

Rifampicin Stock Management Tool: **User Guidelines**

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Introduction

The **Rifampicin Stock Management Tool** is an application designed to help manage and track the stock of rifampicin at both the block and district levels. It facilitates easy monitoring of stock movement, including new supply, SDR (Single Dose Rifampicin) administration, expired and discarded medicine packs, and provides online reporting and real-time stock updates. This tool ensures efficient tracking of rifampicin inventory to maintain an adequate stock supply for leprosy treatment.

Key Features

1. Update Data

Back to Dashboard		UPDATE DATA													
State	West Bengal		Select Current Model (drop-down)		Model 7		% distribution of all contacts (as per WHO)								
District	Purulia						category	Doses	%						
Block	Purulia Sadar						2-6 years	150 mg	5%						
Average Number of New Cases in a Month					40		6-9 years	300 mg	10%						
Average Time from Indent to Stock (in days)					10		10-14 years	450 mg	15%						
							>=15 years	600 mg	70%						
Opening Balance & New Supplies					SDR Administration					Expiry / Discarded					
Opening Balance / Existing Stock															
Date 150 mg 300 mg 450 mg 600 mg					Date 150 mg 300 mg 450 mg 600 mg					Date 150 mg 300 mg 450 mg 600 mg					
1	15-10-2024	20	30	40	15	15-11-2024	30	50	70	50	10-11-2024	10	15	8	10
New Supply															
Date 150 mg 300 mg 450 mg 600 mg															
2	30-10-2024	20	30	40	50										
3	25-11-2024	10	50	40	30										
4															
5															
6															
7															
8															
9															
10															
11															
12															

CURRENT MODELS (as per availability)					
	150 mg	300 mg	450 mg	600 mg	
Model 1	Yes	No	No	No	
Model 2	Yes	Yes	No	No	
Model 3	Yes	No	Yes	No	
Model 4	Yes	No	No	Yes	
Model 5	Yes	Yes	Yes	No	
Model 6	Yes	Yes	No	Yes	
Model 7	Yes	Yes	Yes	Yes	

The application allows users to input crucial data regarding rifampicin stock management. The following details can be entered:

- **Opening Balance:** The initial amount of rifampicin available at the start of the reporting period.
- **New Supply:** The quantity of rifampicin supplied during the reporting period.
- **SDR Administration:** The amount of rifampicin administered to patients as part of the Single Drug Regimen.
- **Expiry/Discarded Packs:** The quantity of rifampicin that has expired or was discarded.
- **Average New Cases per Month:** The average number of new leprosy cases diagnosed per month in the area.
- **Average Time from Indent to Stock (in days):** This is the time period which usually takes from requesting the new supply and receiving the new supply.

- The tool will display the **percentage distribution of all contacts** across different age groups as per WHO guidelines for easy reference.
- The tool will display the **current models based on availability** of doses – 150 mg, 300 mg, 450 mg and 600 mg.

2. Dashboard

RIFAMPICIN STOCK MANAGEMENT

GUIDELINES

UPDATE DATA

ONLINE REPORTING FORM

SAVE AS PDF

CLOSE

The user can do adjustment in the below section (by using Plus & Minus) to reflect the closest match of stock available

DASHBOARD							
STATE	West Bengal	SUMMARY	2-6 years	6-9 years	10-14 years	>=15 years	
DISTRICT	Purulia		150 mg	300 mg	450 mg	600 mg	
BLOCK	Purulia Sadar		Opening Balance	20	30	40	15
FIRST UPDATED ON	15 October 2024		Total new supplies	30	80	80	80
LASTEST UPDATED ON	25 November 2024		Total SDR administered	30	50	70	50
COUNT OF NEW SUPPLIES	2	Total Expiry/ Discarded	10	15	8	10	
CURRENT MODEL APPLIED	All- 150, 300, 450 & 600 mg	BALANCE of Rifampicin	10	45	42	35	
Alert messages		BALANCE of Rifampicin (in days)	6 days	13 days	8 days	1 days	
150 mg : Less stock (6 days)		300 mg : Enough stock (13 days)	Monthly requirement	51	101	152	708
450 mg : Less stock (8 days)		600 mg : Less stock (1 days)	Quarterly requirement	152	304	455	2125

Manual Adjustment

		2-6 years	6-9 years	10-14 years	>=15 years
		150 mg	300 mg	450 mg	600 mg
Monthly requirement	Plus (+)	0	0	0	0
	Minus (-)	0	0	0	0
BALANCE of Rifampicin	Plus (+)	0	0	0	0
	Minus (-)	0	0	0	0

The Dashboard provides a summary of rifampicin stock status, including:

- **Current Stock Balance:** Displayed in both numerical value and the number of days the stock will last at the current usage rate.
- **Monthly & Quarterly Requirements:** Displays the estimated quantity of rifampicin needed for the upcoming months and quarters based on current trends.
- **Stock Alert:** Visual alerts will notify the user if the stock level is below the threshold (e.g., **Less Stock** or **Enough Stock**), helping to manage supply more efficiently.

3. Online Reporting

- **Real-time Stock Reporting:** The application allows for real-time reporting of rifampicin stock levels to both district and state authorities.
- **Internet Connection Requirement:** The online reporting feature requires an active internet connection to submit stock data to the higher-level authorities.

4. Save as PDF

The tool provides an option to **save the Dashboard** as a PDF file for record-keeping or future reference. This can be done directly from the application interface.

5. Reconciliation

Users can reconcile stock records and make manual adjustments if there is any discrepancy between actual stock and recorded data. This ensures accuracy in inventory management. This option is available on the Dashboard.

The user can do adjustment in the below section (by using Plus & Minus) to reflect the closest match of stock available

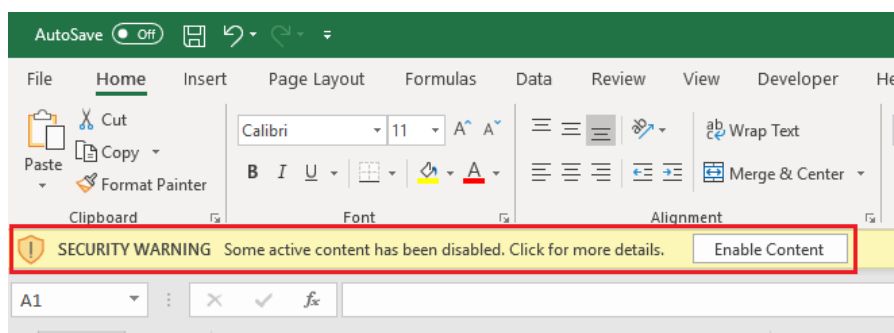
Manual Adjustment					
		2-6 years	6-9 years	10-14 years	>=15 years
		150 mg	300 mg	450 mg	600 mg
Monthly requirement	Plus (+)	0	0	0	0
	Minus (-)	0	0	0	0
BALANCE of Rifampicin	Plus (+)	0	0	0	0
	Minus (-)	0	0	0	0

Pre-Setup Instructions

1. Enabling Macros

Before using the application, it is essential to enable Macros in Excel to ensure all functionalities work as intended. Follow these steps to enable Macros:

1. Open the Rifampicin Stock Management Tool in Excel.
2. If prompted, select **Enable Content** to activate the Macros.



3. If no prompt appears, go to the **Developer Tab**:
 - Click on **Macros → Security**.
 - In the pop-up window, select **Enable all macros** and ensure that **Trust access to the VBA project object model** is checked.
4. Click **OK** to confirm.

Note: Enabling Macros is required for full functionality, including reporting and dashboard features.

2. Internet Connection

An internet connection is needed when using the **Online Reporting** feature to send stock data to the district and state levels.

Using the Tool

1. Entering Stock Data

- Open the application and navigate to the **Data Entry** section.
- Input the details for the **Opening Balance**, **New Supply**, **SDR Administration**, **Expiry/Discarded Packs**, and **Average New Cases per Month**.
- The tool will automatically update the dashboard based on the data entered.

2. Using the Dashboard

- The Dashboard will display the current stock, stock in days, and monthly/quarterly rifampicin requirements.
- If stock is running low, an **alert message** will be displayed (e.g., **Low Stock**).
- If stock levels are sufficient, the alert will show as **Enough Stock**.

3. Online Reporting

- To report stock information online, ensure you have an active internet connection.
- Go to the **Online Reporting** section and submit the stock data using the provided Google Forms link.
- Once submitted, the data will be reported to district and state-level authorities in real-time.

4. Saving as PDF

- To save a copy of the dashboard for your records, go to the **Save as PDF** option.
- Click on the button to save the dashboard in PDF format and choose the location on your system where the file should be stored.

5. Reconciliation and Manual Adjustment

- If there is a need to reconcile stock or make manual adjustments, use the **Reconciliation** feature.
- Input the necessary adjustments, and the tool will update the stock balance accordingly.

Best Practices for Using the Tool

- **Regular Updates:** Ensure data is entered regularly to keep track of rifampicin inventory and avoid stockouts.
- **Timely Reporting:** Use the online reporting feature to submit stock data promptly to ensure timely supply management.
- **Stock Reconciliation:** Periodically reconcile the stock and manually adjust any discrepancies to maintain accurate records.
- **Backup:** Save the dashboard as a PDF for your own records after each update or at regular intervals.