Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Procurement of Medicines and Pharmaceutical Supplies

Unit Reference Number: L/652/4178

Level: Two (2)

Credit Value: Three (3)

Minimum Guided Learning Hours: 25

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand procurement processes for medicines and pharmaceutical supplies	1.1 Describe procurement processes used within own organisation
	1.2 Identify approved suppliers and procurement routes used within own organisation
	1.3 Explain own responsibilities and limits of authority in relation to procurement
	1.4 Explain how effective procurement supports stock availability and continuity of supply
2. Understand requirements for the safe and compliant sourcing of medicines and pharmaceutical supplies	2.1 Describe legal, regulatory and organisational requirements relevant to sourcing medicines and pharmaceutical supplies
3. Be able to carry out procurement activities	3.1 Follow organisational purchasing procedures when procuring medicines and pharmaceutical supplies
	3.2 Complete procurement documentation accurately in accordance with organisational procedures
	3.3 Maintain an accurate audit trail for procurement activities
4. Understand the principles of efficient and cost-effective procurement	4.1 Explain how cost control, waste reduction and sustainable use of resources support efficient procurement

Indicative Content	
LO1	AC 1.1 could include: identifying procurement requirements; local ordering and purchasing processes; contracted procurement arrangements; pharmaceutical

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	wholesalers, manufacturers or distributors; NHS Supply Chain where applicable; electronic procurement systems; authorisation and approval processes. AC 1.2 could include: pharmaceutical wholesalers, manufacturers, distributors, NHS Supply Chain where applicable, contracted suppliers and other suppliers approved by the organisation; approved procurement routes; checking that the supplier or route is appropriate for the products being procured and within the limits of own role. AC 1.3 must include: working within the limits of own authority; following Standard Operating Procedures and organisational procurement policies; obtaining appropriate authorisation; maintaining accurate records; reporting or escalating procurement concerns. AC 1.4 must include: ensuring required medicines and pharmaceutical supplies are available when needed; responding to routine, seasonal or changing demand; supporting continuity of supply and downstream operations; reducing shortages and delays; avoiding unnecessary stockholding. Detailed stock monitoring and rotation should be addressed within the Maintaining Pharmaceutical Stock unit.
LO2	AC 2.1 could include: sourcing medicines and pharmaceutical supplies only through approved and authorised routes; legal, regulatory and organisational requirements relevant to the products and supply route; supplier and product authorisation requirements relevant to own role; maintaining product and supply-chain integrity; recognising concerns relating to suspect, falsified or counterfeit products or supply routes; security and traceability; Standard Operating Procedures; action to take where sourcing requirements cannot be met within own authority.
LO3	AC 3.1 must include: identifying the procurement requirement; using approved suppliers and procurement routes; following Standard Operating Procedures; obtaining required approval or authorisation; entering procurement information accurately; checking orders before submission; responding to routine procurement issues within own role; referring problems where required. AC 3.2 could include: purchase orders; electronic procurement systems; requisitions; order confirmations; supplier documentation and other locally required procurement records. Documentation must be complete, accurate and timely. AC 3.3 must include: maintaining traceability from procurement requirement through to order; purchase orders; authorisations; supplier details; quantities and product information; invoices or other financial documentation where relevant to own role; electronic procurement records; amendments, cancellations or discrepancies; maintaining an accurate audit trail in accordance with organisational procedures.
LO4	AC 4.1 could include: purchasing through agreed contracts or approved arrangements; ordering appropriate quantities; avoiding unnecessary or duplicate purchasing; reducing overstocking and expiry-related waste; considering cost within own level of authority; reducing waste and unnecessary resource use; sustainable procurement practices where applicable; efficient use of organisational resources. Cost considerations must not override requirements relating to safety, quality, product integrity or approved procurement procedures.

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Assessment Requirements

Practical competence for ACs 3.1–3.3 must be assessed through direct observation in a real working environment.

Learners must demonstrate procurement activities using approved organisational procedures, suppliers and procurement routes and within the limits of their own authority.

Evidence should demonstrate accurate completion of procurement documentation, appropriate authorisation, use of approved suppliers and procurement routes, accurate checking of procurement information and maintenance of an appropriate audit trail.

Where electronic procurement systems are used in the learner's workplace, their use should form part of the assessment.

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