BSBMED304 Assist in controlling stocks and supplies- formative assessment

Activity 1

2. **What resources are available to help the medical administrative staff determine their role in stock control processes?**

There are a number of resources that are available to help the medical administrative staff determine their role in stock processes such as “accounting of stock control software’s”, “stock control policies”, “coding” “batch tracking”, “inventory management” and “drop shipping”. All these resources are both, technological as well as manual, which can help administrators to determine their role. Administrators need to get themselves well known to the print-based record management system, software and hardware-based record to determine their role (Abdulsalam et al., 2020).

3. **If medical administrative staff are uncertain of a stock control procedure, what action should they take?**

If medical administrative staff are uncertain of stock control procedure they should start tracking the stocks along with maintaining a record, it will help them maintain accountability and they will get hold of the stock ultimately (Abdulsalam et al., 2020).

Activity 2

Q1**. Why is it necessary to have well-documented stock control procedures and policies in place in the workplace?**

It is necessary to have a well-documented stock control procedure because it will not only help in getting an instant record, it will also reduce the chances of tampering. Also, well documented recorded can be used to tally to the goods available and re-ordering and arranging the stock.

**Q2. What are some possible repercussions of not understanding procedures and policies with regard to stock control in medical practice?**

There are several possible repercussions of not understanding procedures of policies in terms of stock control in medical practice, adhering to both systematic and product loss. Firstly, it might lead to a failure to make use of resources that administrators can use to keep control of the stock process, it can lead to unexpected large orders or some lost sales. There is a loss of goodwill as well along with major uneconomic purchases, accompanied by a long delivery lead times. In addition, there might be a serious loss to the place as well which can even result in distorted reputation not only of the place but also of the hirer. Failure in meeting the required gaols is also important to note because a lack of adherence to the code of conduct might lead to workplace disturbance (Abdulsalam et al., 2020).

**Q3. From where can medical administrative staff access document procedures for stock control?**

Medical administrative staff can access documented procedures for stock control from the medical charts, record-keeping checklist and CMS as well. All these acts as a source of information for the staff so they can trace and get access to the documented procedures. Many of the time, it is also mentioned in the code of conduct and policies.

Activity 3

**Why is it necessary to seek clarification of unclear or ambiguous procedures with relevant personnel?**

It is necessary to seek clarification of any ambiguous or unclear procedure with the support of relevant personal because it will reduce the chances of errors. It will also help to get the required knowledge and help to fulfil the job requirements. In spite of doing massive losses, it is necessary to consult.

Activity 4

**Q5. A medical practitioner has an urgent requirement for medical supplies. The practitioner was unaware of this need at the time when the last orders were placed. The supplier requires seven days' notice but the stock is required in the surgery in three days' time. What steps could a medical administrative assistant take to assist in securing the required supplies?**

There are several steps that can be taken such as asking for medicine on priority or double paying or extra compensation to the supplier for providing the medicine in time. However, the same medicine can also be ordered from any other supplier if there is no chance of getting it in three days. however, this step would be one time only. Also, a person can be sent to get the required supply on time rather than waiting.

**Q6. A medical administrative assistant has discovered a shortfall in the photocopying paper supplies for the practice. What action could they take to ensure the stock is replenished?**

The medical administrative assistant should keep a check on it and then add an increased amount as per the requirement to the next stock. Also, the medical administrative assistant should firstly check if there is a place where the photocopying paper is wasted or what are the new sources where it is required so that stock can be replenished. He can also check the available paper or the past stock of available so that it can be used for the need of the hour (Abdulsalam et al., 2020).

Activity 5

Q1. **Should orders for stock be checked against practice stock control documentation? Write a paragraph to justify your answer.**

Yes, orders for the stock should be checked against practice stock control documentation because there are several benefits associated with it. Firstly, it will act as a source to keep a follow up with the stock and maintain its control. Then, this record can be used for future ordering and defining requirement. It is also a type of tally resources for the stock when it has arrived, or to check the overall requirement when there are audits.

**Q2. How might documentation for maintenance of stock levels be stored in medical practice?**

In medical practice, documentation for maintenance can be stored in the form of charts, database, markers or the checklist with proper allocations.

**Activity 6**

**Design a checklist that could be used by new staff members in medical practice to assist them to unpack and check deliveries**.

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| --- | --- | --- | --- | --- | --- |
| Re-order code | Name of product | No. ordered | Date ordered | Date delivered | Staff Initials |
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| Supplier |
| Practice manager approval |

Activity 7

**Q1. Why is it important to monitor stock and to prevent, where possible, waste?**

It is important to monitor stock to ensure accuracy when dealing with dealers and responding to the client. It helps to gins the products when dealing with customers and handle inquiries. Prevention is necessary to prevent stealing or hampering to the product while wasting is important to mitigate any health concern or threat.

**Q2. How can medical practice staff determine if stock is damaged?**

Maintenance of inventory disinfestation, which means maintaining a record with all the details of supply and the safety testing can help to define either the stock is damaged or hampered. In addition, stock of such supplies in a safe place can also reveal if damaged or not (Kearns, 2020).

**Q3. Why is it necessary to have appropriate processes in place to identify damaged or missing stock?**

It is necessary to have appropriate processes to identify the missing or damaged stock because keeping a check can make a medical assistant not only accountable to the relevant personals and the higher management but also to the suppliers which can be claimed in the form of re-supply.

**Q4. What action can be taken to replace damaged or missing stock?**

Contacting the suppliers and checking the other related stock help to define the gap. Also, having a checklist and updating the daily usage record can help to notice if any of the supply is damaged or missing in the stocks. Audits can also help to retrieve such changes along with software that can calculate usage and requirements (Kearns, 2020).

Activity 8

**How might these be stored?**

**Vaccines, prescription-only medicines, medical instruments, patient's urine and faecal samples, morphine, printer toner, computer paper.**

Vaccines can be stored in refrigerators or cool place, prescription-only medicine can be stored in the cool places to whom only limited people have access to align with a database record. Medical instruments should be placed in a sterile place that is far enough from the floor and ceiling. Urine and faecal samples can be stored be in clear separate bottles and then it should be placed in sealed plastic bags, then placed in the refrigerators (which should not exceed 24 hours), morphine could be stored in an automated dispensing cabinet to whom limited people should be given access. Printer and toner could be placed in a clean and dry room away from moist and water. Computer paper can be stored in the cupboards with tags away from moist places (Kearns, 2020).

Activity 9

**Explain what stock rotation is and why it is necessary.**

Stock rotation is defined as a process that helps in organizing the inventory so as to mitigate any kind of loss of the product, or to the stock that is caused by expiration or obsolescence. It also entails the product with the detail record of sell-by date to the front shelf along with disposing product that is either expired or dated somewhere in past. It is important to reduce all types of losses from deterioration. It also infers flowing of first in and first out.

Activity 10

**Q1. Why are full stocktakes undertaken?**

Full stocktakes are one of the steps that help to uncover as well as eliminate the theft that is enclosed within the business. It also helps to calculate how much of the stock costs are to be bought and what is the price of it. Also, it helps to know the amount of stock available on site. Stocktakes undertaking also helps to ascertain all the gross profits margins for the product, which facilitated maintenance of the stock (Kearns, 2020).

**Q2. Why might it be necessary to conduct weekly visual stock checks?**

It is necessary to conduct a weekly visual stock check because it helps to uncover the thefts. It can help to know the additional stock shrinkage issues and note their frequency as well. Weekly visual stock check is more like a follow up to the stock because issues occur when there is no follow back and stock is missing, additionality it conveys that the business is meeting it's regular and required targets along with calculating the underperformance products. Weekly visual stock checks can also help to improve the overall stock ordering process.

**Q3. What activities might be involved in a full stocktake in medical practice?**

Full stocktake in a medical practice might include scheduling the stocktakes to reduce the impact on business operations, cleaning and organizing the stockroom before stocktake, organizing the stocktake tools before time, using up to date inventory data and adequate distribution of responsibilities. It might include counting of the stock, and then recounting, marking the stock, and keeping a check on the record to decease stolen, broke or the slow-selling inventories.

**Q4. What documentation might be required during and after a stocktake?**

Different documentation is required during and after a stocktake such as writing reports that can covey the detail of the stock, maximum used products and the products that are used in a low ranged or left unused. The report might also include placement and the ordering of the stock. Maintaining a database sheet coordinated with softwares is another form of documentation that is required before and after a stocktake so as to keep a check and balance on the products and their consumptions as well as other statuses. Manual record updating is another form of documentation that means allocation of serial numbers along with specific markers to the products before and after stocktake which can help to keep a visual record as well as facilitate monthly audits.

Activity 11

**Q1. Conduct some research and list three pieces of legislation that apply to the disposal of medical stock/ supplies in your state or territory (Queensland). Briefly explain the intent of each piece of legislation.**

[Health (Drugs and Poisons) Regulation 1996](https://www.legislation.qld.gov.au/view/html/inforce/current/sl-1996-0414)

It is a legislation that tends to plan out the requirements on endorsement holders concerning scheduled drugs and poisons including obligations around storage, record keeping and sale (Johnson et al., 2020).

The National Drug Strategy 2017-2026, released by the Commonwealth Department of Health in 2017

It is another legislative that helps the implementation of real-time monitoring of prescription medicines such as pharmaceutical opioids could assist in reducing the supply of illicit and illicitly used drugs (Johnson et al., 2020).

[Health Act 1937](https://www.legislation.qld.gov.au/view/html/inforce/current/act-1937-031)

This law provides the head of power for regulation-making and monitoring, investigation and enforcement for the subordinate regulation, and a range of other residual provisions about the sale of adulterated drugs and labelling (Johnson et al., 2020).

**Q2. Outline the legislative requirements for disposing of drugs of addiction or drugs of dependence.**

There are different legislative requirements for disposing of the drugs of addiction or drugs of dependence such as Drug Poisons and Controlled Substances Act 1981 which highlight that there are no terms like "drug-dependent" persons. As per [the Health Act 1937](https://www.legislation.qld.gov.au/view/html/inforce/current/act-1937-031)  and [Health (Drugs and Poisons) Regulation 1996](https://www.legislation.qld.gov.au/view/html/inforce/current/sl-1996-0414), some major requirements are highlighted such as misuse and abuse of the pharmaceutical drugs or any illicit drug is not allowed. There is no space for perception shopping or obtaining the perception of drugs from some illicit sources. Serious regulated are imparted in the supply, administration and prescription of drugs and poisons in South Australia. In addition, it is highlighted that licensing is required in terms of the manufacturing of the drugs. For disposing of drugs, Return Unwanted Medicines RUM project is also launched that helps to clarify the stance of drugs in terms of prevention as well as storage because the local community pharmacies are directed to provide a convenient and free way so as to dispose of the unwanted medicines responsibly. In addition, it is highlighted that the Australian Institute of Health and Welfare can help to report and share the information regarding unused pain relievers that can help to update the families as well as children about the use of medicines. It is highlighted that “just in case” unused strong pain reliever can lead to some inappropriate use. In a nutshell, different legislation can help to get the recent and required update about the use of medicines and even drugs (Johnson et al., 2020).

**Q3. How can glass vials or containers that have held medicines be disposed of safely?**

Glass vials or containers can be disposed of by placing it in the trash. Also, it can be disposed of by placing the glass vials or the containers can be placed in sharp containers that will help to dispose them off. Also, the empty prefilled syringes along with using safety syringes should be placed into the sharp containers as well so that they can be deposed off adequately (Schlauderaff & Boyer, 2019).

**Q4. List three reasons why it is important to record and store documentation on the disposed of stock.**

It is important to record and store documentation on disposed stock, discussed as follow

1. It ensures the preservation of the record
2. It streamlines the retrieval processes
3. It identifies the record with some long-term values such as ling term retention as well as preservation requirements.

References

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BSBMED304 Summative assessment 1

Q1. List two pieces of legislation or regulations that affect stock and explain the intent of each one. Why is it necessary to have a working knowledge of the various pieces of legislation relevant to controlling stock and supplies in medical practice? (130 words)

## The Therapeutic Goods Act is one of the acts that regulate the inclusion of therapeutic goods in the Australian Register which can help on labelling, advertising and product appearance which can help to give knowledge about the storage of the therapeutic gaps that are given in the relevant state. Therapeutic Goods (Medical Devices) Regulations 2002 is another legal framework that tends to incorporate the gap between the proof of software compliances as well as the fact-based development. It is important to have a working legislative of controlling the stock and supplies to maintain a record, keep a check and ensure the accomplishment of gaols. Also, these laws help to get an insight into the record-keeping, identifying the theft and know what are the products that are not used and additional (Johnson et al., 2020).

Q2. What should be done to maintain optimum stock levels and why is it important to keep accurate and up to date records of stock? (190 words)

Maintaining the optimum stock records can help to manage the customer demands and maintain the working capitals along with minting margins for there utilization of the products. In addition, the optimum stock level helps to get an insight into the accurate demand profile that can facilitate using K8 stock management as well as maintaining the functionality of the supply chain management. It also conveys knowledge gaining in terms of capital investment as well as accessing a detailed profile that can analyse the demands in the medical centre as well as identifying the future stock requirement. It also helps to update the inventory documentation that can help to analyse and identify what are the gaps in the management of the product along with critical insight into the realistic solutions for the effective as well as profitable management of inventory to maintain an integrated system. There are several other outcomes associated with keeping up to date records such as replenishment, compliance labelling forecasting, processing customer service request and the reporting of the gaps. Tracking of serial and lot number is also facilitated by maintaining an optimum stock record, along with bioterrorism and reporting of the mismanagement (Schlauderaff & Boyer, 2019).

Q3. Why does out of date stock need to dispose of? What records need to be kept when disposing of out of date stock? Where should these records be stored? (170 words)

Out of date stock needs to be disposed of because there are a lot of chemicals that are in working condition or active when they are expired or until or unless they are not disposed of. In addition, there are some f the medicines that might contain chemicals that are either explosive or that may lead to radiation or some other issues that can either impact the place or it can cast an impact on the user as well. This impact can be in the form of misunderstanding and the same medicine can be given to the patient. When disposing of the out of date stock, it is necessary to mark and keep a record along with the type of disposition that is used and when and what amount is disposed of. The reason for disposing of and the supply stance also needs to be recorded. These records should be maintained inventory management as well as documented register in which the number of the product along with a serial number is recorded. The database of the software also needs to be managed while disposing and recoding the doping results (Schlauderaff & Boyer, 2019).