Procedure · PHA-SOP-002 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 17.7

At a glance

- Count stock each month and check expiry dates.
- Order to a set level, to avoid both shortage and wastage.
- For a shortage, follow the process: notify, source, or substitute with pharmacist approval.
- Remove expired stock at once and record the removal on PHA-REG-004.
- Stop and get help straight away if: a common medicine is out of stock with no process followed.

1. Purpose

To keep stock available to patients, without shortage or wastage from expiry (17.7).

2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of the facility
When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. Definitions

Term	Meaning
Clinical lead	The doctor or nurse in charge of the area at the time

4. Background

Running out of a medicine harms patients, and holding too much wastes money and leads to expiry. A managed stock, with a defined process for ordering, prevents both.

5. Responsibilities

Role	Responsibility	Competence
Pharmacist in charge	Owns the stock rule and approves substitutions	Pharmacist
Dispensing staff	Count, check expiry and report shortages	Staff

6. Materials and equipment

Item	Requirement	Condition
Records and forms named in this document	Current version	Checked before use

7. Safety

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. Procedure

Step 1. Count and check.

- Count stock and check expiry dates each month (PHA-REG-004).

Key point: Counted.

Step 2. Order and act on shortage.

- Order to the set level. For a shortage, notify, source, or substitute with pharmacist approval.

Key point: Shortage handled.

Step 3. Remove expired stock.

- Remove expired stock at once and record it.

Key point: Removed and recorded.

10. Decision points

- No decision points in this procedure.

11. Special situations

Situation	Action
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

12. Escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Monthly stock counts with expiry checked	100%	Monthly	Pharmacist in charge	Escalate to medical director

14. Records

Record	Kept in	Retention
Record named in this document	Patient record or the area file	the period set by the facility’s records policy years

15. Training

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

16. Related documents

ID	Title	Use
PHA-REG-004	Stock and expiry register	Register

17. Evidence

Reference	Note
E-009	Based on the WHO Medication Without Harm guidance (2017) and the WHO Good storage and distribution practices (2010).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

E-learning for this document

- **Medication Safety: Operating SOP-MED-01 End to End** (T-08)

References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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