Changing lives through learning

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Ward Stock Ordering and Top-Up

Unit Reference Number: K/652/4177

Level: Two (2)

Credit Value: Three (3)

Minimum Guided Learning Hours: 20

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand ward stock ordering and top-up systems	1.1 Describe ward stock ordering and top-up systems used within own organisation
	1.2 Explain the importance of maintaining appropriate ward stock availability
	1.3 Describe organisational procedures and own responsibilities when ordering and topping up ward stock
2. Be able to carry out ward stock ordering and top-up activities	2.1 Identify ward stock requirements in accordance with organisational procedures
	2.2 Complete documentation and use relevant systems to support ward stock ordering and top-up
	2.3 Verify ward stock requirements and orders in accordance with organisational procedures
	2.4 Maintain accurate records relating to ward stock ordering and top-up
3. Be able to respond to issues identified during ward stock ordering and top-up	3.1 Identify shortages and other issues affecting ward stock requirements
	3.2 Communicate ward stock requirements and operational issues to relevant persons
	3.3 Refer requests or issues outside the limits of own authority to an appropriate person

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Indicative Content	
LO1	AC 1.1 could include: routine ward top-up and replenishment systems; agreed stock lists and stock levels; scheduled and ad hoc top-ups; local ordering processes; manual, electronic, barcode or automated systems where used. AC 1.2 must include: supporting continuity of supply and operational service delivery; ensuring medicines and pharmaceutical products are available where and when required; reducing delays; avoiding inappropriate overstocking or understocking; reducing waste; recognising how effective stock availability can contribute to safe and timely patient care. AC 1.3 must include: relevant Standard Operating Procedures; agreed stock levels; checking and ordering processes; authorisation requirements; documentation; limits of own role and authority; action to take when requirements cannot be met; escalation and referral procedures.
LO2	AC 2.1 must include: checking stock against agreed levels or requirements; identifying stock requiring replenishment; considering quantities and relevant product details; recognising low or unavailable stock; following local top-up procedures. AC 2.2 could include: ward top-up sheets; requisitions; stock request forms; barcode scanning; electronic ordering or stock-management systems; recording required quantities accurately; following authorisation requirements. AC 2.3 must include: checking medicine or pharmaceutical product details; formulation, strength, quantity, pack size or presentation where applicable; checking the order against identified requirements; completing self-checks; identifying and correcting errors within own authority before submission. AC 2.4 must include: accurate, complete and timely records; paper or electronic ordering records; requisitions; records of stock requirements and actions taken; maintaining traceability and an appropriate audit trail.
LO3	AC 3.1 could include: low or unavailable stock; product or medicines shortages; unexpected or increased usage; discrepancies between expected and actual stock; unusual stock requirements; unclear or unauthorised requests; issues which may affect timely replenishment or continuity of supply. AC 3.2 must include: communicating accurate information about stock requirements, shortages, delays, discrepancies or other operational issues; confirming information where necessary. Relevant persons could include logistics and warehouse staff, pharmacy staff, ward or clinical staff, procurement staff and other authorised persons appropriate to the learner's workplace and role. AC 3.3 must include: recognising the limits of own role and authority; unusual or urgent stock requirements; unresolved shortages or discrepancies; requests requiring authorisation or specialist input; providing relevant information when referring; following organisational escalation procedures.

Assessment Requirements

Practical competence for ACs 2.1–2.4 and 3.1–3.3 must be assessed through direct

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observation in a real working environment.

Learners must demonstrate ward stock ordering and top-up activities in accordance with organisational procedures and Standard Operating Procedures.

Evidence should demonstrate identification of stock requirements, accurate use of relevant ordering and stock-management systems and documentation, verification and self-checking, communication of operational stock issues and appropriate referral within the limits of own authority.

Where electronic, barcode or automated ward stock systems are used in the learner's workplace, their use should form part of the assessment.

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