# Qualification Unit

This unit forms part of a regulated qualification.

**Unit Title:** Picking and Dispatching Pharmaceutical Stock

**Unit Reference Number:** F/652/4174

**Level:** Two (2)

**Credit Value:** Three (3)

**Minimum Guided Learning Hours:** 20

| Learning Outcome (The Learner will): | Assessment Criterion (The Learner can): |
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| 1. Understand procedures for picking and dispatching pharmaceutical stock | 1.1 Describe organisational procedures for picking and dispatching pharmaceutical stock |
| 2. Be able to pick and check pharmaceutical stock for dispatch | 2.1 Pick pharmaceutical stock accurately against an authorised order or request |
| | 2.2 Check pharmaceutical stock for accuracy, condition and suitability before dispatch |
| | 2.3 Take appropriate action when discrepancies or problems are identified |
| 3. Be able to prepare and dispatch pharmaceutical stock safely and securely | 3.1 Prepare and dispatch pharmaceutical stock in accordance with organisational procedures |
| | 3.2 Maintain the security and integrity of pharmaceutical stock during preparation and dispatch |
| 4. Be able to maintain records relating to the picking and dispatch of pharmaceutical stock | 4.1 Complete records relating to the picking and dispatch of pharmaceutical stock in accordance with organisational procedures |
| | 4.2 Maintain accurate information to support stock traceability |

| Indicative Content | |
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| LO1 | AC 1.1 must include: Standard Operating Procedures and other organisational procedures; authorised orders, requests or requisitions; responsibilities and limits of own authority; picking, checking and dispatch processes; product |

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| | security and integrity requirements; documentation and warehouse or stock-control systems; action to take where stock cannot be supplied or requirements cannot be met; referral and escalation procedures. |
| LO2 | AC 2.1 must include: checking the authorised order, request or requisition; identifying the correct picking location; picking the correct medicine or pharmaceutical product; checking product details, formulation, strength, quantity, pack size or presentation where applicable; confirming the picked stock against the authorised requirement; using barcode, scanning or other product-management systems where applicable.<br><br>AC 2.2 must include: checking quantity and product details; expiry date; batch number where required; packaging condition; evidence of damage, contamination, deterioration or tampering; storage or handling requirements where relevant; confirming that stock is accurate and suitable for dispatch.<br><br>AC 2.3 could include: incorrect item, formulation, strength, quantity, pack size or presentation; incorrect picking location; damaged or compromised stock; short-dated or expired stock; stock subject to an alert or recall; incomplete, unclear or unauthorised orders or requests; insufficient or unavailable stock; system or stock-record discrepancies. Action must include following organisational procedures; segregating affected stock where appropriate; preventing inappropriate dispatch; correcting errors within own authority; recording the issue; and referring matters outside the limits of own authority. |
| LO3 | AC 3.1 must include: confirming the authorised order, request or destination; completing required checks; preparing the correct pharmaceutical stock and quantity for dispatch; ensuring products are appropriately grouped, contained or protected for onward movement; confirming the authorised person, service or destination; completing required documentation; working within the limits of own authority. Packing activities may be included where these form part of the learner's occupational role.<br><br>AC 3.2 must include: safe handling; maintaining appropriate storage and environmental conditions during preparation and dispatch; maintaining security; preventing contamination, deterioration, damage, loss or unauthorised access; appropriate segregation and protection of stock; identifying products requiring specific security, temperature or handling arrangements. Physical movement and transportation after dispatch should be assessed within the Moving and Transporting Medicines and Pharmaceutical Stock unit where applicable. |
| LO4 | AC 4.1 could include: orders; requests or requisitions; picking records; dispatch records; electronic warehouse, stock-control or product-management systems; stock-movement records; dispatch logs; other locally required documentation. Records must be accurate, complete and timely.<br><br>AC 4.2 must include: maintaining an audit trail of stock movement; medicine or pharmaceutical product details; quantities; dates; batch information where required; picking or source location; authorised destination or recipient where applicable; use of electronic tracking, scanning, warehouse or stock-control systems where used in the workplace. |

## 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 picking, checking, preparation and dispatch of

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pharmaceutical stock against authorised orders, requests or requisitions in accordance with organisational procedures and Standard Operating Procedures.

Evidence should demonstrate accurate picking and checking, appropriate preparation for dispatch, maintenance of product integrity and security, appropriate action where discrepancies or problems are identified, accurate record keeping and working within the limits of own authority.

Where electronic warehouse, stock-control, scanning or dispatch systems are used in the learner's workplace, their use should form part of the assessment.

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