



## NATIONAL GUIDELINE ON THE PHARMACOVIGILANCE SYSTEM IN BANGLADESH



**Directorate General of Drug Administration**

Mohakhali, Dhaka-1212.

**Health Service Division**

**Ministry of Health and Family Welfare**

**Government of the People's Republic of Bangladesh**



# **NATIONAL GUIDELINE ON THE PHARMACOVIGILANCE SYSTEM IN BANGLADESH**

**Document Number: NRA-VL-G-001**  
**Version 02**  
**Effective from March 2023**



**Directorate General of Drug Administration**  
Mohakhali, Dhaka-1212.  
**Health Service Division**  
**Ministry of Health and Family Welfare**  
**Government of the People's Republic of Bangladesh**



Ministry of Health and Family Welfare

### MESSAGE FROM THE HONORABLE MINISTER

Direktorate General of Drug Administration (DGDA) is the National Regulatory Authority of Drugs in Bangladesh under the Ministry of Health and Family Welfare (MoHFW). DGDA has been working as the National Pharmacovigilance Center (NPC) that coordinates the overall activity of pharmacovigilance in collaboration with national and international stakeholders like WHO, the Uppsala Monitoring Centre, MoHFW, Marketing Authorization Holders (MAHs), Directorate General of Health Services (DGHS), Public Health Programs (PHPs) and so on. With all the relevant stakeholders, integration of pharmacovigilance system in public health has positive impact on improvement of health care system.

To ensure medicine and patient safety, it is crucial to implement the rational use of drugs and vaccines in the country. DGDA together with relevant stakeholders is working to ensure quality, safety and efficacy of medicines, vaccines, medical devices etc. to protect the health of the people of the country.

It is very important that people are aware of adverse events of drugs and vaccines, how to report, where to report as part of current pharmacovigilance system. I am very happy that DGDA updated the existing 'National Guideline on Pharmacovigilance System in Bangladesh' to reflect the current pharmacovigilance system and practices considering the international requirements and country perspectives. I believe the guideline will meet those requirements, and the regulators, stakeholders and above all people will understand Pharmacovigilance system and be aware of the importance of it.

I would like to give my sincere thanks and gratitude to the experts who were actively involved in updating this guideline. It will contribute a lot for ensuring medicine and patient safety.

Joy Bangla. Long live Bangladesh

  
**Zahid Maleque, MP**  
Minister  
Ministry of Health and Family Welfare (MoHFW)  
Government of The People's Republic of Bangladesh



## Message

I am very happy that the 'National Guideline on Pharmacovigilance System in Bangladesh' has been updated based on the current country contexts and international requirements.

Directorate General of Drug Administration (DGDA) is the National Regulatory Authority of Drugs in Bangladesh under the ministry of health and family welfare (MoHFW) and operating as the National Pharmacovigilance Centre (NPC). The Centre coordinates national and international stakeholders like WHO, the Uppsala Monitoring Centre, MoHFW, Marketing Authorization Holders (MAHs), Directorate General of Health Services (DGHS), Public Health Programs (PHPs), etc. With all the relevant stakeholders, integration of pharmacovigilance system in public health has positive impact on improvement of health care system.

To ensure safety of medical products in the country, it is crucial to implement rational use of drugs and vaccines. DGDA together with all other stakeholders is working to ensure quality, safety and efficacy of medicines, vaccines, medical devices etc. to protect public health.

The updated National Guideline on Pharmacovigilance System serves as a model for operationalizing the system and provides a basic framework for the execution of the national pharmacovigilance system in Bangladesh and its related activities in a comprehensive, systems-oriented manner.

I would like to extend my sincere thanks and gratitude to the experts and those who were actively involved in updating this guideline. I hope the updated guideline will serve the purpose towards ensuring medicine and patient safety.

Dr. Md. Anwar Hossain Howlader



Direktorate General of Drug Administration  
Ministry of Health and Family Welfare

### MESSAGE FROM THE DIRECTOR GENERAL

I am very happy that DGDA has developed and finalized the Good Pharmacovigilance Practices (GVP) Guideline for Marketing Authorization Holders (MAH).

Direktorate General of Drug Administration (DGDA) is responsible for ensuring quality, safety and efficacy of medicines, vaccines, medical devices etc. It has major functions like marketing authorization & registration, regulatory inspection, pharmacovigilance (PV), market surveillance & control, clinical trial oversight, licensing of premises, lab access, and lot release of vaccines. DGDA is the National Pharmacovigilance Centre (NPC) of Bangladesh and is the 120th member country of WHO-Uppsala Monitoring Centre (UMC), Sweden, the global platform for Pharmacovigilance. DGDA has access to UMC 'VigiFlow', Vigibase & other tools for data entry and analysis.

In-depth information related to pharmacovigilance is required for defining the role of Marketing Authorization Holders (MAH) for creating culture of adverse events reporting. A formal WHO Global Benchmarking Tool (GBT) assessment took place at DGDA in July 2021, and one of the recommendations was to develop a new guideline specific for the pharmaceutical industry. For this purpose, to ensure the safety, quality & efficacy of medicines and vaccines (other than COVID) DGDA formed a 17-membered working committee having experts from different disciplines and pharmaceutical industry under the leadership of Professor Md. Sayedur Rahman, Chairman, Pharmacology department of BSMMU as Chairperson. The committee sat together several times with the technical assistance of USAID MTaPS and developed this guideline and shared it with the adverse drug reaction advisory committee (ADRAC) on March 21, 2022, for public consultation decision, and then with stakeholders including Bangladesh Association of Pharmaceutical Industries (BAPI) for their opinion and suggestion as a part of public consultation.

I express my sincere thanks and gratitude to the working committee of this guideline. I also express my gratitude to the Bangladesh Association of Pharmaceutical Industries (BAPI) and representatives from academia, pharmaceutical companies, Expanded Programme on Immunization (EPI), Directorate General of Health Services (DGHS), USAID-MTaPS, WHO and DGDA whose support enriched the guideline. My thanks and gratitude to the US Agency for International Development (USAID)-funded Medicines, Technologies, and Pharmaceutical Services (MTaPS) program for its assistance throughout the development process of the guideline.

In this guideline there are eight modules for the pharmaceutical industry and DGDA to follow. These are: General Information on Pharmacovigilance, Pharmacovigilance Quality Management System, Individual Case Safety Report (ICSR) Management, Risk Management Plan, Preparation & Submission of PSURs, Pharmacovigilance System Maser File (PSMF), Pharmacovigilance Inspections and Miscellaneous.

I expect that this guideline will help all concerned to facilitate the establishment of pharmacovigilance set up at industry level, regular practice of pharmacovigilance, understanding and complying with legal provision, adverse event reporting, risk management, safety updates of individual product etc. for ensuring patient safety.

Major General Mohammad Mousuf  
Director General  
Directorate General of Drug Administration

04 DEC 2022

## CONTENTS

ACKNOWLEDGMENTS.....	xii
ACRONYMS.....	xii
<b>CHAPTER 1: PHARMACOVIGILANCE SYSTEM OF BANGLADESH.....</b>	<b>1-8</b>
1.1 Introduction.....	1
1.2 Overview of the System.....	1
1.3 The Importance of Pharmacovigilance.....	2
1.4 Legal Basis for a Pharmacovigilance Programme of Bangladesh.....	2
1.5 Vision and Mission Statement.....	3
1.6 Scope and Objectives of Pharmacovigilance in Bangladesh.....	3
1.7 Short-term Goals.....	3
1.8 Medium-term Goals.....	3
1.9 Long-term Goals.....	4
1.10 Functions of the National Pharmacovigilance System.....	4
1.11 National Pharmacovigilance Centre for Adverse Drug Reaction Monitoring in Bangladesh.....	4
1.12 Terms of Reference of Pharmacovigilance Department.....	6
1.13 Job Responsibilities of ADRM Cell.....	7
1.14 Adverse Drug Reaction Advisory Committee.....	8
1.15 Funding for the NPC.....	8
<b>CHAPTER 2: UNDERSTANDING ADVERSE DRUG EVENTS.....</b>	<b>9-11</b>
2.1 Adverse Drug Events.....	9
2.2 Adverse Drug Reactions.....	9
2.3 Poor Product Quality.....	9
2.4 Medication Errors.....	9
2.5 Therapeutic Ineffectiveness.....	10
2.6 Recognising an Adverse Drug Event.....	10
2.7 Factors that Predispose Patients to ADRs.....	10
2.8 Pharmaceutical Product Information.....	11
<b>CHAPTER 3: ROLES AND RESPONSIBILITIES OF STAKEHOLDERS IN THE NATIONAL PHARMACOVIGILANCE SYSTEM.....</b>	<b>12-14</b>
3.1 Stakeholders.....	12
<b>CHAPTER 4: METHODS OF PHARMACOVIGILANCE IN BANGLADESH.....</b>	<b>15-16</b>
4.1 Types of Surveillance.....	15
4.2 Spontaneous Reporting.....	15
4.3 Benefits to Health Care Professionals, Patients, and the Public of Spontaneous Reporting.....	16
4.4 Protection of Health Care Professionals Who Report Adverse Events.....	16

## CONTENTS

<b>CHAPTER 5: REPORTING INSTRUCTIONS FOR ADVERSE DRUG REACTIONS.....</b>	<b>17-20</b>
5.1 Suspected Adverse Event Reporting Form.....	17
5.2 Who Can Report?.....	17
5.3 Where and How to Report?.....	17
5.4 What to Report?.....	17
5.5 When to Report?.....	18
5.6 What Happens to a Report?.....	18
<b>CHAPTER 6: SIGNAL DETECTION AND EVALUATION.....</b>	<b>21</b>
<b>CHAPTER 7: RISK MANAGEMENT AND COMMUNICATION.....</b>	<b>22-25</b>
7.1 Risk Management.....	22
7.2 Benefit/Risk Assessment.....	22
7.3 Risk Management Plans.....	22
7.4 Product Recall/Withdrawal Based on Benefit/Risk Assessment.....	23
7.5 Risk Communication to Health Care Professionals and Consumers.....	23
7.6 Responsibilities of Manufacturers/Marketing Authorisation Holders Regarding Risk Management.....	23
7.7 Medicine Promotion and Advertising.....	24
7.8 Communication.....	24
7.9 Research and Publications.....	25
<b>CHAPTER 8: CAPACITY BUILDING.....</b>	<b>26-27</b>
8.1 Training and Education.....	26
8.2 Information, Education, and Communication Materials.....	26
<b>CHAPTER 9: TOOLS FOR PHARMACOVIGILANCE.....</b>	<b>27</b>
9.1 Suspected Adverse Event Reporting Form.....	27
9.2 WHO Causality Assessment Scale.....	27
<b>CHAPTER 10: NATIONAL PHARMACOVIGILANCE CENTER AND WHO-UMC COLLABORATION.....</b>	<b>28-29</b>
VigiFlow.....	28
VigiBase.....	28
VigiSearch.....	28
VigiMine.....	28
VigiMed.....	28
VigiLyze.....	29
<b>CHAPTER 11: MONITORING AND EVALUATION.....</b>	<b>30</b>
BIBLIOGRAPHY.....	31
ANNEX A. ADVISORY COMMITTEE MEMBERS.....	32
ANNEX B. SUSPECTED ADVERSE EVENT REPORTING FORM.....	33
ANNEX C. WHO CAUSALITY ASSESSMENT CRITERIA.....	35
<b>DISCLAIMER.....</b>	<b>36</b>

## ACKNOWLEDGMENTS

Foremost, the Adverse Drug Reporting Monitoring (ADRM) Cell would like to acknowledge and give its warmest thanks to Major General Mohammad Yousuf, Director General, Directorate General of Drug Administration (DGDA). The contributions of the Adverse Drug Reaction Advisory Committee (ADRAC) members to enrich this guideline are gratefully acknowledged. The Cell also expresses its appreciation to all DGDA officials and stakeholders who provided guidance at every stage to prepare this guideline. The guideline has been developed with technical assistance from the US Agency for International Development (USAID) Medicines, Technologies, and Pharmaceutical Services (MTaPS) Program; therefore, the ADRM Cell would like to express our gratitude to MTaPS team for their tremendous support.

The DGDA extends sincere gratitude to the following individuals for their time and technical input in developing this document:

1. **Major General Mohammad Yousuf**, *Director General, DGDA*
2. **Prof. Dr. Md. Ismail Khan**, *Vice Chancellor, Chattogram Medical University, Chattogram*
3. **Prof Md. Sayedur Rahman**, *Chairman, Department of Pharmacology, Bangabandhu Sheikh Mujib Medical University, Dhaka*
4. **Prof. Sitesh Chandra Bachar**, *Dean. Faculty of Pharmacy, Dhaka University*
5. **Prof. Dr Md Abdur Rahman**, *Former Dean. Faculty of Pharmacy, Dhaka University*
6. **Prof. Dr. Zakir Hossain Galib**, *Dermatology Department, Sir Salimullah Medical College, Mitford, Dhaka*
7. **Dr. S.M. Shahida**, *Associate Professor, Gynae Department, Dhaka Medical College, Dhaka*
8. **Lt. Colonel Md Shahjahan Siraj**, *Dermatologist, Department of Skin & VD, Bangabandhu Sheikh Mujib Medical University, Dhaka*
9. **Dr. Md. Shafiu Rahman**, *Deputy Director, Hospital and Clinical Services, DGHS, Dhaka*
10. **Dr. Md. Akter Hossain**, *Deputy Director and Head of Pharmacovigilance Dept., DGDA*
11. **Dr. Md Tanvir Hossain**, *DPM, EPI & Surveillance*
12. **Md. Mizanur Rahman**, *EC Member, Bangladesh Association of Pharmaceutical Industries (BAPI) and EDO, Square Pharmaceuticals Ltd.*
13. **Dr. Md. Zakir Hossain**, *Managing Director, Delta Pharma Ltd. and Member of BAPI*
14. **Mr. Md. Shamim Alam Khan**, *Director and Head of PV, UniMed UniHealth Pharmaceuticals Ltd*
15. **Dr. Kumkum Pervin**, *Senior Manager, Pharmacovigilance, Synovia Pharma PLC*
16. **Dr. Md Rasel Raihan**, *Country Patient Safety Head, Novartis (Bangladesh) Limited*
17. **Mr. Nazmul Islam**, *Patient Safety Lead, Roche Bangladesh Limited*
18. **Mr. Faez Ahmed**, *AGM, Regulatory Affairs, Incepta Pharmaceuticals Ltd*
19. **Dr. Sadia Afrin**, *Drug Safety Physician, Pharmacovigilance (Medical Affairs), Beximco Pharmaceuticals Limited*
20. **Dr. Selina Ahmed**, *Former National Professional Officer, WHO*
21. **Gulshan Jahan**, *Assistant Director and former Member-Secretary, ADRM Cell, DGDA*
22. **Mahbub Hossain**, *Assistant Director and Member-Secretary, ADRM Cell, DGDA*
23. **Md. Abul Kalam Azad**, *Senior Technical Advisor, USAID MTaPS Program*

ব্রহ্মপুর

## ACRONYMS

ADE	Adverse Drug Event
ADR	Adverse Drug Reaction
ADRAC	Adverse Drug Reaction Advisory Committee
ADRM	Adverse Drug Reaction Monitoring
AEFI	Adverse Event Following Immunisation
BAPI	Bangladesh Association of Pharmaceutical Industries
DGDA	Directorate General of Drug Administration
DGHS	Directorate General of Health Services
GVP	Good Pharmacovigilance Practices
HCP	Health Care Provider
HPNSP	Health, Population & Nutrition Sector Program
ICSR	Individual Case Safety Report
IT	Information Technology
MAH	Marketing Authorisation Holder
MOHFW	Ministry of Health and Family Welfare
MTaPS	Medicines, Technologies and Pharmaceutical Services
NPC	National Pharmacovigilance Centre
PHP	Public Health Programme
PSUR	Periodic Safety Update Reports
PV	Pharmacovigilance
RMP	Risk Management Plan
UMC	Uppsala Monitoring Centre- International Drug Monitoring Centre
USAID	US Agency for International Development
WHO	World Health Organization

বাংলাদেশ

## CHAPTER 1: PHARMACOVIGILANCE SYSTEM OF BANGLADESH

### 1.1 Introduction

As more pharmaceutical products come on the market and more people gain access to those products, it has become imperative for countries to monitor the safety of medicines and protect the public from medicine-related harm. Pharmacovigilance (PV) is the science and activities related to the detection, assessment, understanding, and prevention of adverse effects or any other medicine-related problems.<sup>1</sup> More recently, the definition has been expanded to include problems related to any pharmaceutical product, including vaccines, medical devices, biologics, blood products, herbal medicines, and traditional and complementary medicines. PV promotes public health by ensuring the safety, efficacy, and quality of medicines and other health products.

PV was introduced in Bangladesh in 1996. However, due to a shortage of manpower and a lack of financial support, the programme became dormant. It was revived in 2013 when the DGDA established the ADRM Cell with technical assistance from the Systems for Improving Access to Pharmaceutical Services Program. The MOHFW declared the ADRM Cell of the DGDA as the National Pharmacovigilance Centre (NPC) for Bangladesh. The MOHFW also revived the ADRAC to work in conjunction with the ADRM Cell to provide technical guidance for implementing PV activities; evaluate adverse drug event (ADE) reports; and make recommendations for regulatory decisions to the DGDA, the country's licensing authority for drugs.

This guideline provides a basic framework for the implementation of the national PV system in Bangladesh and its related activities in a comprehensive, systems-oriented manner and serves as a blueprint for operationalising the system. It outlines what, why, when, where, and how to report information on the safety, efficacy, and quality of pharmaceuticals and other health products. It is expected that the guideline will ensure uniformity in the execution of safety and effectiveness monitoring activities of pharmaceuticals and other health products in Bangladesh.

### 1.2 Overview of the System

A functional PV system is characterised by its structure, processes, and outcomes. To run an effective PV system, the DGDA established a protocol for reporting adverse drug reactions (ADRs) associated with drug use and developed a guidance document to help ensure the systematic and effective functioning of PV activities through regular reporting of ADEs.

The objective of the National Guideline on the Pharmacovigilance System in Bangladesh is to guide health care providers (HCPs) and other key actors in the health and pharmaceutical sectors on the operations of the PV system. This document gives an overview of what PV is, how to detect and classify ADRs, and the structural organisation of the system in Bangladesh. It also describes the reporting system to the NPC and expected outcomes. The document aims to help expand the roles and responsibilities of stakeholders in the country's PV system to identify, analyse, and minimise the risks associated with pharmaceutical products. It also promotes better and broader use of PV data for patient safety.

The document was developed to support:

- Professional staff at the NPC of Bangladesh
- ADRAC and technical subcommittee members

<sup>1</sup> WHO Pharmacovigilance Indicators: A Practical Manual for the Assessment of Pharmacovigilance Systems

- Focal points of hospitals engaged with spontaneous reporting of ADEs
- National public health programmes
- DGDA staff
- HCPs (e.g., clinicians, dentists, pharmacists, nurses)
- Academics and academic institutions
- Pharmaceutical manufacturers/marketing authorisation holders (MAHs)
- National regulatory authorities of other countries

### 1.3 The Importance of Pharmacovigilance

All pharmaceutical products have potential adverse effects; however, the consequences vary in severity and frequency, and some pose a greater health risk than others. Most information on medicines and other pharmaceutical products is collected through preauthorisation clinical trials carried out under controlled conditions in a sample population for a limited time period. These characteristics can result in a situation whereby information from pre-marketing studies may not sufficiently represent real-life conditions or the entire population for whom the product is indicated. As a result, the full scope of potential ADRs of pharmaceutical products may not be detected until after they are authorised for use in the general population. PV offers an opportunity for more complete information on pharmaceutical products and their risks and effects.

PV also helps to document and avert the health risks and challenges posed by the increasing availability and trade in substandard and falsified products, including counterfeits. Through quality surveillance of products on the market, defective, deteriorated, adulterated, or poorly manufactured pharmaceutical products can be identified and recalled. In addition, PV aids in the identification of medical products that have lost potency or are decomposing as a result of inappropriate storage conditions. Once identified, these products can be removed from the supply system, and information about the risk they pose can be communicated to health care professionals, patients, and the public.

PV plays an important role in identifying medication errors so that the frequency of such errors and their effects on patients can be reduced. PV systems collect data and monitor processes and conditions that can facilitate or lead to medication errors. These data, once collected and analysed, can provide critical information that is ultimately used in the education of health care professionals and the development of effective system control measures to curb the occurrence of medication errors. PV is also used to monitor and review the effectiveness of medications and provide evidence to support changes to treatment protocols.

### 1.4 Legal Basis for a Pharmacovigilance Programme of Bangladesh

The PV programme aims to prevent harm from adverse events in humans arising from the use of authorised or unauthorised medicinal products within or outside the approved indications and promote the safe and effective use of medicinal products, in particular by providing timely information about the safety of medicinal products to patients, HCPs, and the public.

The Drug Control Committee was formed according to the direction of section 4 of the Drugs (Control) Ordinance of 1982. As per section 6, this committee is entrusted to evaluate all medicines registered in Bangladesh to ensure safety, efficacy, and usefulness. The PV system is one source of information that the committee relies on to evaluate safety, efficacy, and usefulness. Pharmacovigilance has been addressed in The National Drug Policy 2016.

## 1.5 Vision and Mission Statement

**Vision:** To safeguard the health of the Bangladeshi population by ensuring that the benefits of pharmaceutical products outweigh the risks associated with their use.

**Mission:** To improve patient safety and the welfare of the Bangladeshi population by monitoring the safety, quality, and efficacy of medicines, thereby reducing the risks associated with their use.

## 1.6 Scope and Objectives of Pharmacovigilance in Bangladesh

### *Scope of Pharmacovigilance in Bangladesh*

The PV system in Bangladesh is focused on detecting, evaluating, and preventing adverse events related to medicines and other pharmaceutical products by managing and mitigating the risk that such products pose to patients. ADR reporting emphasises reporting on medication errors as well as product quality issues.

The medicines and other health products monitored by the PV system in Bangladesh include:

- Conventional (allopathic) medicines
- Vaccines
- Medical devices
- Biological
- Blood products
- Alternative medicines (e.g., Ayurvedic, Unani, herbal, homeopathic, biochemical)

### Objectives of the National PV System in Bangladesh

- Monitoring and detecting medicine safety, effectiveness, and quality problems through passive and active surveillance of adverse events
- Assessing the safety, quality, effectiveness, and risk/benefit of pharmaceutical products
- Disseminating information on the safety and appropriate use of pharmaceutical products to the public and health care professionals to mitigate risk
- Monitoring and engaging pharmaceutical manufacturers and other suppliers in the pharmaceutical industry to ensure that marketed drugs are of high quality and are safe for human consumption

## 1.7 Short-term Goals

- Develop and implement the essential components of a PV system in Bangladesh
- Enrol focal points, initially at selected medical college hospitals (tertiary level public and private) throughout the country
- Encourage health care professionals to report ADEs associated with the use of medicines, vaccines, medical devices, and biological products
- Collect case reports, analyse data, and conduct causality assessments

## 1.8 Medium-term Goals

- Enrol focal points at all medical college hospitals (primary/secondary/tertiary level public and private) throughout the country
- Set up PV centres to potentiate the PV system in the country
- Analyse data and conduct causality assessments according to international standards
- Generate safety signals and communicate safety issues to the public, HCPs, and other stakeholders
- Ensure regulatory actions, based on evidence, when necessary

## 1.9 Long-term Goals

- Expand the PV programme to all hospitals (public and private) and public health programmes across Bangladesh and expand the number of centres in the country
- Develop and implement an electronic reporting system
- Develop a spontaneous reporting culture among health care professionals
- Make ADR reporting mandatory for health care professionals

## 1.10 Functions of the National Pharmacovigilance System

The functions of the Bangladesh national PV system include:

- Promoting medicine safety in the country by collecting and managing reports of ADRs, medication errors, and suspected substandard/falsified products
- Collaborating and harmonising with existing ADE reporting and collection activities within the country (e.g., national disease control programmes, MOHFW) as well as international cohorts monitoring ADEs in defined patients or populations
- Identifying safety signals (e.g., unknown or poorly characterised adverse events) in relation to a medicine or a combination of medicines
- Undertaking a risk assessment and developing options for risk management
- Identifying quality problems with medicines resulting in ADEs and supporting the identification of medicine quality issues in general
- Providing effective communication on aspects of medicine safety, including prompt notification of confirmed safety and quality problems and dispelling unfounded rumours of toxicity attributed to medicines and/or vaccines
- Applying PV information for the benefit of public health programmes, individual patients, and national medicine policies and treatment guidelines
- Developing and maintaining drug utilisation information
- Identifying issues associated with inappropriate prescribing and dispensing of medicines

## 1.11 National Pharmacovigilance Centre for Adverse Drug Reaction Monitoring in Bangladesh

The ADRM Cell serves as the coordinating body for the national PV system in Bangladesh and the NPC in Bangladesh as per the declaration of the MOHFW. It is the central point for the system's operations.

১০৪

An organogram illustrating the structure of the PV department and is shown in figure 1.

**DIRECTORATE GENERAL OF DRUG ADMINISTRATION**  
MINISTRY OF HEALTH AND FAMILY WELFARE, BANGLADESH

## Organogram of Pharmacovigilance Department

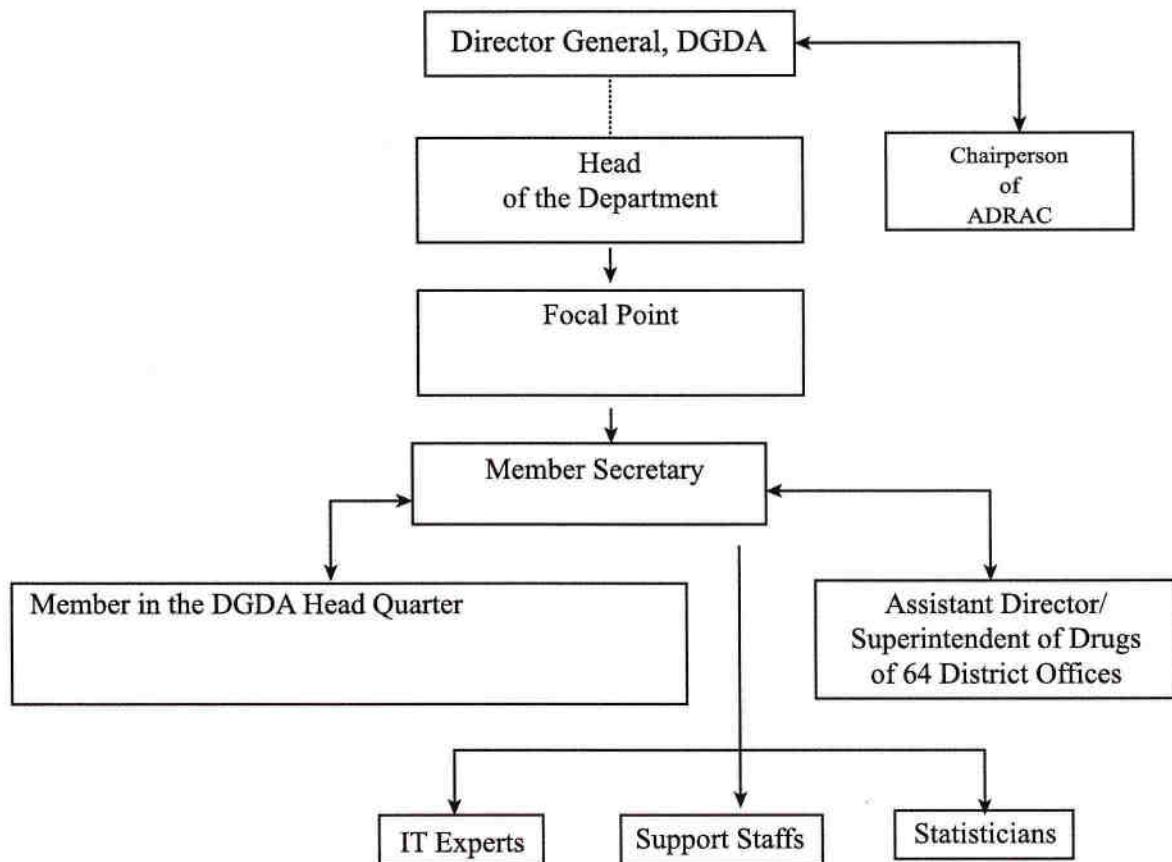


Figure 1. Pharmacovigilance Department Organogram

ব্যবস্থা

### 1.12 Terms of Reference of Pharmacovigilance Department

- The function of the department is to act as the National Pharmacovigilance Centre, DGDA
- To supervise suspected ADE & AEFI report collection, analyzing, archiving, and data management system.
- To arrange regular meetings of different committees for report quality checking, evaluation/causality assessment/ review/risk-benefit assessment, and regulatory decisions based on safety information
- To arrange training & education programs for National Centre's staff and focal points of the PV stakeholders (like MAH, Health facilities, PHP, etc.) as needed
- Approve regular visiting/inspection schedule/plan for MAH, Hospitals, PHPs & other stakeholders on Pharmacovigilance
- To conduct regular meetings with stakeholders including public and take steps to build mass awareness
- To coordinate/correlate different research programs and studies (including clinical trials) on Pharmacovigilance
- To communicate with international stakeholders, such as WHO, Regulatory Authority/Agency, and development partners.
- Developing & publishing PV newsletter/bulletin or awareness materials in a regular basis
- GPP Inspection, Licensing/registration, and Post-Marketing Surveillance.
- To receive & manage ADE and AEFI reports, arrange ADRM Cell meetings, and coordinate cell members.
- To monitor and collect investigation reports from the committee of sub-national level.
- To monitor the archiving system of National Pharmacovigilance center.
- To prepare and execution of annual training plan, arrange the training program
- To ensure vigilance data are shared with regional offices and international organizations/agencies as appropriate
- To monitor all the registers and records related to pharmacovigilance are maintaining.
- To monitor the stakeholders for the compliance with national guidelines of pharmacovigilance and to oversee the mechanism are implemented.
- To sensitize the stakeholders for sharing safety data and ADE/AEFI data regularly with DGDA and implementing risk communication plan.
- To Follow and Comply the Quality Management System (QMS) in every step of the Vigilance Department.

ৱিজ্ঞাপন

### 1.13 Job Responsibilities of ADRM Cell

The job responsibilities of ADRM Cell are as follows in figure 2.

<b>Head of ADRM Cell</b>	<ul style="list-style-type: none"><li>• Managing all key activities of ADRM Cell</li><li>• Updating and revising the standard operating procedures when needed</li><li>• Calling technical subcommittee and/or ADRAC meetings when necessary</li></ul>
<b>Member Secretary</b>	<ul style="list-style-type: none"><li>• Arranges ADRM Cell meetings and coordinates Cell members</li><li>• In absence of head, performs all activities of head</li><li>• Receives and manages ADE reports</li><li>• Communicates with report providers for collecting missing information</li><li>• Archiving and maintaining ADRM Cell and ADRAC documents</li><li>• Assists focal point as necessary</li></ul>
<b>Focal Point Person</b>	<ul style="list-style-type: none"><li>• Supervises suspected ADE &amp; AEFI report collection, analysing, archiving and data managements system.</li><li>• Arranges regular meetings of different committees for report quality checking, evaluation/causality assessment/ review/risk-benefit assessment and regulatory decisions based on safety information</li><li>• Arranges training &amp; education programmes for National Centre's staff and focal points of the PV stakeholders (like MAH, health facilities, public health programme (PHP) etc.) as needed</li><li>• Approves regular visiting/inspection schedule/plan for MAH, Hospitals, PHPs &amp; other stakeholders on Pharmacovigilance</li><li>• Conducts regular meetings with stakeholders including public and take steps for building mass awareness</li><li>• Coordinates/correlates research programmes and studies (including clinical trials) on PV</li><li>• Communicates with international stakeholders, such as the World Health Organization (WHO), regulatory authority/agency and development partners.</li><li>• Develops &amp; publishes PV newsletter/bulletin or awareness materials in regular basis</li><li>• In absence of member secretary performs all his/her activities</li><li>• GMP inspection, licensing/registration and post-marketing surveillance.</li><li>• To monitor/oversee the safety data evaluation of clinical trial.</li></ul>
<b>Members</b>	<ul style="list-style-type: none"><li>• Evaluate ADE reports with other members</li><li>• Search and collect drug safety information from different sources</li><li>• Assist head of ADRM Cell, focal point, and member secretary</li><li>• Along with focal point, arrange monthly hospital and HCP visits</li></ul>
<b>IT Staff</b>	<ul style="list-style-type: none"><li>• Provide support for maintaining in-house data storage system</li><li>• Maintain back up data in case of emergency (e.g., fire, earthquake, flood)</li><li>• Prepare documents as necessary</li></ul>
<b>Statistician</b>	<ul style="list-style-type: none"><li>• Maintain register for all ADE reports each year</li><li>• Provide a unique number for each ADE report</li><li>• Provide an analysis to assess the number of ADE reports per month according to hospitals and pharmaceutical companies</li></ul>
<b>Supporting Staff</b>	<ul style="list-style-type: none"><li>• Provide support as needed</li><li>• Perform any activity for assisting officials of the cell</li></ul>

### **1.14 Adverse Drug Reaction Advisory Committee**

Under the NPC in Bangladesh, ADRAC and its technical subcommittee evaluate and review ADE reports. ADRAC is an independent body chaired by the Director General of the DGDA. It comprises clinicians; academics from medical college hospitals; representatives of the Bangladesh Medical Association, BAPI, and Consumer Association of Bangladesh; and pharmaceutical experts from Bangladesh. The committee works in conjunction with the ADRM Cell to provide technical guidance for PV activities, evaluate ADE reports, and make recommendations on regulatory decisions and actions by the DGDA. A technical subcommittee was established within ADRAC in 2015 to assist in the evaluation and expert review of ADE reports and perform causality assessments. ADRAC provides final comments and validates the recommendations (see Annex A for ADRAC structure).

The key responsibilities of ADRAC and its subcommittee include:

- Reviewing, evaluating, and analysing ADE reports, including serious ADE reports, and making recommendations to the DGDA on appropriate regulatory actions and effective ways of communicating information on medicine safety to health care professionals, MAHs, and the public
- Assessing pharmaceutical risks and making recommendations in this regard
- Making recommendations and providing advice to the DGDA and the MOHFW on the implementation of the PV programme and approaches on how to promote the safe and effective use of medicines by HCPs and the public
- Reviewing mechanisms for collecting ADEs and advising the ADRM Cell on improvement strategies for processing them
- Assisting the ADRM Cell and the DGDA to develop and implement risk minimisation strategies to address drug safety concerns

### **1.15 Funding for the NPC**

Continuous funding from the government and technical assistance from development partners are needed for consistent PV activities in Bangladesh. The NPC of DGDA has ADRAC and its technical subcommittee and the National AEFI Advisory Committee, which has been operated with technical assistance from the development partners. The DGDA has a funding provision for arranging seminar/workshops in the Strengthening of Drug Administration and Management operational plan under the 4th Health, Population & Nutrition Sector Program (HPNSP). The DGDA also has a plan to arrange sustainable funding from the regular revenue budget and has incorporated funding for routine activities of the NPC into the annual operational plan.



## CHAPTER 2: UNDERSTANDING ADVERSE DRUG EVENTS

### 2.1 Adverse Drug Events

An ADE is defined as any untoward medical occurrence that may present during treatment with a pharmaceutical product but that does not necessarily have a causal relationship with this treatment.

Adverse events are directly related to pharmaceutical products and may be due to:

- Known or unknown pharmacological properties resulting in ADRs
- Poor product quality (e.g., spurious, adulterated, misbranded, counterfeit, substandard)
- Medication errors in prescribing, preparing, administering, or taking the medicine

A serious adverse event or reaction is any unfortunate medical occurrence that at any dose:

- Results in death
- Requires inpatient hospitalisation or prolongation of existing hospitalisation
- Results in persistent or significant disability/incapacity
- Is life threatening

### 2.2 Adverse Drug Reactions

An ADR is a response to a drug that is noxious and unintended and occurs at doses normally used in humans for prophylaxis, diagnosis, or disease therapy, or for the modification of physiological function.

An unexpected adverse reaction is an adverse reaction for which the nature or severity is not consistent with domestic labelling or market authorisation or expected from characteristics of the drug. An ADR is distinct from an ADE.

### 2.3 Poor Product Quality

An adverse event may be caused by the use of substandard or falsified products, including counterfeits that do not meet quality standards and are therefore unsafe or ineffective. Substandard medicines are products whose composition and ingredients do not meet the correct scientific specifications and are consequently ineffective and often dangerous to the patient. Substandard products may occur as a result of negligence, human error, insufficient human and financial resources, or counterfeiting.

Visible signs of poor product quality, which should be checked and reported, include discolouration or colour change, separation of components, powdering/crumbling, caking, moulding, changes in smell, poor or defective packaging, poor labelling and mislabelling, changes in physical shape, defective components, and expiration of shelf life.

In some cases, there may not be visible evidence of poor product quality even though a quality problem exists and is causing an adverse event in a patient. Therefore, it is especially important that all suspected quality problems are reported so that the product in question can be properly tested in the laboratory and removed from the supply system if necessary.

### 2.4 Medication Errors

A medication error is "any preventable event that may cause or lead to inappropriate medication use or patient harm while the medication is in the control of the health care professional, patient, or consumer. Such events may be related to professional practice, health care products, procedures, and systems,

including prescribing; order communication; product labelling, packaging, and nomenclature; compounding; dispensing; distribution; administration; education; monitoring; and use."<sup>2</sup>

## 2.5 Therapeutic Ineffectiveness

Therapeutic ineffectiveness is a type of adverse event that may be related to poor treatment adherence antimicrobial resistance product quality problems inappropriate use or a drug-drug or other interaction.

## 2.6 Recognising an Adverse Drug Event

Distinguishing between the natural progression of a disease and an adverse event is challenging. When an adverse event occurs in a patient taking a medicine or using any other pharmaceutical product, the possibility that it is caused by the product must be considered.

The following steps can help determine whether an event is caused by a pharmaceutical product.

### A) Collect complete information on the event and assess potential other causes:

- Take a proper history and try to exclude all other possible causes that could explain the event, such as co-morbid conditions, foods, and other medicines used concomitantly that might be interacting.
- Note the time relationship between the event and the use of the medicine. Some reactions occur immediately following the use of a medicine while others take time to develop.
- Examine the patient thoroughly and do relevant laboratory investigations. Some laboratory tests are useful for the early detection of sub-clinical reactions; others are used to measure severity and/or monitor patient management.

### B) De-challenge and re-challenge, if justified:

- Positive de-challenge is an improvement of the reaction after discontinuation of the medicine. It is a strong indicator of a possible association between the medicine and the adverse event. In some cases, there may not be an alternative medicine for the one suspected to have caused the reaction.
- In such cases, when the benefit of using the medicine outweighs the risk of the reaction, it is justifiable to try to treat the patient with the same medicine with extra precautions. This is called re-challenge.
- Positive re-challenge is a recurrence of the reaction that had subsided with the prior de-challenge.

### C) Check the pharmacology of the medicine:

- It is important to check whether the reaction observed in the patient is known and documented on the package insert or product monograph submitted during registration. An ADR should be considered when there is no other sufficient explanation.

When in doubt, any suspected adverse event should be reported so that further investigation can be conducted.

## 2.7 Factors that Predispose Patients to ADRs

When seeking to recognise an adverse event, it is important to note that patients receiving the same medicine or treatment regimen can respond differently based on their individual characteristics. Certain factors tend to predispose some patients to ADRs, including:

**A) Age and gender:** The elderly and the very young are more susceptible to ADRs, and gender also has an effect. Medicines that commonly cause problems in the elderly include hypnotics, diuretics, nonsteroidal anti-inflammatory medicines, antihypertensives, psychotropics, and digoxin. All children, and particularly neonates, differ from adults in the way they respond to medicines. Some medicines are likely to cause problems in neonates but are generally tolerated in children.

<sup>2</sup>National Coordinating Council for Medication Error Reporting and Prevention (NCC MERP). Available at: <http://www.nccmetp.org/consumer-infonnation>

**B) Concurrent illness:** In addition to the condition being treated, the patient may also suffer from another disease, such as kidney, liver, or heart disease. Special precautions are necessary to prevent ADRs when patients have such concurrent illnesses.

**C) Medicine interactions:** Medicine interactions are among the most common causes of adverse effects. When two or more medicines are administered to a patient, they may either act independently or interact with one another. The interaction may increase or decrease the effects of the medicines and may cause unexpected toxicity. As newer and more potent medicines become available, the number of serious medicine interactions is likely to increase. Interactions may occur between medicines when:

- Medicines compete for the same receptor or act on the same physiological system.
- One medicine alters the absorption, distribution, or elimination of another medicine so that the amount that reaches the site of action changes.
- A medicine-induced disease or a change in fluid or electrolyte balance (physiologic change) indirectly alters the response to another medicine.

**D) Other chemical interactions:** Interactions may also involve nonmedicinal chemical agents, social drugs such as alcohol, traditional remedies, and certain foods.

**E) Genetics:** It is well known that the genetic make-up of individual patients may predispose them to ADRs.

## 2.8 Pharmaceutical Product Information

The PV system uses multiple sources of information on the safety of medicines and other pharmaceutical products to detect, investigate, manage and prevent adverse events and mitigate risks. These include:

- Spontaneous reporting of adverse events by HCPs and community pharmacists
- Stimulated reporting of adverse events
- Pre-marketing studies in humans and clinical trials
- Pre-clinical studies
- Active surveillance
- Medical literature including pharmacy journals
- Alerts from other regulatory agencies and WHO
- Academia
- Post-marketing surveillance
- The Bangladesh National Formulary
- WHO newsletters
- DGDA website

বাংলাদেশ

## CHAPTER 3:

## ROLES AND RESPONSIBILITIES OF STAKEHOLDERS IN THE NATIONAL PHARMACOVIGILANCE SYSTEM

### 3.1 Stakeholders

- MOHFW
- DGDA
- DGHS
- Directorate General of Family Planning
- Directorate General of Nursing and Midwifery
- Directorate General of Medical Education
- PHPs under different ministries in Bangladesh
- MAHs/pharmaceutical companies
- Nongovernmental organisations
- WHO-Uppsala Monitoring Centre (UMC)
- HCPs (e.g., doctors, pharmacists, nurses) and professional associations
- Retailers/community pharmacists/pharmacist assistants
- Patients/consumers
- Media
- PV centres of other countries

#### *Ministry of Health and Family Welfare*

- Formulate the policies and clinical guidance regarding PV and drug safety in conjunction with the NPC
- Allocate funding to perform PV activities effectively and when needed, communicate with development partners for stable sources of funding
- Ensure the implementation and roll out of PV activities across the country
- Encourage the relevant department/organisation for PV.

#### *Directorate General of Drug Administration*

- Receive and review reports from ADRAC and the ADRM Cell
- Maintain confidentiality of the reports
- Make regulatory decisions based on the recommendations from ADRAC and the ADRM Cell
- Communicate regulatory decisions to the MAH and all other relevant bodies through official letters and other means of communication
- Communicate ADRs, medicine safety information, and regulatory decisions to patients and consumers, health care workers, public health programmes, and relevant directorates within the MOHFW rapidly and systematically
- Coordinate with other health-related departments and institutions
- Take advice and guidance from the MOHFW with respect to ADE activities
- Collaborate with academic institutions and other countries' PV centres
- Collaborate with WHO-UMC
- Ensure funding from the MOHFW and other organisations (e.g., USAID, European Union, WHO)

#### ***Directorate General of Health Services***

- Help to ensure the implementation and roll out of PV activities across the country in collaboration with the NPC
- Promote ADE reporting among HCPs and provide training as appropriate
- Communicate active surveillance priorities to the ADRM Cell

All health facilities (hospitals and clinics) and PHPs will conduct pharmacovigilance activities by forming a pharmacovigilance team consisting of a focal person and member(s). The team will coordinate within their facility/organisation to collect any suspected adverse event(s) for prescribing drugs, vaccines, and medical devices and send report to the DGDA through email/online/hard copy. The team can prepare a procedure / protocol for conducting pharmacovigilance in their organisation. DGDA will visit the health facilities and PHPs time to time to monitor the pharmacovigilance activity and to provide necessary guidance in this regard.

#### ***Public Health Programmes including Expanded Programme on Immunization (EPI)***

- Conduct PV activities by forming a PV team consisting of a focal person and member(s). The team will coordinate within their facility/organisation to collect any suspected adverse event(s) for prescribing drugs, vaccines, and medical devices and send report to the DGDA through email/online/hard copy. The team will follow their own procedure, protocol and/or guidelines for conducting pharmacovigilance in their organisation. DGDA will visit PHPs periodically to monitor pharmacovigilance activities and to provide necessary guidance in this regard.
- Collaborate and coordinate closely with the ADRM Cell/NPC on PV activities
- Establish a letter of agreement/memorandum of understanding with the ADRM Cell with respect to the collection and processing of ADE reports generated and collected through the programme
- Ensure that all ADE reporting forms are submitted to the ADRM Cell
- Set research priorities for active surveillance studies based on the products used in their programmes and specific safety concerns
- Train health workers in the appropriate use of the pharmaceutical products in their programmes' treatment guidelines and adverse event reporting

#### ***Pharmaceutical Manufacturers and Marketing Authorisation Holders***

- Conduct PV activities following Good Pharmacovigilance Practices (GVP) guidelines.

#### ***WHO-UMC***

- Receive and store ADE/AEFI reports from the ADRM Cell in VigiBase
- Provide support as per their own regulation.
- Provide tools, trainings, and access to information systems to enable the ADRM Cell to search the global WHO database
- Monitor signals from the global WHO database (a signal refers to reported information on a possible causal relationship between an adverse event and a drug when the relationship is unknown, or documentation is incomplete)
- Communicate signal analyses to the DGDA and conduct a clinical review of the expert analyses
- Facilitate communication among countries
- Develop and maintain WHO Adverse Reaction Terminology and the use of the Medical Dictionary for Regulatory Activities within WHO-UMC to train ADRM Cell staff
- Provide regular feedback and specific services on request

### ***Nongovernmental organisations***

- Promote the pharmacovigilance system throughout the country with DGDA

### **Other stakeholders**

The effectiveness of the national PV system depends on the participation of all actors within the system and their fulfilment of the following roles and responsibilities:

#### **Patients/Consumers**

- Report any adverse event that may be associated with the use of pharmaceutical products immediately to their health care provider or directly to the ADRM Cell using the standard ADE reporting form

#### **Health Care Workers**

- Detect and appropriately manage adverse events associated with the use of medicines
- Document and immediately report all serious and non-serious suspected adverse events, including unknown or unexpected ADRs, unexpected therapeutic effects, all suspected drug interactions, product quality problems, treatment failures, and medication errors
- Advise patients on drug interactions and possible ADRs
- Prevent the occurrence of medication errors and other avoidable adverse events by using medicines rationally

#### **Retail/Community Pharmacists and Pharmacist Assistants**

- Fill out an ADE reporting form when patients/consumers report a suspected adverse event
- Immediately report any suspected ADRs, drug interactions, unusual effects, or product quality concerns to the ADRM Cell by submitting the ADE notification form per the standard reporting procedures
- Advise patients on possible ADRs and drug interactions at the time of dispensing based on the most current information available

#### **PV Focal Points at Health Care Facilities (Government and Private)/Public Health Programmes**

- Train health care professionals within their respective hospitals on how to recognise and report on adverse events
- Collect all adverse event notification forms from health care professionals in the facility and ensure that these are filled out accurately and completely
- Submit ADE reports to the ADRM Cell as per the standard reporting procedure
- Ensure that all ADE reports are kept confidential and that the identities of patients and reporters and the trade names of the suspected drug are not disclosed
- Take corrective action, as appropriate, in consultation with facility authorities
- Implement recommendations from the DGDA to mitigate risk and prevent adverse events
- Promote rational use of medicines and other health products

ৰামেন্দু

## CHAPTER 4: METHODS OF PHARMACOVIGILANCE IN BANGLADESH

### 4.1 Types of Surveillance

#### *Passive Surveillance*

Passive surveillance is the most common method used in PV. It covers the entire population and monitors any adverse events that occur in patients. Although it is one of the easiest methods to implement, its weaknesses include a heavy reliance on voluntary or spontaneous reporting, which may not generate a large volume of reports on a specific product or accurate and complete reports. It also provides limited opportunity for comparisons in terms of the target and subject of the surveillance. It does, however, generate signals or alerts that active surveillance can use for further investigations.

#### *Active Surveillance*

Active surveillance uses pharmacoepidemiological methods to overcome the limitations of passive surveillance. Based on the signals/alerts generated by passive surveillance, it can be used to identify the focus of surveillance and apply a more rigorous and appropriate methodology to allow causality assessment of the adverse event. Its main weaknesses are its high cost and the limited number of persons it can cover.

#### *Surveillance Programme by Pharmaceutical Industries/Marketing Authorisation Holders*

Once a product is registered and authorised to be on the market, MAHs are requested to continue to monitor the safety of their product through post-marketing surveillance. This surveillance combines the passive and active surveillance methods. Preapproval of post-marketing surveillance studies should be considered to ensure transparency in the study and avoid potential conflicts of interest. MAHs should share all relevant information with the DGDA/ADRM Cell when it becomes available.

### 4.2 Spontaneous Reporting

Passive surveillance is the primary method used in Bangladesh. Spontaneous reporting, as the main mechanism for passive surveillance, is used to generate signals/alerts of adverse events, which can then be investigated further.

Spontaneous reporting is based on the submission of unsolicited adverse event reports to the ADRM Cell by health care professionals as well as patients and consumers when an adverse event or product quality issue is suspected. It is useful for identifying safety signals of rare adverse reactions, generating hypotheses, and providing critical information that helps characterise patients who are at risk of an adverse event-related use of a specific medicine. It also can provide information on real life experience with a medicine that goes beyond the data obtained from clinical trials.

Spontaneous reports can be used to report both known and unknown or undocumented adverse events, whether they are deemed serious or not. These events could be the consequence of product quality problems (including medical devices), medication errors, drug interactions, or therapeutic ineffectiveness even if there is no obvious relationship between the event and the suspected product. It is important to send spontaneous reports to the ADRM Cell promptly.

Spontaneous reports should also be submitted when a product quality concern is identified on the basis of visual inspection of a product, even if no adverse event has been detected in a patient who has used the product. This is a routine and cost-effective way to monitor product quality. The information on suspected product quality problems is submitted to the ADRM Cell for monitoring safety and is also passed along to other departments within the DGDA so that appropriate actions can be taken with respect to registration, inspection, and quality control (laboratory) testing.

### 4.3 Benefits to Health Care Professionals, Patients, and the Public of Spontaneous Reporting

HCPs, patients, and the public benefit from reporting through:

- Improved quality of care offered to patients
- Reduced medicine-related problems and better treatment outcomes
- Improved patient confidence in professional practice and potential for increased use of professional health care services
- Improved knowledge
- Access to information on medicine-related problems reported within the country and internationally
- Satisfaction in fulfilling a moral and professional obligation

The submission of spontaneous reports of suspected adverse events should be guided by:

- Prompt reporting
- Immediately reporting any suspected ADR
- Accuracy and completeness
- Completing each notification form accurately and legibly and including as much information as can be collected about the patient, the event, and the product. All of the information requested on the form is important for the causality assessment.
- The minimum information required is:
  - Patient identification
  - Suspected adverse event information
  - Product information
  - Contact information for the reporter

Note that all reporting information is confidential. The name, designation, age, gender, and addresses of both the patient and the physician will not be disclosed.

In some cases, for example, if it is considered an emergency situation or forms are not readily available, a reporter can also contact the ADRM Cell directly by phone or email to inform them about an adverse event. The ADRM Cell will then complete a notification form on the reporter's behalf. Reporters are encouraged to have available all information on the adverse event when they contact the ADRM Cell.

### 4.4 Protection of Health Care Professionals Who Report Adverse Events

Reporting an adverse event does not necessarily mean that the health care professional who prescribed or dispensed the medicine or who is treating the patient for the adverse event has contributed to or caused the event.

The personal identification information given in the notification form is strictly confidential. The information obtained from reports will not be used for commercial purposes. It is intended to protect patients and improve the rational use of pharmaceutical products.

ব্যবস্থাপনা

## CHAPTER 5: REPORTING INSTRUCTIONS FOR ADVERSE DRUG REACTIONS

### 5.1 Suspected Adverse Event Reporting Form

See Annex B.

### 5.2 Who Can Report?

Spontaneous reports can be completed by:

- All health care professionals, including doctors, nurses, and pharmacists
- Community health workers
- Patients, consumers, and the general public

### 5.3 Where and How to Report?

- Patients should report any unexpected deterioration in physical, chemical, or neurological status following the use of a medicine or other health product and any quality concerns about a product to an HCP at a health facility. The provider or facility can properly examine the product, collect all relevant information, and take appropriate action to ensure the patient's safety and well-being.
- If a patient/consumer does not have immediate access to an HCP or facility, he or she can report to a community health worker or directly to the ADRM Cell.
- HCPs should fill out the adverse event notification form for any suspected adverse event or suspected product quality issue and submit it to the PV focal point at their facility.
- If a facility does not have a designated PV focal point or other appointee to receive ADE forms, the HCPs at that facility can report directly to the ADRM Cell.
- PV focal points should collect and collate all notification forms and submit the forms to the ADRM Cell.
- ADE reports can be submitted to the ADRM cell by email, mail, or fax. In emergency cases and when forms are not available, reports can also be made to the ADRM Cell by phone.

### 5.4 What to Report?

All suspected adverse events and related information (as indicated in the notification form) should be reported through the appropriate channels.

Suspected adverse events include all events related to:

- ADR/AEFI (serious and non-serious)
- Product quality
- Medication errors

Suspected product quality issues, which may or may not have resulted in an observable or reported adverse event, include all products that show signs of:

- Discoloration or colour change
- Separation of components
- Powdering/crumbling
- Caking
- Moulding
- Changes in smell
- Poor packaging
- Poor labelling or mislabelling
- Suspected contamination
- Questionable stability
- Defective components
- Expired shelf life

## 5.5 When to Report?

Serious adverse events (those that result in death, life-threatening conditions, disability, congenital anomaly, hospitalisation, or modification of therapy due to toxicity) should be reported to the ADRM Cell or PV focal point where available as soon as they occur or when the reporter is notified of them. When those reports are sent to a PV focal point, that person is requested to transmit them to the ADRM Cell without delay. The reporting form for serious adverse events must be filled out and sent to the ADRM Cell within 15 calendar days.

Non-serious adverse event reports should be submitted to the ADRM Cell no later than 30 calendar days after they were reported to the health facility.

Poor product quality issues should be reported as soon as possible, following the same scheme as that for adverse events.

## 5.6 What Happens to a Report?

When the ADRM Cell receives an adverse event report, the report is processed according to the following steps and figure 3 illustrates the process:

1. The form is assigned with a unique identification number.
2. The form is reviewed to ensure that all necessary information is included; if any information is incomplete, the ADRM Cell communicates with the report sender directly to obtain the missing information.
3. The ADRM Cell evaluates and investigates serious adverse events (e.g., death) and prepares a case history as soon as possible. It is then sent to ADRAC for review and assessment.
4. The reports are analysed by ADRAC quarterly, and the causality assessment method is employed for each case. The recommendation is then documented in a standard ADE follow-up form.

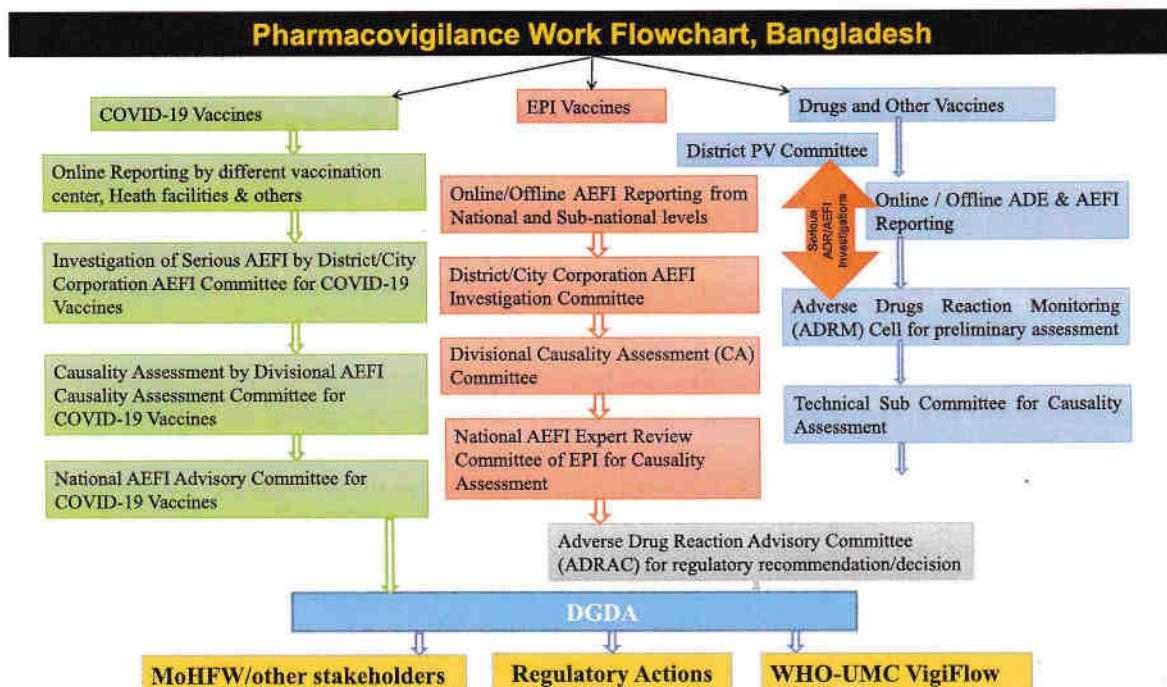


Figure 3: Workflow Diagram of ADE Reporting

### **ADRs**

The reports are analysed using the WHO methods and classification system to determine causality between the drug and the adverse event that occurred and determine whether it is an ADR.

### **Suspected Medication Errors**

ADRAC will use the US National Coordinating Council for Medication Error Reporting and Prevention Index to categorise medication errors. In addition, the ADRM Cell should monitor the reports and assess the root causes of the problem to identify opportunities to improve medicine use and patient care.

### **Poor Quality Medicines**

The reports should be analysed by ADRAC and by a team that includes representatives of the DGDA inspection unit, product registration staff, and quality control laboratory.

The reviewed reports and resulting recommendation should then be entered into the WHO VigiFlow database, which is the Bangladesh national database for adverse event management. This database enables the ADRM Cell to keep track of all adverse event reports nationwide.

The information and recommendations obtained from these analysed reports are submitted to the DGDA to take necessary regulatory action. The ADRM Cell presents the recommendations/analyses of the reports to the Drug Control Committee of the MOHFW as supporting data for any recommendation for withdrawal/suspension or to impose a warning.

Confirmed adverse events may result in the following actions:

- Additional investigations into the use of the product in Bangladesh
- Changes to the package and product information
- Changes in the recommended use of the pharmaceutical product
- Educational initiatives to improve the safe use of the product
- Other regulatory and health promotion interventions that may be warranted, including product withdrawal/recall/suspension from market

The outcome of the notified adverse event will also be communicated directly to the HCP who reported the case. In addition, the DGDA should communicate any potential risk to the public and health care facilities through the media, newsletters, and other channels.

Immunisation is one of the most effective public health interventions to protect individuals and the public from vaccine-preventive diseases and has saved millions of lives. Modern vaccines are safe and effectively protect individuals and public. However, vaccines like other medicinal products, are not free from occasional adverse reactions.

An adverse event following immunisation (AEFI) can range from mild to rare and serious. Vaccines rarely cause serious adverse reactions, and common reactions are minor and self-limited. In the majority of serious cases, these are merely coincidental and have no relationship to the vaccine. In others, they are caused by an error in transportation, storage, preparation, or administration of the vaccine.



Following is the process flow of AE reporting and monitoring system.

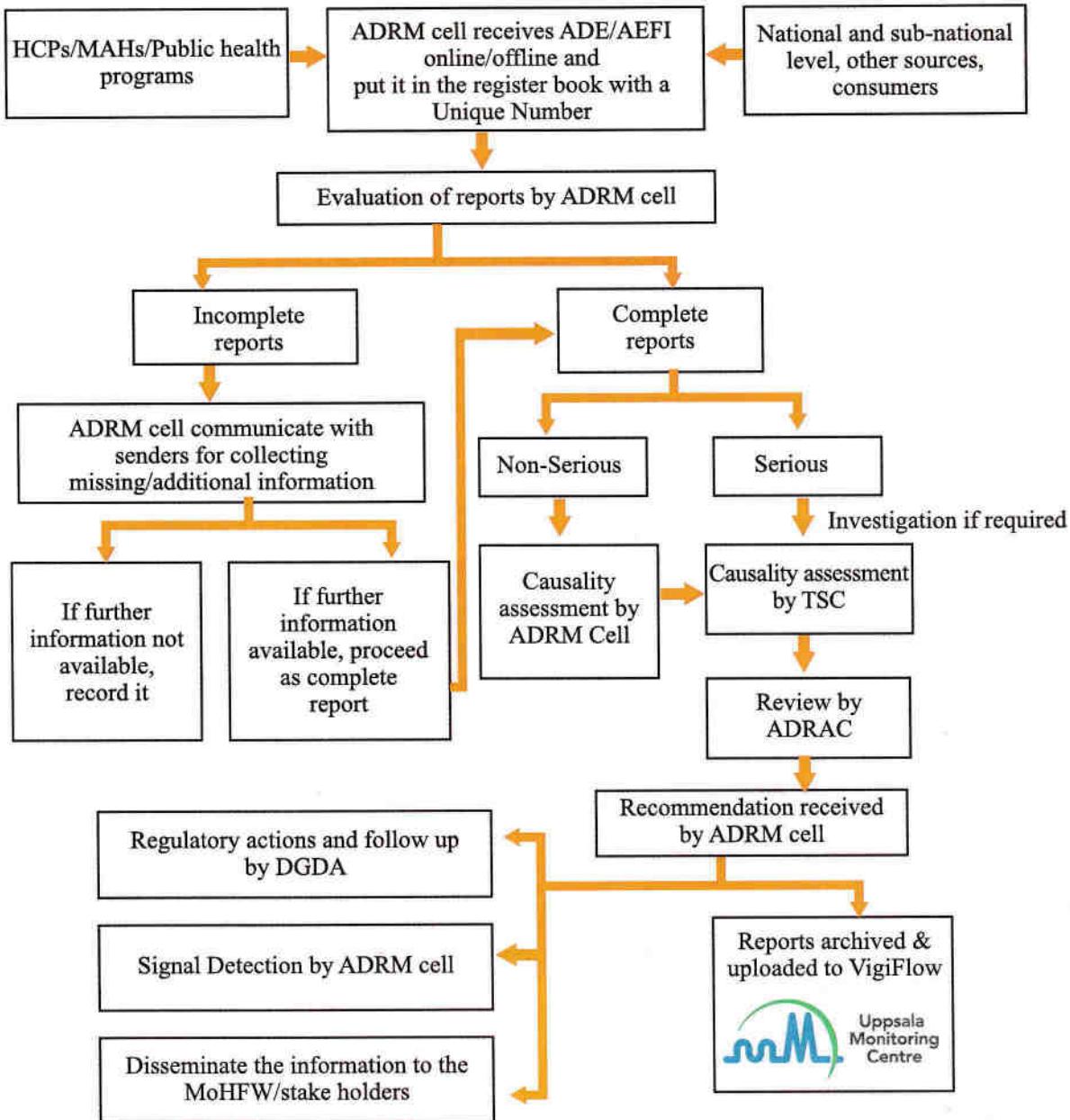


Figure 4: Process flow of AE reporting and monitoring system

মুদ্রণস্থান

## CHAPTER 6: SIGNAL DETECTION AND EVALUATION

The detection and clinical assessment of signals is an important domain of PV. More than one report is generally required to generate a signal, depending upon the seriousness of the event and the quality of the information. In a broader approach, a signal is an alert from any available data source that a drug may be associated with a previously unrecognised hazard or that a known hazard may be quantitatively (more frequent) or qualitatively (more serious) differ from existing knowledge. A signal does not imply causation. It can provide preliminary information only for postulating a hypothesis and not for testing it. Analysis of the national PV database can be used for signal detection to be reviewed by the Signal Review Panel to determine any conclusions and make decisions on that report. In the context of spontaneous ADR reporting, a signal is normally a series of cases of similar suspected ADRs reported in relation to a particular drug. Generally, a minimum of three cases is needed.

Various methods have been used to detect signals using spontaneous reporting data. Based on different statistical methodologies—either the Bayesian or Frequentist approach—the basic concept behind these methods is measurement of disproportionality that determines to what extent the number of observed cases differs from the number of expected cases. When all drugs are considered together, large ADR databases tend to have fairly stable proportions of particular reactions over time. A proportion is used as a baseline for comparison to determine what would be expected if there was no signal.

WHO-UMC uses the Bayesian Confidence Propagation Neural Network, while the US Food and Drug Administration uses the Multi-item Gamma Poisson Shrinker methodology. Other disproportionality analysis methods, such as Reporting Odds Ratio and Proportional Reporting Ratio are employed by some national reporting centres and drug safety research units.

In the Bayesian Confidence Propagation Neural Network methodology, computation of the information component is based on prior and posterior probabilities. According to WHO-UMC, the information component measures the disproportionality in the reporting of a drug-ADR pair in an individual case safety report (ICSR) database, relative to the reporting expected based on the overall reporting of the drug and the ADR. Positive information component values indicate higher reporting than expected. However, a review of signals generated with this methodology must be analysed by clinicians and drug safety experts before a conclusion can be reached. The ADRM cell identifies signals, and the TSC & ADRAC reviews signals.

১০০

## CHAPTER 7: RISK MANAGEMENT AND COMMUNICATION

### 7.1 Risk Management

Risk management is the identification, assessment, and prioritisation of risks associated with the use of a pharmaceutical product followed by the coordinated and economical application of resources to minimise, monitor, and control the probability and impact of adverse events.

Risk management has three inter-related stages:

- Characterising the safety profile of the medicinal product, including what is known or not known
- Planning PV activities to characterise and identify new risks and increase knowledge about the safety profile of the medicinal product
- Planning and implementing risk minimisation and mitigation activities and assessing the effectiveness of these activities

The overall aim of risk management is to ensure that the benefits of a particular medicinal product exceed the risks by the greatest achievable margin for the individual patient and for the target population as a whole.

The ADRM Cell, ADRAC, and DGDA are responsible for developing and implementing risk minimisation strategies based on the information they receive from all available sources, including spontaneous reporting, active surveillance, MAH post-marketing surveillance, and other regulatory authorities and international bodies (e.g., WHO-UMC), on confirmed or potential risks related to the use of certain products. The implementation of these strategies protects the population from harm due to use of unsafe, ineffective, or poor-quality products.

For details, refer to Good Pharmacovigilance Practices (GVP) guidelines.

### 7.2 Benefit/Risk Assessment

Benefit/risk assessment is an important part of the approval process for registering pharmaceutical products and is a factor in the review process for registration in Bangladesh. However, risks that are identified after authorisation through PV activities, including unintended or misuse of products, may alter the original benefit/risk assessment and require another assessment to determine whether the benefits of a product still outweigh the risks.

Based on the incidence of adverse events following the use of a product in Bangladesh and other information available on the product from outside sources, ADRAC and the ADRM Cell may re-assess whether the benefits of the product outweigh the risks given current risk mitigation strategies.

### 7.3 Risk Management Plans

Risk management plans, which outline a set of activities designed to identify, characterise, prevent, or minimise risk related to a product, assess the effectiveness of those interventions and communicate risk information to HCPs and patients. They may be developed and implemented for medicines that have serious confirmed or potential risks, as determined by the ADRM Cell. Public health programmes may develop risk management plans for specific, high-risk products in use in their programmes and are requested to share those plans and their outcomes with the ADRM Cell.

বাস্তুসমূহ

Activities and strategies in the risk management plan may include (not limited to):

- Distributing educational materials on the product's safety and use (such as a medication guide for patients and prescribing and dispensing guides/checklists for physicians and pharmacists)
- Distributing a communication guide for HCPs
- Implementing special training programmes or certifications for health care professionals
- Restricting the use of the medicine in certain settings (such as dispensing the medicine only in hospitals)

For details, refer to Good Pharmacovigilance Practices (GVP) guidelines.

#### **7.4 Product Recall/Withdrawal Based on Benefit/Risk Assessment**

If ADRAC determines through its benefit/risk assessment that a product is not safe because the risk it poses to patients outweighs the benefits, and the risk cannot be sufficiently mitigated, the committee may recommend to the DGDA that the product be recalled or withdrawn from the market. In such cases, the DGDA will share the decision with the Drug Control Committee, and standard procedures will be followed to remove the product from circulation.

#### **7.5 Risk Communication to Health Care Professionals and Consumers**

The ADRM Cell and the DGDA are responsible for communicating information on the safety of medicines and other pharmaceutical products to health care workers and consumers on a regular basis, as well as on an emergency basis when serious risks arise. When an ADR signal is generated, the ADRM Cell is expected to communicate this to health care workers and consumers within three weeks and ensure that any required changes to product information, such as labelling, packaging, and package inserts, are made.

The following types of materials are issued by the DGDA via the ADRM Cell, as appropriate:

- Medicine safety alerts when serious or previously unknown safety concerns or information emerges; these may come in the form of a "Dear Health Care Provider" notification
- Medicine bulletins and semi-annual newsletters
- The Bangladesh National Drug Formulary is revised and updated to reflect new information on medicines, including indications, risks, and recommended use, every two to three years
- The registry of approved pharmaceutical products on the market should be revised and updated as soon as possible after a previously registered product is recalled or withdrawn
- All alerts, bulletins/newsletters, and lists are available on the DGDA's website ([www.dgda.gov.bd](http://www.dgda.gov.bd)) and in hard copy upon request.

The ADRM Cell may also implement public or community education activities to widely distribute new or important information on pharmaceutical products if situations arise that warrant such activities. In addition to actively distributing important information on medicines and medicinal products to mitigate risk and promote appropriate use, the ADRM Cell is responsible for responding to individual requests for information that it receives from health care workers and consumers.

#### **7.6 Responsibilities of Manufacturers/Marketing Authorisation Holders Regarding Risk Management**

MAHs for pharmaceutical products in Bangladesh are strongly encouraged to conduct post- marketing surveillance activities and to notify the ADRM Cell of adverse events, particularly serious adverse events, and other product quality issues that come to their attention about their licensed product(s) in Bangladesh. Reports should be submitted with greater frequency during the first two years following authorisation because less is known about the safety of newer products on the market.

It is recommended that MAHs follow international standards for serious adverse event notification and report such events to the ADRM Cell within 15 days. MAHs are also requested to provide the ADRM Cell with any additional information related to suspected serious adverse events that is needed for the purposes of causality assessment and the evaluation of benefits and risks associated with their product.

Based on international standards, manufacturers that are supplying medicines in Bangladesh, both national and multinational, are generally encouraged to have PV structures, systems, and activities in place, including:

- A PV unit and/or designated staff person responsible for PV activities
- PV guideline, protocol standard operating procedures, and reporting forms
- Ongoing post-marketing surveillance activities including post-marketing safety studies and risk minimisation activities for high-risk medicines and products with unresolved safety profiles
- Risk management plans (RMP)
- Periodic safety update reports (PSUR)
- A quality monitoring system that includes audits and inspections

In all matters of PV, MAHs are expected to follow the Good Pharmacovigilance Practices (GVP) guidelines and comply with the regulatory decisions of the DGDA that pertain to their products and to take appropriate action.

## 7.7 Medicine Promotion and Advertising

The DGDA regulates promotion and advertising. MAHs are expected to maintain complete and accurate information on their licensed products in Bangladesh and to update it as necessary. MAHs should also comply with good ethical practices and emerging regulations surrounding the promotion and advertising of their products in Bangladesh. Post-marketing surveillance studies related to registered products should be pre-approved by the DGDA and clearly separated from any promotional activities.

## 7.8 Communication

Communicating safety information to patients and health care professionals is a public health responsibility and is essential for achieving the objectives of PV in terms of promoting the rational, safe, and effective use of medicine; preventing harm from adverse reactions; and contributing to the protection of public health. Communication in a PV programme improves patient care and understanding and promotes transparency and accountability. All communications with WHO-UMC will be managed by the NPC, which is also responsible for publishing/communicating any findings from the database to media outlets. Other stakeholders are required to get prior approval from the NPC to publish/communicate any data or information related to the PV programme.

Modes of communications used in the PV programme include:

**Media:** This includes press releases and press briefings primarily intended for journalists, who will then relay the information to the public. The head of the ADRM Cell or a designated person is the only person authorised to correspond with the media about the PV programme.

AMITRAH

**Websites:** A website is a key tool of communication to reach all stakeholders, including patients and health professionals. The ADRM Cell and DGDA should ensure that all important safety information is available on the websites under their control.

**Newsletters:** To communicate the findings and regulatory status of medicine in Bangladesh as well as globally to stakeholders, the ADRM Cell publishes the quarterly Pharmacovigilance Newsletter. The newsletter is for everyone concerned with the issues of PV and provides practical information and advice on drug safety and information about emerging safety issues.

### **7.9 Research and Publications**

The ADRM Cell is responsible for publishing guidance documents to promote drug safety and working with other directorates, units, and programmes within the MOHFW to incorporate drug safety information into their guidance documents.

নথি

## CHAPTER 8: CAPACITY BUILDING

### 8.1 Training and Education

The ADRM Cell is responsible for building the capacity of all contributors to the PV system in Bangladesh, including the designated focal points at health care facilities, pharmaceutical companies who are responsible for promoting and managing ADE reporting at their sites, and health care professionals who are responsible for reporting. Trainings and workshops are provided to ensure that stakeholders understand adverse event monitoring, identification, management, and reporting. Once trained, the focal persons at health facilities are responsible for providing periodic training for health care professionals at their sites.

Stakeholders need to have confidence and be motivated to report so they can assist the DGDA in its PV mission. Common concerns and barriers to reporting by health care personnel are addressed through capacity building activities. In addition, ongoing clinical guidance to recognise adverse reactions is required. By providing continuous training and consistent communication, HCPs can contribute more effectively to the identification of ADEs, the generation of safety signals, the mitigation of medicine-related risks, and the protection of patient safety.

The ADRM Cell routinely coordinates capacity-building activities at national and subnational facilities such as hospitals including face-to-face meetings with the physicians, pharmacists, nurses, and other staff to create awareness of ADE reporting procedures. These meetings also ensure the quality of reporting to make the system more efficient.

The Bangladesh National PV Guideline helps equip contributors across the health care delivery system with the necessary skills, knowledge, and attitudes that will enable them to effectively identify, assess, and report ADEs and take appropriate actions to improve medicine safety.

### 8.2 Information, Education, and Communication Materials

The DGDA and the ADRM Cell provide materials containing critical information to health care professionals, patients/consumers, drug sellers, and manufacturers. These materials on medicine use and safety help people understand the importance of PV and adverse event reporting. Posters, pamphlets, electronic billboards, and radio and television campaigns are some of the ways that the ADRM Cell communicates critical messages and spreads awareness.

মন্তব্য

## CHAPTER 9: TOOLS FOR PHARMACOVIGILANCE

PV activities involve the use of several validated tools to generate and analyse data to guide decisions. In an effort to standardise all PV and medicine information system processes in Bangladesh, the tools in the sections that follow have been developed and adopted for key activities of the ADRM Cell. These tools can be revised as needed.

### 9.1 Suspected Adverse Event Reporting Form

The Suspected Adverse Event Reporting Form is the official tool for reporting all types of adverse events in Bangladesh, including ADRs, product quality problems, and medication errors (Annex B).

### 9.2 WHO Causality Assessment Scale

Causality assessment is the evaluation of the likelihood that a medicine was the causative agent of an observed adverse event.

An inherent problem in PV is that most case reports concern suspected ADRs. Adverse reactions are rarely specific to the drug, specific diagnostic tests for ADRs are usually absent, and a re- challenge is rarely justified ethically. In practice, few adverse reactions are certain or unlikely; most are somewhere in between these extremes. In an attempt to solve this problem, many systems have been developed for a structured and harmonised assessment of causality, but none of these systems have been shown to produce a precise and reliable quantitative estimation of the relationship. Nevertheless, a causality assessment has become a common routine procedure in PV.

ADRAC and its subcommittee are primarily responsible for performing causality assessments of reports, which will be stored at the ADRM Cell for future activities.

Causality in a report is assessed by using the WHO Causality Assessment Scale, which is a structured tool for determining the likelihood of a causal relationship between drug exposure and adverse events. The four main considerations incorporated in the scale are:

- The association in time between drug administration and event
- Pharmacology, including current knowledge of the nature and frequency of adverse reactions
- Medical or pharmacological plausibility, such as signs and symptoms, laboratory tests, pathological findings, or mechanisms
- Likelihood or exclusion of other causes

Thus, with a causality assessment, we can assess various levels of certainty as to whether a suspected drug has indeed caused a specific ADR.

After adverse event reports are received, the ADRM Cell works closely with ADRAC to determine causality between the reported event and the drug products the patient or consumer has been exposed to (Annex C).

মুদ্রণস্থান

## CHAPTER 10:

## NATIONAL PHARMACOVIGILANCE CENTER AND WHO-UMC COLLABORATION

To participate in the WHO Programme for International Drug Monitoring, the NPC collaborates with WHO-UMC. The following software tools are provided by WHO-UMC to achieve the objectives of the PV programme in a more efficient way.

### VigiFlow

VigiFlow is web-based ICSR management system that is designed for use in national PV centres in the WHO Programme for International Drug Monitoring. VigiFlow is based on and is compliant with the ICH E2B standard and is a trademark of the UMC and maintained by the UMC in Uppsala, Sweden. It is a simple, fast, and secure web-based solution that improves all aspects of ADR reporting. ICSR data can be manually entered into VigiFlow with support from the latest versions of terminologies, such as WHO-DD, WHO-ART, and MedDRA. Once a report is complete and committed, the first version of the ICSR is generated and automatically saved in VigiBase (the WHO global ICSR database). It is easy to retrieve reports to amend the content or add follow-up information.

### VigiBase

VigiBase is the WHO global ICSR database and consists of reports of adverse reactions submitted by member countries since 1968. The VigiBase data resource is the largest and most comprehensive in the world, and it is developed and maintained by the UMC on behalf of WHO. VigiBase includes linked databases (WHO-ART/MedDRA, WHO ICD, and WHO-DD) that contain medical and drug classifications. It is a computerised PV system in which information is recorded in a structured, hierarchical form to allow for easy and flexible data retrieval and analysis. Its purpose is to provide evidence from which potential medicine safety hazards may be detected.

### VigiSearch

VigiSearch is a powerful search tool that provides access to all case reports in VigiBase. VigiSearch allows for report searching across multiple drugs and ADRs simultaneously and incorporates a range of filters. Drugs can be searched on a generic substance level or by a specific trade name. VigiSearch also supports browsing the ATC (Anatomical Therapeutic Chemical) structure. The results can be accessed on an overview level and viewed from a number of aspects (e.g., country, year, reaction term) or at the level of individual case report. For members of the WHO programme, VigiSearch enables an international comparison of national spontaneous reporting data and gives access to ADR information on drugs not yet on the national market.

### VigiMine

VigiMine was launched in 2008 as a new component of VigiSearch. VigiMine gives access to statistical data on all drug-ADR pairs reported to VigiBase. VigiMine allows results to be filtered based on a number of statistical criteria and stratified by age, gender, country, and year of reporting. VigiMine also shows the change in the statistical values over time.

VigiMine data can be compared with statistics in a national database and are also an independent aid in the detection of new signals of drug safety issues.

### VigiMed

VigiMed is a web-based forum for those working at national centres in the WHO programme to have easy access to safety concerns in other countries, check regulatory status, and expedite the sharing of drug information. VigiMed is part of the UMC collaboration portal.

## VigiLyze

VigiLyze is a powerful search and analysis tool that provides access to more than eight million ICSRs from more than 100 countries in VigiBase. VigiLyze includes data on conventional medicines, traditional medicines, and biological medicines, including vaccines. VigiLyze can provide a global, regional, or national view of an ADR to identify or monitor international patient safety data. It can be useful to find supporting evidence while assessing Bangladeshi case reports or to see how Bangladeshi data support global PV. VigiLyze enables international comparisons with national spontaneous reporting data and gives access to ADR information on drugs that are not yet on the national market. Results from VigiLyze are instantly available as graphics and in tabular format.

(Autosaved)

## CHAPTER 11: MONITORING AND EVALUATION

The effectiveness of the national PV system and all related activities need to be continually assessed through an established monitoring and evaluation strategy. The ADRM Cell has selected key performance indicators to regularly calculate, analyse, and evaluate reports and use them to improve the system and ensure patient safety.

The selected indicators include the following:

### Indicators of pharmacovigilance for drugs and vaccines (other than COVID-19 vaccines)<sup>3</sup>

1. Total number of ADE and AEFI reports received in the previous calendar year (also expressed as number of ADRs/AEIs per million population). Target: not less than previous year
2. Percentage of selected registered pharmaceutical companies having a functional pharmacovigilance system
3. Percentage of selected health-care facilities with a functional pharmacovigilance unit
4. Percentage of total annual reports satisfactorily completed and submitted to the national PV centre in the previous calendar year
5. Percentage of total reports subjected to causality assessment in the previous calendar year; percentage of ADR reports shared with WHO-UMC database
6. Number of inspections to monitor the active surveillance activities initiated, ongoing, or completed during the previous calendar year
7. Percentage of total reports sent by different stakeholders/sources (e.g., manufacturers, hospitals, PHPs, etc.) in the previous year
8. Number of planned meetings (including coordination/advocacy) conducted successfully in the previous year
9. Number of regulatory actions (e.g., product label changes, safety warnings, or instructions etc.) taken in the previous year
10. Number of training/awareness programmes organised by the pharmacovigilance department:
  - a) For the PV personnel working in the MAHs,
  - b) For health facilities/public health programmes
11. Number of health professionals (doctors, pharmacists, nurses & others) trained in the previous year
12. Number of visits/inspections done by the pharmacovigilance department
  - a) Of the MAHs
  - b) Of health facilities.
13. Number of DGDA vigilance staff receiving external training for capacity building in last year
14. Number of newsletters/ safety bulletins published in last year (target at least two)
15. Number of meetings attended in the international PV organisations/forum
16. Number of scientific reports/papers published from PV department in the last year

### Indicators of Pharmacovigilance for COVID-19 vaccines<sup>4</sup>

1. Percentage of districts with silent (i.e., no reports received) COVID-19 AEFI reporting: Target <10%
2. Percentage of districts with >10 COVID-19 related AEFI reports/ 100,000 doses of COVID-19 vaccines doses administered: Target >80%
3. Percentage of serious AEFI after COVID-19 vaccination investigated: Target >80%
4. Percentage of serious AEFI cases with causality assessed within 14 days of investigation: Target >80%
5. Percentage of AEFI cases with causality assessment done where feedback was provided within seven days of case classification: Target >80%

<sup>3</sup> WHO Pharmacovigilance Indicators: A Practical Manual for the Assessment of Pharmacovigilance Systems.

<sup>4</sup> COVID-19 Vaccines: Safety Surveillance Manual, WHO.

## BIBLIOGRAPHY

---

The Importance of Pharmacovigilance Safety Monitoring of Medicinal Product  
[http://www.who.int/medicines/areas/quality\\_safety/safety\\_efficacy/pharmvigi/enf](http://www.who.int/medicines/areas/quality_safety/safety_efficacy/pharmvigi/enf)

Substandard, Spurious, Falsely Labeled, Falsified and Counterfeit (SSFFC) Medical Products  
<http://www.who.int/mediacentre/factsheets/fs275/enf>

National Coordination Council for Medication Error Reporting and Prevention  
<http://www.nccmero.org/about-medication-errors>

April 2005. Guidance for Industry E2E Pharmacovigilance Planning by U.S. Department of Health and Human Services Food and Drug Administration Center for Drug Evaluation and Research (COER) Center for Biologics Evaluation and Research (CBER) pdf

National Coordinating Council for Medication Error Reporting and Prevention  
<http://www.nccmerp.org/types-medication-errors>

International Society for Pharmacoepidemiology; 2017 <https://www.pharmacotmi.org/>

September 2007. Guidelines for Good Pharmacoepidemiology Practices, GPP. Pharmacoepidemiology and Drug Safety 17: 200-208  
<https://www.pharmacotmi.org/pub/1c2a23af-2354-d714-516a-7175549e3a88>

The Safety of Medicines in Public Health Programmes: Pharmacovigilance an Essential Tool  
[http://www.who.int/medicines/areas/quality\\_safety/safety\\_efficacy/Pharmacovigilance\\_B.pdf](http://www.who.int/medicines/areas/quality_safety/safety_efficacy/Pharmacovigilance_B.pdf)

WHO. 2007. Pharmacovigilance for antiretrovirals in resource-poor countries. Geneva: WHO  
[http://www.who.int/medicines/publications/PhV\\_for\\_antiretrovirals.pdf](http://www.who.int/medicines/publications/PhV_for_antiretrovirals.pdf)

National Coordinating Council for Medication Error Reporting and Prevention (NCC MERP)  
<http://www.nccmerp.org/consumer-infonnation>

Guidelines on Good Pharmacovigilance Practices (GVP)  
[http://www.ema.europa.eu/docs/en\\_GB/document\\_library/Scientific\\_guideline/2015/08/WCSOO191777.pdf](http://www.ema.europa.eu/docs/en_GB/document_library/Scientific_guideline/2015/08/WCSOO191777.pdf)

Risk Management [https://www.revolyy.com/main/index.php?s=Risk%20management&item\\_we=topic](https://www.revolyy.com/main/index.php?s=Risk%20management&item_we=topic)

১০৮০৪২৬  
২০.০৬.২০২৩

মোহাম্মদ মোস্তাফিজুর রহমান  
সহকারী সচিব (উত্থ অশাসন-১)  
বাস্তু সেবা বিভাগ  
স্বাস্থ্য ও পরিবার কল্যাণ অঙ্গনীয়ম  
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

## ANNEX A. ADVISORY COMMITTEE MEMBERS

- 1 Director General, DGDA, Dhaka, Chair
- 2 Director (MIS), DGHS, Dhaka, Member
- 3 Director (Hospital), DGHS, Dhaka, Member
- 4 Director (Primary Health Care), DGHS, Dhaka, Member
- 5 Dean, Pharmacy Department, Dhaka University, Dhaka, Member
- 6 Professor, Medicine Department, Dhaka Medical College, Dhaka, Member
- 7 Professor, Skin and VD Department, Sir Salimullah Medical College, Dhaka, Member
- 8 Professor, Pathology Department, Dhaka Medical College, Dhaka, Member
- 10 Member, Ministry of Health and Family Welfare, Dhaka (not below the rank of Member Deputy-Secretary)
- 11 Child Specialist, Shihu Hospital, Dhaka, Member
- 12 Representative, Bangladesh Medical Association , Dhaka , Member
- 13 Representative, Bangladesh Pharmaceuticals Society, Dhaka , Member
- 14 Representative, Institute of Epidemiology, Disease Control and Research, DGHS, Mohakhali, Dhaka, Member
- 15 Representative, Bangladesh Aushad Shilpa Samity, Dhaka, Member
- 16 Representative, Bangladesh Consumers Association, Dhaka, Member
- 17 Director/Deputy Director, DGDA, Mohakhali, Dhaka, Member-Secretary

<sup>3</sup> WHO Pharmacovigilance Indicators: A Practical Manual for the Assessment of Pharmacovigilance Systems.

<sup>4</sup> COVID-19 Vaccines: Safety Surveillance Manual, WHO.

**ANNEX B.**

**SUSPECTED ADVERSE EVENT REPORTING FORM**



**Yellow Card**



**SUSPECTED ADVERSE EVENT REPORTING FORM**

*Identities of reporter, patient, institution, and product trade name(s) will remain confidential*

\* Mandatory Information

**FOR OFFICE USE ONLY**

AE report number \_\_\_\_\_ Data received \_\_\_\_\_

**A. PATIENT INFORMATION**

Name/Initial: Address: * Contact number	*Age----- Weight(Kg)----- *Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other Pregnant: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> Not applicable
---	---

**B. SUSPECTED ADVERSE EVENT INFORMATION**

Type of event:  <input type="checkbox"/> Adverse drug reaction/AEFI <input type="checkbox"/> Product quality problem <input type="checkbox"/> Medication error <input type="checkbox"/> Others (Please specify) _____	*Describe event including relevant tests and laboratory results:  _____
*Event start Date _____	Was the adverse event treated? <input type="checkbox"/> Yes <input type="checkbox"/> No
*Event stopped Date _____	If yes, please specify:  _____
Action taken after reaction:  <input type="checkbox"/> Dose stopped <input type="checkbox"/> Dose reduced <input type="checkbox"/> No action taken	Did reaction subside after stopping / reducing the dose of the suspected product? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable  Did reaction appear after reintroducing the suspected product? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
Seriousness of the adverse event:  <input type="checkbox"/> Non serious <input type="checkbox"/> Serious <input type="checkbox"/> Hospitalization or prolongation of hospitalization <input type="checkbox"/> Disability or permanent damage <input type="checkbox"/> Congenital anomaly/birth defect <input type="checkbox"/> Life threatening <input type="checkbox"/> Death	*Outcomes attributed to the adverse event:  <input type="checkbox"/> Recovered <input type="checkbox"/> Recovered/resolved with sequela <input type="checkbox"/> Not recovered <input type="checkbox"/> Unknown <input type="checkbox"/> Fatal (date of death: _____)

**Other relevant history: (pre-existing medical history)**

Hypersensitivity  Allergies  Hypertension  Liver or kidney problems  Smoking  Alcohol  Diabetes  
 Others (Please specify): \_\_\_\_\_

**C. SUSPECTED DRUG/VACCINE INFORMATION**

Brand/Trade name _____	*Generic name with strength _____
*Indication _____	
*Medication Start Date/Vaccination Date _____ End Date/Vaccination Time _____	
Dosage Form _____	*Frequency (Daily Dose) _____ Batch/Lot number _____
Manufacturer _____ Diluent Information for vaccine _____	

**CONCOMITANT MEDICINE/VACCINE INFORMATION**

Brand/Trade name	Generic name	Indication	Dosage form	Strength & Frequency

**D. REPORTER INFORMATION**

\*Name & Address \_\_\_\_\_  
Email address \_\_\_\_\_ \*Mobile phone \_\_\_\_\_  
Occupation \_\_\_\_\_ \*Signature \_\_\_\_\_  
\*Date of this report submission \_\_\_\_\_

**Evaluation/Review Committee Comments:**

ADRM Cell

TSC

ADRAC

<b>General instructions for completing the form:</b> <ul style="list-style-type: none"><li>Detailed information about each field can be found in the instructions available in the DGDA website (<a href="http://www.dgda.gov.bd">www.dgda.gov.bd</a>).</li><li>Fill in as much information as possible. Do not leave anything blank. If unknown, write "unknown" or "n/a" if not applicable.</li></ul>	<b>What to report:</b> <ul style="list-style-type: none"><li>Adverse drug reactions/AEFI</li><li>Unknown or unexpected ADRs/AEFI</li><li>All suspected reactions to new drugs/vaccines</li><li>Unexpected therapeutic effects</li><li>All suspected drug/vaccine interactions</li><li>Product quality problems</li><li>Medication/vaccination errors</li></ul>
<b>How to fill and submit the report :</b> ADE/AEFI reports can be submitted through online in the DGDA website ( <a href="http://www.dgda.gov.bd">www.dgda.gov.bd</a> ) Hard copy of Yellow Card can also be filled and sent to the ADRM Cell by (i) email ( <a href="mailto:adrmcell.dgda@gmail.com">adrmcell.dgda@gmail.com</a> ) or (ii) post. In emergency cases or when forms are not readily available, it can be notified to the ADRM cell by phone. <b>N.B:</b> Additional Page can be used for detailed information if needed	
<b>ঔষধ ব্যবহারকারীদের নির্দেশনা:</b> ১। নিরবন্ধনকৃত চিকিৎসকের ব্যবহারপ্রয় অনুযায়ী সঠিক মাত্রায়, সঠিক পদ্ধতিতে পূর্ণকোর্স এন্টিবায়োটিক ব্যবহার করুন। ২। কোন ঔষধ ব্যবহারে বিকল্প প্রতিক্রিয়া দেখা দিলে ঔষধ প্রশাসন অধিদপ্তরকে অবহিত করুন।	
<b>Postal Address:</b> <b>ADRM Cell, Pharmacovigilance Department</b> Directorate General of Drug Administration Aushad Bhavan, Mohakhali Dhaka-1212, Bangladesh	<b>Contact Information:</b> Tel: 02222-280803 Cell No.: +8801728-349503 E-mail: <a href="mailto:adrmcell.dgda@gmail.com">adrmcell.dgda@gmail.com</a>

Version 03

## ANNEX C.

### WHO CAUSALITY ASSESSMENT CRITERIA

Causality term	Assessment criteria*
Certain	<ul style="list-style-type: none"><li>Event or laboratory test abnormality, with plausible time relationship to drug intake</li><li>Cannot be explained by disease or other drugs</li><li>Response to withdrawal plausible (pharmacologically, pathologically)</li><li>Event definitive pharmacologically or phenomenologically (i.e. an objective and specific medical disorder or a recognised pharmacological phenomenon)</li><li>Rechallenge satisfactory, if necessary</li></ul>
Probable/Likely	<ul style="list-style-type: none"><li>Event or laboratory test abnormality, with reasonable time relationship to drug intake</li><li>Unlikely to be attributed to disease or other drugs</li><li>Response to withdrawal clinically reasonable</li><li>Rechallenge not required</li></ul>
Possible	<ul style="list-style-type: none"><li>Event or laboratory test abnormality, with reasonable time relationship to drug intake</li><li>Could also be explained by disease or other drugs</li><li>Information on drug withdrawal may be lacking or unclear</li></ul>
Unlikely	<ul style="list-style-type: none"><li>Event or laboratory test abnormality, with a time to drug intake that makes a relationship improbable (but not impossible)</li><li>Disease or other drugs provide plausible explanations</li></ul>
Conditional/ Unclassified	<ul style="list-style-type: none"><li>Event or laboratory test abnormality</li><li>More data for proper assessment needed, or</li><li>Additional data under examination</li></ul>
Unassessable/ Unclassifiable	<ul style="list-style-type: none"><li>Report suggesting an adverse reaction</li><li>Cannot be judged because information is insufficient or contradictory</li><li>Data cannot be supplemented or verified</li></ul>

\* All points should be reasonably complied with

মানবিক

## **DISCLAIMER**

This document is made possible by the generous support of the American people through the US Agency for International Development (USAID)'s Medicines, Technologies, and Pharmaceutical Services (MTaPS) Program, implemented by Management Sciences for Health (MSH), under the Contract number 7200AA18C00074. The contents are the responsibility of the Directorate General of Drug Administration (DGDA), Ministry of Health and Family Welfare (MOHFW), Bangladesh and do not necessarily reflect the views or positions of MSH, USAID, or the United States Government.





**Directorate General of Drug Administration**  
Mohakhali, Dhaka-1212.  
**Health Service Division**  
**Ministry of Health and Family Welfare**  
**Government of the People's Republic of Bangladesh**

**Supported by:**

USAID Medicines, Technologies, and Pharmaceutical Services (MTaPS) Program

