

Hospital Drug Inventory Control

Experiment 4 - Practical Notes

Name: _____ Roll no.: _____ Date: _____

Aim

To complete the hospital drug inventory control activity and document a justified outcome.

Principle

Inventory control balances availability, cost, expiry risk and traceability. Reorder decisions use defined demand and lead-time assumptions.

Requirements

- Institution-assigned hospital scenario, approved policy documents or coded records.
- Activity form, calculator where required and supervising pharmacist.

Procedure

1. Read stock data

Record opening stock, receipts, issues, adjustments and closing stock by item and lot.

2. Reconcile

Calculate expected closing quantity and investigate a mismatch without silently altering the record.

3. Assess replenishment

Use the assigned demand, lead time and safety-stock method; review expiry and supply constraints.

4. Apply storage rotation

Explain first-expiry-first-out and the separate handling of quarantined or recalled items.

5. Document

Record the justified replenishment or investigation proposal and supervisor decision.

Observations and Record

Record component	Entry
Item / lot / expiry	_____
Opening + receipts – issues ± adjustments	_____
Recorded closing stock	_____
Reorder calculation	_____
Proposed action	_____

Worked Example

The numbers below are illustrative; enter your own observations in the record.

- Expected closing stock = opening + receipts – issues ± authorised adjustments.
- Reorder point = expected demand during lead time + defined safety stock.
- Example: demand 20 units/day, lead time 5 days and safety stock 30 units give a reorder point of 130 units.

Result

Activity / case code: _____. Finding: _____. Proposed action: _____. Review outcome: _____.

Precautions

- Use supplied records or the authorised local workflow; do not invent approvals or completed work.
- Protect patient and institutional confidential information.
- Keep a proposed student action distinct from an approved operational decision.

Viva Questions and Answers

1. Why document the basis of a decision?

It permits review of the evidence, responsibility and outcome.

2. What does the supervisor review?

The suitability of the proposed action and whether the record supports the conclusion.

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