SFHPHARM14 - SQA Unit Code FA2H 04
Maintain pharmaceutical stock

Overview

This standard covers the maintenance of stock that is necessary to provide a pharmacy service. Particular attention is paid to the legal requirements that relate to pharmaceuticals and the various storage conditions that are required to ensure the stock is fit for purpose. Your practice will be consistent with your occupational role and carried out under the regulatory and ethical frameworks established in the context of current legislation. 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. Users of this standard will need to ensure that practice reflects up to date information and policies.

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Performance criteria

You must be able to:

- P1 follow Standard Operating Procedures and all health and safety and Control of Substances Hazardous to Health procedures related to the:
  - P1.1 maintenance of pharmaceutical stock
  - P1.2 disposal of wasted stock
- P2 carry out checks of storage areas/conditions at regular intervals following local guidelines to ensure they remain fit for purpose
- P3 carry out stock checks at regular intervals following agreed guidelines to ensure stocks remain:
  - P3.1 fit for purpose
  - P3.2 in sufficient quantity
  - P3.3 agree with computerised records where appropriate
- P4 take the appropriate action in respect of:
  - P4.1 problems with storage areas/conditions
  - P4.2 out dated, damaged or redundant stock
  - P4.3 over-stock
- P5 ensure stock rotation stock to reduce wastage
- P6 promptly deal with any company recalls or drug alerts following agreed guidelines
- P7 clearly and accurately record details of stock checks in the required format
- P8 act within the limits of your authority and refer any problems to an appropriate person

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Knowledge and understanding

You need to know and understand:

K1 how to work within the limits of your own authority and when to refer to an appropriate person
K2 your responsibilities and current legislation that applies to maintaining pharmaceutical stock
K3 the importance of following Standard Operating Procedures related to maintaining pharmaceutical stock
K4 the health and safety requirements related to:
- K4.1 maintaining pharmaceutical stock
- K4.2 disposing of outdated, damaged or decontaminated stock

K5 the different formulation of drugs and why it is important to stock sufficient quantities of the correct formulation and strength
K6 the difference between branded and generic drugs
K7 the of the action to take immediately when drug alerts and company recalls are received
K8 the importance of maintaining a safe storage environment
K9 the storage requirements of different types of products and why they are important
K10 the importance of storing stock into the correct:
- K10.1 storage area
- K10.2 location

K11 the importance of taking any special storage requirements into consideration
K12 the importance of good stock management, including:
- K12.1 the rotation of stock
- K12.2 checking expiry dates of stock
- K12.3 the quantity of stock - taking account of seasonal variations
- K12.4 identifying damaged, contaminated or deteriorated stock

K13 the action to be taken if stock is unavailable
K14 the action to be taken if stock:
- K14.1 is beyond expiry date
- K14.2 is damaged or contaminated
- K14.3 has inconsistent batch number or batch number for which drug alerts/recalls have been issued

K15 the input and retrieval of stock data
K16 the parameters set for the computer ordering system
K17 the importance of maintaining correct, accurate documentation, including back up systems to IT failure where appropriate

Additional Information

External links

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Dimension: G3 Procurement and Commissioning

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