

## **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 fulfillment 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.

## **Organization 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  $\frac{2}{3}$  rd the height

### **Purchase and Inventory Control**

**1. Right Quality**-Right quality means the quality which is available according to the particulars mentioned in terms of grades, brands or trade name, physico-chemical characteristics, etc. The quality must describe even the national standards to the extent it is possible.

**2. Right Quantity**-Right quantity is an important parameter of purchasing for continuous supply of raw materials. "Economic order Quantity" or any other technique may be followed in order to avoid shortage.

**3. Right Price**-The term right price means consistant matching with the quality of drug. Generally tender system is followed in hospitals and the lowest bidder is chosen for supplying the order.

**4. Right Source**-The supplier should be dependable and capable of supplying as per requirements from time to time. The selection of supplier requires consideration of various factors.

**5. Right Time**-Purchased department should have lead time information for all products. Lead time is the total time period between the placing of order and receipt of material. While doing purchases. The purchase committee should consider emergency situations like strikes, accidents, etc.

## PURCHASE PROCEDURE

Purchase procedure involves different steps for procurement of goods. They are as under:

**I. Determination of Requirement-** The materials to be purchased for particular period are well planned for the purpose of their regular and continuous use. Purchase requisition is generally prepared by departmental heads and provides information mentioned below.

- (a) Type of material to be purchased,
- (b) Time of requirement,
- (c) Quantity to be purchased,

**II. Source of Supply-** The pharmacy and therapeutic committee sets adequate standards for the purchase of quality drugs. Procurement of stores is generally done by following sources:

- (i) Medical store depot
- (ii) Directorate general supplies and disposals
- (iii) Direct from wholesalers and manufacturers
- (iv) By inviting tenders
- (v) Emergency purchases from local market

### **III. Purchase Order-**

After selecting the supplier, the chief pharmacist or any other suitable authority prepares a purchase order giving detailed description, specification, packaging, price and quantity needed etc. of the items. This purchase order is in written form and it is the evidence of contract between the buyer and the supplier.

Number of purchase order copies varies from hospitals to hospital.

- (a) The original copy is sent to the supplier.
- (b) One copy for accounts section.
- (c) One copy for purchase department.
- (d) One copy for the department.
- (e) Fifth and Sixth copy for concerned receiving department.
- (f) Seventh copy as history copy.

**IV. Receipt of Acknowledgment-** After placing the order to supplier by sending a copy of purchase order, the supplier in turn sends acknowledgement of the order saying that he will be able to supply the goods with the terms and conditions which are mentioned in the purchase order.

**V. Receipt of Drugs-** On receipt of drugs, there should be a system in the stores whereby the supply of drugs received in the medical stores from the manufacturer are properly checked by person specially assigned for this purpose. Preferably the same person is responsible for reviewing the stocks, date of expiry, description, quantity, batch number, as mentioned in the order form.

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## **INVENTORY CONTROL**

Drug store management is based on principles of inventory control. mismanagement of stores and non-applicability of Scientific and Modern techniques has been identified as the root cause of material storage in majority of hospitals.

### **Objective of Inventory Control**

- (i) To supply drug in time.
- (ii) To reduce investment in inventories and made effective use of capital investment.
- (iii) Efforts are made to procure goods at minimum price without bargaining the quality.
- (iv) To avoid stock out and shortage.
- (v) Wastage are avoided