



Module 6: Pharmacy Store Management



Record of Training and Experience of
Provisionally Registered Pharmacist (PRP)
Pharmacy Board Malaysia
Ministry of Health
2023

PERSONAL PARTICULARS <i>To be completed by the Provisionally Registered Pharmacist (PRP)</i>		
1	Full Name (as per I/C)	
2	I/C Number	
3	Provisional Registration Number	
4	Contact Number (Mobile)	
5	Home Address	
6	E-mail Address	
7	Education Qualification	
	Name of University	
	Qualification	
	Year of Graduation	
8	Scholarship / Sponsor	
9	Contact Person Details in Case of Emergency	
	Name	
	Contact Number	
TRAINING PREMISE PARTICULARS <i>Details of which approved by Pharmacy Board Division Malaysia (PBMD)</i>		
10	Name of Training Premise	
11	Address of Training Premise	
12	Duration of Training (Date)	to
By signing, I confirm that all the information provided above is true.		
Signature:		Date:

MODULE 6: PHARMACY STORE MANAGEMENT

A. DURATION OF TRAINING

4 weeks

B. TRAINING OUTCOME

Upon completion of training, PRP must be able to:

1. Understand the basic principle of store management
2. Able to identify guidelines related to store management

C. TRAINING COMPONENTS WITH TARGETS TO ACHIEVE

No	Activity	Target	Remarks
1	Receiving Stocks	20 Items (If Available)	
2	Issuing Stocks	20 Items	
3	Stock Checking/ Verification	30 Items	
4	Calculate Stock Level and Re-Order Level	20 Items	
5	Stock Monitoring Analysis Report	Slow moving- 1 Analysis report Near Expiry – 1 Analysis report ABC/VEN -1 Analysis report	
6	Temperature Recording	20 Charting	

D. TRAINING COMPONENT TO OBTAIN BRIEFING

1. General Store Management
 - a. Current Legislation/ Treasury Instruction/ Guideline
 - b. Pharmacy Logistic Unit Structure and Organization
 - c. Store Management System Available
2. Government Budget and Procurement Management
 - a. Government Budget Management
 - b. Expenditure Management
 - c. Procurement Management
3. Storage
 - a. Introduction
 - b. Receiving
 - c. Recording
 - d. Storage
4. Stock Checking
5. Distribution
 - a. Product Recall
 - b. Product Complain
 - c. Disposal and Write Off
6. Monitoring & Services Performance
 - a. Slow Moving Item and Near Expiry Item
 - b. Drug Usage Pattern
 - c. *Laporan Kedudukan Stok (KEW.PS.14)*
 - d. Store Statistical Analysis
 - e. Service Performance Evaluation

E. PERFORMANCE SCALE

Scale	Rating	Description
10	Outstanding	Exceed target within the stipulated duration with an extraordinary level of commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity, initiative and good attitude.
9	Excellent	Exceed target within the stipulated duration with good quality of work, efficiency, timeliness and good level of commitment.
8	Very Satisfactory	Target met within the stipulated duration with good quality of work, efficiency and timeliness.
7	Satisfactory	Target met within the stipulated duration.
6	Average	Target met with extension.
5	Unsatisfactory	Target not met within the stipulated duration with good level of commitment.
4	Unsatisfactory	Target not met within the stipulated duration with average level of commitment.
1-3	Poor	Target not met within the stipulated duration with poor level of commitment.

STOCK CHECKING/ VERIFICATION

No.	Date	Item	Preceptor's Initial
TOTAL ITEM			

*1. Slow-moving item 2. Fast-moving item 3. Obsolete 4. Near expiry
 5. Others

CALCULATE STOCK LEVEL AND RE-ORDER LEVEL

Target of the activity : **20 items**

No.	Date	Item	Preceptor's Initial
TOTAL ITEM			

TEMPERATURE RECORDING

Target of the activity : **20 temperature charting**

No.	Date	Location/Fridge Number	Preceptor's Initial
TOTAL CHARTING			

COMPETENT ASSESSMENT – PHARMACY STORE MANAGEMENT

No.	Task	Target	Completed Task	Percentage achieved (%)	Level of Performance											Comments	
					1	2	3	4	5	6	7	8	9	10	NA		
1	Receiving Stocks	20 Items (If Available)															
2	Issuing Stocks	20 Items															
3	Stock Checking/ Verification	30 Items															
4	Calculate Stock Level and Re-Order Level	20 Items															
5	Stock Monitoring Analysis Report	Slow moving-1 Near Expiry-1 ABC/VEN-1															
6	Temperature Recording	20 Charting															

ASSESSMENT – PHARMACY STORE MANAGEMENT

General Comment On Attitude

Marks = $\frac{\quad}{60} \times 100\%$

= $\frac{\quad}{\quad} \%$

Preceptor's Name & Signature: