Changing lives through learning

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Storing and Maintaining Pharmaceutical Stock

Unit Reference Number: H/652/4175

Level: Two (2)

Credit Value: Three (3)

Minimum Guided Learning Hours: 20

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand the principles of storing and maintaining pharmaceutical stock	1.1 Explain the importance of maintaining appropriate pharmaceutical stock levels
	1.2 Explain the importance of maintaining safe, secure and suitable storage conditions for pharmaceutical stock
2. Be able to store and maintain pharmaceutical stock and storage areas	2.1 Maintain storage areas and stock locations to ensure they are fit for purpose
	2.2 Store and maintain pharmaceutical stock in accordance with organisational procedures and storage requirements
3. Understand how to respond to pharmaceutical stock issues	3.1 Outline the action to take when medicine or product alerts and recalls are received
	3.2 Explain the action to take when problems are identified with pharmaceutical stock or storage conditions
	3.3 Explain when and how to refer issues outside the limits of own authority to an appropriate person
4. Be able to monitor, replenish and record pharmaceutical stock	4.1 Carry out routine stock checks and stock-taking activities in accordance with organisational procedures
	4.2 Record stock monitoring activities in accordance with organisational procedures

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	4.3 Replenish stock locations in accordance with organisational procedures

Indicative Content	
LO1	AC 1.1 must include: maintaining appropriate stock availability and stock levels; correct medicines and pharmaceutical products; formulation, strength, pack size or presentation where applicable; avoiding overstocking and understocking; reducing shortages, expiry and waste; supporting efficient operations and continuity of supply. AC 1.2 must include: appropriate temperature and environmental conditions; security and restricted access; cleanliness and housekeeping; pest control where applicable; sufficient and appropriate storage capacity; maintaining product quality and integrity; protecting stock from damage, contamination, deterioration or unauthorised access; following organisational procedures and product storage requirements.
LO2	AC 2.1 could include: checking cleanliness and housekeeping; temperature monitoring; refrigerator or freezer checks where applicable; security and access controls; storage capacity; clear access and movement routes; shelving, racking and other storage equipment; identification and labelling of stock locations; maintaining arrangements that support safe and efficient retrieval and movement of stock; identifying damage, defects or unsuitable conditions; taking or reporting appropriate action. AC 2.2 must include: placing and maintaining stock in the correct authorised locations; ambient, refrigerated and frozen storage where applicable; secure or restricted-access storage areas; segregation where required; stock rotation; expiry-date management; maintaining the cold chain; maintaining location accuracy; safe handling of hazardous, fragile, heavy, bulky or other pharmaceutical products requiring specific arrangements where applicable; maintaining product security, quality and integrity; following relevant health and safety procedures.
LO3	AC 3.1 must include: identifying affected medicines or pharmaceutical products; checking product, batch or other relevant identification information; following organisational alert and recall procedures; locating affected stock; segregating or quarantining stock where required; preventing further picking, dispatch or use; maintaining appropriate records; reporting or referring in accordance with own role and authority. AC 3.2 could include: unsuitable storage or environmental conditions; temperature excursions; short-dated or expired stock; damaged, contaminated, deteriorated or suspect stock; obsolete or redundant stock; returned stock; overstocking or understocking; stock in an incorrect location; discrepancies between physical stock and records. Action could include segregation or quarantine; correcting stock location or records where authorised; preventing inappropriate picking or dispatch; reporting discrepancies; and following return, disposal or other organisational procedures where applicable. AC 3.3 must include: recognising the limits of own competence, responsibility and authority; identifying issues requiring advice, authorisation or escalation; identifying the appropriate person or reporting route; providing accurate and relevant information; referring promptly where product integrity, security, stock accuracy, availability or continuity of supply may be affected.

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LO4	AC 4.1 must include: scheduled or unscheduled stock checks and stock-taking activities relevant to the learner's role; counting physical stock; checking physical stock against warehouse, inventory or stock-control records; checking stock quantities against required or agreed levels; expiry dates; stock rotation; storage conditions; damaged, obsolete or redundant stock; identifying and reporting discrepancies or trends requiring action. AC 4.2 could include: paper-based or electronic warehouse, inventory or stock-control systems; stock-check and stock-taking records; quantities and locations; adjustments or discrepancy records where authorised; expiry monitoring; actions taken following stock checks; maintaining accurate, complete and timely information to support stock accuracy, traceability and accountability. AC 4.3 must include: identifying stock locations requiring replenishment; confirming the correct medicine or pharmaceutical product and quantity; moving stock from reserve, bulk or other authorised storage locations to the required stock or picking location; checking product details and location before replenishment; applying stock-rotation requirements; maintaining product integrity and security; updating stock or location information where required; identifying and reporting discrepancies or replenishment problems.

Assessment Requirements

Practical competence for ACs 2.1–2.2 and 4.1–4.3 must be assessed through direct observation in a real working environment.

Learners must demonstrate the storage, maintenance, monitoring and replenishment of pharmaceutical stock and storage areas in accordance with organisational procedures and Standard Operating Procedures.

Assessment should include pharmaceutical stock requiring different storage or handling conditions relevant to the learner's workplace, including temperature-controlled stock where this forms part of the learner's normal occupational activities.

Evidence should demonstrate correct storage and location of stock, appropriate stock rotation, routine stock checking and stock-taking, replenishment of stock locations, maintenance of product integrity and security, accurate record keeping and recognition of matters requiring referral or escalation.

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