PHARM.D • YEAR 4

Hospital Pharmacy

CHAPTER 5

Hospital Pharmacy Services

PPT CHAPTER COVER



Drug procurement: from need to order

1. Estimate demand



Estimate demand from consumption, occupancy, seasonal patterns and treatment changes.

2. Select products



Select products consistent with the formulary and clinical need.

3. Evaluate suppliers



Evaluate authorized suppliers for quality, delivery and performance.

4. Choose purchasing method



Use tenders, quotations or justified direct purchasing according to policy.

5. Issue purchase order



Issue a purchase order stating product, strength, form, quantity, price and delivery terms.



Avoid both stockouts and unnecessary excess stock.

Receiving medicines and paying suppliers

1. Match delivery against the purchase order and delivery documents.
2. Check identity, quantity, batch, expiry and packaging integrity,
3. Review transport conditions, including cold-chain evidence where required.
4. Quarantine damaged, suspect or non-compliant products for assessment.
5. Record accepted goods and their storage location.
6. A goods receipt note supports invoice verification and payment according to the agreement.
7. Traceability begins at receipt, not when a medicine is dispensed.



Pharmaceutical warehousing



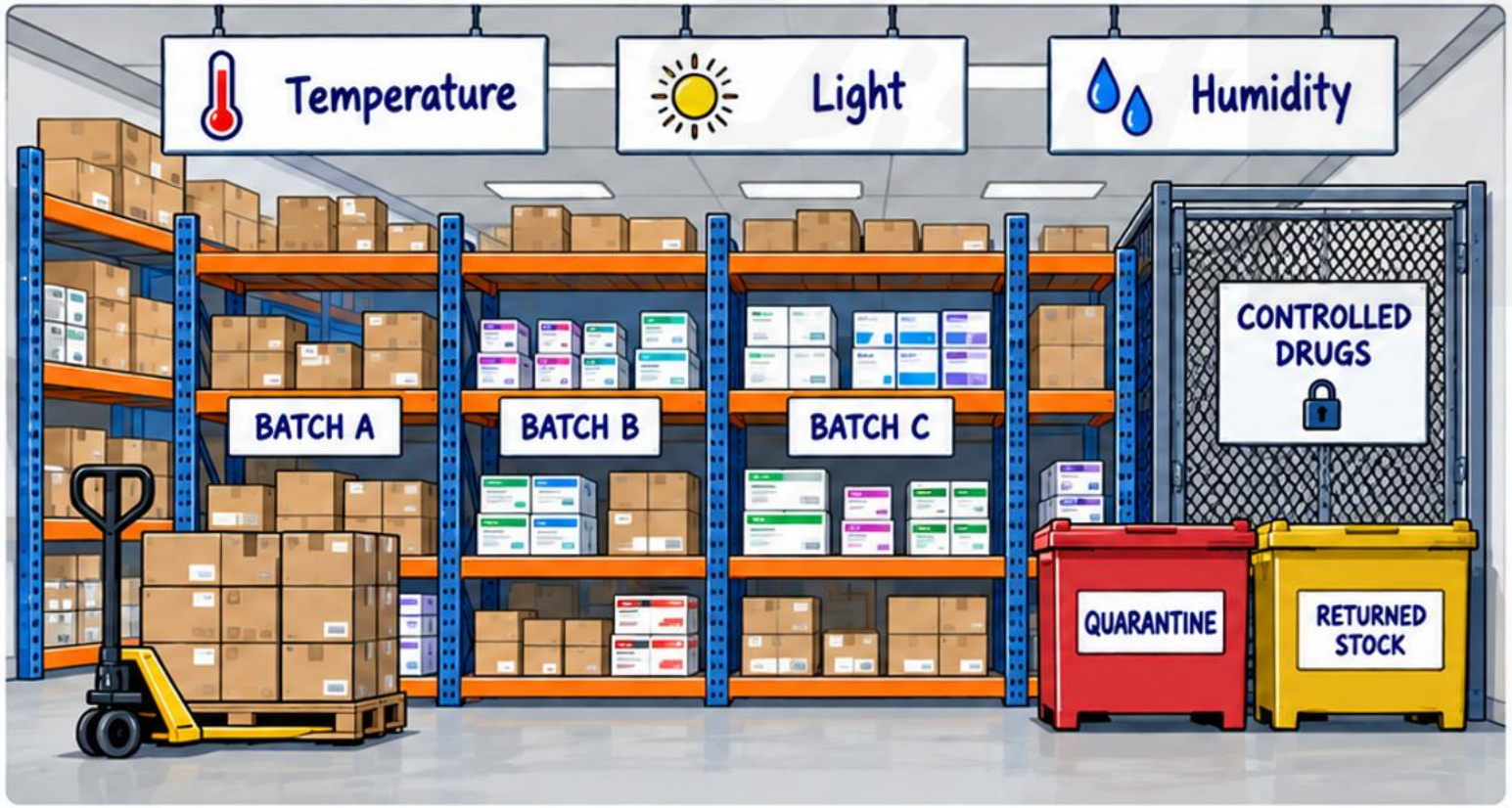
Central stores receive bulk supplies;



regional or district stores redistribute them;



facility stores support local care.



1. Store each product under its labelled conditions for temperature, light and humidity.
2. Arrange stock for safe retrieval, batch separation and FEFO rotation.
3. Provide secure controlled-drug storage and separate quarantine or returned-stock areas.
4. Protect against pests, theft and damage.
5. Maintain temperature records and investigate excursions before affected stock is released.

Stock records, picking and dispatch

1. Record



Keep accurate stock records

2. Store



3. Pick



Check product, quantity and expiry

4. Pack



5. Dispatch



Traceable delivery or transfer records

1. Record receipts, issues, batch numbers, expiry dates and balances.
2. Use bin cards, ledgers or validated electronic inventory systems.
3. Perform cycle counts and reconcile physical stock with records.
4. Pick against an authorized requisition and check product, quantity and expiry.
5. Pack to protect quality and maintain required transport conditions.
6. Dispatch with traceable delivery or transfer records.
7. Investigate discrepancies and document corrections rather than silently changing balances.

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