

DRUG STORE MANAGEMENT AND INVENTORY CONTROL

INTRODUCTION:

Drug Store:

A drug Store/Pharmacy/Community Pharmacy/chemist's is a retail shop which provides prescription drugs, among other products. At the drug store, a pharmacist oversees the fulfilment of medical prescriptions and is available to give advice on their offerings of over-the-counter drugs. A typical pharmacy would be in the commercial area of a community. Every hospital should have a medical store for the purpose of procuring, stocking and distributing the drugs and medicines to various departments.

Organisation of Drug Store:

Stores are defined as a sub-organisation in any hospitals where materials obtained are held in abeyance till inspected, approved and stocked. A store should have a standard specification of materials and since the store procured the drugs on behalf of the department for regular flow of material, the condition of storage should be proper.

Objectives of Drug Stores

1. To stock all drugs and accessories required in the hospital.
2. To procure drugs from different sources.
3. To supply drugs to the consuming departments.
4. To store drugs required in research work.
5. To preserve records of receipt and issue of drugs.
6. To maintain records of receipt and issue of drugs.
7. To carry out all operations regarding drugs economically to save revenue.

Layout of Drug Store:

The drug store should be preferably located on the ground floor close to the pharmacy. An area of at least 600-1000 sq ft should be allotted to medical stores. Adequate storage facilities should be there so that the drugs, chemicals, biological etc .Do not get deteriorated by moisture or heat.

An ideal store should have two entrances, one for receiving the articles and other for issue of materials. Generally racks are used for storage of material made of angled iron, having partitions. Costly items are stored in closed bins. The height of racks depend up on the height of ceiling and should be above 2/3 rd the height.

Since large numbers of products are two are stored in the store, A definite location code is to be followed in order to identify the product or material placed in store. For this purpose analysis is carried out after studying there inventory like:

- (i) F S N- Fast moving, slow moving, non moving
- (ii) H M L- Heavy, medium, light materials

According to above mentioned categorisation, fast moving materials are placed near the issue exit while non moving articles are placed far from the exit. Similarly heavy items are placed at the bottom and light items on the top.

TYPES OF MATERIALS STOCKED

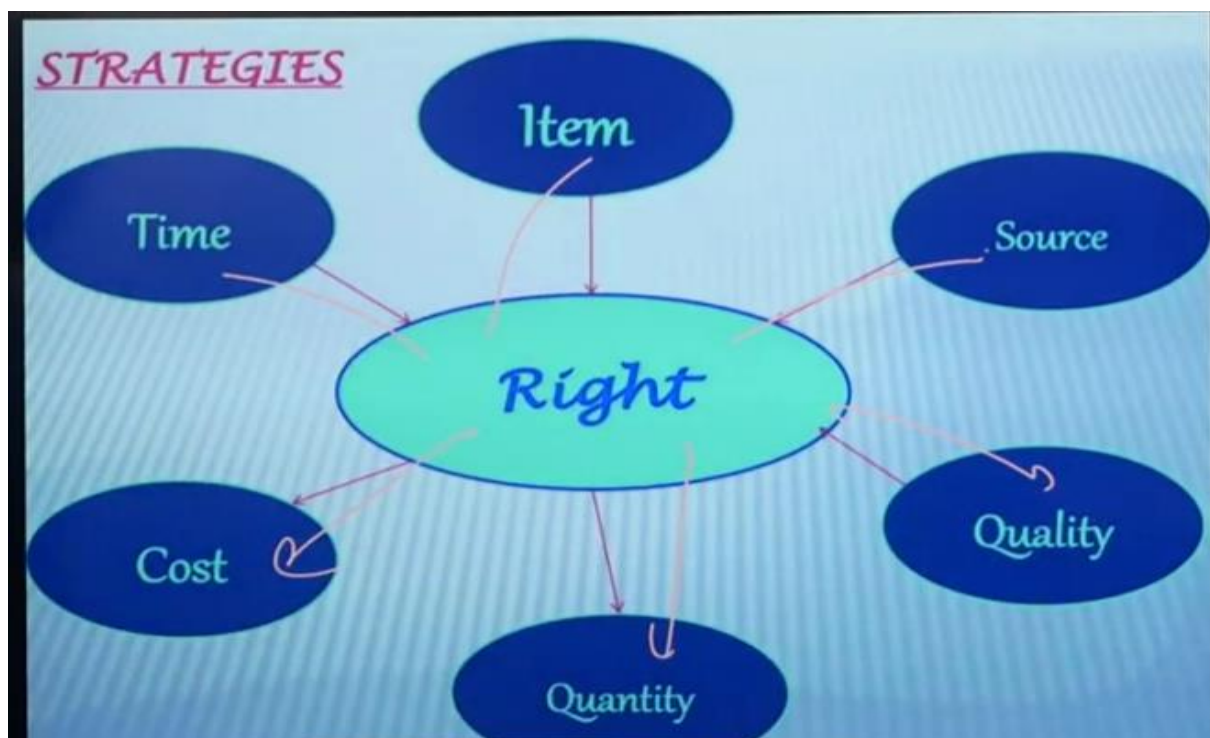
Sufficient number of racks should be provided for storage of drugs and supplies. Carbon dioxide fire extinguishers should be provided at strategic points along with fire buckets to fight sudden fires due to stored drugs and chemical. Materials which are stocked are listed as under:

- (i) Capsules, tablets, liquid dosage form and injections etc.
- (ii) Biological antibiotics are stored properly in refrigerator.
- (iii) Narcotic and psychotropic substances are stored under lock & key.
- (iv) POISOINS are stored in separate closed rack, labelled as "POISON".
- (v) Alcohol and alcohol containing preparations.
- (vi) Large bulk items on bottom.
- (vii) Vaccines and other thermolabile drugs are required to be stored at cold store 2-10° C. Antibiotics, vitamins liver preparations etc should be stored at cool temp (15-20° C).
- (viii) To avoid pilferage costly drugs and prescribed schedule X drugs should be stored separately under lock and

PROCEDURE OF DRUG PURCHASE

❖ Procurement

- Procurement is defined as a process of acquiring supplies through purchases from the manufacturers, their agents like distributors or from private or public suppliers.
- Purchasing of medicines starts with the framing of buying policies and ends with receiving, stocking, and payment.
- It involves the application of special skills and knowledge from both the professional and legal viewpoints



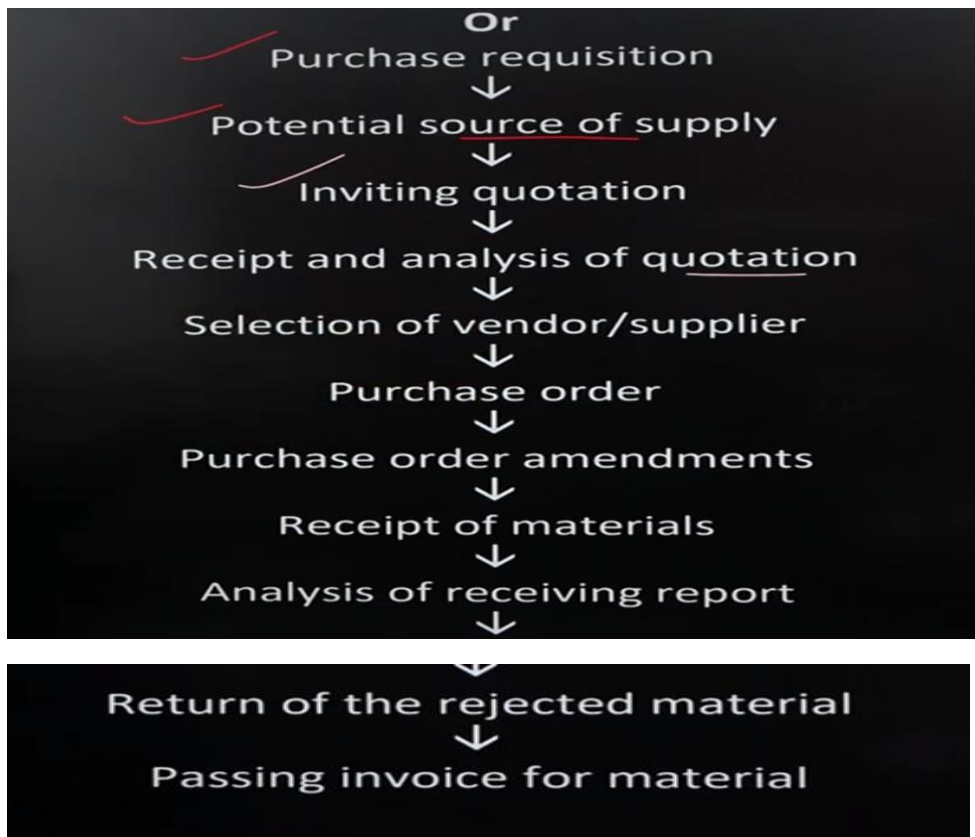
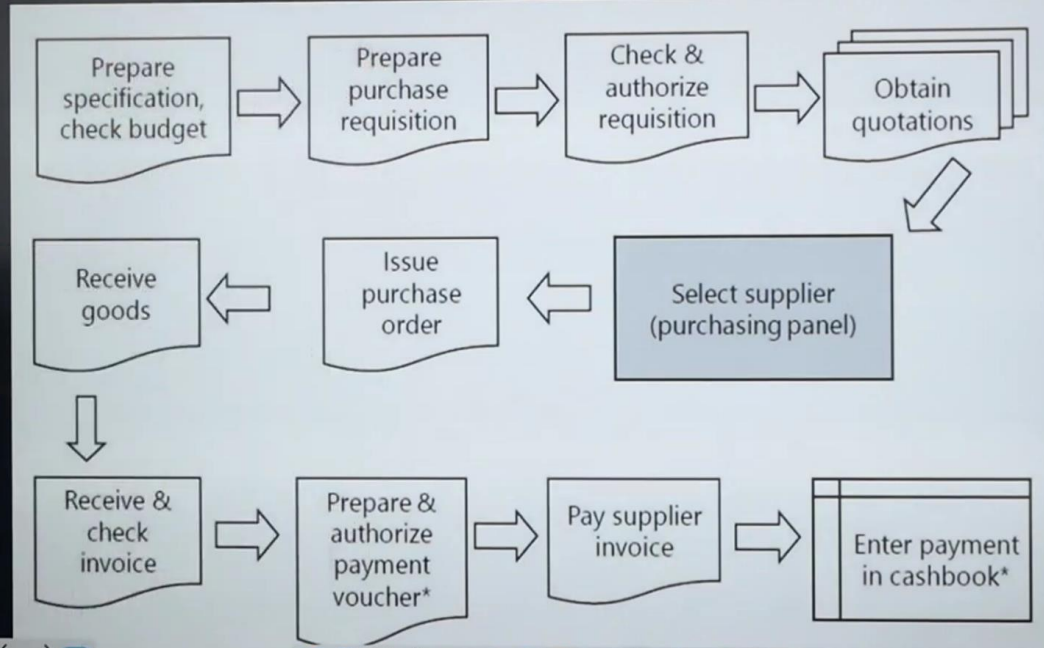
Methods of procurement

1. Direct purchase from the manufacturer or their regional centres
2. Direct purchase from wholesalers and Stockists
3. Purchase from rack jobbers
4. Purchase through bids
 - Open tenders
 - Restricted tenders
 - Quotation invitation
5. Purchase through competitive negotiation
6. Purchase through a contract
 - Fixed quantity contract
 - Running contract
 - Rate contract

7. Local purchase

8. In house manufacture of medicines in the hospitals.

Procedure of drug purchase



1. Purchase requisition

A purchase requisition form is an internal document used by an employee to purchase goods or services on behalf of their firm

Company Name Purchase Requisition				
Department.....			No.....	
To be delivered at.....			Date.....	
.....			Date Required.....	
Purchase the items listed below:				
Item No.	Quantity	Description	Code	Purpose
For use of Purchase Department Only				
Purchase Order No.....			Requisition By.....	
Supplier.....			Approved By.....	
Delivery Date.....				

3. Purchase order

A **purchase order** is a commercial document and first official offer issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services.

4MD MEDICAL SOLUTIONS PURCHASE ORDER FORM

Customer Information

SOLD TO

Organization: _____
Attention: _____
Street: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____

SHIP TO

Organization: _____
Attention: _____
Street: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____

Payment Information

PAYMENT TYPE

Check enclosed for: \$ _____
 Bill us "Net 30 Days" (call 877-463-5818 for details)
 Pay by credit card (use the form to the right)

CREDIT CARD INFORMATION

Visa MasterCard AMEX Discover
Card #: _____ Exp. Date: _____
Name on Card: _____
Signature: _____

Order Information

MODEL	QTY	PRODUCT	COLOR	SIZE	UNIT PRICE	TOTAL PRICE

CONFIRMATION

This confirms a phone order
Name of Salesperson: _____
 I have ordered from 4MD Medical before

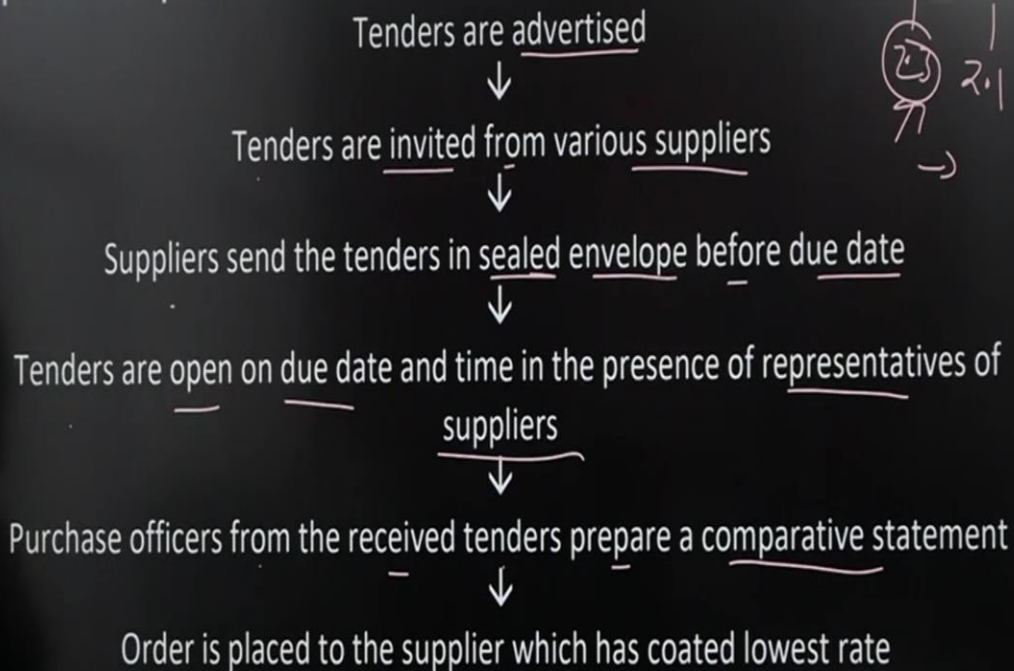
AUTHORIZATION

Name: _____ Title: _____
Signature: _____ Date: _____

❖ Tender / e-tender processes

- In its simplest form, tendering is the process by which an organisation who is in need of goods/services invites other parties to submit a proposal or bid to provide these goods/services.
- The organisation who publishes the request and needs the goods/services is called the Buyer, while the organisation who responds to the request and provides the goods and/or services is called the Supplier.

• Steps in tender processes



e-tender processes

- When the tenders are sent and received by electronic means instead of old paper based technique it is called e-tenders
- Steps in e-tenders

Tenders are invited from suppliers by electronic means



Suppliers send bids before the due date using online e-procurement systems



Purchase officer downloaded the received tenders



Purchase officer evaluate the e-tenders



Order is placed to the supplier which has quoted lowest rate