Changing lives through learning

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Receiving Pharmaceutical Stock

Unit Reference Number: D/652/4173

Level: Two (2)

Credit Value: Three (3)

Minimum Guided Learning Hours: 20

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand procedures for receiving pharmaceutical stock	1.1 Describe organisational procedures for receiving pharmaceutical stock
2. Be able to check deliveries of pharmaceutical stock	2.1 Check deliveries against purchase orders and delivery documentation
	2.2 Identify discrepancies or problems with delivered pharmaceutical stock
	2.3 Take appropriate action when discrepancies or problems are identified
3. Be able to transfer received pharmaceutical stock to appropriate storage	3.1 Transfer received pharmaceutical stock to appropriate storage in accordance with organisational procedures
	3.2 Maintain required storage and temperature conditions during receipt and transfer
4. Be able to complete records and report issues relating to received pharmaceutical stock	4.1 Complete records relating to the receipt of pharmaceutical stock in accordance with organisational procedures
	4.2 Refer issues outside the limits of own authority to an appropriate person

Indicative Content

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LO1	AC 1.1 could include: goods-in processes; authorised delivery points; delivery schedules; receipt and unloading arrangements where relevant to own role; checking deliveries against purchase orders, requisitions or other authorised documentation; responsibilities and limits of own authority; Standard Operating Procedures; security requirements; handling different types of pharmaceutical stock; documentation, warehouse and stock-control systems; procedures for discrepancies, damaged deliveries and temperature-controlled products; escalation and referral requirements.
LO2	AC 2.1 must include: checking the supplier and delivery against the relevant purchase order or authorised documentation; medicine or pharmaceutical product details; quantity; formulation and strength where applicable; pack size or presentation where applicable; batch number where required; expiry date; delivery documentation; packaging condition and product integrity. AC 2.2 could include: incorrect products or quantities; missing or additional items; damaged or contaminated stock; short-dated or expired stock; damaged packaging; incorrect or incomplete documentation; temperature excursions; signs of tampering; delivery to an incorrect location; other discrepancies between the delivery and authorised order or expected consignment. AC 2.3 could include: segregating or quarantining affected stock; preventing inappropriate use, storage or onward movement; recording the discrepancy; obtaining or providing relevant information; following organisational procedures for shortages, damage, incorrect or suspect deliveries; rejecting or holding deliveries where authorised; communicating with warehouse, procurement, supplier or other authorised personnel where this falls within own role; referring matters outside own authority.
LO3	AC 3.1 must include: identifying the correct storage destination; moving received stock promptly, safely and efficiently; maintaining security and product integrity; using appropriate handling equipment where trained and authorised; appropriate handling of fragile, hazardous, heavy or bulky items where relevant; segregation where required; transferring stock to ambient, refrigerated, frozen, secure, restricted-access or other designated storage areas as appropriate. The ongoing management of stock within storage areas should be assessed within Maintaining Pharmaceutical Stock. AC 3.2 must include: identifying products with specific temperature or storage requirements; checking temperature information or monitoring devices where required; minimising time outside required storage conditions; maintaining the cold chain; transferring temperature-controlled products promptly; identifying and reporting temperature excursions or concerns in accordance with organisational procedures.
LO4	AC 4.1 could include: delivery records; goods-received records; electronic warehouse, stock-control, procurement or product-management systems; delivery notes; records of quantities and product details; batch or expiry information where required; temperature records; discrepancy, rejection or quarantine records where applicable; maintaining an accurate, complete and timely audit trail. AC 4.2 must include: recognising the limits of own authority; identifying the appropriate person or reporting route; communicating accurate information; issues involving damaged, incorrect, suspect or temperature-compromised stock; unresolved discrepancies; security concerns; documentation or system problems; reporting promptly where product integrity, stock availability,

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	continuity of supply or downstream operations may be affected.

Assessment Requirements

Practical competence for ACs 2.1–2.3, 3.1–3.2 and 4.1–4.2 must be assessed through direct observation in a real working environment.

Learners must demonstrate the receipt and checking of pharmaceutical stock against authorised documentation and the safe transfer of accepted stock to appropriate storage in accordance with organisational procedures and Standard Operating Procedures.

Evidence should demonstrate accurate checking, identification and management of discrepancies, safe movement of received stock, maintenance of product integrity and security, accurate record keeping and working within the limits of own authority.

Where the learner routinely receives temperature-controlled pharmaceutical stock, assessment should include maintaining required temperature conditions during receipt and transfer.

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