantity (SKU): 1 bottle Remarks: Methylcellulose.SyrupBP

Pack Size: 10 ml Request Date: 30/08/2019

Request Quantity (PKU): 1 bott Request Reference: [ ]

Preparation Type: Sterile - Others Shelf Life: 1 Months Storage Condition: "Refrigerate (2 - 8 °C)"

Sequence No	Item Code	Description	Required Quantity	Required Quantity (SKU)	Available Quantity (SKU)
1	J05AB08520P3001XX.01	Ganciclovir 500mg/10ml Injection	4 ml	1 vial	0 vial
2	03.4402.01	Sterile Water for Injection 10mL	10 ml	1 amp	10600 amp

Figure 3.1-4 New Work Order screen

**STEP 4**

Change the **Quantity/UOM** and **Pack Size** if required

**Note**

The **Quantity/UOM** and **Pack Size** are defaulted to the value set by HQ.

**STEP 5**

Change the **Shelf Life** if required

**STEP 6**

Change the **Remarks** if applicable

**STEP 7**

Click on the  to change the **Requested Date**

**Note**

The **Requested Date** is defaulted to current system's date.

**STEP 8**

Enter **Request Reference** if applicable

**Note**

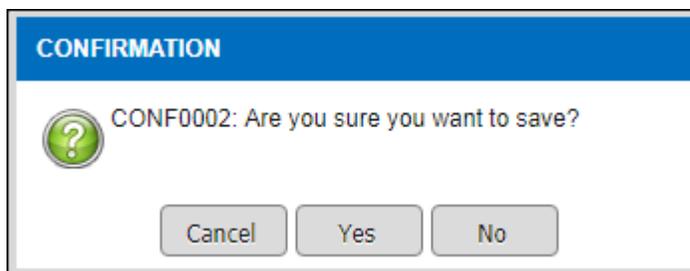
Click on the 'Procedure' tab to see the process instruction (if any).

**STEP 9**

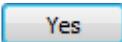
Click on the  button to save the record

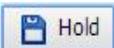
**Note**

- Alert message will be displayed as per Figure 3.1-5 & Figure 3.1-6 after clicking on  button



**Figure 3.1-5 Save Record Alert Message**

- Click on the  button.
- Work Order No.** will be automatically generated for further reference and these button will be enabled:

- 
- 
- 
- 

Character	Description	Value
1-2	Current year in 'YY' format	14
3-4	Current month in 'MM' format	05
5-10	Running number	Starting from 0001. This running number will be restarted to 0001 of every month.

**Table 3.1-1**

**STEP 10**

Click on the  button to exit

**WORK ORDER**

Hold Confirm Label Worksheet    

UnitCode: PS001 Type: Manufacturing Request Status: **New**

Formulary Drug Name: Ganciclovir 2% Eye Drop Work Order No: 19-08-0001 Formulation Version: 1

Item Description: Ganciclovir 2% Eye Drop Formulation Reference: Keorochana N, Choontanom R. Efficacy and safety of an extemporaneous preparation of 2% ganciclovir eye drops in CMV anterior uveitis. BMJ Open Ophth 2017; 2:e000061.

Item Packaging Description: bottle Worksheet Prepared By: 

Request Quantity (SKU): 1 bottle Remarks: 

Pack Size: 10 ml Request Quantity (PKU): 1 bott Request Date: 30/08/2019

Preparation Type: Sterile - Others Request Reference: 

Shelf Life: 1 Months

Storage Condition: "Refrigerate (2 - 8 °C)"

---

**Material** Procedure

Sequence No	Item Code	Description	Required Quantity	Required Quantity (SKU)	Available Quantity (SKU)	Allocate Quantity (SKU)	Batch No.	Expiry Date
1	J05AB06520P3001XX.01	Ganciclovir 500mg/10ml Injection	4 ml	1 vial	1000 vial	0 vial	-	-
2	03.4402.01	Sterile Water for Injection 10mL	10 ml	1 amp	10599 amp	1 amp	HA070344 1	07/11/2022

Figure 3.1-7 Work Order

**ITEM BATCH DETAILS** 12   

Material Code: J05AB06520P3001XX Required Quantity (SKU): 1 vial

Description: Ganciclovir 500mg/10ml Injection

---

**BATCH DETAIL**

<< < 1 / 1 > >> [ 1 - 1 / 1 ]

Item Code	Batch No.	Expiry Date	Available Quantity (SKU)	Allocate Quantity (SKU)
J05AB06520P3001XX.01	B4132B05	29/02/2020	1000	1
Total Available Quantity (SKU)			1000	Total Allocated Quantity (SKU) 1

Figure 3.1-8 Item Batch Details

**STEP 11**

Click on the **Allocate Quantity** hyperlink to allocate batch for the work order and Item Batch Details screen will be displayed as per Figure 3.1-8

**STEP 12**

Click on the  button to proceed with batch allocation

**Note**

- Work Order screen will be displayed as shown in the Figure 3.1-7.
- Initial **Allocate Quantity** is automatically generated by the system based on the 'First Expiry First Out' feature.
- **Total Location Quantity** is the quantity available of the item in stock.
- **Total Allocated Quantity** displays the material quantity which will be used for the work order.

**WORK ORDER** 13

Hold
Confirm Label Worksheet

UnitCode	PS001	Type	Manufacturing	Request Status	New
Formulary Drug Name	Ganciclovir 2% Eye Drop	Work Order No	19-08-0001	Formulation Version	1
Item Description	Ganciclovir 2% Eye Drop	Formulation Reference	Keorochana N, Choontanom R. Efficacy and safety of an extemporaneous preparation of 2% ganciclovir eye drops in CMV anterior uveitis. BMJ Open Opth 2017; 2:e000061.		
Item Packaging Description	bottle	Worksheet Prepared By			
Request Quantity (SKU)	1	Remarks			
Pack Size	10	Request Date	30/08/2019		
Request Quantity (PKU)	1	Request Reference			
Preparation Type	Sterile - Others				
Shelf Life	1				
Storage Condition	"Refrigerate (2 - 8 °C)"				

Material	Procedure	Sequence No	Item Code	Description	Required Quantity	Required Quantity (SKU)	Available Quantity (SKU)	Allocate Quantity (SKU)	Batch No.	Expiry Date
		1	J05AB06520P3001XX.01	Ganciclovir 500mg/10ml Injection	4 ml	1 vial	999 vial	1 vial	B4132B05	29/02/2020
		2	03.4402.01	Sterile Water for Injection 10mL	10 ml	1 amp	10599 amp	1 amp	HA070344 1	07/11/2022

Figure 3.1-9 View/Print Label

**STEP 13**

Click on the  button and 'Print Label' window will be displayed as shown in the Figure 3.1-9

**DRUG LABEL** 14  X

<input type="radio"/> General Label: 90mm X 60mm	<input type="radio"/> Label for External Preparation Cream 15g and 30g: 35mm X 35mm (Round)
<input type="radio"/> General Label: 40mm X 40mm	<input type="radio"/> General Label: 40mm X 20mm
<input type="radio"/> Label for External Preparation: 40mm X 40mm	<input type="radio"/> Label Unit of Dose: 20mm X 13.3 mm

Figure 3.1-10 Non PN Drug Print Label

**STEP 14**

Choose the size by selecting the radio button and click on the  button

**Note**

- Printed Labels in PDF format is as shown in Figure 3.1-11 to Figure 3.1-16.

<b>Hospital Miri</b>	
<b>Ganciclovir 2% Eye Drop</b>	
Qty :	10 ml
Batch No:	PS00-190830-1
Worksheet ID:	19-08-0001
Date Prepared:	30/08/2019
Date Exp:	29/09/2019
Storage :	"Refrigerate (2 - 8 °C)"

Figure 3.1-11 General Label : 90mm x 60mm

<b>Ganciclovir 2% Eye Drop</b>	<b>Ganciclovir 2% Eye Drop</b>
Qty : 10 ml	Qty : 10 ml
Batch No: PS00-190830-1	Batch No : PS00-190830-1
Prep Date :30/08/2019    Exp Date :29/09/2019	Prep Date :30/08/2019    Exp Date :29/09/2019
Hospital Miri	Hospital Miri

Figure 3.1-12 General Label : 40mm x 40mm

<b>TIDAK BOLEH DIMINUM NOT TO BE TAKEN</b>	<b>TIDAK BOLEH DIMINUM NOT TO BE TAKEN</b>
Jauhi ubat dari kanak-kanak	Jauhi ubat dari kanak-kanak
<b>Ganciclovir 2% Eye Drop</b>	<b>Ganciclovir 2% Eye Drop</b>
Qty : 10 ml	Qty : 10 ml
Batch No: PS00-190830-1	Batch No : PS00-190830-1
Prep Date :30/08/2019    Exp Date :29/09/2019	Prep Date :30/08/2019    Exp Date :29/09/2019
Hospital Miri	Hospital Miri

Figure 3.1-13 Label for External Preparation : 40mm x 40mm

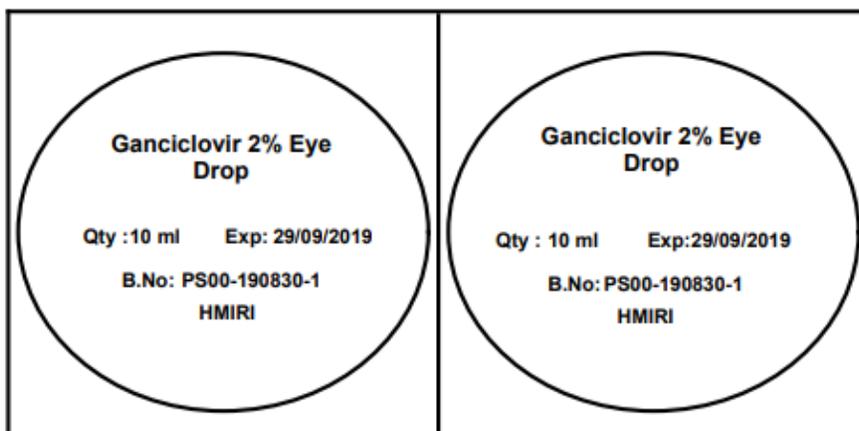


Figure 3.1-14 Label for External Preparation Cream 15g and 30g : 35mm x 35mm (Round)

<b>Ganciclovir 2% Eye Drop</b>	<b>Ganciclovir 2% Eye Drop</b>
Qty : 10 ml Batch : PS00-190830-1 Prep Date :30/08/2019 Exp Date :29/09/2019	Qty : 10 ml Batch : PS00-190830-1 Prep Date :30/08/2019 Exp Date :29/09/2019
Hospital Miri	Hospital Miri
<b>Ganciclovir 2% Eye Drop</b>	<b>Ganciclovir 2% Eye Drop</b>
Qty : 10 ml Batch : PS00-190830-1 Prep Date :30/08/2019 Exp Date :29/09/2019	Qty : 10 ml Batch : PS00-190830-1 Prep Date :30/08/2019 Exp Date :29/09/2019
Hospital Miri	Hospital Miri

Figure 3.1-15 General Label : 40mm x 20mm'

Ganciclovir 2% Eye Drop			
BN:PS00-190830- Exp: 29/09/2019	BN:PS00-190830- Exp: 29/09/2019	BN:PS00-190830- Exp: 29/09/2019	BN:PS00-190830- Exp: 29/09/2019
Ganciclovir 2% Eye Drop			
BN:PS00-190830- Exp: 29/09/2019	BN:PS00-190830- Exp: 29/09/2019	BN:PS00-190830- Exp: 29/09/2019	BN:PS00-190830- Exp: 29/09/2019
Ganciclovir 2% Eye Drop			
BN:PS00-190830- Exp: 29/09/2019	BN:PS00-190830- Exp: 29/09/2019	BN:PS00-190830- Exp: 29/09/2019	BN:PS00-190830- Exp: 29/09/2019

Figure 3.1-16 Label Unit of Dose : 20mm x 13.3mm

- If a Formulary is set up as Drug Type = PN in Drug Master, different types of Labels can be printed out as shown in Figure 3.1-17.

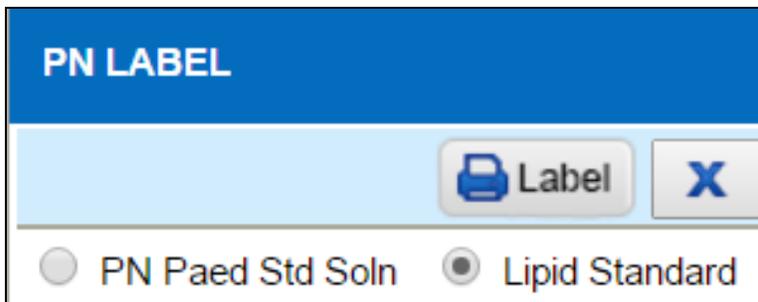


Figure 3.1-17 PN Drug Print Label

- Printed Labels in PDF format is as shown in Figure 3.1-18

<b>Hospital Pakar Sultanah Fatimah, Muar</b>		
<b>PARENTERAL NUTRITION (PAEDIATRIC)</b>		
<b>PN Soln 10, Starter without K+, 48.3kcal</b>		
<b>NAME :</b>	<b>AGE :</b>	
<b>MRN :</b>	<b>WARD :</b>	
<b>Total Volume :</b>	<b>100 ml/bag</b>	
<b>Content per bag</b>		
<b>Protein</b>	<b>2.8 g</b>	
<b>Dextrose</b>	<b>10 g</b>	
<b>Sodium</b>	<b>2 mmol</b>	
<b>Potassium</b>	<b>0 mmol</b>	
<b>Calcium</b>	<b>1.2 mmol</b>	
<b>Magnesium</b>	<b>0.14 mmol</b>	
<b>Phosphate</b>	<b>1 mmol</b>	
<b>Chloride</b>	<b>0.02 mmol</b>	
<b>Acetate</b>	<b>0 mmol</b>	
<b>Trace Element</b>	<b>0 mL</b>	
<b>Calories</b>	<b>48.29 kcal</b>	
<b>Osmolarity</b>	<b>789.63 mosm/L</b>	
<b>Date and Time of Administration :</b>		
<b>Infusion</b>	<b>mL/Hrs</b>	
<b>Batch No</b> TPN-170116-4	<b>Expiry</b> 23/01/2017	<b>Price : RM</b>
<b>Do not use if any visible solid particles, growth precipitation appears</b>		
<b>Store in refrigerator (2-8 °C). Protect from light (Once open use within 48 hours)</b> <b>Ensure PN Solution is at room temperature before infusion</b>		
.....		
<b>Name :</b>		
<b>MRN :</b>	<b>Ward :</b>	
<b>Age :</b>	<b>Gender:</b>	
<b>Birth/Current Body Weight:</b>		
<b>Date Administer :</b>		
<b>Batch No :</b>		
<b>Expiry Date :</b>		
<b>Please fill up and send back this portion to PN</b>		

Figure 3.1-18 (A) Label: PN Paed Soln Std.

<b>Hospital Pakar Sultanah Fatimah, Muar</b>	
<b>PN Soln 10, Starter without K+, 48.3kcal</b>	
LIPID : 0 mL	Batch No: TPN-170116-4
	Worksheet 17-01-0011
VITALIPID: 0 mL	Date Prepared: 16/01/2017
SOLUVIT: 0 mL	Exp date: 23/01/2017
Total Vol: 0 mL	Price (RM):
Stable for 6 days at 2-8 °C & 1 day at 25 °C	
<b>Hospital Pakar Sultanah Fatimah, Muar</b>	
<b>PN Soln 10, Starter without K+, 48.3kcal</b>	
LIPID : 0 mL	Batch No: TPN-170116-4
	Worksheet 17-01-0011
VITALIPID: 0 mL	Date Prepared: 16/01/2017
SOLUVIT: 0 mL	Exp date: 23/01/2017
Total Vol: 0 mL	Price (RM):
Stable for 6 days at 2-8 °C & 1 day at 25 °C	
<b>Hospital Pakar Sultanah Fatimah, Muar</b>	
<b>PN Soln 10, Starter without K+, 48.3kcal</b>	
LIPID : 0 mL	Batch TPN-170116-4
	Worksheet 17-01-0011
VITALIPID: 0 mL	Date Prepared: 16/01/2017
SOLUVIT: 0 mL	Exp date: 23/01/2017
Total Vol: 0 mL	Price (RM):
Stable for 6 days at 2-8 °C & 1 day at 25 °C	

Figure 3.1-18 (B) Label: PN Lipid Soln Std

- Label will be printed out after selection is confirmed and  button is clicked.

15

**WORK ORDER**

Hold

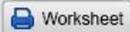
Confirm Label Worksheet Trash Print Refresh Close

UnitCode	PS001	Type	Manufacturing	Request Status	New
Formulary Drug Name	Ganciclovir 2% Eye Drop	Work Order No	19-08-0001	Formulation Version	1
Item Description	Ganciclovir 2% Eye Drop	Formulation Reference	Keorochana N, Choontanom R. Efficacy and safety of an extemporaneous preparation of 2% ganciclovir eye drops in CMV anterior uveitis. BMJ Open Ophth 2017; 2:e000061.		
Item Packaging Description	bottle	Worksheet Prepared By			
Request Quantity (SKU)	1	bottle	Remarks		
Pack Size	10	ml	Request Date	30/08/2019	
Request Quantity (PKU)	1	bott	Request Reference		
Preparation Type	Sterile - Others				
Shelf Life	1	Months			
Storage Condition	"Refrigerate (2 - 8 °C)"				

Material	Sequence No	Item Code	Description	Required Quantity	Required Quantity (SKU)	Available Quantity (SKU)	Allocate Quantity (SKU)	Batch No.	Expiry Date
	1	J05AB06520P3001XX.01	Ganciclovir 500mg/10ml Injection	4 ml	1 vial	999 vial	1 vial	B4132B05	29/02/2020
	2	03.4402.01	Sterile Water for Injection 10mL	10 ml	1 amp	10599 amp	1 amp	HA070344 1	07/11/2022

Figure 3.1-19 View/Print Worksheet

**STEP 15**

Click on the  button to generate and print the Work Sheet as shown in Figure 3.1-19



### GALENICAL WORKSHEET (DRAFT)

MINISTRY OF HEALTH

Hospital Miri

<b>Request Date</b> :30/08/2019	<b>Worksheet ID</b> : 19-08-0001
<b>Item Description</b> :Ganciclovir 2% Eye Drop	
<b>Request Qty</b> : 1 bott	<b>Qty Prepared (SKU)</b> : 0 bott
<b>Pack Size</b> : 10 ml	<b>Qty Prepared (PKU)</b> : 0 bott
<b>Shelf Life</b> :1 Months	<b>Batch No</b> : PS00-190830-1
<b>Preparation Type</b> :Sterile - Others	<b>Expiry Date</b> : 29/09/2019

Ingredients	Vol. per Qty.	Total	Expiry Date	Batch ID	Allocated Qty
Ganciclovir 500mg/10ml Injection	4 ml	4 ml	29/02/2020	B4132B05	1 vial
Sterile Water for Injection 10mL	10 ml	10 ml	07/11/2022	HA070344 1	1 amp

**Procedure :**

- 1 Add 10ml of Water For Injection to the Ganciclovir 500mg vial.
- 2 Invert the vial several times to mix the solution.
- 3 Syringe out 4mL of the Ganciclovir solution using 10mL syringe.
- 4 Add Water For Injection into the syringe to make up to final volume of 10mL.
- 5 Filter the solution into eye drop bottle using 0.2 micron filter.
- 6 Close the bottle, seal and label appropriately.
- 7 Note: Special precautions for handling of cytotoxics must be observed at all stages of preparation.

<b>Storage :</b> "Refrigerate (2 - 8 °C)"	<b>Label :</b>	
<b>Remarks</b>		
<b>Formulation Reference:</b> Keorochana N, Choontanom R. Efficacy and safety of an extemporaneous preparation of 2% ganciclovir eye drops in CMV anterior uveitis. BMJ Open Ophth 2017; 2:e000061.		
<b>Worksheet Prepared By :</b>  Date: 30/08/2019	<b>Prepared by :</b>  Date:	<b>Approved by :</b>  Date:

Figure 3.1-20 Manufacturing Draft Work Sheet

**WORK ORDER**
16

Hold

Confirm
Label
Worksheet
Trash
Save
Refresh
Close

Unit Code	PS001	Type	Manufacturing	Request Status	New
Formulary Drug Name	Ganciclovir 2% Eye Drop	Work Order No	19-08-0001	Formulation Version	1
Item Description	Ganciclovir 2% Eye Drop	Formulation Reference	Keorochana N, Choontanom R. Efficacy and safety of an extemporaneous preparation of 2% ganciclovir eye drops in CMV anterior uveitis. BMJ Open Opth 2017; 2:e000061.		
Item Packaging Description	bottle	Worksheet Prepared By			
Request Quantity (SKU)	1 bottle	Remarks			
Pack Size	10 ml	Request Date	30/08/2019		
Request Quantity (PKU)	1 bott	Request Reference			
Preparation Type	Sterile - Others				
Shelf Life	1 Months				
Storage Condition	"Refrigerate (2 - 8 °C)"				

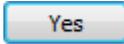
Material	Procedure	Sequence No	Item Code	Description	Required Quantity	Required Quantity (SKU)	Available Quantity (SKU)	Allocate Quantity (SKU)	Batch No.	Expiry Date
		1	J05AB06520P3001XX.01	Ganciclovir 500mg/10ml Injection	4 ml	1 vial	999 vial	1 vial	B4132B05	29/02/2020
		2	03.4402.01	Sterile Water for Injection 10mL	10 ml	1 amp	10599 amp	1 amp	HA070344 1	07/11/2022

Figure 3.1-21 Confirm Work Order

**STEP 16**

Click on the  button to confirm the work order

**Note**

- Alert message will be displayed as per Figure 3.1-22, click on the  button.

CONFIRMATION


CONF0074: Are you sure to confirm record?

Cancel

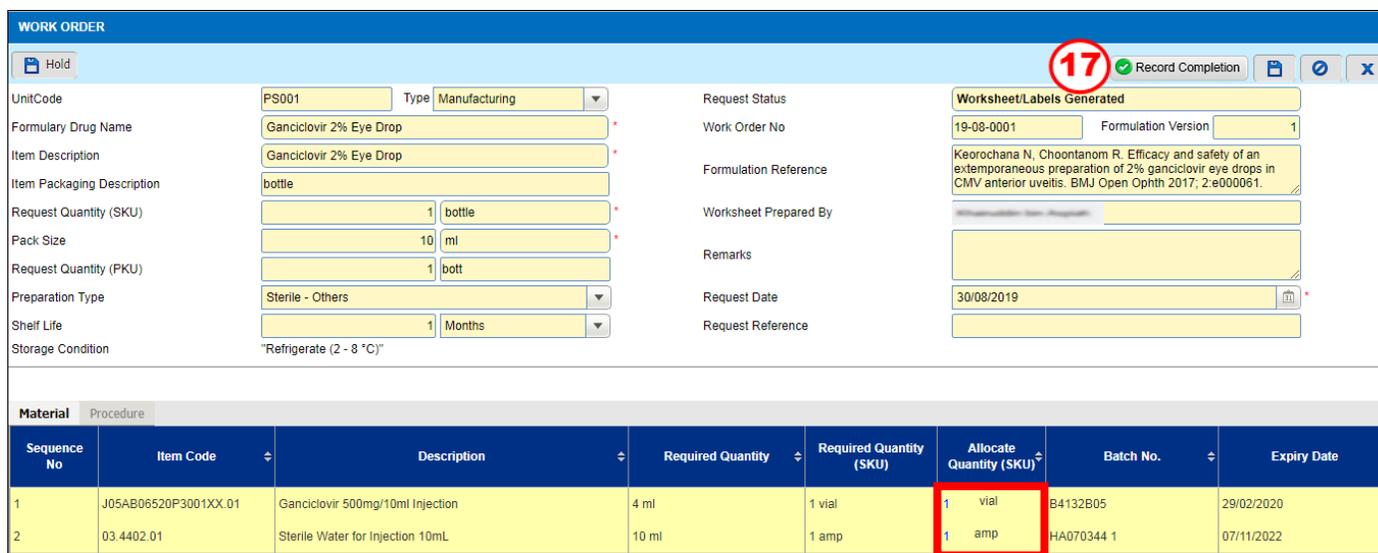
Yes

No

Figure 3.1-22 Save Record Alert Message

**Note**

The Status will change to Worksheet/Label Generated.



**WORK ORDER**

Hold 17 Record Completion

UnitCode: PS001 Type: Manufacturing Request Status: Worksheet/Labels Generated

Formulary Drug Name: Ganciclovir 2% Eye Drop Work Order No: 19-08-0001 Formulation Version: 1

Item Description: Ganciclovir 2% Eye Drop Formulation Reference: Keorochana N, Choontanom R. Efficacy and safety of an extemporaneous preparation of 2% ganciclovir eye drops in CMV anterior uveitis. BMJ Open Opth 2017; 2:e000061.

Item Packaging Description: bottle Worksheet Prepared By: [Empty]

Request Quantity (SKU): 1 bottle Remarks: [Empty]

Pack Size: 10 ml Request Quantity (FKU): 1 bott

Preparation Type: Sterile - Others Request Date: 30/08/2019

Shelf Life: 1 Months Request Reference: [Empty]

Storage Condition: "Refrigerate (2 - 8 °C)"

Sequence No	Item Code	Description	Required Quantity	Required Quantity (SKU)	Allocate Quantity (SKU)	Batch No.	Expiry Date
1	J05AB06520P3001XX.01	Ganciclovir 500mg/10ml Injection	4 ml	1 vial	1 vial	B4132B05	29/02/2020
2	03.4402.01	Sterile Water for Injection 10mL	10 ml	1 amp	1 amp	HA070344 1	07/11/2022

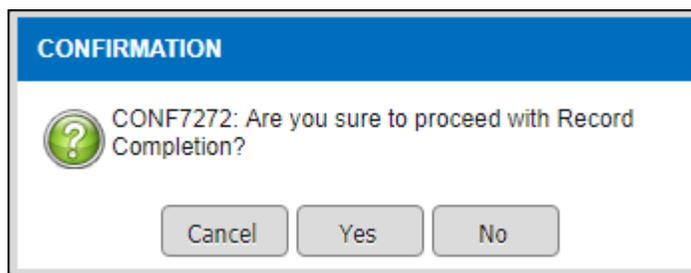
**Figure 3.1-23 Record Completion Work Order**

**STEP 17**

Click on the  button to complete the record

**Note**

- Before clicking  user must allocate the quantity.
- Proceed with the product preparation.
- Alert message will be displayed as per Figure 3.1-24 after clicking on  button

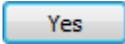


**CONFIRMATION**

CONF7272: Are you sure to proceed with Record Completion?

Cancel Yes No

**Figure 3.1-24 Save Record Alert Message**

- Click on the  button.

WORK ORDER
20

Hold 
Quarantine Required   Production Complete

UnitCode: PS001	Type: Manufacturing	Request Status: In Progress	
Formulary Drug Name: Ganciclovir 2% Eye Drop		Work Order No: 19-08-0001	Formulation Version: 1
Item Description: Ganciclovir 2% Eye Drop		Formulation Reference: Keorochana N, Choontanom R. Efficacy and safety of an extemporaneous preparation of 2% ganciclovir eye drops in CMV anterior uveitis. BMJ Open Ophth 2017; 2:e000061.	
Item Packaging Description: bottle		Worksheet Prepared By:	
Request Quantity (SKU): 1 bottle		Remarks:	
Pack Size: 10 ml		Request Date: 30/08/2019	
Request Quantity (PKU): 1 bott		Request Reference:	
Preparation Type: Sterile - Others			
Shelf Life: 1 Months			
Storage Condition: "Refrigerate (2 - 8 °C)"			

---

Quantity Produced (SKU): <span style="border: 2px solid red; border-radius: 50%; padding: 2px 5px; font-weight: bold;">18</span> 1 bottle	Yield %: 100 %	Remarks: <span style="border: 2px solid red; border-radius: 50%; padding: 2px 5px; font-weight: bold;">19</span>	
Quantity Produced (PKU): 1 bott		Prepared By:	
Batch No: PS00-190830-1		Approved By:	
Expiry Date: 29/09/2019			

Material Procedure

Sequence No	Item Code	Description	Required Quantity	Required Quantity (SKU)	Allocate Quantity (SKU)	Batch No.	Expiry Date
1	J05AB06520P3001XX.01	Ganciclovir 500mg/10ml Injection	4 ml	1 vial	1 vial	B4132B05	29/02/2020
2	03.4402.01	Sterile Water for Injection 10mL	10 ml	1 amp	1 amp	HA070344 1	07/11/2022

Figure 3.1-26 Production Complete

**STEP 18**

Enter the actual **Quantity Produced**

**Note**

- This step is performed after the product has been made manually.
- Yield value in %, will be auto calculated by this formula:  

$$[(Quantity\ Produced / Request\ Quantity) \times 100]$$

**STEP 19**

Enter the **Remarks if have**

**STEP 20**

Click on the button

**Note**

- Alert message will be displayed as per Figure 3.1-27 after clicking on button.
- On click of Production Complete, stock for final product/item will be added into user's unit while stock for raw material is deducted.
- If user tick on radio button, request status will be change to Quarantine. Button and button will be disable.

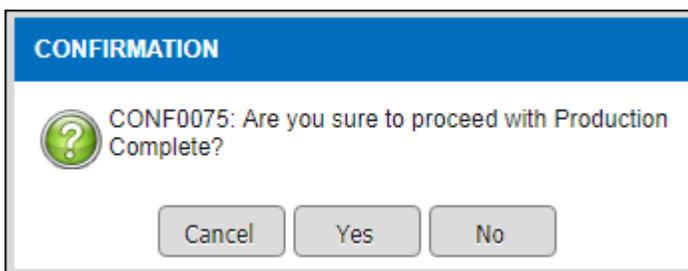
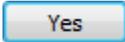


Figure 3.1-27 Save Record Alert Message

- Click on the  button.

**WORK ORDER**

Hold Quarantine Required  Label Worksheet X

UnitCode	PS001	Type	Manufacturing	Request Status	Completed
Formulary Drug Name	Ganciclovir 2% Eye Drop	Request Quantity (SKU)	1 bottle	Work Order No	19-08-0001
Item Description	Ganciclovir 2% Eye Drop	Pack Size	10 ml	Formulation Version	1
Item Packaging Description	bottle	Request Quantity (PKU)	1 bott	Formulation Reference	Keorochana N, Choontanom R. Efficacy and safety of an extemporaneous preparation of 2% ganciclovir eye drops in CMV anterior uveitis. BMJ Open Ophth 2017; 2:e000061.
Preparation Type	Sterile - Others	Shelf Life	1 Months	Worksheet Prepared By	
Storage Condition	"Refrigerate (2 - 8 °C)"	Request Date	30/08/2019	Remarks	
Quantity Produced (SKU)	1 bottle	Request Reference		Request Date	30/08/2019
Quantity Produced (PKU)	1 bott	Yield %	100 %	Request Reference	
Batch No.	PS00-190830-1	Remarks		Prepared By	
Expiry Date	29/09/2019	Approved By		Approved By	

**Material** Procedure

Sequence No	Item Code	Description	Required Quantity	Required Quantity (SKU)	Allocate Quantity (SKU)	Batch No.	Expiry Date
1	J05AB06520P3001XX.01	Ganciclovir 500mg/10ml Injection	4 ml	1 vial	1 vial	B4132B05	29/02/2020
2	03.4402.01	Sterile Water for Injection 10mL	10 ml	1 amp	1 amp	HA070344 1	07/11/2022

Figure 3.1-28 Complete Work Order Galenical

### 3.1.1 Alternate Drug

**WORK ORDER**

Hold

Confirm Label Worksheet Print Refresh Close

UnitCode	PS001	Type	Manufacturing	Request Status	New
Formulary Drug Name	Ganciclovir 2% Eye Drop	Work Order No	19-08-0002	Formulation Version	1
Item Description	Ganciclovir 2% Eye Drop	Formulation Reference	Keorochana N, Choontanom R. Efficacy and safety of an extemporaneous preparation of 2% ganciclovir eye drops in CMV anterior uveitis. BMJ Open Ophth 2017; 2:e000061.		
Item Packaging Description	bottle	Worksheet Prepared By			
Request Quantity (SKU)	1 bottle	Remarks			
Pack Size	10 ml	Request Date	30/08/2019		
Request Quantity (FKU)	1 bott	Request Reference			
Preparation Type	Sterile - Others				
Shelf Life	1 Months				
Storage Condition	"Refrigerate (2 - 8 °C)"				

Material		Procedure							
Sequence No	Item Code	Description	Required Quantity	Required Quantity (SKU)	Available Quantity (SKU)	Allocate Quantity (SKU)	Batch No.	Expiry Date	
1	QP3001XX.01	Ganciclovir 500mg/10ml Injection	4 ml	1 vial	996 vial	1 vial	B4132B05	29/02/2020	
2	03.001	Sterile Water for Injection 10mL	10 ml	1 amp	10596 amp	1 amp	HA070344 1	07/11/2022	

Figure 3.1.1-1 Alternate (Work Order)

#### STEP 1

Click on the  and select the  option to alternate to another material and it will show as **Figure 3.1.1-2**

#### Note

Alternate Item list will display record based on:

- When Material Item has Strength and Strength UOM value in Drug Master; List will display Item where in Drug Master,
  - Same Active Ingredient
  - Same strength and strength UOM
- When Material Item Strength value is 0; List will display Item where in Drug Master,
  - Same Active ingredient
  - Same Quantity UOM (Not necessarily same Quantity value)

U. MANUAL\_GALENICAL\_WORK ORDER-11<sup>th</sup> E

Page 23

**ALTERNATE ITEM DETAILS**

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Alternate Item For:

Active Ingredient:

Description:

Required Quantity (SKU):

**BATCH DETAIL**

[ 1 - 4 / 4 ]

No.	Item Name	Dosage Form	Batch	Expiry Date	Available Qty	UOM	Allocation Qty (SKU)	Select
1	Sterile Water for Irrigation 500mL	Parenteral Irrig Sol	A67A0404	28/06/2021	250	bottle	1	<input checked="" type="checkbox"/>
2	Water For Injection (500 ml)	Parenteral Solution	P150A251	11/03/2023	480	bottle		<input type="checkbox"/>
		Parenteral Solution	P150A252	11/03/2023	420	bottle		<input type="checkbox"/>
		Parenteral Solution	P150A317	13/04/2023	2000	bottle		<input type="checkbox"/>

Figure 3.1.1-2 Alternate Drug Details

**STEP 2**

Tick on select radio button

**STEP 3**

Enter **Allocation Qty (SKU)**

**Note**

If the item has more than one item, choose **Alternate Item Name** to display it.

**STEP 4**

Click on the  button to save the record

**ALTERNATE ITEM DETAILS**

📄
🔄
✕

Alternate Item For:

Active Ingredient:

Description:

Required Quantity (SKU):

**BATCH DETAIL**

[ 1 - 4 / 4 ]

No.	Item Name	Dosage Form	Batch	Expiry Date	Available Qty	UOM	Allocation Qty (SKU)	Select
1	Sterile Water for Irrigation 500mL	Parenteral Irrig Sol	A67A0404	28/06/2021	250	bottle	1	<input checked="" type="checkbox"/>
2	Water For Injection (500 ml)	Parenteral Solution	P150A251	11/03/2023	480	bottle		<input type="checkbox"/>
		Parenteral Solution	P150A252	11/03/2023	420	bottle		<input type="checkbox"/>
		Parenteral Solution	P150A317	13/04/2023	2000	bottle		<input type="checkbox"/>

Figure 3.1.1-3 Alternate Item Drug Details

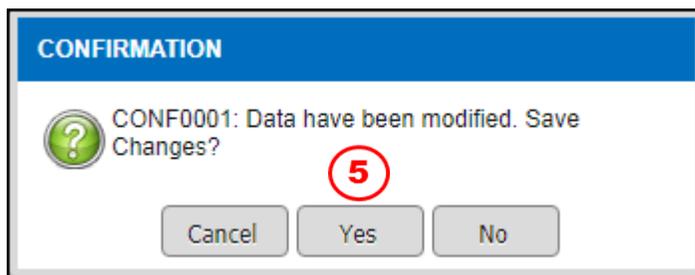


Figure 3.1.1-4 Information Alert Message

**STEP 5**

Click on the  button to save record

**STEP 6**

Click on the  button to close the screen and back to the work order as **Figure 3.1.1-5**

WORK ORDER									
<div style="display: flex; justify-content: space-between;"> <span>Hold</span> <span>Confirm Label Worksheet</span> </div>									
UnitCode	PS001	Type	Manufacturing	Request Status	New				
Formulary Drug Name	Ganciclovir 2% Eye Drop			Work Order No	19-08-0002	Formulation Version	1		
Item Description	Ganciclovir 2% Eye Drop			Formulation Reference	Keirochana N, Choontanom R. Efficacy and safety of an extemporaneous preparation of 2% ganciclovir eye drops in CMV anterior uveitis. BMJ Open Ophth 2017; 2:e000061.				
Item Packaging Description	bottle			Worksheet Prepared By					
Request Quantity (SKU)	1	bottle		Remarks					
Pack Size	10	ml		Request Date	30/08/2019				
Request Quantity (PKU)	1	bott		Request Reference					
Preparation Type	Sterile - Others								
Shelf Life	1	Months							
Storage Condition	"Refrigerate (2 - 8 °C)"								
Material									
Sequence No	Item Code	Description	Required Quantity	Required Quantity (SKU)	Available Quantity (SKU)	Allocate Quantity (SKU)	Batch No.	Expiry Date	
1	J05AB06520P3001XX.01	Ganciclovir 500mg/10ml Injection	4 ml	1 vial	996 vial	1 vial	B4132B05	29/02/2020	
2	03.4402.01	Sterile Water for Injection 10mL	10 ml	1 amp	10597 amp	0 amp	-	-	
	V07AB00000P3001c.04	Sterile Water for Irrigation 500mL	1 ml			1 bott	A67A0404	28/06/2021	

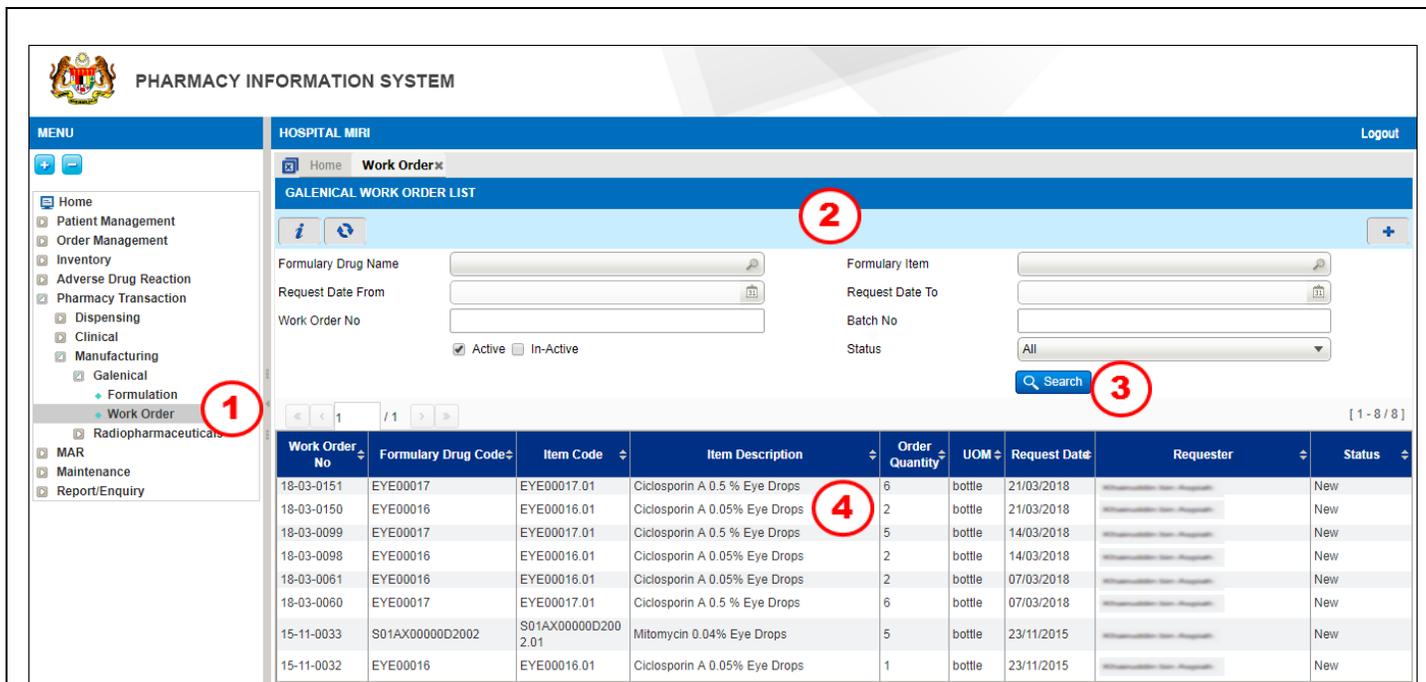
Figure 3.1.1-5 Updated New Material

**Note**

Alternate drug field will change to green color as per **Figure 3.1.1-5**.

### 3.2 Hold/Release Work Order

This function allows to hold or release any record with the **Status** as 'New', 'In Progress', 'Quarantine' and 'Worksheet/Label Generated'.



**PHARMACY INFORMATION SYSTEM**

HOSPITAL MIRI Logout

Home **Work Order**

**GALENICAL WORK ORDER LIST**

Formulary Drug Name:  Formulary Item:

Request Date From:  Request Date To:

Work Order No:  Batch No:

Active  In-Active Status:

Search

Work Order No	Formulary Drug Code	Item Code	Item Description	Order Quantity	UOM	Request Date	Requester	Status
18-03-0151	EYE00017	EYE00017.01	Ciclosporin A 0.5 % Eye Drops	6	bottle	21/03/2018		New
18-03-0150	EYE00016	EYE00016.01	Ciclosporin A 0.05% Eye Drops	2	bottle	21/03/2018		New
18-03-0099	EYE00017	EYE00017.01	Ciclosporin A 0.5 % Eye Drops	5	bottle	14/03/2018		New
18-03-0098	EYE00016	EYE00016.01	Ciclosporin A 0.05% Eye Drops	2	bottle	14/03/2018		New
18-03-0061	EYE00016	EYE00016.01	Ciclosporin A 0.05% Eye Drops	2	bottle	07/03/2018		New
18-03-0060	EYE00017	EYE00017.01	Ciclosporin A 0.5 % Eye Drops	6	bottle	07/03/2018		New
15-11-0033	S01AX00000D2002	S01AX00000D2002.01	Mitomycin 0.04% Eye Drops	5	bottle	23/11/2015		New
15-11-0032	EYE00016	EYE00016.01	Ciclosporin A 0.05% Eye Drops	1	bottle	23/11/2015		New

Figure 3.2-1 Galenical Work Order Listing Page

#### STEP 1

Click on 'Pharmacy Transaction' menu follow by 'Manufacturing' then 'Galenical' and last 'Work Order'

#### STEP 2

To search for existing Galenical Work Order record(s), you may search by criteria as follow:

No	Field	Description	Remarks
a.	Work Order No	Work Order Number	Display all existing Work Order no
b.	Formulary Drug Name	Search formulary item by: - Drug Code - Drug Name	Display all Drug Code and Drug Name
c.	Request Date From	Start date for the slow moving record	Format field (dd/mm/yy)
d.	Request Date To	End date for the slow moving record	Format field (dd/mm/yy)
e.	Batch No	Batch Number	By entering the batch number
f.	Status	Search by: - Completed - In Progress - New - On Hold - Quarantine - Rejected - Released - Worksheet/Labels Generated	Allow to filter and search record(s)

Table 3.2-1

### STEP 3

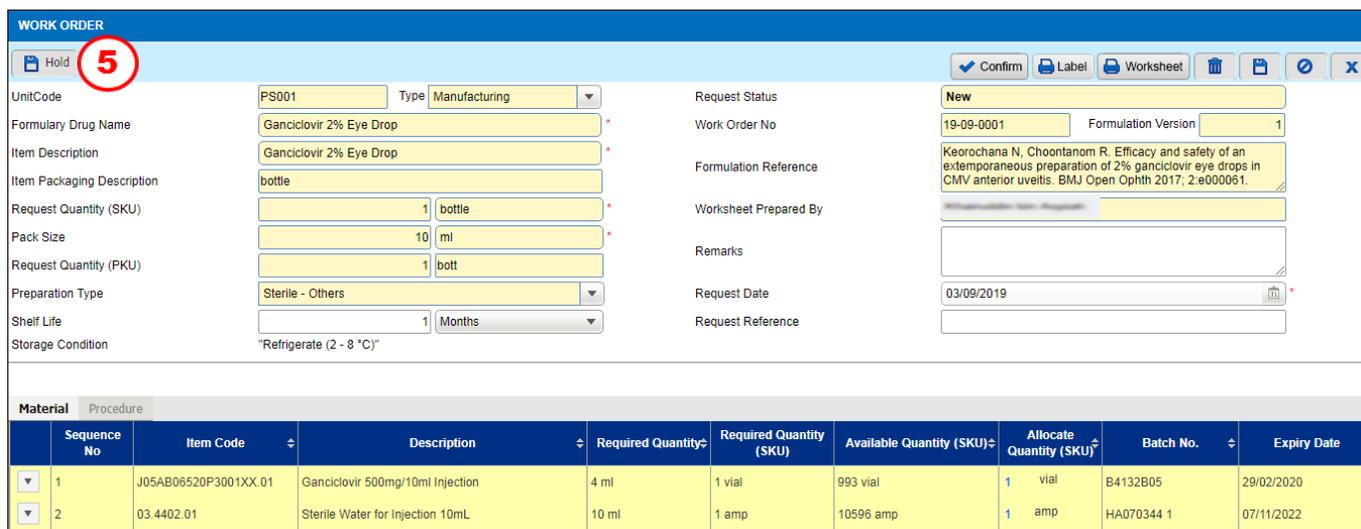
Click on the  button to search the existing record

#### Note

List of Record No. displayed will be based on the selected/entered criteria as shown in Figure 3.2-2.

### STEP 4

Double click on the selected record and the Work Order window will be displayed



**WORK ORDER**

Hold **5** Confirm Label Worksheet [Icons]

UnitCode: PS001 Type: Manufacturing Request Status: New

Formulary Drug Name: Ganciclovir 2% Eye Drop Work Order No: 19-09-0001 Formulation Version: 1

Item Description: Ganciclovir 2% Eye Drop Formulation Reference: Keorochana N, Choontanom R. Efficacy and safety of an extemporaneous preparation of 2% ganciclovir eye drops in CMV anterior uveitis. BMJ Open Ophth 2017; 2:e000061.

Item Packaging Description: bottle Worksheet Prepared By: [Field]

Request Quantity (SKU): 1 bottle Remarks: [Field]

Pack Size: 10 ml Request Quantity (PKU): 1 bott Request Date: 03/09/2019

Preparation Type: Sterile - Others Request Reference: [Field]

Shelf Life: 1 Months

Storage Condition: "Refrigerate (2 - 8 °C)"

Material	Procedure	Sequence No	Item Code	Description	Required Quantity	Required Quantity (SKU)	Available Quantity (SKU)	Allocate Quantity (SKU)	Batch No.	Expiry Date
		1	J05AB06520P3001XX.01	Ganciclovir 500mg/10ml Injection	4 ml	1 vial	993 vial	1 vial	B4132B05	29/02/2020
		2	03.4402.01	Sterile Water for Injection 10mL	10 ml	1 amp	10596 amp	1 amp	HA070344 1	07/11/2022

Figure 3.2-2 Hold Work Order

### STEP 5

Click on the  button to hold the work order process.

#### Note

- Alert message will be displayed as per Figure 3.2-3.

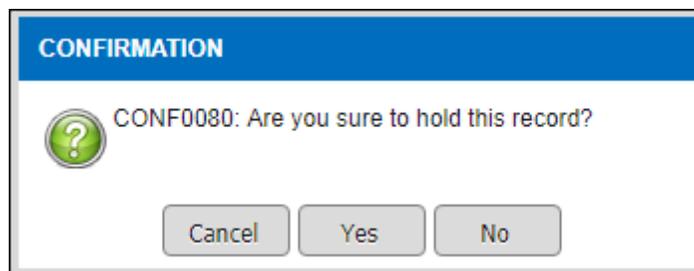
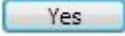


Figure 3.2-3 Alert Message Confirmation

- Click on the  button.
- The **Request Status** will be changed to **On Hold**.

WORK ORDER

▶ Resume 6
📄 ↺ ✕

UnitCode	PS001	Type	Manufacturing	Request Status	On Hold
Formulary Drug Name	Ganciclovir 2% Eye Drop	Work Order No	19-08-0002	Formulation Version	1
Item Description	Ganciclovir 2% Eye Drop	Formulation Reference	Keorochana N, Choontanom R. Efficacy and safety of an extemporaneous preparation of 2% ganciclovir eye drops in CMV anterior uveitis. BMJ Open Ophth 2017; 2:e000061.		
Item Packaging Description	bottle	Worksheet Prepared By			
Request Quantity (SKU)	1	bottle			
Pack Size	10	ml			
Request Quantity (PKU)	1	bott			
Preparation Type	Sterile - Others				
Shelf Life	1	Months	Request Date: 30/08/2019		
Storage Condition	*Refrigerate (2 - 8 °C)*				
Remarks					
Request Reference					

Sequence No	Item Code	Description	Required Quantity	Required Quantity (SKU)
1	J05AB06520P3001XX.01	Ganciclovir 500mg/10ml Injection	4 ml	1 vial
2	03.4402.01	Sterile Water for Injection 10mL	10 ml	1 amp
	V07AB00000P3001c.04	Sterile Water for Irrigation 500mL	1 ml	

Figure 3.2-4 Release Work Order

**STEP 6**

Click on the  button to release the Work Order from hold.

**Note**

- Alert message will be displayed as shown in Figure 3.2-5.

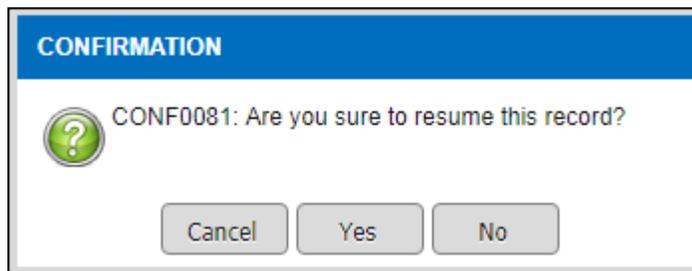


Figure 3.2-5 Alert Message Confirmation

- The **Request Status** will be changed back to *In Progress*.

### 3.3 Cancel Work Order

This function is used to cancel work order record with 'New' status only.

The screenshot displays the 'Galenical Work Order Listing Page' within the 'PHARMACY INFORMATION SYSTEM'. The page includes a navigation menu on the left (1) with 'Work Order' selected. The main area features search filters (2) for 'Formulary Drug Name', 'Request Date From', 'Request Date To', 'Batch No', and 'Status'. A search button (3) is located below the filters. The table (4) lists work orders with columns for 'Work Order No', 'Formulary Drug Codes', 'Item Code', 'Item Description', 'Order Quantity', 'UOM', 'Request Date', 'Requester', and 'Status'. The table shows several records, including Ganciclovir and Ciclosporin eye drops.

Figure 3.3-1 Galenical Work Order Listing Page

#### STEP 1

Click on 'Pharmacy Transaction' menu follow by 'Manufacturing' then 'Galenical' and last by 'Work Order'

#### STEP 2

To search for existing Galenical Work Order record(s), these search criteria can be used.

No	Field	Description	Remarks
a.	Work Order No	Work Order Number	Display all existing Work Order No.
b.	Formulary Drug Name	Search formulary item by: - Drug Code - Drug Name	Display all Drug Code and Drug Name
c.	Request Date From	Start date for the slow moving record	Format field (dd/mm/yy)
d.	Request Date To	End date for the slow moving record	Format field (dd/mm/yy)
e.	Batch No	Batch Number	By entering the batch number
f.	Status	Search by: - Completed - In Progress - New - On Hold - Quarantine - Rejected - Released - Worksheet/Labels Generated	Allow to filter and search record(s)

Table 3.3-1

### STEP 3

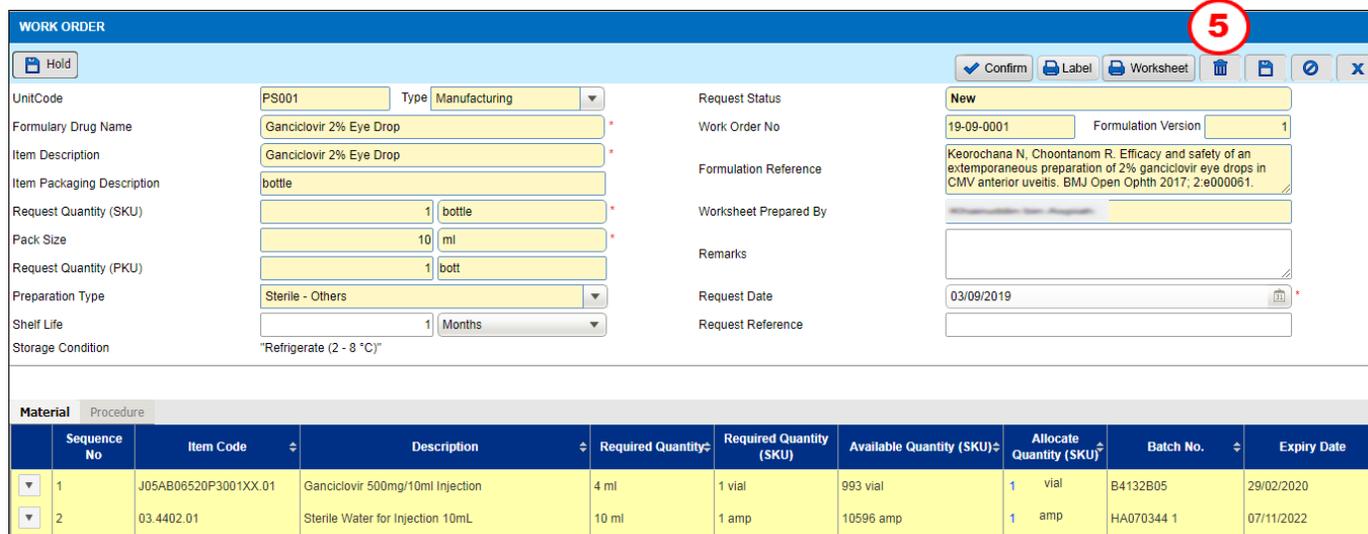
Click on the  button to search the existing record

#### **Note**

List of Record No. displayed will be based on the selected/entered criteria as shown in Figure 3.3-2.

### STEP 4

Double click on the selected record and the Work Order window will be displayed



**WORK ORDER**

UnitCode: PS001 Type: Manufacturing Request Status: New

Formulary Drug Name: Ganciclovir 2% Eye Drop Work Order No: 19-09-0001 Formulation Version: 1

Item Description: Ganciclovir 2% Eye Drop Formulation Reference: Keorochana N, Choontanom R. Efficacy and safety of an extemporaneous preparation of 2% ganciclovir eye drops in CMV anterior uveitis. BMJ Open Ophth 2017; 2:e000061.

Item Packaging Description: bottle Worksheet Prepared By: [Empty]

Request Quantity (SKU): 1 bottle Remarks: [Empty]

Pack Size: 10 ml Request Date: 03/09/2019

Request Quantity (FKU): 1 bott Request Reference: [Empty]

Preparation Type: Sterile - Others

Shelf Life: 1 Months

Storage Condition: "Refrigerate (2 - 8 °C)"

Material	Procedure	Sequence No	Item Code	Description	Required Quantity	Required Quantity (SKU)	Available Quantity (SKU)	Allocate Quantity (SKU)	Batch No.	Expiry Date
		1	J05AB06520P3001XX.01	Ganciclovir 500mg/10ml Injection	4 ml	1 vial	993 vial	1 vial	B4132B05	29/02/2020
		2	03.4402.01	Sterile Water for Injection 10mL	10 ml	1 amp	10596 amp	1 amp	HA070344 1	07/11/2022

Figure 3.3-2 Cancel Work Order

### STEP 5

Click on the  button to 'Cancel' a Work Order

#### **Note**

- Alert message will be displayed as per Figure 3.3-3.

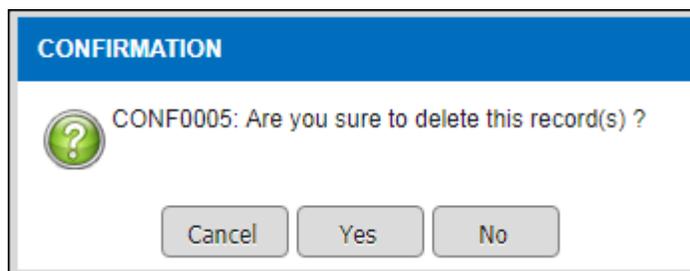
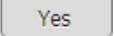


Figure 3.3-3 Alert Message to Delete Record

- Click on the  button.
- The Record will update as Inactive and will not be displayed in the work order listing.

### 3.4 Quarantine Work Order

In this function, users are allowed to quarantine any record with the **Status** 'In Progress'  
This function is used to quarantine an existing work order record

The screenshot shows the 'GALENICAL WORK ORDER LIST' page. On the left, a menu tree is visible with 'Work Order' highlighted (1). The main area contains search filters: 'Formulary Drug Name', 'Request Date From', 'Work Order No', 'Formulary Item', 'Request Date To', 'Batch No', and 'Status' (2). A search button is located below these filters (3). The table below displays a list of work orders with columns: Work Order No, Formulary Drug Code, Item Code, Item Description, Order Quantity, UOM, Request Date, Requester, and Status (4).

Work Order No	Formulary Drug Code	Item Code	Item Description	Order Quantity	UOM	Request Date	Requester	Status
19-09-0001	EYE00039	EYE00039.01	Ganciclovir 2% Eye Drop	1	bottle	03/09/2019		In Progress
19-08-0002	EYE00039	EYE00039.01	Ganciclovir 2% Eye Drop	1	bottle	30/08/2019		Worksheet/Labels Generated
18-03-0151	EYE00017	EYE00017.01	Ciclosporin A 0.5 % Eye Drops	6	bottle	21/03/2018		New
18-03-0150	EYE00016	EYE00016.01	Ciclosporin A 0.05% Eye Drops	2	bottle	21/03/2018		New
18-03-0099	EYE00017	EYE00017.01	Ciclosporin A 0.5 % Eye Drops	5	bottle	14/03/2018		New
18-03-0098	EYE00016	EYE00016.01	Ciclosporin A 0.05% Eye Drops	2	bottle	14/03/2018		New
18-03-0061	EYE00016	EYE00016.01	Ciclosporin A 0.05% Eye Drops	2	bottle	07/03/2018		New
18-03-0060	EYE00017	EYE00017.01	Ciclosporin A 0.5 % Eye Drops	6	bottle	07/03/2018		New
15-11-0033	S01AX00000D2002	S01AX00000D2002	Mitomycin 0.04% Eye Drops	5	bottle	23/11/2015		New

Figure 3.4-1 Galenical Work Order Listing Page

#### STEP 1

Click on 'Pharmacy Transaction' menu follow by 'Manufacturing' then 'Galenical' and last by 'Work Order'

#### STEP 2

To search for existing Galenical Work Order record(s), these search criteria can be used

No	Field	Description	Remarks
a	Work Order No	Work Order Number	Display all existing Work Order No.
b	Formulary Drug Name	Search formulary item by: - Drug Code - Drug Name	Display all Drug Code and Drug Name
c	Request Date From	Start date for the slow moving record	Format field (dd/mm/yy)
d	Request Date To	End date for the slow moving record	Format field (dd/mm/yy)
e	Batch No	Batch Number	By entering the batch number
f	Status	Search by: - Completed - In Progress - New - On Hold - Quarantine - Rejected - Released - Worksheet/Labels Generated	Allow to filter and search record(s)

Table 3.4-1

### STEP 3

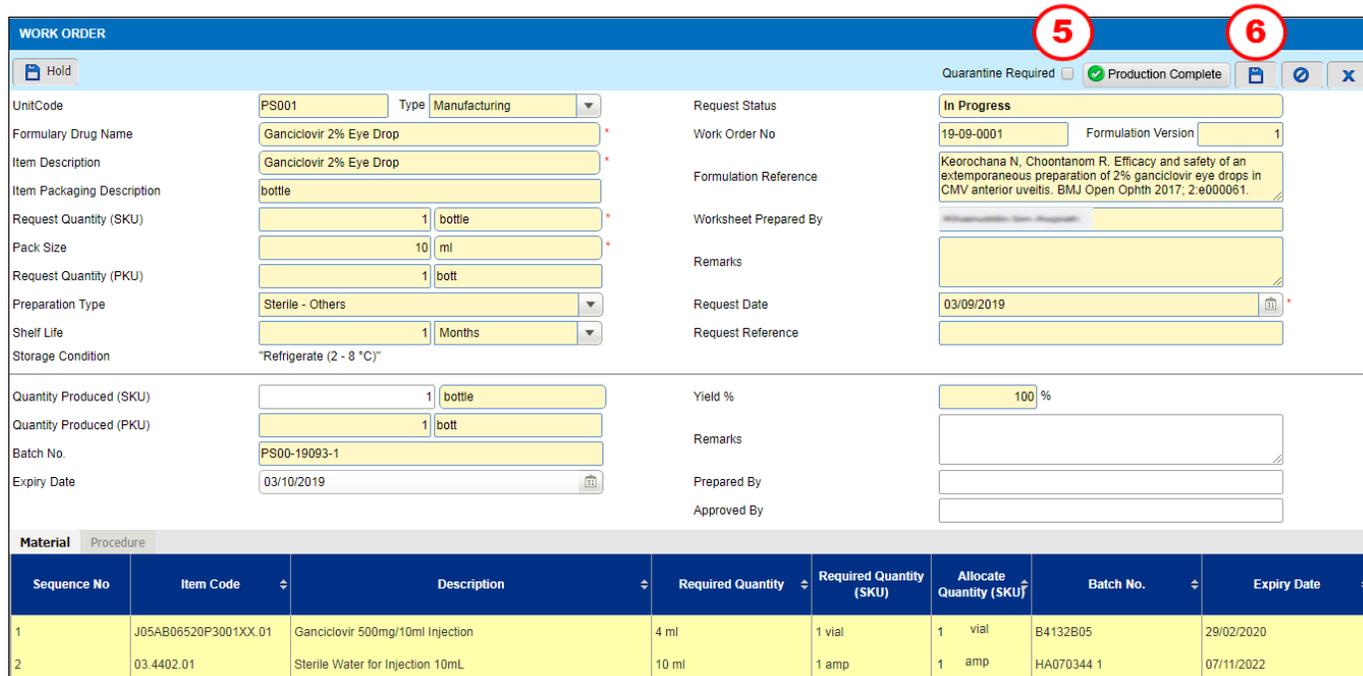
Click on the  button to search the existing record

### Note

List of Record No, displayed will be based on the selected/entered criteria as shown in Figure 3.4-2.

### STEP 4

Double click on the selected record and the Work Order window will be displayed



Sequence No	Item Code	Description	Required Quantity	Required Quantity (SKU)	Allocate Quantity (SKU)	Batch No.	Expiry Date
1	J05AB06520P3001XX.01	Ganciclovir 500mg/10ml Injection	4 ml	1 vial	1 vial	B4132B05	29/02/2020
2	03.4402.01	Sterile Water for Injection 10mL	10 ml	1 amp	1 amp	HA070344.1	07/11/2022

Figure 3.4-2 Galenical Work Order

### STEP 5

Select the **Quarantine Required**  checkbox to quarantine the final product

### STEP 6

Click on the  button to save the record

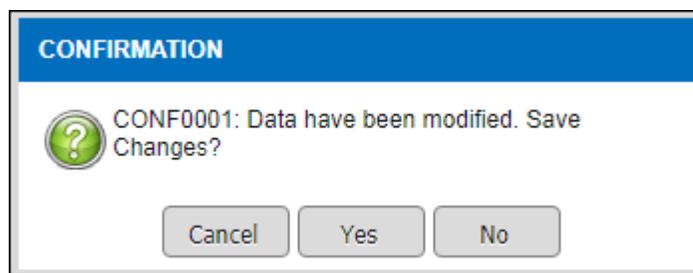


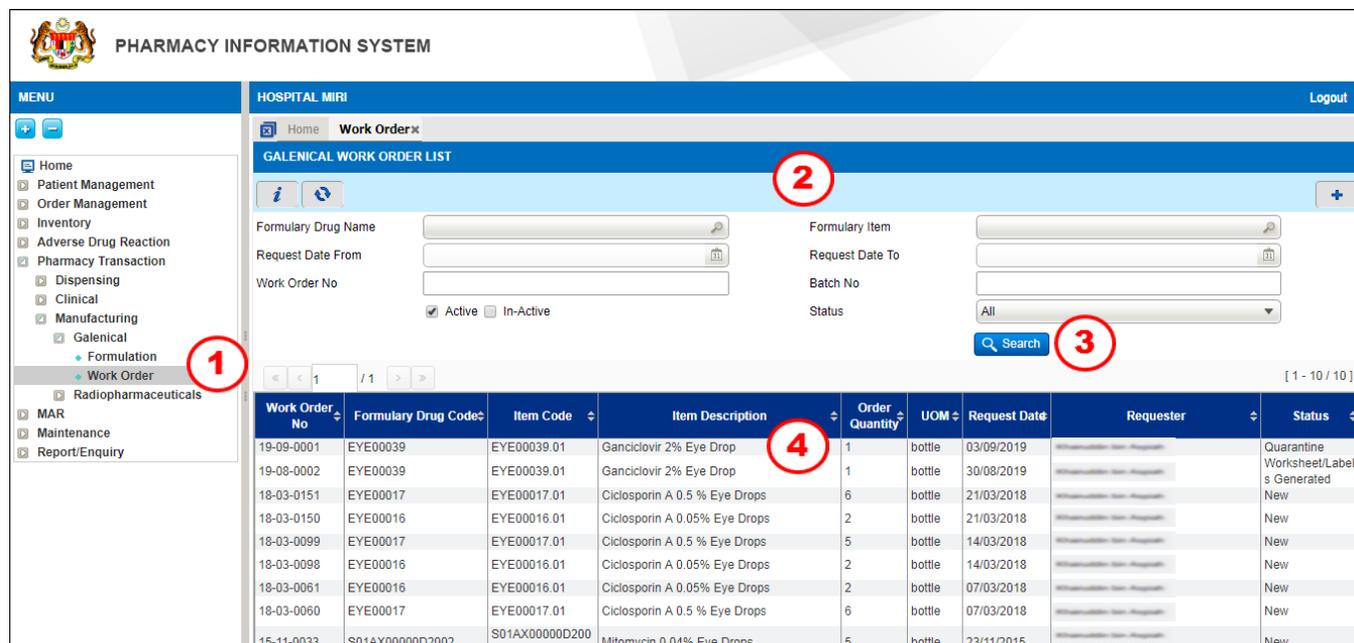
Figure 3.4-3 Alert Message Record Data Have Been Modified

### Note

The Request Status will be changed to 'Quarantine'.

### 3.4.1 Release Work Order from Quarantine

To release the final product from quarantine, perform the steps below



**PHARMACY INFORMATION SYSTEM**

HOSPITAL MIRI

Home Work Orderx Logout

GALENICAL WORK ORDER LIST

Formulary Drug Name: [ ] Formulary Item: [ ]  
 Request Date From: [ ] Request Date To: [ ]  
 Work Order No: [ ] Batch No: [ ]  
 Active  In-Active Status: All [v]  
 [ Search ]

Work Order No	Formulary Drug Code	Item Code	Item Description	Order Quantity	UOM	Request Date	Requester	Status
19-09-0001	EYE00039	EYE00039.01	Ganciclovir 2% Eye Drop	1	bottle	03/09/2019	[ ]	Quarantine Worksheet/Labels Generated
19-08-0002	EYE00039	EYE00039.01	Ganciclovir 2% Eye Drop	1	bottle	30/08/2019	[ ]	New
18-03-0151	EYE00017	EYE00017.01	Ciclosporin A 0.5 % Eye Drops	6	bottle	21/03/2018	[ ]	New
18-03-0150	EYE00016	EYE00016.01	Ciclosporin A 0.05% Eye Drops	2	bottle	21/03/2018	[ ]	New
18-03-0099	EYE00017	EYE00017.01	Ciclosporin A 0.5 % Eye Drops	5	bottle	14/03/2018	[ ]	New
18-03-0098	EYE00016	EYE00016.01	Ciclosporin A 0.05% Eye Drops	2	bottle	14/03/2018	[ ]	New
18-03-0061	EYE00016	EYE00016.01	Ciclosporin A 0.05% Eye Drops	2	bottle	07/03/2018	[ ]	New
18-03-0060	EYE00017	EYE00017.01	Ciclosporin A 0.5 % Eye Drops	6	bottle	07/03/2018	[ ]	New
15-11-0033	S01AX00000D2002	S01AX00000D200	Mitomycin 0.04% Eye Drops	5	bottle	23/11/2015	[ ]	New

Figure 3.4.1-1 Galenical Work Order Listing Page

#### STEP 1

Click on 'Pharmacy Transaction' menu follow by 'Manufacturing' then 'Galenical' and last by 'Work Order'

#### STEP 2

To search for existing Galenical Work Order record(s), these search criteria can be used.

No	Field	Description	Remarks
a	Work Order No	Work Order Number	Display all existing Work Order No.
b	Formulary Drug Name	Search formulary item by: - Drug Code - Drug Name	Display all Drug Code and Drug Name
c	Request Date From	Start date for the slow moving record	Format field (dd/mm/yy)
d	Request Date To	End date for the slow moving record	Format field (dd/mm/yy)
e	Batch No	Batch Number	By entering the batch number
f	Status	Search by: - Completed - In Progress - New - On Hold - Quarantine - Rejected - Released - Worksheet/Labels Generated	Allow to filter and search record(s)

Table 3.4.1-1

### STEP 3

Click on the button to search the existing record

#### Note

List of Record no. displayed will be based on the selected/entered criteria as shown in Figure 3.4.1-1.

### STEP 4

Double click on the selected record and the Work Order window will be displayed

**WORK ORDER**

Quarantine Required  Reject Release Print Refresh Close

UnitCode: PS001 Type: Manufacturing Request Status: Quarantine

Formulary Drug Name: Ganciclovir 2% Eye Drop Work Order No: 19-09-0001 Formulation Version: 1

Item Description: Ganciclovir 2% Eye Drop Formulation Reference: Keorochana N, Chontanom R. Efficacy and safety of an extemporaneous preparation of 2% ganciclovir eye drops in CMV anterior uveitis. BMJ Open Ophth 2017; 2:e000061.

Item Packaging Description: bottle Worksheet Prepared By: [User Name]

Request Quantity (SKU): 1 bottle Remarks: [Empty]

Pack Size: 10 ml Request Date: 03/09/2019

Request Quantity (PKU): 1 bott Request Reference: [Empty]

Preparation Type: Sterile - Others

Shelf Life: 1 Months

Storage Condition: "Refrigerate (2 - 8 °C)"

Quantity Produced (SKU): 1 Yield %: 100 %

Quantity Produced (PKU): 1

Batch No.: PS00-19093-1

Expiry Date: 03/10/2019

Prepared By: [Empty]

Approved By: [Empty]

Sequence No	Item Code	Description	Required Quantity	Required Quantity (SKU)	Allocate Quantity (SKU)	Batch No.	Expiry Date
1	J05AB06520P3001XX.01	Ganciclovir 500mg/10ml Injection	4 ml	1 vial	1 vial	B4132B05	29/02/2020
2	03.4402.01	Sterile Water for Injection 10mL	10 ml	1 amp	1 amp	HA070344 1	07/11/2022

Figure 3.4.1-2 Work Order Release Quarantine

### STEP 5

Click on the button

#### Note

- On click of release button, stock for the product/item will be added into user's unit while stock for raw material is deducted.
- Alert message will be displayed as per Figure 3.4.1-3.

**CONFIRMATION**

CONF0078: Are you sure to release this record?

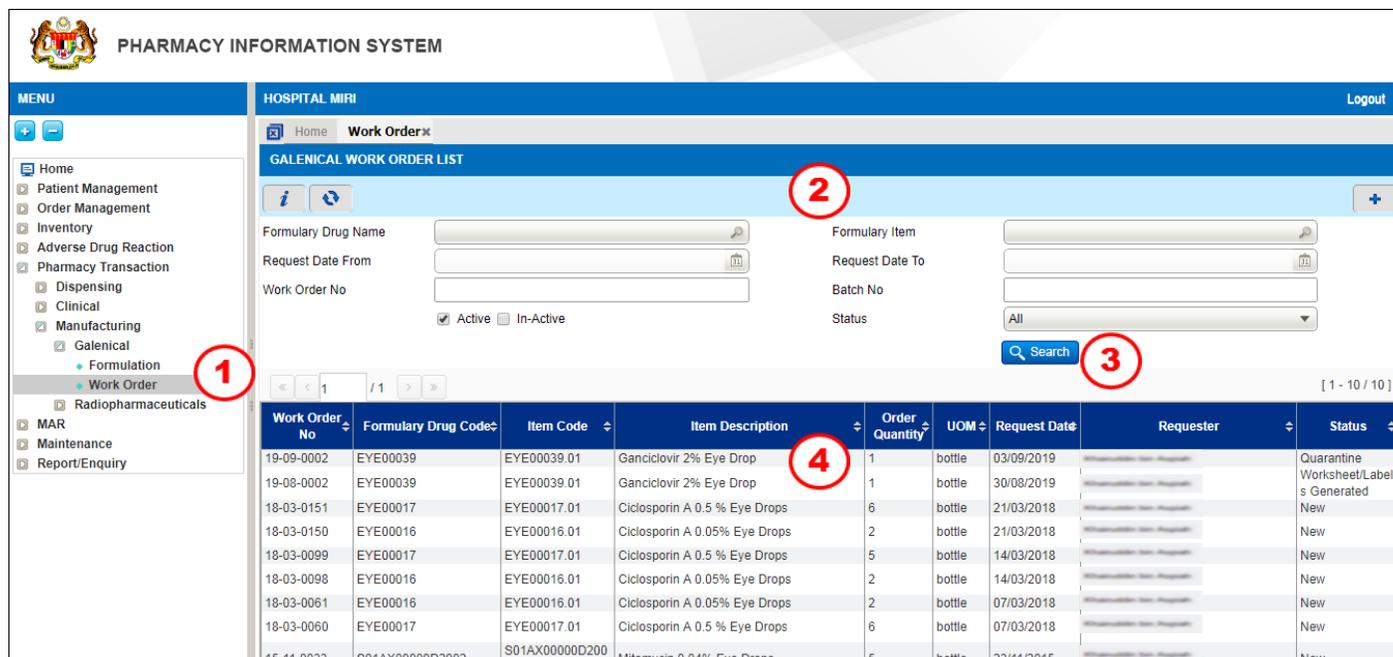
Cancel Yes No

Figure 3.4.1-3 Alert Message Record for Release

- Click on the button.

### 3.4.2 Reject Final Product

Any of the product listed under the quarantine stage, can be rejected by the authorized user.  
To reject the final product that is in the quarantine stage, perform the steps below



**PHARMACY INFORMATION SYSTEM**

HOSPITAL MIRI Logout

Home Work Order

**GALENICAL WORK ORDER LIST**

Formulary Drug Name: [ ] Formulary Item: [ ]  
 Request Date From: [ ] Request Date To: [ ]  
 Work Order No: [ ] Batch No: [ ]  
 Active  In-Active Status: All

[ Search ] [ 1 - 10 / 10 ]

Work Order No	Formulary Drug Code	Item Code	Item Description	Order Quantity	UOM	Request Date	Requester	Status
19-09-0002	EYE00039	EYE00039.01	Ganciclovir 2% Eye Drop	1	bottle	03/09/2019		Quarantine
19-08-0002	EYE00039	EYE00039.01	Ganciclovir 2% Eye Drop	1	bottle	30/08/2019		Worksheet/Labels Generated
18-03-0151	EYE00017	EYE00017.01	Ciclosporin A 0.5 % Eye Drops	6	bottle	21/03/2018		New
18-03-0150	EYE00016	EYE00016.01	Ciclosporin A 0.05% Eye Drops	2	bottle	21/03/2018		New
18-03-0099	EYE00017	EYE00017.01	Ciclosporin A 0.5 % Eye Drops	5	bottle	14/03/2018		New
18-03-0098	EYE00016	EYE00016.01	Ciclosporin A 0.05% Eye Drops	2	bottle	14/03/2018		New
18-03-0061	EYE00016	EYE00016.01	Ciclosporin A 0.05% Eye Drops	2	bottle	07/03/2018		New
18-03-0060	EYE00017	EYE00017.01	Ciclosporin A 0.5 % Eye Drops	6	bottle	07/03/2018		New
15-11-0033	S01AX00000D2002	S01AX00000D200	Mitomycin 0.04% Eye Drops	5	bottle	23/11/2015		New

Figure 3.4.2-1 Galenical Work Order Listing Page

#### STEP 1

Click on 'Pharmacy Transaction' menu follow by 'Manufacturing' then 'Galenical' and last by 'Work Order'

#### STEP 2

To search for existing Galenical Work Order record(s), these search criteria can be used

No	Field	Description	Remarks
a	Work Order No	Work Order Number	Display all existing Work Order No
b	Formulary Drug Name	Search formulary item by: - Drug Code - Drug Name	Display all Drug Code and Drug Name
c	Request Date From	Start date for the slow moving record	Format field (dd/mm/yy)
d	Request Date To	End date for the slow moving record	Format field (dd/mm/yy)
e	Batch No	Batch Number	By entering the batch number
f	Status	Search by: - Completed - In Progress - New - On Hold - Quarantine - Rejected - Released - Worksheet/Labels Generated	Allow to filter and search record(s)

Table 3.4.2-1

### STEP 3

Click on the  button to search the existing record

#### Note

List of Record No. displayed will be based on the selected/entered criteria as shown in Figure 3.4.2-1.

### STEP 4

Double click on the selected record and the Work Order window will be displayed

**WORK ORDER**
5

UnitCode:  Type:

Formulary Drug Name:  \*

Item Description:  \*

Item Packaging Description:

Request Quantity (SKU):   \*

Pack Size:   \*

Request Quantity (PKU):   \*

Preparation Type:

Shelf Life:

Storage Condition:

Request Status:

Work Order No:  Formulation Version:

Formulation Reference:

Worksheet Prepared By:

Remarks:

Request Date:  \*

Request Reference:

---

Quantity Produced (SKU):

Quantity Produced (PKU):

Batch No.:

Expiry Date:

Yield %:  %

Remarks:

Prepared By:

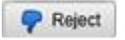
Approved By:

**Material**
Procedure

Sequence No	Item Code	Description	Required Quantity	Required Quantity (SKU)	Allocate Quantity (SKU)	Batch No.	Expiry Date
1	J05AB06520P3001XX.01	Ganciclovir 500mg/10ml Injection	4 ml	1 vial	1 vial	B4132B05	29/02/2020
2	03.4402.01	Sterile Water for Injection 10mL	10 ml	1 amp	1 amp	HA070344 1	07/11/2022

Figure 3.4.2-2 Work Order Reject Final Product

### STEP 5

Click on the  button

#### Note

- On click on Reject button, stock for the product/item will not be added in to user's unit while stock for raw material is deducted.
- Alert message will be displayed as per Figure 3.4.2-3.

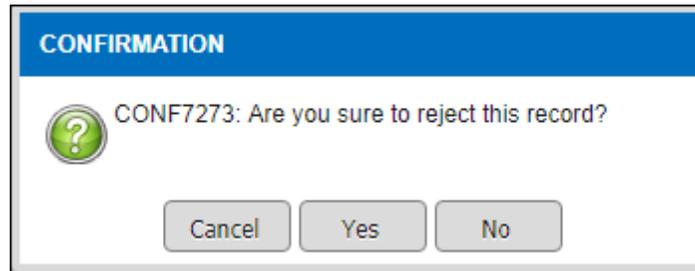


Figure 3.4.2-3 Alert Message to Reject record

- Click on the  button

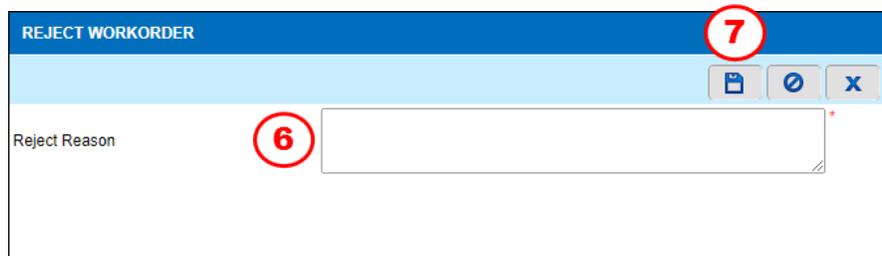


Figure 3.4.2-4 Reject Work Order

#### STEP 6

Enter **Reject Reason**

#### STEP 7

Click on the  to save the **Reject Reason**

#### Note

- Alert message will be displayed as per Figure 3.4.2-5.

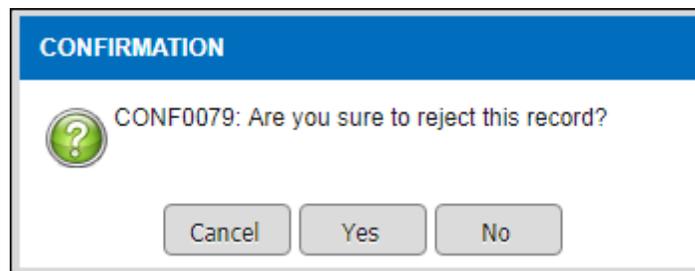


Figure 3.4.2-5 Save Record

- Click on the  button.
- Reject Work Order screen will be displayed as per Figure 3.4.2-6.

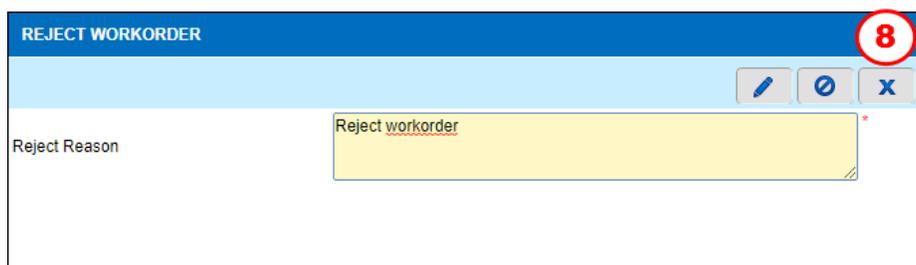


Figure 3.4.2-7 Reject Workorder

**STEP 8**

Click on the  button to return to the Work Order screen

**Note**

*The **Request Status** will change to 'Rejected' and no more editing is allowed in rejected record.*

## 4.0 Acronyms

Abbreviation	Definition
MOH	Ministry of Health
KKM	Kementerian Kesihatan Malaysia
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
PKU	Packaging Keeping Unit
SKU	Store Keeping Unit

## 5.0 Links to Clinical Modules

No	Module	PDF Links	No	Module	PDF Links
1	<i>Inpatient</i>	<a href="#">Click Here</a>	12	<i>CDR Dispensing</i>	<a href="#">Click Here</a>
2	<i>CDR Order</i>	<a href="#">Click Here</a>	13	<i>Methadone Dispensing</i>	<a href="#">Click Here</a>
3	<i>TDM Order</i>	<a href="#">Click Here</a>	14	<i>PN Dispensing</i>	<a href="#">Click Here</a>
4	<i>PN Order</i>	<a href="#">Click Here</a>	15	<i>Order Management</i>	<a href="#">Click Here</a>
5	<i>IV Order</i>	<a href="#">Click Here</a>	16	<i>Patient Management</i>	<a href="#">Click Here</a>
6	<i>Prepacking</i>	<a href="#">Click Here</a>	17	<i>Radiopharmaceutical</i>	<a href="#">Click Here</a>
7	<i>Galenical</i>	<a href="#">Click Here</a>	18	<i>Outpatient</i>	<a href="#">Click Here</a>
8	<i>MTAC</i>	<a href="#">Click Here</a>	19	<i>Special Drug Request</i>	<a href="#">Click Here</a>
9	<i>ADR &amp; DAC</i>	<a href="#">Click Here</a>	20	<i>MAR</i>	<a href="#">Click Here</a>
10	<i>Medication Counselling</i>	<a href="#">Click Here</a>	21	<i>DICE</i>	<a href="#">Click Here</a>
11	<i>Ward Pharmacy</i>	<a href="#">Click Here</a>	22		