

SFHPHARM12

Order pharmaceutical stock



Overview

This standard covers the ordering of stock that is necessary to provide a pharmacy service. 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 accurately identify requirements for pharmaceutical stock
 - P2 confirm the order contains the correct:
 - P2.1 item
 - P2.2 formulation
 - P2.3 strength
 - P2.4 amount required
 - P3 allow for seasonal variations in use of stock when placing the order
 - P4 check the order with an appropriate person, when necessary
 - P5 process the order with the correct supplier/location using the documentation/method required in accordance with Standard Operating Procedures
 - P6 ensure that particular attention is paid to any special orders and the progress of any outstanding orders
 - P7 report any issues or concerns to the appropriate person
 - P8 complete all documentation correctly
 - P9 correctly store/file all documentation in accordance with Standard Operating Procedures

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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 current legislation that applies to the ordering of pharmaceutical stock
- K3 your responsibilities under current legislation when ordering pharmaceutical stock
- K4 the importance of following ordering Standard Operating Procedures
- K5 the health and safety requirements related to ordering of pharmaceutical stock
- K6 local or regional pharmaceutical contracts
- K7 the different formulation of drugs and why it is important to order sufficient quantities of the correct formulation and strength
- K8 the difference between branded and generic drugs
- K9 the importance of referring to current drug alerts and company recalls when ordering pharmaceutical stock
- K10 the sources and suppliers of stock
- K11 the procedures for responding to urgent requests
- K12 the importance of taking account of seasonal variations when ordering pharmaceutical stock
- K13 the action to be taken if stock is unavailable
- K14 the input and retrieval of stock data
- K15 the parameters set for the computer ordering system
- K16 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: G3 Procurement and Commissioning

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