

## PHARM15.2016 Supply pharmaceutical stock

### OVERVIEW

This standard covers supplying pharmaceutical stock which could include medicines, devices or appliances. This involves checking stock requisitions, packaging required stock to ensure safe transportation, and organising transportation to the required destination. It refers to the provision of pharmaceutical stock within the pharmacy and to any other areas such as in patient units or residential homes. Your practice will be consistent with your occupational role and carried out under the regulatory, professional and ethical frameworks established in the context of current legislation. You will need to take a reflective approach to your work. You will work at all times within Standard Operating Procedures that relate to the way in which a pharmacy service is provided in your place of work. A caring and compassionate approach should be adopted in line with current healthcare guidance. Users of this standard will need to ensure that practice reflects up to date information and policies. Version No 2

### KNOWLEDGE AND UNDERSTANDING

You will need to know and understand:

- 1.the Standard Operating Procedures and the importance of adhering to them at all times
- 2.the importance of working within the limits of your competence and authority, when to seek agreement or permission from others and when to refer on to an appropriate person
- 3.current health and safety legislation and how it applies to the working environment
- 4.legal, organisational and policy requirements relevant to your role, the role of others in your organisation and the activities being carried out
- 5.the relevant national and local guidelines, policies and procedures that are available and how and when they should be accessed
- 6.the importance of adhering to information governance policies and maintaining confidentiality when sharing information about individuals with others
- 7.the duty to report any acts or omissions that could be detrimental to individuals, yourself, colleagues or your employer
- 8.the different forms of medicines and why it is important to supply appropriate quantities of the correct formulation and strength
- 9.the difference between proprietary and generic medicines
- 10.the action to be taken if stock is not fit for purpose
- 11.the importance of checking stock for supply against current drug alerts/recalls
- 12.the procedures for responding to urgent requests

- 13.the importance of storing products correctly especially in relation to maintaining the cold chain
- 14.which products need special packaging and transportation and why it is important to adhere to these special requirements
- 15.the importance of correctly labelling packages for delivery
- 16.how automation is used to control stock
- 17.how to supply stock to the correct destination using the correct delivery method
- 18.the input and retrieval of stock data to ensure levels are appropriate
- 19.the importance of recording, storing and retrieving information in accordance with organisational procedures

## PERFORMANCE CRITERIA

You must be able to do the following:

- 1.work within the relevant Standard Operating Procedures including the relevant health and safety procedures and within your own limits of competence
- 2.supply the stock as appropriate in accordance with current guidelines and good stock rotation practices
- 3.generate an assembly list when appropriate and confirm that items supplied match the stock order
- 4.pick the correct product to match the original request or the assembly list where appropriate
- 5.confirm that the product selected is correct, including:
  - 1.drug, form, strength, if appropriate
  - 2.quantity
  - 3.pack size
  - 4.within the expiry date
  - 5.intact packaging
- 6.take the appropriate action if stock requested is not available
- 7.ensure items are securely and appropriately packed and labelled for transportation
- 8.ensure stock is distributed to the correct destination using the appropriate delivery method
- 9.act within the limits of your authority and refer any problems to an appropriate person
- 10.complete all relevant documentation and process appropriately in accordance with legal and organisational requirements

## ADDITIONAL INFORMATION

This National Occupational Standard was developed by Skills for Health. This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004): Dimension: HWB10 Products to meet health and wellbeing needs