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## Overview

This standard covers issuing pharmaceutical stock. This involves checking stock requisitions, packaging required stock to ensure safe transportation, and organizing transportation to the required destination. It applies to both community and hospital pharmacies and refers to the provision of 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 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.

# SFHPHARM15 - SQA Unit Code FA2J 04

## Issue pharmaceutical stock

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### Performance criteria

*You must be able to:*

- P1 follow all health and safety procedures and Control of Substances Hazardous to Health regulations related issuing pharmaceutical stock
- P2 validate the order as appropriate in accordance with Standard Operating Procedures
- P3 generate an assembly list when appropriate and confirm that items issued match the requisition/ prescription
- P4 pick the correct product to match the original request or the assembly list where appropriate
- P5 confirm that the product selected is
  - P5.1 the correct drug/appliance or device
  - P5.2 the correct quantity
  - P5.3 the correct pack size
  - P5.4 within the expiry date
  - P5.5 of intact packaging
- P6 issue stock in the correct order:
  - P6.1 in line with stock rotation
  - P6.2 taking account of expiry dates
- P7 confirm all stock issued is:
  - P7.1 in date
  - P7.2 fit for purpose
- P8 take the appropriate action if stock requested is not available
- P9 pack the stock safely and securely using the appropriate container and packaging
- P10 label containers correctly
- P11 issue stock to the correct destination using the correct delivery method
- P12 correctly complete all documentation and records

### 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 current legislation that applies to issuing pharmaceutical stock
- K3 your responsibilities under current legislation when issuing pharmaceutical stock
- K4 the importance of following Standard Operating Procedures related to issuing pharmaceutical stock
- K5 the health and safety requirements related to issuing pharmaceutical stock
- K6 the different formulation of drugs and why it is important to issue sufficient quantities of the correct formulation and strength
- K7 the difference between branded and generic drugs
- K8 the action to be taken if stock is not fit for purpose
- K9 the importance of checking stock for issue against current drug alerts/recalls
- K10 the procedures for responding to urgent requests
- K11 which products need special packaging and transportation and why it is important to adhere to these special requirements
- K12 the importance of labelling containers correctly
- K13 how to issue stock to the correct destination using the correct delivery method
- K14 the input and retrieval of stock data
- K15 the importance of maintaining correct, accurate documentation, including back up systems to IT failure where appropriate

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### Additional Information

#### External links

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

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**Developed by** Skills for Health

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**Validity** Current

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**Relevant occupations** Health and Social Care; Healthcare and Related Personal Services

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**Suite** Pharmacy

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**Key words** Pharmaceutical stock, stock, stock issue, stock orders.