

# SFHPHARM13

## Receive pharmaceutical stock



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### Overview

This standard covers receiving pharmaceutical stock from the supplier and incorporating it into your organisation's storage area. 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, within the appropriate time span, the health and safety procedures related
    - P1.1 moving and handling received stock
    - P1.2 placing received stock into the correct storage area
  - P2 check and confirm deliveries against delivery note and the original order
  - P3 identify any discrepancies and delivery problems in accordance with Standard Operating Procedures
  - P4 take prompt and appropriate action to remedy any discrepancies and delivery problems
  - P5 sign for the received order only when you are satisfied all items have been received and are fit for purpose
  - P6 identify correct storage areas/ locations, and special storage requirements for received stock
  - P7 promptly incorporate received stock into the correct:
    - P7.1 storage area
    - P7.2 location
  - P8 take any special storage requirements into consideration in a manner that allows stock rotation
  - P9 ensure you leave received stock in a safe storage environment in accordance with Standard Operating Procedures
  - P10 notify the appropriate person of the availability of the stock where the goods received are for a special, an outstanding order or not available
  - P11 complete all relevant documentation/records accurately and process promptly

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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 and your responsibilities that apply to the receipt of pharmaceutical stock
- K3 the importance of following Standard Operating Procedures related to receiving pharmaceutical stock
- K4 the Control of Substances Hazardous to Health and health and safety requirements related to receipt of pharmaceutical stock
- K5 local or regional pharmaceutical contracts
- K6 the different formulation of drugs and why it is important to stock sufficient quantities of the correct formulation and strength
- K7 the difference between branded and generic drugs
- K8 the importance of referring to current drug alerts and company recalls when receiving pharmaceutical stock
- K9 the sources and suppliers of stock
- K10 the procedures that apply to receiving pharmaceutical stock, including:
  - K10.1 only receiving stock identified on the original order
  - K10.2 expiry dates and batch numbers
  - K10.3 identifying damaged, contaminated or deteriorated stock
- K11 the action to be taken if stock is unavailable
- K12 the action to be taken if received stock:
  - K12.1 not on original order
  - K12.2 is not the complete order
  - K12.3 beyond expiry date
  - K12.4 has inconsistent batch number or batch number for which drug alerts/recalls have been issued
  - K12.5 damaged or contaminated
- K13 how to promptly inform the appropriate person of the availability of the stock where the goods received are for a special or outstanding order
- K14 the storage requirements of different types of products and why they are important
- K15 the importance placing received stock in a manner that allows stock rotation
- K16 the importance placing received stock in a safe storage environment
- K17 the input and retrieval of stock data
- K18 the parameters set for the computer ordering system where appropriate
- K19 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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**Status** Original

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**Originating organisation** Skills for Health

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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** Receive stock, stock control, storage of stock, stock rotation.