



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Pharmacy Stock Receiving, Counting and Storage

Health Sciences and Social Services / Curative Health

Unit Standard 256497 · NQF Level 3 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips pharmacy support personnel with the skills to accurately receive, count, and store pharmaceutical stock in compliance with South African regulatory requirements. Learners will understand stock management procedures to prevent errors, ensure product integrity, and maintain audit readiness.

Category	Health Sciences and Social Services
Subfield	Curative Health
Unit Standard	256497
Accreditation	SAQA Accredited · NQF Level 3 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply standard operating procedures for receiving pharmaceutical stock, including verifying delivery documentation and checking for damage or discrepancies.
- Demonstrate accurate counting techniques for various pharmaceutical dosage forms using manual and electronic methods.
- Implement proper storage conditions for different categories of medicines, including controlled substances, cold chain items, and hazardous materials.
- Analyze stock records to identify discrepancies and initiate corrective actions in line with pharmacy protocols.
- Evaluate stock rotation practices to ensure first-expiry-first-out (FEFO) principles are followed.
- Apply infection control and safety measures during stock handling to prevent contamination and ensure personal safety.

WHO SHOULD ATTEND

- Pharmacy assistants, stock controllers, and dispensary support staff working in community, hospital, or institutional pharmacies who are responsible for handling pharmaceutical inventory.

COURSE OUTLINE

Day 1: Introduction to Pharmaceutical Stock Management

- Overview of pharmaceutical supply chain
- Legal framework: Medicines and Related Substances Act, Good Pharmacy Practice (GPP) standards
- Principles of inventory management
- Consequences of stock discrepancies: expiry, theft, loss
- Introduction to standard operating procedures (SOPs) for receiving, counting, and storage

Day 2: Stock Receiving Procedures

- Pre-receiving checks: order confirmation, supplier credentials
- Physical receiving process: unpacking, inspection, documentation
- Matching delivery notes, invoices, and purchase orders
- Handling damaged or expired goods
- Receiving controlled substances: additional security measures
- Cold chain management during receiving

Day 3: Counting and Verification Techniques

- Manual counting techniques for tablets, capsules, liquids, and ampoules
- Use of counting trays, spatulas, and electronic counters
- Barcode scanning and system integration
- Cycle counting vs. full stocktake
- Recording counts: stock cards, bin cards, electronic logs
- Investigating and resolving count variances

Day 4: Storage Conditions and Organization

- Storage categories: room temperature, refrigerated, controlled substances, flammable
- Shelving and layout: accessibility, orderliness
- Temperature monitoring and logging
- FEFO vs. FIFO: when to use each
- Segregation of look-alike/sound-alike (LASA) products
- Security measures: locks, alarms, access control

Day 5: Inventory Control and Record Keeping

- Stock cards, bin cards, and electronic inventory systems
- Stock reconciliation: comparing physical counts to system records
- ABC analysis and inventory categorization
- Managing expiry dates: removal and disposal procedures
- Stocktaking methods: periodic, perpetual, and spot checks
- Documentation for audits and inspections

Day 6: Discrepancy Management and Problem Solving

- Common causes of discrepancies: theft, human error, supplier errors
- Steps for investigating a discrepancy
- Documentation and reporting: discrepancy forms, incident reports
- Corrective actions: returns, credits, adjustments
- Communication protocols with suppliers and management
- Preventive strategies: training, SOP reviews, process improvements

Day 7: Integration, Quality Assurance, and Assessment

- Developing and reviewing SOPs
- Quality indicators in stock management
- Audit preparation: documentation, traceability, compliance
- Case studies and scenario-based problem solving
- Recap of key concepts and best practices
- Final assessment: written test and practical demonstration

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 28,200.00	R 28,200.00
1	In-House	R 36,700.00	R 36,700.00
1	On-Campus (Pretoria)	R 42,300.00	R 42,300.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	18 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	19 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	20 Aug 2026	On-Campus	Abu Dhabi, UAE
13 Aug 2026	21 Aug 2026	On-Campus	Durban, South Africa
13 Aug 2026	21 Aug 2026	On-Campus	Mauritius
14 Aug 2026	24 Aug 2026	On-Campus	Cape Town, South Africa
17 Aug 2026	25 Aug 2026	On-Campus	Pretoria, South Africa
18 Aug 2026	26 Aug 2026	On-Campus	Abu Dhabi, UAE

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 256497) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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