

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Managing Pharmaceutical Stock

Unit Reference Number: T/618/5936

Level: Two (2)

Credit Value: 10

Minimum Guided Learning Hours: 70

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand requirements of own role in relation to managing pharmaceutical stock	1.1 Outline the legal and regulatory requirements , and current organisational policies, relating to the management of pharmaceutical stock
	1.2 Outline own role, including the limit of own authority
	1.3 Explain the importance of Standard Operating Procedures that relate to pharmaceutical stock management
	1.4 Outline health and safety requirements related to handling of stock
2. Understand pharmaceutical stock	2.1 Describe the different forms of medicine
	2.2 Explain the difference between proprietary and generic medicines
	2.3 Explain the impact that stock availability may have on the care of individuals
	2.4 Describe factors which affect the storage of medicines
	2.5 Describe the procedures for the safe handling and disposal of waste materials when managing pharmaceutical stock
	2.6 Explain how automation could be used to manage pharmaceutical stock
3. Be able to order pharmaceutical stock	3.1 Describe the requirements for ordering pharmaceutical stock

	3.2	Demonstrate how to accurately order pharmaceutical stock in accordance with legal requirements, organisational policies and Standard Operating Procedures.
4. Be able to receive pharmaceutical stock	4.1	Explain the importance of referring to current drug alerts and company recalls when receiving pharmaceutical stock
	4.2	Demonstrate how to accurately receive pharmaceutical stock in accordance with legal requirements, organisational policies and Standard Operating Procedures
	4.3	Explain the action to take if there are discrepancies with the received stock
5. Be able to maintain pharmaceutical stock	5.1	Explain the importance of maintaining sufficient quantities of the correct formulation and strength of pharmaceutical stock
	5.2	Explain the importance of monitoring and maintaining a safe, secure and clean environment
	5.3	Outline the action to take when drug alerts and company recalls are received
	5.4	Demonstrate how to accurately store and maintain pharmaceutical stock in accordance with legal requirements, organisational policies and Standard Operating Procedures
	5.5	Explain the action to be taken in the following scenarios: <ul style="list-style-type: none"> a) Problems with storage areas/conditions b) Short dated, expired, damaged or redundant stock c) Over-stock/under-stock d) Returned stock
6. Know how to issue pharmaceutical stock	6.1	Explain the importance of supplying appropriate quantities of the correct formulation and strength
	6.2	Describe procedures for responding to urgent requests
	6.3	Describe special packaging and transportation requirements for two different products

	6.4	Explain the importance of adhering to special packaging and transportation requirements
	6.5	Demonstrate how to accurately issue pharmaceutical stock in accordance with legal requirements, organisational policies and Standard Operating Procedures
	6.6	Explain the action to be taken if requested stock is not available

Indicative Content

LO1	<p>1.1 should include:</p> <ul style="list-style-type: none"> • General Pharmaceutical Council Professional Standards • current National Institute for Health and Care Excellence (NICE) guidance • Medicines Health Products and Regulatory Agency (MHRA) drug alerts and recalls • data protection • equality and diversity • health and safety
LO2	2.1: solid doses (tablets, capsules), pessaries and vaginal creams, suppositories and enemas, internal liquids, external liquids, topical preparations, inhalers and nebulisers, patches, injections, implants, drops, nasal sprays, granules, powders
LO3	<p>3.1 must include:</p> <ul style="list-style-type: none"> • Different procurement processes • Seasonal variations, regional requirements and urgent requirements • Form, strength and quantities of pharmaceutical products • Required documentation and administration <p>3.2 must include:</p> <ul style="list-style-type: none"> • Identifying stock requirements • Checking order • Placing and processing order • Reporting or referring any problems • Completing relevant documentation
LO4	<p>4.2 must include:</p> <ul style="list-style-type: none"> • Checking received stock against delivery notes and original order • Identifying any discrepancies • Moving and handling using correct equipment • Placing received stock into correct storage area • Stock rotation • Completing relevant documentation • Communication including when receiving special or outstanding order, or stock not available <p>4.3 must include if the 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 • Has a batch number for which drug alerts/recalls have been issued • Is damaged, contaminated or suspected to be counterfeit • Has not been sorted correctly during transportation

LO5	<p>5.4 must include:</p> <ul style="list-style-type: none"> • Storage requirements • Stock rotation procedures • Checking expiry dates • Checking stock levels • Maintaining accurate records/documentation
LO6	<p>6.3 must include cold chain requirements</p> <p>6.5 must include:</p> <ul style="list-style-type: none"> • Requisition • selection of products • checks • package • labelling • documentation • supply stock to the correct destination using the correct delivery method • providing information / advice when authorised

Assessment Requirements

This unit will be assessed via a portfolio of evidence assessed and internally quality assured by the centre. Achievement is subject to external quality assurance by Open Awards.

This unit must be assessed in line with Open Awards Quality Assurance procedures as well as in line with [Skills for Health Assessment Principles for Occupational Competence \(v4 November 2017\)](#).

Learners will be expected to achieve all learning outcomes and assessment criteria.

Skills-based assessment criteria

The primary method of assessment for the skills-based criteria is observation in the workplace by the assessor.

Where learners are not able to achieve the skills-based learning outcomes in their usual place of employment, the training provider and employer must ensure that the learner is given opportunities to achieve the learning outcomes in a work placement or another suitable setting. This may include simulation.

Types of evidence could include:

- a) Observation of performance
- b) Questioning (written or oral)
- c) Practical Activities
- d) Photographs or videos
- e) Personal statements
- f) Reflective logs
- g) Project work
- h) Witness testimonies

Knowledge-based criteria

For knowledge-based criteria, evidence will be assessed using internally set, internally marked written assignments.

Types of evidence could include:

- a) Written assignments
- b) Examinations
- c) Questioning (written or oral)
- d) Personal statements
- e) Project work

Across the qualification's skills-based assessment criteria, there must be at least three

Uned Cymhwyster

Mae'r uned hon yn rhan o gymhwyster rheoleiddiedig.

Teitl yr Uned: Rheoli Stoc Fferyllol

Lefel: Two (2)

Gwerth Credyd: 10

GLH Lleiafswm: 70

Deilliant Dysgu (Bydd y Dysgwr yn):	Maen Prawf Asesu (Gall y Dysgwr):
1. Deall gofynion eich rôl mewn perthynas â sefydliad rheoli stoc fferyllol	1.1 Amlinellu'r gofynion cyfreithiol a rheoliadol , a pholisïau sefydliadol cyfredol, sy'n ymwneud â rheoli stoc fferyllol
	1.2 Amlinellu eich rôl eich hun, gan gynnwys terfyn eich awdurdod eich hun
	1.3 Egluro pwysigrwydd Gweithdrefnau Gweithredu Safonol sy'n ymwneud â rheoli stoc fferyllol
	1.4 Amlinellu gofynion iechyd a diogelwch sy'n ymwneud â thrin stoc
2. Deall stoc fferyllol	2.1 Disgrifio'r gwahanol fathau o feddyginiaeth
	2.2 Egluro'r gwahaniaeth rhwng meddyginiaethau perchnogol a generig
	2.3 Egluro'r effaith y gall argaeledd stoc ei chael ar ofal unigolion
	2.4 Disgrifio'r ffactorau sy'n effeithio ar storio meddyginiaethau
	2.5 Disgrifio'r gweithdrefnau ar gyfer trin a gwaredu deunyddiau gwastraff yn ddiogel wrth reoli stoc fferyllol
	2.6 Egluro sut y gellid defnyddio awtomeiddio i reoli stoc fferyllol

3. Gallu archebu stoc fferyllol	<p>3.1 Disgrifio'r gofynion ar gyfer archebu stoc fferyllol</p> <hr/> <p>3.2 Dangos sut i archebu stoc fferyllol yn gywir yn unol â gofynion cyfreithiol, polisiau sefydliadol a Gweithdrefnau Gweithredu Safonol.</p>
4. Gallu derbyn stoc fferyllol	<p>4.1 Egluro pwysigrwydd cyfeirio at rybuddion cyffuriau cyfredol a chwmni'n galw cynnyrch yn ôl wrth dderbyn stoc fferyllol</p> <hr/> <p>4.2 Dangos sut i dderbyn stoc fferyllol yn gywir yn unol â gofynion cyfreithiol, polisiau sefydliadol a Gweithdrefnau Gweithredu Safonol</p> <hr/> <p>4.3 Egluro'r camau i'w cymryd os oes anghysondebau gyda'r stoc a dderbyniwyd</p>
5. Gallu cynnal stoc fferyllol	<p>5.1 Egluro pwysigrwydd cynnal symiau digonol o fformiweiddiad a chryfder cywir stoc fferyllol</p> <hr/> <p>5.2 Egluro pwysigrwydd monitro a chynnal amgylchedd diogel, saff a glân</p> <hr/> <p>5.3 Amlinellu'r camau i'w cymryd pan dderbynnir rhybuddion cyffuriau a chwmni'n galw cynnyrch yn ôl</p> <hr/> <p>5.4 Dangos sut i storio a chynnal stoc fferyllol yn gywir yn unol â gofynion cyfreithiol, polisiau sefydliadol a Gweithdrefnau Gweithredu Safonol</p> <hr/> <p>5.5 Egluro'r camau i'w cymryd yn y senarios canlynol:</p> <ul style="list-style-type: none"> a) Problemau gydag ardaloedd/amodau storio b) Stoc sydd â dyddiad dod i ben byr, wedi dod i ben, wedi'i ddifrodi neu'n ddiangen c) Gor-stocio/tan-stocio d) Stoc wedi'i ddychwelyd
6. Gwybod sut i ddsbarthu stoc fferyllol	<p>6.1 Egluro pwysigrwydd cyflenwi swm priodol o'r fformiweiddiad a chryfder cywir</p> <hr/> <p>6.2 Disgrifio gweithdrefnau ar gyfer ymateb i geisiadau brys</p> <hr/> <p>6.3 Disgrifio gofynion pecynnu a chluudiant arbennig ar gyfer dau gynnyrch gwahanol</p>

6.4	Egluro pwysigrwydd cadw at ofynion pecynnu a chludeant arbennig
6.5	Dangos sut i ddsbarthu stoc fferyllol yn gywir yn unol â gofynion cyfreithiol, polisïau sefydliadol a Gweithdrefnau Gweithredu Safonol
6.6	Egluro'r camau i'w cymryd os nad yw'r stoc y gofynnir amdano ar gael

Cynnwys Mynegol	
LO1	<p>1.1 dylai gynnwys:</p> <ul style="list-style-type: none"> Safonau Proffesiynol y Cyngor Fferyllol Cyffredinol Canllawiau presennol y Sefydliad Cenedlaethol dros Ragoriaeth mewn Iechyd a Gofal (NICE) Rhybuddion cyffuriau a chwmni'n galw cynnyrch yn ôl yr Asiantaeth Rheoleiddio Meddyginiaethau a Chynhyrchion Gofal Iechyd (MHRA) diogelu data cydraddoldeb ac amrywiaeth iechyd a diogelwch
LO2	2.1: dosau solet (tabledi, capsïwlau), pesariâu a hufenau'r fagina, tawddgyffuriau ac enemas, hylifau mewnol, hylifau allanol, paratodau argroenol, anadlyddion a nebiwlyddion, clytia, pigiaid, mewnblaniadau, diferion, chwistrellau trwyn, gronnynau, powdrau
LO3	<p>3.1 rhaid cynnwys:</p> <ul style="list-style-type: none"> Gwahanol brosesau caffael Amrywiadau tymhorol, gofynion rhanbarthol a gofynion brys Ffurf, cryfder a symiau o gynhyrchion fferyllol Dogfennaeth a gweinyddiaeth gofynnol <p>3.2 rhaid cynnwys:</p> <ul style="list-style-type: none"> Nodi gofynion stoc Gwirio archeb Gosod a phrosesu archeb Adrodd am neu atgyfeirio unrhyw broblemau Cwblhau dogfennaeth berthnasol
LO4	<p>4.2 rhaid cynnwys:</p> <ul style="list-style-type: none"> Gwirio stoc a dderbyniwyd yn erbyn nodiadau danfon a'r archeb wreiddiol Nodi unrhyw anghysondebau Symud a thrin gan ddefnyddio'r offer cywir Rhoi stoc a dderbyniwyd yn yr ardal storio gywir Cylchdroi stoc Cwblhau dogfennaeth berthnasol Cyfathrebu gan gynnwys wrth dderbyn archeb arbennig neu heb ei derbyn, neu stoc ddim ar gael <p>4.3 rhaid cynnwys os yw'r stoc:</p> <ul style="list-style-type: none"> Ddim ar yr archeb wreiddiol Dim yr archeb gyflawn Dyddiad dod i ben byr neu'r dyddiad wedi dod i ben Gyda'r rhif swp anghywir Gyda rhif swp y mae rhybuddion cyffuriau/galw cynnyrch yn ôl wedi'u cyhoeddi ar ei chyfer Wedi'i ddfrodi, wedi'i halogi neu amheuir ei bod yn ffug

	<ul style="list-style-type: none"> • Heb ei threfnu'n gywir yn ystod cludiant
LO5	<p>5.4 rhaid cynnwys:</p> <ul style="list-style-type: none"> • Gofynion storio • Gweithdrefnau cylchdroi stoc • Gwirio dyddiadau dod i ben • Gwirio lefelau stoc • Cadw cofnodion/dogfennau cywir
LO6	<p>6.3 rhaid cynnwys gofynion cadwyn oer</p> <p>6.5 rhaid cynnwys:</p> <ul style="list-style-type: none"> • Archeb • dewis o gynhyrchion • gwiriadau • pecyn • labelu • dogfennaeth • cyflenwi stoc i'r gyrchfan gywir gan ddefnyddio'r dull danfon cywir • darparu gwybodaeth / cyngor pan awdurdodir hynny

Gofynion Asesu

Bydd yr uned hon yn cael ei hasesu trwy bortffolio o dystiolaeth a asesir a bydd y ganolfan yn sicrhau ansawdd yn fewnol. Mae cyflawniad yn amodol ar sicrwydd ansawdd allanol gan Open Awards.

Mae cyflawniad yn amodol ar sicrwydd ansawdd allanol gan Open Awards.

Rhaid asesu'r uned hon yn unol â gweithdrefnau Sicrwydd Ansawdd Open Awards a hefyd yn unol ag Egwyddorion Sgiliau Iechyd ar gyfer Cymhwysedd Galwedigaethol (fersiwn 4 Tachwedd 2017)

[Skills for Health Assessment Principles for Occupational Competence \(v4 November 2017\).](#)

Bydd disgwyl i ddysgwyr gyflawni'r holl ddeilliannau dysgu a'r meini prawf asesu.

Meini prawf asesiad seiliedig sgiliau

Y prif ddull asesu ar gyfer y meini prawf seiliedig ar sgiliau yw arsylwi yn y gweithle gan yr asesydd.

Lle nad yw dysgwyr yn gallu cyflawni'r deilliannau dysgu seiliedig ar sgiliau yn eu man cyflogaeth arferol, rhaid i'r darparwr hyfforddiant a'r cyflogwr sicrhau bod y dysgwr yn cael cyfleoedd i gyflawni'r deilliannau dysgu mewn lleoliad gwaith neu leoliad addas arall. Gall hyn gynnwys efelychu.

Gallai mathau o dystiolaeth gynnwys:

- Arsylwi ar berfformiad
- Cwestiynu (ysgrifenedig neu ar lafar)
- Gweithgareddau Ymarferol
- Ffotograffau neu fideos
- Datganiadau personol
- Cofnodion myfyrion
- Gwaith prosiect
- Tystiolaeth gan dystion

Meini prawf seiliedig ar wybodaeth

Ar gyfer meini prawf seiliedig ar wybodaeth, asesir tystiolaeth gan ddefnyddio aseiniadau ysgrifenedig a osodir yn fewnol ac sy'n cael eu marcio'n fewnol.

Gallai mathau o dystiolaeth gynnwys:

- Aseiniadau ysgrifenedig
- Arholiadau
- Cwestiynu (ysgrifenedig neu ar lafar)
- Datganiadau personol

e) Gwaith prosiect

Ar draws meini prawf asesu seiliedig ar sgiliau y cymhwyster, rhaid cael o leiaf dri arsylwad sy'n cwmpasu'r sgiliau gofynnol.