

	DOCUMENT NAME	DOCUMENT NUMBER
	ORDERING OF MEDICINES AND MEDICAL SUPPLIES	MED-SUP/ORDER/001

VERSION	1	
COMPILED BY		DATE 07/2025
AUTHORIZED BY		
NEXT REVISION DATE		07/2027

1. PURPOSE & SCOPE

To ensure that the health establishment has a consistent, compliant, and traceable system for ordering medicines and medical supplies in accordance with legal and professional standards.

This SOP applies to all staff involved in the management, ordering, and stock control of medicines and medical supplies within the practice.

2. RESPONSIBILITIES

<u>Job description of person responsible</u>	<u>Duties</u>
Practice Manager	Ensures all orders are authorized and documented
Designated Pharmacy Assistant	
Designated staff	Must monitor stock levels weekly.
Ordering personnel	Must ensure all records are filed and retained as per regulatory guidance.

3. LEGAL FRAMEWORK

Pharmacy Act, 1974 (Act No. 53 of 1974)

Medicines and Related Substances Act, 1965 (Act No. 101 of 1965)

4. PROCEDURE FOR ORDERING MEDICINES AND MEDICAL SUPPLIES

Step	Action	Responsible
1	Review current stock levels using the stock control register/system	Pharmacy/clinical staff
2	Identify items below minimum threshold or nearing expiry	Pharmacy/clinical staff
3	Complete the order form (manual or electronic) with item name, quantity, supplier	Assigned staff
4	Submit order for approval to Practice Manager or authorised prescriber	Ordering staff
5	Place the order with an approved supplier (email/online/phone/fax)	Practice Manager/Designee
6	File and archive order documentation (order sheet, delivery note, invoice)	Admin/Stock Control Officer
7	Upon delivery, verify items received against the order and check expiry dates	Receiving staff
8	Update stock register immediately after receipt	Pharmacy/clinical staff

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5. INTERNAL SUPPORTING DOCUMENTATION

Document	Number	Retention period	Location
Medicine and supply order forms			
Delivery notes and invoices			
Stock control register (manual or digital)			
Expiry date log			
Suppliers contact list			

6. MONITORING AND COMPLIANCE

- Weekly stock audits
- Monthly verification of order records
- Internal quarterly review of order compliance
- Report any discrepancies to the Practice Manager immediately

7. NON-COMPLIANCE

Failure to follow this SOP may result in:

- Stockouts or medicine shortages
- Regulatory non-compliance
- Patient care delays
- Disciplinary actions if wilful negligence is found

8. RELATED SOPs/DOCUMENTS

SOP: Storage of Medicines and Medical Supplies

SOP: Stock Rotation and Expiry Management

SOP: Disposal of Expired/Obsolete Medicines

9. ATTACHMENT

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Receipt Acknowledgement for this SOP

I have read and been informed about the content, requirements, and expectations of this policy for this practice. I understand that if I have questions, at any time, regarding this policy, I will consult with my immediate supervisor or my Human Resources staff members. Please read the policy/procedure carefully to ensure that you understand the policy/procedure before signing this document.

Employee Signature	Employee Printed Name	DATE	Employee Signature	Employee Printed Name	DATE