

COMMUNITY PHARMACY MANAGEMENT

Financial Management

- Financing is required to set up a new community pharmacy in order to maintain the medicines stock and cover the expenses.



Purpose of Finance:

- To purchase land, building, machinery and equipment.
- To purchase raw materials and other materials.
- To pay salaries, wages and incidental charges.
- To maintain stock and supply products.

Types of finance:

- **Fixed capital:** Fixed/Tangible assets that are free from financial obligation or debts.
- Invested in permanent assets such as land and building, plant and machinery, furniture etc
- **Working capital:** required for purchase and for meeting day to day expenses such as wages, salary, rent, taxes etc.
- It is either fixed or variable

Sources of Finance:

- **Owned finance:** generated by owner, partner or shareholders. As long as business run it remains and surplus is returned to the shareholders.
- **Loan (Borrowed) Finance:** The capital is generated from bank or other financial institutions. Interest is paid periodically at a fixed rate, can be obtained against mortgage or pledge of the property.

Material Management

- Material Management is the planning, directing, controlling and coordinating the activities concerned with material and inventory requirements from the point of their inception to their introduction into the manufacturing process.
- It includes
 - Procurement of material;
 - Maintenance of stock;
 - Issuing, handling and transport
 - disposal of material
- **Stocking** and **coding** are important aspect of material management




Stocking

Functions of stocking

- Receiving, handling and speedy issue of material
- Custodian of goods in store against damage
- To establish regular supply of materials
- Physical stocking and its checking.
- Efficient utilization of store space.
- To provide service to the organization in most economic way.
- Proper identification and easy location of items.

Stocking of Drugs in Drug Store

- According to manufacturer
 - According to pharmacological action
 - Alphabetical order
 - As per old stock and date of expiry
- 

Coding or Codification

Advantages of codification

- It helps in easy identification of items.
- It helps in grouping the similar items together.
- The ambiguity in description of the materials can be avoided.
- It helps in avoiding duplication of items.
- It helps in physical counting.
- It helps in inspection of the materials.
- The coding helps in maintaining the secrecy of the items.



Methods of codification

- Alphabetical order method/Letter code
- Mnemonic method
- Numerical method/ sequence system method
- Combination method or alphanumerical method
- Location coding
 - (a) Fixed location
 - (b) Random location
 - (c) Zonal location



Staff Management

- The process of hiring and developing the required persons to fill in various positions in the organization.
- It involves the scientific and systemic procurement, allocation, utilization, conservation and development of human resources.

Importance of staffing

- Staffing helps to build up a healthy organization in which the job performance and satisfaction of every employee can be high.
- Staffing injects life into the organization by providing right person for every job. The effectiveness of directing and control functions also depends upon staffing.
- Employees in the organization are the most valuable asset of an organization. The quality of human assets largely determines the success and growth of the organization.

Infrastructure requirements

1. Selection of Pharmacy location

- The site available must be most suitable one available in the city.
- Site of the pharmacy should be at the centre of the population to be served to ensure accessibility and convenience.



Factors to consider:

- **Population characteristics** such as population size, growth rate, occupation trend, income distribution, prescription buying power etc
- **Competitive characteristics** such as number of competitor, distribution, location and growth trend
- **Physician availability** such as number and types of physician
- **Financing** such as requirement and sources of fund


2. Premises

- Well built, well ventilated and with sufficient storage capacity for goods material
- Neat and clean environment
- Easily identified by the public
- Maintained with SOP
- Separate dispensing unit and waiting area
- Telephone service and constant supply of electricity
- Drinking water facility
- Displays of information leaflets/materials
- Separate counseling area

3. Furniture and fixture

- Neat, well placed shelves for storage of medicine protected from moisture, heat and light
- Well furnished counseling area with table, chair and cabinets for storage of records

4. Equipments

- Refrigerator storage facility
 - Computer and software
 - Counseling room equipped with reference material, charts, basic instruments like weighing balance, height meter, glucometer, sphygmomanometer, stethoscope, thermometer etc
 - List of equipment reported in Schedule N of D&C act.
- 

Reference

- AB Budhrani, R. Usman, M Sharma, P Kumar. Concise Course in Pharmacy Practice. S. Vikas and Company.
- RA Ahirrao, MR Patel, SP Pawar, A textbook of Pharmacy Practice, S. Vikas and Company.
- <https://www.slideshare.net/BikashAdhikari26/management-of-community-pharmacy>