



COVID-19 UPDATE

PHARMACY PROCESS

STOCK CONTROL OF PPE AND OTHER EMERGENCY PHARMACEUTICAL STOCK FOR COVID-19 PREPAREDNESS

1. Current stock control policies and standard operating procedures must be in place and strictly adhered to.
2. An accurate on hand quantity of pharmaceutical and surgical supplies are critical at any given time.
3. Establish usage increase and shortage alerts with regular usage controls and stock counts respectively.
4. Identify physical storage space within the hospital for the secure storage and stockpiling of additional supplies for the emergency preparedness.
5. Ensure the storage conditions comply to prevent stock loss and pilferage in times of shortage.
6. Define the roles of the hospital pharmacy staff with regard to quick action required on purchase instructions, receiving of stock, placing stock in safe storage areas and the strict distribution of stock within the facility.
7. Strictly distribute and process stock transfers on quantities that have been controlled and validated.
8. Ensure stock is only processed as a consumable / stock sale or any other transfer transaction at the point of distribution of this stock from the pharmacy storage location(s)
9. Conversely ensure all stock that has been distributed is promptly transacted out of the pharmacy with the correct transaction and accurate quantity.
10. Establish an efficient and effective process that supports the operational need of your facility.
11. Refer to the following document for the various stock sale cost codes of protective gear (PPE):
[http://intranet/sites/Policies/Records/Stock%20Sale%20Policy%20%20June%202018%20\(%20V14\).pdf](http://intranet/sites/Policies/Records/Stock%20Sale%20Policy%20%20June%202018%20(%20V14).pdf)