



## 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

# Pharmaceutical Stock Ordering and Reconciliation

Health Sciences and Social Services / Curative Health

Unit Standard 256535 · NQF Level 4 · 8 Credits · 5 Days

## COURSE OVERVIEW

This course equips learners with the skills to accurately order pharmaceutical stock and perform reconciliation processes in a pharmacy or healthcare setting. It ensures compliance with regulatory requirements and promotes efficient inventory management to prevent stock discrepancies.

|                 |   |
|-----------------|---|
| Category        | Health Sciences and Social Services       |
| Subfield        | Curative Health                           |
| Unit Standard   | 256535                                    |
| Accreditation   | SAQA Accredited · NQF Level 4 · 8 Credits |
| Duration        | 5 days                                    |
| Training Method | Online, On-Campus, In-House               |
| Certificate     | Issued via AATICD LMS – verifiable online |

## LEARNING OUTCOMES

- Apply standard operating procedures to order pharmaceutical stock from suppliers.
- Analyze stock receipts to verify quantities, expiry dates, and product integrity.
- Reconcile physical stock with system records to identify and resolve discrepancies.
- Implement corrective actions for stock variances and maintain accurate inventory records.
- Demonstrate compliance with relevant legislation and ethical standards in pharmaceutical stock management.

## WHO SHOULD ATTEND

- Pharmacy assistants, dispensary managers, and healthcare personnel responsible for pharmaceutical stock control and reconciliation in retail or institutional pharmacies.

## COURSE OUTLINE

### Day 1: Introduction to Pharmaceutical Stock Management

- Overview of pharmaceutical supply chain
- Roles and responsibilities: pharmacist, storekeeper, procurement officer
- Principles of inventory management: FIFO, FEFO, stock rotation
- Regulatory framework: SAHPRA, Good Pharmacy Practice (GPP)
- Consequences of stock-outs, overstocking, and expiry
- Introduction to stock records and documentation

### Day 2: Stock Ordering Processes

- Demand forecasting methods for pharmaceuticals
- Calculating reorder points and order quantities
- Purchase order creation and approval workflows
- Supplier assessment and vendor management
- Ethical procurement and conflict of interest
- Order placement: manual vs. electronic systems
- Handling urgent orders and backorders

### Day 3: Receiving and Storage of Pharmaceutical Stock

- Receiving procedures: check against delivery note and purchase order
- Quality checks: packaging, labelling, expiry dates
- Storage requirements: temperature monitoring, segregation of high-risk items
- Cold chain: refrigerated and frozen items
- Documentation: goods received notes, stock cards
- Discrepancy handling: short deliveries, damages, overages
- Stock rotation and bin location management

### Day 4: Stock Reconciliation and Inventory Audits

- Types of stock audits: cycle counting, annual stocktake
- Reconciliation process: compare physical count to ledger
- Common causes of discrepancies: theft, expiry, data entry errors
- Variance analysis and reporting
- Write-offs and adjustments
- Audit trails and documentation requirements
- Use of technology: barcode scanners, inventory software

### Day 5: Advanced Applications and Integration

- Key performance indicators: stock turnover, days on hand, fill rate
- Root cause analysis of stock issues
- Lean inventory management: just-in-time, waste reduction
- Quality management systems and SOPs
- Integration with financial management and budgeting
- Change management for process improvements
- Case studies and best practices
- Improvement plan development

## 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 **8 NQF credits** at **NQF Level 4**.

## PRICING (PER DELEGATE, EX-VAT)

| Delegates | Training Method      | Price per Delegate | Total              |
|-----------|----------------------|--------------------|--------------------|
| 1         | Online               | R 23,000.00        | <b>R 23,000.00</b> |
| 1         | In-House             | R 29,900.00        | <b>R 29,900.00</b> |
| 1         | On-Campus (Pretoria) | R 34,500.00        | <b>R 34,500.00</b> |

## UPCOMING SESSIONS

| Start       | End         | Method    | Venue                   |
|-------------|-------------|-----------|-------------------------|
| 13 Jul 2026 | 17 Jul 2026 | On-Campus | Dar es Salaam, Tanzania |
| 13 Jul 2026 | 17 Jul 2026 | On-Campus | Accra, Ghana            |
| 13 Jul 2026 | 17 Jul 2026 | On-Campus | Kampala, Uganda         |
| 13 Jul 2026 | 17 Jul 2026 | On-Campus | Kinshasa, DRC           |
| 13 Jul 2026 | 17 Jul 2026 | On-Campus | Kigali, Rwanda          |
| 13 Jul 2026 | 17 Jul 2026 | On-Campus | Luanda, Angola          |
| 20 Jul 2026 | 24 Jul 2026 | On-Campus | Kinshasa, DRC           |
| 20 Jul 2026 | 24 Jul 2026 | On-Campus | Kampala, Uganda         |

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](http://www.aaticd.co.za), open the page for this course (Unit Standard 256535) 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](mailto: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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