



Accredited Africa Training Institute for Capacity Development

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

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Returned Scheduled Medicines Dispatch and Receipt in Distribution Centre

Health Sciences and Social Services / Curative Health

Unit Standard 256556 · NQF Level 4 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills required to issue, dispatch, and receive returned specified scheduled medicines in a distribution centre. It ensures compliance with South African pharmaceutical regulations and promotes safe handling of returned medicines to prevent diversion or misuse.

Category	Health Sciences and Social Services
Subfield	Curative Health
Unit Standard	256556
Accreditation	SAQA Accredited · NQF Level 4 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply relevant legislation and standard operating procedures for handling returned scheduled medicines.
- Demonstrate correct procedures for issuing, dispatching, and receiving returned scheduled medicines in a distribution centre.
- Evaluate documentation and records to ensure accuracy and compliance with regulatory requirements.
- Implement safety and security measures to prevent theft, loss, or contamination of returned medicines.
- Analyze discrepancies or irregularities in returned medicine transactions and take appropriate corrective actions.
- Demonstrate effective communication and coordination with relevant stakeholders during the return process.

WHO SHOULD ATTEND

- This course is designed for distribution centre staff, warehouse operators, and logistics personnel involved in the handling, dispatch, and receipt of scheduled medicines.
- It is also suitable for supervisors and managers responsible for ensuring regulatory compliance in pharmaceutical supply chains.

COURSE OUTLINE

Day 1: Introduction to Scheduled Medicines and Regulatory Framework

- Overview of the Medicines and Related Substances Act (Act 101 of 1965)
- SAHPRA regulations and guidelines for scheduled medicines
- Classification of scheduled substances (Schedules 1-8)
- Licensing requirements for distribution centres
- Record-keeping and documentation standards
- Ethical considerations in medicine handling

Day 2: Distribution Centre Operations and Safety Protocols

- Designated storage areas for different schedules
- Security systems: access control, CCTV, alarms
- Temperature monitoring and cold chain management
- SOPs for receiving and dispatching medicines
- Incident reporting and emergency procedures
- Personal protective equipment (PPE) requirements

Day 3: Receipt of Scheduled Medicines – Processes and Verification

- Pre-receipt checks: documentation review
- Unpacking and inspection: physical condition and tamper-evidence
- Verification against purchase orders and delivery notes
- Expiry date and batch number recording
- Handling damaged or expired stock
- Receipt documentation: signing, dating, and archiving

Day 4: Dispatch of Scheduled Medicines – Order Picking and Packing

- Order picking: single vs batch picking
- Packing standards: segregation, cushioning, sealing
- Labelling: patient information, schedule classification, handling instructions
- Documentation: picking slips, packing lists, waybills
- Cold chain packing: ice packs, insulated containers
- Quality checks before dispatch

Day 5: Documentation, Record-Keeping, and Traceability

- Receipt records: goods received notes, inspection reports
- Dispatch records: picking lists, delivery notes, invoices
- Inventory management systems: barcode scanning, batch tracking
- Scheduled medicine registers: requirements and maintenance
- Audit trails and retention periods
- Correcting errors in documentation

Day 6: Quality Assurance, Audits, and Compliance

- Good Distribution Practice (GDP) guidelines
- Internal audit procedures: checklists and reporting
- Common non-conformances and root cause analysis
- Corrective and preventive actions (CAPA)
- Mock audit preparation

- Continuous improvement in distribution processes

Day 7: Integration, Assessment, and Practical Review

- Simulated receipt and dispatch scenarios
- Role-play: handling discrepancies and emergencies
- Final assessment: written test and practical demonstration
- Review of key learning points
- Feedback session and certification requirements
- Action plan for workplace implementation

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 4**.

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

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 256556) 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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