Changing lives through learning

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Moving and Transporting Medicines and Pharmaceutical Stock

Unit Reference Number: J/652/4176

Level: Two (2)

Credit Value: Two (2)

Minimum Guided Learning Hours: 15

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand systems and procedures for moving and transporting medicines and pharmaceutical stock	1.1 Describe systems and processes used to move and transport medicines and pharmaceutical stock
	1.2 Outline legal, regulatory and organisational requirements relevant to the movement and transportation of medicines and pharmaceutical stock
2. Be able to prepare, move and transport medicines and pharmaceutical stock safely	2.1 Prepare medicines and pharmaceutical stock for movement or transportation in accordance with organisational procedures
	2.2 Move and transport medicines and pharmaceutical stock safely and securely in accordance with organisational procedures
3. Understand how security and product integrity are maintained during movement and transportation	3.1 Explain the importance of maintaining security and chain of custody during movement and transportation
	3.2 Describe procedures for moving and transporting medicines and pharmaceutical stock requiring enhanced security or specific handling conditions
4. Be able to maintain records and complete handover of medicines and pharmaceutical stock	4.1 Complete records relating to the movement and transportation of medicines and pharmaceutical stock
	4.2 Confirm handover and receipt of medicines and pharmaceutical stock in accordance with organisational procedures

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Indicative Content	
LO1	AC 1.1 could include: internal movement of medicines and pharmaceutical stock within warehouse, stores or distribution environments; movement between authorised storage, picking, dispatch or service locations; scheduled and ad hoc transport; trolleys, cages, pallet trucks and other handling equipment where trained and authorised; secure transport containers; pharmacy portering arrangements where relevant; pneumatic tube systems where used; local collection and delivery arrangements. AC 1.2 could include: requirements relevant to health and safety; safe handling and movement of products; product security and integrity; Controlled Drugs and other restricted products where applicable; temperature and environmental requirements; confidentiality where identifiable information accompanies products; Standard Operating Procedures; limits of own authority; reporting and escalation requirements.
LO2	AC 2.1 must include: confirming the correct item, load or consignment; checking packaging and containers are secure and suitable; confirming the authorised destination or recipient; ensuring required documentation is complete; protecting products from damage, contamination, deterioration or unauthorised access; identifying products requiring specific handling, storage or transport conditions. AC 2.2 must include: using appropriate handling or transport equipment where trained and authorised; following approved routes and organisational procedures; safe manual handling; maintaining product security and integrity; preventing damage or contamination; maintaining appropriate environmental or temperature conditions; maintaining the cold chain where applicable; moving products to the correct authorised location or person; reporting incidents, delays or other problems promptly. Loading or unloading activities may be included where these form part of the learner's role.
LO3	AC 3.1 must include: accountability throughout movement and transportation; preventing loss, theft, tampering or unauthorised access; maintaining an appropriate chain of custody; transfer only to authorised persons or locations; accurate documentation; consequences of failures in security, traceability or handover. AC 3.2 could include: Controlled Drugs; high-cost medicines; investigational medicinal products where applicable; temperature-controlled products; hazardous, fragile or other pharmaceutical products requiring enhanced security or specific handling arrangements. Procedures could include secure containers; restricted access; additional documentation; specific temperature or environmental controls; safe positioning and segregation; direct handover; escalation of discrepancies or incidents.
LO4	AC 4.1 could include: stock movement records; transport or delivery logs; warehouse or product-management systems; electronic tracking systems; chain-of-custody documentation; temperature records where required; records of incidents, delays or discrepancies. Records must be accurate, complete and timely. AC 4.2 must include: verifying the authorised recipient, location or destination; completing appropriate signatures, scans, electronic confirmations or other handover records; confirming receipt; identifying and reporting discrepancies, failed handovers or inability to complete movement or delivery; maintaining an accurate audit trail.

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Assessment Requirements

Practical competence for ACs 2.1–2.2 and 4.1–4.2 must be assessed through direct observation in a real working environment.

Learners must demonstrate the safe and secure preparation, movement or transportation and handover of medicines and pharmaceutical stock in accordance with organisational procedures and Standard Operating Procedures.

Evidence should demonstrate safe product handling and movement, maintenance of product integrity and security, appropriate chain of custody, accurate record keeping and appropriate action where problems or discrepancies are identified.

Where the learner routinely moves or transports temperature-controlled medicines or pharmaceutical stock, assessment should include maintaining required temperature conditions during movement or transportation.

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