HPRA
Emergency Medicines

An tÚdarás Rialála Táirgí Sláinte
Health Products Regulatory Authority

The HPRA Emergency Medicines Portal is an online system that allows organisations to notify HPRA of their intention to procure or purchase a specified medicinal product from a pharmacy or other supplier for supply and administration in an emergency situation.

- The portal is an easy to follow, secure, electronic mechanism that enables an organisation to submit a valid notification as defined in SI 449 of 2015. A link to this Regulation is available on the HPRA website. Please ensure familiarity with this
- This notification must be completed *prior to the first procurement* of the medicinal product(s)
- In order to complete the notification process your organisation must have appointed at least one individual called the Accountable Person who is legally responsible to ensure compliance with the Regulation
- The organisation should also ensure there are individuals trained in the use of all medicinal products they wish to procure, before they notify HPRA of their intention to procure any medicinal products
- The portal allows organisations to include details for each individual premises, should the organisation wish to procure medicinal products for more than one premises
- It also allows for changes to be made to ensure details are up to date. These should be completed *within 4 weeks* of any changes taking place
- Please access the useful information icons 'i' in the portal for further assistance when registering

- Browser Requirements
  - Mozilla Firefox   Google Chrome   Safari (MAC) Internet Explorer v10+

We support all of the above browsers and we recommend
you install the latest version available.

![HPRA An tÚdarás Rialála Táirgí Sláinte Health Products Regulatory Authority](logo)

🏠 Login   ▤ Register

Each organisation must Register a User Account during the registration process.

- Select Register on the Home page

- Enter your email address, first name, last name

- Select Register

- An email will be sent to your email address to verify your registration. Please click on the link provided in the email to set your password.

- Once your login details are completed, login from the home page

- It is important to keep a safe record of your details for future use

Register

✉ | Email

👤 | First Name

👤 | Last Name

Register

- Once logged into the system you will see the navigation menu on the left. It is suggested you work through each section in a step-wise manner.

- Section Status is shown in a traffic light system. When a section has been successfully completed you will see a green tick box appear on the right side of the screen for each section. If a section remains amber it signals a warning, if red it indicates that some information is missing and must be filled in before notification can be considered complete.

- Once all sections are green the organisation becomes a 'listed organisation' and the status will read 'Notification' complete, with the progress bar showing 100%. If you return to edit/ delete information from the portal, the colour coding may change and some or all information may be removed from the HPRA website. You can also return to add information at a later date if required.

- You are advised to review the HPRA website and ensure your organisation information is accurate.

NOTIFICATION CHECKLIST

▶	Account	User registration complete.	☑
▶	Organisation	The listed organisation that wishes to procure a medicinal product for use in emergencies.	☑
▶	Products	Medicinal product(s) which may be supplied and administered by a trained person in an emergency situation.	☑
▶	Accountable Person	An individual or individuals employed or engaged by the organisation to oversee and manage storage, conditions of storage, procurement of a medicinal product and its supply to trained individuals. The accountable person must also maintain confidential records, ensure appropriate training of trained person(s) and assist in any investigations as per SI 449 of 2015.	☐
▶	Payment	Payment of notification fee	☐
▶	Status	Notification incomplete	60%

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For training related queries please contact your training provider or The Pre-Hospital Emergency Care Council (PHECC) at www.phecit.ie