

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Principles for the Management of Pharmaceutical Stock

Unit Reference Number: F/617/8939

Level: Three (3)

Credit Value: Eight (8)

Minimum Guided Learning Hours: 65

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand governance requirements relating to the management of pharmaceutical stock	1.1 Describe legislation and regulatory governance that applies to the management of pharmaceutical stock
	1.2 Summarise a range of procurement considerations that apply to the ordering of pharmaceutical stock
	1.3 Explain the importance of following Standard Operating Procedures (SOPs) for the management of pharmaceutical stock
2. Understand the considerations for ordering pharmaceutical stock	2.1 Describe the order requirements for pharmaceutical stock
	2.2 Discuss the influence of seasonal factors when ordering pharmaceutical stock
	2.3 Explain the importance of special order requirements when ordering pharmaceutical stock
	2.4 Summarise how orders are placed in accordance with Standard Operating procedures
	2.5 Explain the difference between generic and branded medicines
3. Understand how to complete the procurement process for pharmaceutical stock	3.1 Explain the process for procuring pharmaceutical stock
	3.2 Explain the possible implications of outstanding orders

	3.3	Evaluate the options for dealing with outstanding orders
	3.4	Explain the importance of notifying the appropriate person(s) of changes in pharmaceutical stock availability
4. Understand how to receive pharmaceutical stock	4.1	Explain the process of confirming receipt of deliveries in accordance with Standard Operating Procedures
	4.2	Discuss how to deal with discrepancies with received pharmaceutical stock
	4.3	Explain how drug recall procedures are implemented
	4.4	Explain the impact on individuals' care if orders are not received
	4.5	Explain the importance of notifying the appropriate person of any problems regarding the receipt of pharmaceutical stock
5. Understand how to store pharmaceutical stock	5.1	Explain the importance of placing received stock in correct storage taking into account: a) storage requirements b) stock rotation procedures
	5.2	Explain the importance of maintaining the cold chain
	5.3	Explain how to ensure that storage conditions are fit for purpose
	5.4	Discuss the consequences of storage conditions not being maintained
	5.5	Explain how to dispose of outdated, damaged or contaminated stock in line with Standard Operating Procedures
6. Understand how to carry out pharmaceutical stock management	6.1	Explain the importance of good stock management
	6.2	Evaluate ways of managing overstocking
	6.3	Explain the purpose of stock checks and what they should include
	6.4	Explain the action to be taken in respect of expired and damaged stock

Indicative Content

LO1	<p>Management includes: ordering; receiving; maintaining, supply and disposal.</p> <p>Legislation may include that which is relevant to: Supplying medicines; Ordering licensed, unlicensed and clinical trials medication; Data Protection; Equality & Diversity; Health and Safety</p> <p>Regulatory governance: General Pharmaceutical Council Professional Standards; Current NICE guidance</p> <p>Procurement considerations may include: License requirements e.g. Wholesale Distribution Authorisation (WDA) or Wholesale Dealers Licence (WDL); Falsified Medicines Directive; Appropriate Transmissible Spongiform Encephalopathies (TSE) certificates for unlicensed drugs; Genuine customers; Unlicensed medicine requirements; Parallel imports Quality control e.g. certificates of conformity / analysis; Financial considerations; Controlled drug requirements; Automated drugs cabinets; local or regional pharmaceutical contracts; commercial medicines units; Investigational Medicinal Products (IMPs)</p> <p>Standard operating procedures may include: risk management, incident management and error reporting systems, safe storage of medicines, handling of cytotoxic or controlled drugs, automated ordering, use of technology, use of personal protective equipment (PPE)</p>
LO2	<p>Pharmaceutical stock: containing the correct: item(s); form; strength; amount required; doses; the impact of the formulation on the route of administration</p> <p>Seasonal factors: The importance of taking account of seasonal variations when ordering pharmaceutical stock; the importance of ensuring that stock is available based on the needs of individuals; The impact stock availability may have on the care of individuals</p> <p>Special order requirements including: knowing the differences between licenced, unlicensed, specials, controlled drugs, imported and clinical trials medicines. The importance of the Procurement and Quality Assurance process when ordering this stock.</p> <p>Orders are placed: Know how to place an order with the appropriate supplier following Standard Operating Procedures; Understand the necessary checks for ordering and appropriate person to approve orders; Know the sources and suppliers of stock; Understand processes for:</p> <ul style="list-style-type: none"> • ordering with the correct supplier/location • using the documentation/method required in accordance with Standard Operating Procedure <p>Understand the difference between branded and generic medicines and the importance of brand specific requests</p>
LO3	<p>Process: local policy and procedures including how to order unlicensed medication; electronic ordering systems; written orders; contract parameters</p> <p>Possible implications: impact stock availability has on the care of individuals</p> <p>Options: action to be taken if stock is unavailable; action required to ensure that the care of individuals is not affected; monitoring progress of outstanding orders</p> <p>Appropriate person(s): line manager; pharmacist; individual; pharmacy technician or supervisor</p>
LO4	<p>Standard Operating Procedures: current local guidelines that apply to the receipt of pharmaceutical stock including documentation requiring completion upon receipt of orders</p>

	<p>Discrepancies: the action to be taken if there are any discrepancies with received stock, including stock:</p> <ul style="list-style-type: none"> • is not on the original order • is not the complete order • is short dated or expired • has the wrong batch number • is damaged, contaminated or suspected to be counterfeit • has not been stored correctly during transportation • quarantine procedures <p>Drug recall: <i>Local and national recall procedures, how and why these are initiated and followed</i>; Understanding the supply chain – product alternatives; Certificates of analysis and conformity</p> <p>Impact on individuals' care: Understand the importance of how receiving the correct form and quantity of stock can affect the care of individuals; Identify the different forms of medicines and why it is important to stock appropriate quantities of the correct form and strength</p> <p>Appropriate person: Identify the appropriate person to notify of the availability of the stock where the goods received are for a special or an outstanding order or not available e.g. manager, colleagues, the individual</p>
LO5	<p>Storage requirements: location; transport and secure storage arrangements; maintenance of cold chain, cytotoxic/radiopharmaceutical materials; clinical trials; controlled drugs; volatile; flammable; routine; ambient</p> <p>Stock rotation procedures: Understand the importance of stock rotation and the safe storage of stock; reasons for ensuring stock rotation occurs to reduce wastage</p> <p>Consequences: waste; cost; availability; care of the individual</p>
LO6	<p>Stock management including: the quantity of stock, taking account of stock usage and seasonal variations; the input and retrieval of stock data to ensure levels are appropriate:</p> <ul style="list-style-type: none"> • stock rotation • checking expiry dates of stock • identifying damaged, contaminated or deteriorated stock <p>Understand reasons for ensuring stock rotation occurs to reduce wastage; Understand how automation is used to control stock; Know the importance of recording, storing and retrieving stock information in accordance with organisational procedures</p> <p>Stock checks: Know the purpose of carrying out stock checks at regular intervals following agreed guidelines to ensure stocks remain:</p> <ul style="list-style-type: none"> • stored appropriately and in a suitable condition • in sufficient quantity • consistent with computerised records where appropriate <p>The importance of taking appropriate action if stock is unavailable; the consequences of over stocking</p> <p>Action to be taken if stock:</p> <ul style="list-style-type: none"> • is short dated or expired • is damaged or contaminated • has a batch number for which drug alerts/recalls have been issued <p>has been returned to the pharmacy</p>