



**NATIONAL BOARD FOR TECHNICAL EDUCATION**

**CURRICULUM AND COURSE SPECIFICATION**

**FOR**

**NATIONAL DIPLOMA (ND) IN MEDICAL STORE MANAGEMENT TECHNOLOGY**

**DEVELOPED IN COLLABORATION WITH**

**THE INSTITUTE OF MEDICAL STORE ADMINISTRATORS OF NIGERIA.**

**SEPTEMBER 2025.**

## FOREWORD

This National Diploma (ND) Medical Store Management Technology Curriculum marks a significant strategic milestone in our commitment to developing competent, ethical, and self-reliant technical manpower for the Nigerian healthcare sector.

This programme is a direct response to critical national needs. Effective and efficient medical supply chain management is the bedrock of a robust healthcare system. The Board has identified an urgent gap in middle-level technical expertise required to manage hospital inventories, optimize pharmaceutical logistics, and maintain the integrity of life-saving medical products across the public and private sectors. Consequently, this curriculum is specifically designed to produce skilled technicians capable of applying modern inventory systems, cold chain management, and regulatory compliance protocols in handling medical stores across various healthcare systems.

The Board expresses its profound gratitude to the Institute of Medical Store Administrators of Nigeria (IMSAN) and other key partners whose invaluable contributions ensured that this curriculum was developed and benchmarked in line with global best practices.

We urge all technical institutions to fully embrace and implement this curriculum, thereby ensuring a new generation of Medical Store technicians who will enhance the efficiency and integrity of our national healthcare delivery system.

## Table of Contents

|                                                                                                  |                              |
|--------------------------------------------------------------------------------------------------|------------------------------|
| FOREWORD.....                                                                                    | Error! Bookmark not defined. |
| GENERAL INFORMATION.....                                                                         | 5                            |
| CURRICULUM TABLE FOR NATIONAL DIPLOMA (ND) IN MEDICAL STORE MANAGEMENT TECHNOLOGY PROGRAMME..... | 15                           |
| YEAR ONE SEMESTER ONE.....                                                                       | 19                           |
| Introduction To Medical Stores Logistics I.....                                                  | 20                           |
| Medical Inventory Management and Control I.....                                                  | 24                           |
| YEAR ONE SEMESTER TWO .....                                                                      | 28                           |
| Medical Inventory Management and Control II.....                                                 | 29                           |
| Medical Store Software Usage .....                                                               | 34                           |
| Introduction to Medical Stores Logistics II.....                                                 | 39                           |
| YEAR TWO SEMESTER ONE .....                                                                      | 46                           |
| Medical Store Documentation .....                                                                | 47                           |
| Medical Store Safety and Security.....                                                           | 50                           |
| Medical Store Maintenance .....                                                                  | 57                           |
| Medical Store Administration and Management I.....                                               | 61                           |
| Medical Store Products and Services .....                                                        | 70                           |
| Research Methodology in Medical Store Management.....                                            | 77                           |
| YEAR TWO SEMESTER TWO .....                                                                      | 84                           |
| Medical Supplies Procurement.....                                                                | 85                           |
| Medical Store Supply Chain Management.....                                                       | 90                           |
| Medical Store Professional Ethics and Practice .....                                             | 96                           |
| Market Research in Medical Store.....                                                            | 102                          |

|                                                                                           |     |
|-------------------------------------------------------------------------------------------|-----|
| Medical Store Administration and Management II .....                                      | 107 |
| PRACTICAL MANUAL ND MEDICAL STORE MANAGEMENT TECHNOLOGY .....                             | 114 |
| RECOMMENDED EQUIPMENT & TOOLS FOR MEDICAL STORE LABORATORY .....                          | 122 |
| LIST OF PARTICIPANTS ND MEDICAL STORE MANAGEMENT TECHNOLOGY PRE-CRITIQUE WORKSHOP .....   | 127 |
| LIST OF PARTICIPANTS ND MEDICAL STORE MANAGEMENT TECHNOLOGY FINAL-CRITIQUE WORKSHOP ..... | 128 |

NATIONAL BOARD FOR TECHNICAL EDUCATION

## GENERAL INFORMATION

**1.0 TITLE OF THE PROGRAMME:** The title of the programme is **National Diploma Medical Store Management Technology**

## **2.0 GOAL AND OBJECTIVES OF THE PROGRAMME**

**2.1 Goal:** The National Diploma (ND) in Medical Store Management Technology is designed to produce Medical Store Technicians capable of applying modern store management techniques in medical store administration

**2.2 Objectives:** At the end of the programme, the student should be able to:

1. Apply Inventory Management and control in Medical Store
2. Use software in Medical Stores Management
3. Assist in managing logistics and supply chain of Medical Stores
4. Support in the conduct of Medical Store documentation
5. Assist to maintain safe and secure Medical Store
6. Assist in maintaining an organized and clean Medical Store environment
7. Assist in Medical Store Administration and Management
8. Manage the basic operation of products and services in Medical Store
9. Support to carryout procurement process of medical supplies.
10. Support to ensure efficient flow of medical supplies.
11. Comply with ethical practices in Medical Store profession.
12. Support in the conduct of market research in medical supplies.
13. Support in the conduct, analysis and reporting of research results
14. Set up, own and manage a small business in Medical Stores and ancillary services

### 3.0 ENTRY REQUIREMENTS:

The general entry requirements for the ND in **Medical Store Management Technology** are:

- a. Possession of Five (5) credit passes in English Language and Mathematics, and any three (3) from Biology/Health Science/Agricultural Science, Chemistry, Store Management, Store Keeping, Computer Science, Economics, Commerce, Accounting and Civic Education in WASSCE/GCE/SSCE/SAISSCE/NABTEB at not more than two sittings.
- b. At least a minimum score in the Unified Tertiary Matriculation Examination (UTME) as stipulated by JAMB
- c. Holders of Medical Store Attendant and Medical Store Technician Certificates at minimum credit pass level with qualifications listed in (a) above may be admitted at ND II.

### 4.0 STAFFING REQUIREMENT

#### 4.1 Headship of the Department:

The HOD should have a B.Sc. /HND, and higher degrees in Procurement and Supply Chain Management, Purchasing and Supply, Economics, Marketing, Finance and Accounting, not below the rank of a Senior Lecturer with Professional Membership of the Institute of Medical Store Administrators of Nigeria (IMSAN).

#### 4.2 Core Teaching Staff:

At the point of mounting the programme, there should be a minimum of four Lecturers who should spread from Lecturer II and above with BSc/HND and Higher degrees in Procurement and Supply Chain Management, Purchasing and Supply, Economics, Marketing, Finance and Accounting with Professional Membership of the Institute of Medical Store Administrators of Nigeria (IMSAN).

#### 4.3 Technical Staff

These are technically qualified staff not involved in direct lecturing/instructing, but who provide vital and indispensable services in all facilities used in the implementation of the Programmes. They possess a minimum of National Diploma and Higher National Diploma in Store Management Technology or its related areas.

## **5.0 CAREER AND ACADEMIC PROSPECTS**

### **5.1 Academic Progression**

Holders of the ND are eligible for admission into HND or BSc.

### **5.2 Career prospects**

Holders of the ND can work in the following establishments/organizations:

- Medical store in a Primary, Secondary and tertiary health facility
- Government and Private sector
- Medical supplies industry and organization
- Logistics hubs
- Military/Para-military
- NGO's

## **6.0 DURATION**

The duration of the programme is two academic sessions consisting of four semesters of 17 weeks each. (15 weeks academic activities and 2 weeks for Registration & Examinations).

## **7.0 CURRICULUM**

**7.1** The curriculum of the programme consists of four main components. These are:

- General Studies
- Foundation Courses

- Core Courses
- Project.

## **7.2 The General Education component shall include courses in:**

- English Language, Entrepreneurship and Citizenship Education. The General Education component shall account for not more than 10-15% of the total contact hours for the programme.
- Foundation courses include courses in Economics and Computer Science. The number of hours for the courses may account for about 10-15% of the total contact hours.
- Professional courses are core courses of the programme that give the student the theory and professional skills he/she needs to practice his/her field of calling at the Technician level. These may account for between 60% and 70% of the contact hours.

## **8.0 CURRICULUM STRUCTURE**

The structure of the programme consists of four semesters of classroom, and workshop activities in the institution. Each semester shall be of 17 weeks duration made up as follows:

- 15 weeks of teaching, i.e. instruction, practical exercises, quizzes, test, etc.; and
- 2 weeks for examinations and registration.

## **9.0 ACCREDITATION**

The National Board for Technical Education, in conjunction with The Institute of Medical Store Administrators of Nigeria (IMSAN), shall accredit the programme before the diplomates can be awarded the National Diploma certificates. Details about the process of accrediting the programme for the award of the National Diploma are available from the office of the Executive Secretary, National Board for Technical Education, Plot “B”, Bida Road, P.M.B. 2239, Kaduna, Nigeria.

## **10.0 AWARD OF NATIONAL DIPLOMA**

**10.1** Conditions for the award of National Diploma include the following:

- a. Satisfactory performance in all prescribed course work which may include class work, tests, quizzes.
- b. Satisfactory performance at all semester examinations.
- c. Satisfactory completion of final year project work.
- d. Candidates should have completed a minimum of between 98 to 108 Semester credit units
- e. The ND programme in Medical Store Management Technology must be accredited by the National Board for Technical Education in conjunction with The Institute of Medical Store Administrators of Nigeria (IMSAN) before the diplomates can be awarded the National Diploma certificates

## **10.2 Classification of Diploma**

The National Diploma shall be awarded in four classes as follows:

- Distinction - CGPA of 3.50 and above
- Upper Credit - CGPA of 3.0 - 3.49
- Lower Credit - CGPA of 2.50- 2.99
- Pass - CGPA of 2.00- 2.49

### 10.3 Grading of Courses:

Courses shall be graded as follows:

| MARKED RANGE  | LETTER GRADE | WEIGHTING |
|---------------|--------------|-----------|
| 75% and above | A            | 4.00      |
| 70% – 74%     | AB           | 3.50      |
| 65% – 69%     | B            | 3.25      |
| 60% – 64%     | BC           | 3.00      |
| 55% – 59%     | C            | 2.75      |
| 50% – 54%     | CD           | 2.50      |
| 45% – 49%     | D            | 2.25      |
| 40% – 44%     | E            | 2.00      |
| Below 40%     | F            | 0.0       |

### 11.0 GUIDANCE NOTES FOR TEACHERS

- 11.1** The new curriculum is drawn in unit courses. This is in keeping with the provisions of the National Policy on Education which stress the need to introduce the semester credit units which will enable a student who so wishes to transfer the units already completed in an institution of similar standard from which he/she is transferring.

**11.2** In designing the units, the principle of the modular system by product has been adopted, and each of the professional modules, when completed provides the student with technician operative skills, which can be used for employment purposes or self-reliance.

**11.3** As the success of the credit unit system depends on the articulation of the programme between the institutions and industry, the curriculum content has been written in behavioural objectives, so that it is clear to all the expected performance of the student who successfully completed some of the courses or the diplomates of the programme. This is slight departure in the presentation of the performance-based curriculum which requires the conditions under which the performance is expected to be carried out and the criteria for the acceptable levels of performance. It is a deliberate attempt to further involve the staff of the Department teaching the programme to write their own curriculum stating the conditions existing in their institution under which performance can take place and to follow that with the criteria for determining an acceptance level of performance.

The Academic Board of the Institution may vet Departmental submission on the final curriculum. Our aim is to continue to see to it that a solid internal evaluation system exists in each Institution for ensuring minimum standard and quality of education in the programmes offered throughout the Polytechnic/ Monotechnic system.

**11.4** The teaching of the theory and practical work should, as much as possible, be integrated. Practical exercises, especially those in professional courses and laboratory work should not be taught in isolation from the theory. For each course, there should be a minimum balance of theory to practical in the ratio of 70:30.

**11.5 ASSESSMENT:** Coursework/Assignment 40%, Practical 50%, Report 10%

|              | Classwork /practical<br>&Laboratory<br>Works | Semester<br>Examinations | Total      |
|--------------|----------------------------------------------|--------------------------|------------|
| Theory       | 40                                           | 40                       | 40         |
| Practical    | 60                                           | 60                       | 60         |
| <b>Total</b> |                                              |                          | <b>100</b> |

## **12.0 PRACTICAL LOGBOOK**

A personal Logbook to be kept by each student shall contain all day-to-day, weekly summary and semester summary of all the practical activities from day one to the end of the programme. This is to be checked, marked, endorsed and recorded by the lecturers/technologists concerned at the end of every week.

## **13.0 SIWES as a Component of the Curriculum**

The completion of SIWES is important in the final determination of whether the student is successful in the programme or not. The SIWES should be graded following the normal grading system adopted by the Institution. Where a student is judged to have failed the SIWES, he should repeat another four months SIWES at his own expense.

The SIWES duration is for 8-12 weeks between 2nd and 3rd semester of the programme taken in a relevant medical and health facility

## **14.0 GUIDELINES ON SIWES PROGRAMME**

For the smooth operation of the SIWES the following guidelines shall apply

### **14.1 Grading of SIWES**

To ensure uniformity of grading scales, the institution should ensure that the uniform grading of students work, which has been agreed to by all polytechnics is adopted.

### **14.2 The Institution Based Supervisor**

The institution-based supervisor should initial the log book during each visit. This will enable him to check and determine to what extent the objectives of the scheme are being met and to assist students having any problems regarding the specific assignments given to them by their industry-based supervisor.

### **14.3 Frequency of Visit**

Institutions should ensure that students placed on attachment are visited within one month of their placement. Other visits shall be arranged so that:

- i) There is another visit six weeks after the first visit; and

- ii) a final visit in the last month of the attachment.

#### **14.4 Responsibility for Placement of Students**

- a. Institution offering the ND programme shall arrange to place the students in industry. By the end of second semester of the first academic session, six copies of the master list showing where each student has been placed shall be submitted to the Executive Secretary, NBTE, who shall, in turn authenticate the list and forward it to the Industrial Training Fund, Jos.
- b. The Placement Officer should discuss and agree with industry on the following:
  - i. A task inventory of what the student is expected to experience during the period of attachment. It may be wise to adopt the one already approved for each field by the industry-based supervisor.
  - ii. The evaluation of the student by the industry-based supervisor and the institution-based supervisor.
  - iii. The final grading of the student during the period of attachment should be weighted more on the evaluation by industry-based supervisor.

#### **14.5 Evaluation of Students during the SIWES**

In the evaluation of the student, cognizance should be taken of the following items:

- i. Punctuality
- ii. Attendance
- iii. General Attitude to Work
- iv. Respect for authority

- v. Interest in the field/technical area
- vi. Technical competence as a potential technician in his field.
- vii. Teamwork

#### **14.6 Stipend for Students in SIWES**

The rate of stipend payable shall be determined from time to time by the Federal Government after due consultation with the Federal Ministry of Education, the Industrial Training Fund and the National Board for Technical Education (NBTE).

#### **15.0 FINAL YEAR PROJECT**

Final year students in this programme, are expected to carry out project work. This could be on individual basis or group work of not more than two students per group, but reporting must be undertaken individually. The project should, as much as possible, be related to the programme. Project reports should be well presented and should be properly supervised. The departments should make their own arrangements of schedules for project work.

#### **16.0 CERTIFICATION AND LICENCING**

At the point of admission, the student shall be indexed to study Medical Store Management Technology by The Institute of Medical Store Administrators of Nigeria (IMSAN). The Institution shall present qualified admitted students to IMSAN for indexing annually.

Students admitted to the programme are required to take Professional examination conducted by IMSAN in the final semester of Second year to obtain practicing license.

Upon successful completion of the requirements of the programme, the students shall be licensed by the Institute of Medical Store Administrators of Nigeria (IMSAN). The Training Institution will award the ND Certificate while the IMSAN issues professional certificates and practicing licensing to the diplomates

# CURRICULUM TABLE FOR NATIONAL DIPLOMA (ND) IN MEDICAL STORE MANAGEMENT TECHNOLOGY PROGRAMME

## YEAR I SEMESTER I

| S/No. | COURSE CODE | COURSE TITLE                               | L         | P         | CU        | CH        |
|-------|-------------|--------------------------------------------|-----------|-----------|-----------|-----------|
| 1.    | GNS 101     | Use of English I                           | 2         | -         | 2         | 2         |
| 2.    | BAM 112     | Business Mathematics I                     | 2         | 1         | 3         | 3         |
| 3.    | GNS 111     | Citizenship Education I                    | 2         | -         | 2         | 2         |
| 4.    | COM 111     | Introduction to Computing                  | 1         | 2         | 3         | 3         |
| 5.    | PSM 111     | Principles of Procurement I                | 2         | 2         | 4         | 4         |
| 6.    | BAM 113     | Principle of Law                           | 1         | 2         | 3         | 3         |
| 7.    | PSM 112     | Store Administration I                     | 2         | 2         | 4         | 4         |
| 8.    | ACC 111     | Principles of Accounting I                 | 1         | 3         | 4         | 4         |
| 9.    | MST 111     | Introduction to Medical Stores Logistics I | 1         | 1         | 2         | 2         |
| 10.   | MST 112     | Medical Inventory Management and Control I | 1         | 1         | 2         | 2         |
| 11.   | MSQ         | Mandatory Skill Qualification              | -         | -         | -         | 2         |
|       |             | <b>Total</b>                               | <b>15</b> | <b>14</b> | <b>29</b> | <b>31</b> |

# **YEAR I SEMESTER II**

| S/No. | COURSE CODE | COURSE TITLE                                | L         | P        | CU        | CH        |
|-------|-------------|---------------------------------------------|-----------|----------|-----------|-----------|
| 1.    | GNS 102     | Communication in English I                  | 2         | -        | 2         | 2         |
| 2.    | BAM 122     | Business Mathematics II                     | 2         | 1        | 3         | 3         |
| 3.    | ACC 121     | Principles of Accounting II                 | 2         | 1        | 3         | 3         |
| 4.    | GNS 121     | Citizenship Education II                    | 2         | -        | 2         | 2         |
| 5.    | ENT 126     | Introduction to Entrepreneurship I          | 2         | 1        | 3         | 3         |
| 6.    | PSM 121     | Principles of Procurement II                | 2         | 1        | 3         | 3         |
| 7.    | MKT 111     | Fundamentals of Marketing                   | 2         | 1        | 3         | 3         |
| 8.    | MST 121     | Medical Inventory Management and Control II | 1         | 2        | 3         | 3         |
| 9.    | MST 122     | Medical Store Software Usage                | 1         | 1        | 2         | 2         |
| 10.   | MST 123     | Introduction to Medical Stores Logistics II | 1         | 1        | 2         | 2         |
| 11.   | MSQ         | Mandatory Skill Qualification               | -         | -        | -         | 2         |
|       |             | <b>Total</b>                                | <b>17</b> | <b>9</b> | <b>26</b> | <b>28</b> |

## YEAR II SEMESTER I

| S/No. | COURSE CODE | COURSE TITLE                                     | L         | P        | CU        | CH        |
|-------|-------------|--------------------------------------------------|-----------|----------|-----------|-----------|
| 1.    | GNS 201     | Use of English II                                | 2         | -        | 2         | 2         |
| 2.    | ENT 216     | Introduction to Entrepreneurship II              | 2         | 1        | 3         | 3         |
| 3.    | ACC 212     | Cost Accounting I                                | 2         | 1        | 3         | 3         |
| 4.    | MST 211     | Medical Store Documentation                      | 1         | 1        | 2         | 2         |
| 5.    | MST 212     | Medical Store Safety and Security                | 1         | 1        | 2         | 2         |
| 6.    | MST 213     | Medical Store Maintenance                        | 1         | 1        | 2         | 2         |
| 7.    | MST 214     | Medical Store Administration and Management I    | 2         | 1        | 3         | 3         |
| 8.    | MST 215     | Medical Store Products and Services              | 1         | 1        | 2         | 2         |
| 9.    | MST 216     | Research Methodology in Medical Store Management | 1         | 1        | 2         | 2         |
| 10.   | MST 217     | SIWES                                            | -         | -        | 2         | 2         |
|       |             | <b>Total</b>                                     | <b>12</b> | <b>9</b> | <b>23</b> | <b>23</b> |

## YEAR II SEMESTER II

| S/No. | COURSE CODE | COURSE TITLE                                    | L         | P        | CH        | CH        |
|-------|-------------|-------------------------------------------------|-----------|----------|-----------|-----------|
| 1.    | GNS 202     | Communication in English II                     | 2         | -        | 2         | 2         |
| 2.    | CMH 111     | Introduction to Primary Health Care             | 2         | -        | 2         | 2         |
| 3.    | MST 221     | Medical Supplies Procurement                    | 1         | 1        | 2         | 2         |
| 4.    | MST 222     | Medical Store Supply Chain Management           | 1         | 1        | 2         | 2         |
| 5.    | MST 223     | Medical Store Professional Ethics and Practices | 2         | -        | 2         | 2         |
| 6.    | MST 224     | Market Research for Medical Store               | 1         | 2        | 3         | 3         |
| 7.    | MST 225     | Medical Store Administration and Management II  | 2         | 1        | 3         | 3         |
| 8.    | MST 226     | Project                                         | -         | -        | 4         | 4         |
|       |             | <b>Total</b>                                    | <b>11</b> | <b>5</b> | <b>20</b> | <b>20</b> |

NATIONAL BOARD FOR TECHNICAL EDUCATION

## YEAR ONE SEMESTER ONE

### Introduction To Medical Stores Logistics I

|                                                                                                                                                                                                                                                                                                                                                            |                             |                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------|
| <b>PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY</b>                                                                                                                                                                                                                                                                                  |                             |                       |
| <b>COURSE TITLE:</b> Introduction to Medical Stores Logistics I                                                                                                                                                                                                                                                                                            | <b>COURSE CODE:</b> MST 111 | <b>CREDIT UNIT:</b> 2 |
|                                                                                                                                                                                                                                                                                                                                                            | <b>CONTACT HOURS:</b> 2     | <b>THEORETICAL:</b> 1 |
| <b>YEAR:</b> I <b>SEMESTER:</b> I                                                                                                                                                                                                                                                                                                                          | <b>PRE-REQUISITE:</b>       | <b>PRACTICAL:</b> 1   |
| <b>GOAL:</b> This course is designed to equip students with knowledge and skills in managing medical products using logistics principles                                                                                                                                                                                                                   |                             |                       |
| <b>GENERAL OBJECTIVES:</b> On completion of this course, the students should be able to:<br><br>1.0 Know the concept of Medical Store Logistics<br>2.0 Know quality and safety of medical products and supplies in Medical Store Logistics Management<br>3.0 Know principles of transportation of medical products and supplies in Medical Store Logistics |                             |                       |

|                                                                                                                                  |                                                                                                                                                                                                                                  |                                                                                                                                                                                                                      |                                                                                                 |                                                                                                           |                                                                                                                                 |                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY                                                               |                                                                                                                                                                                                                                  |                                                                                                                                                                                                                      |                                                                                                 |                                                                                                           |                                                                                                                                 |                                                                   |
| COURSE TITLE: COURSE:<br>Introduction to Medical Stores<br>Logistics I                                                           |                                                                                                                                                                                                                                  | COURSE CODE: MST 111                                                                                                                                                                                                 |                                                                                                 |                                                                                                           | CREDIT UNIT: 2                                                                                                                  |                                                                   |
|                                                                                                                                  |                                                                                                                                                                                                                                  | CONTACT HOURS: 2hrs                                                                                                                                                                                                  |                                                                                                 |                                                                                                           | THEORETICAL:1                                                                                                                   |                                                                   |
| YEAR: I    SEMESTER: I                                                                                                           |                                                                                                                                                                                                                                  | PRE-REQUISITE:                                                                                                                                                                                                       |                                                                                                 |                                                                                                           | PRACTICAL: 1                                                                                                                    |                                                                   |
| COURSE SPECIFICATION: THEORETICAL AND PRACTICAL                                                                                  |                                                                                                                                                                                                                                  |                                                                                                                                                                                                                      |                                                                                                 |                                                                                                           |                                                                                                                                 |                                                                   |
| GOAL: This course is designed to equip students with knowledge and skills in managing medical products using logistic principles |                                                                                                                                                                                                                                  |                                                                                                                                                                                                                      |                                                                                                 |                                                                                                           |                                                                                                                                 |                                                                   |
| General Objective 1.0: Know the concept of medical store logistics                                                               |                                                                                                                                                                                                                                  |                                                                                                                                                                                                                      |                                                                                                 |                                                                                                           |                                                                                                                                 |                                                                   |
| THEORETICAL CONTENT                                                                                                              |                                                                                                                                                                                                                                  |                                                                                                                                                                                                                      |                                                                                                 | PRACTICAL CONTENT                                                                                         |                                                                                                                                 |                                                                   |
| Week                                                                                                                             | Specific Learning Outcome                                                                                                                                                                                                        | Teacher’s Activities                                                                                                                                                                                                 | Resources                                                                                       | Specific Learning Outcome                                                                                 | Teacher’s Activities                                                                                                            | Resources                                                         |
| 1-4                                                                                                                              | 1.1 Define Logistics<br><br>1.2 Define Medical Store Logistics<br><br>1.3 Explain the importance of Medical Store Logistics in healthcare delivery.<br><br>1.4 Explain the fundamental principles of Logistics in Medical Store. | Explain Logistics<br><br>Explain Medical Store Logistics<br><br>Explain the importance of m Medical Store Logistics in healthcare delivery.<br><br>Explain the fundamental principles of Logistics in Medical Store. | Textbooks<br>Lecture notes<br>Journals<br>Projector<br>PC<br>Marker Board<br>Marker<br>Internet | Use inventory management simulation to track stock levels, and make decisions about ordering and stocking | Guide students to:<br>Use inventory management simulation to track stock levels, and make decisions about ordering and stocking | Medical store management software.<br><br>Ledger and tally cards. |

|                                                                                                                              |                                                                                                  |                                                                                              |                                                     |                                                                |                                                                                      |                                            |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-----------------------------------------------------|----------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------|
|                                                                                                                              | 1.5 Describe key stakeholders in Medical Store Logistics                                         | Explain key stakeholders in m Medical Store Logistics                                        |                                                     |                                                                |                                                                                      |                                            |
|                                                                                                                              | 1.6 Explain roles of key stakeholders in Medical Store Logistics                                 | Discuss roles of key stakeholders in Medical Store Logistics                                 |                                                     |                                                                |                                                                                      |                                            |
| <b>General Objective 2.0: Know quality and safety of medical products and supplies in Medical Store Logistics Management</b> |                                                                                                  |                                                                                              |                                                     |                                                                |                                                                                      |                                            |
| 5-8                                                                                                                          | 2.1 Explain the importance of quality and safety of medical products in Medical Store Logistics. | Explain the importance of quality and safety of medical products in Medical Store Logistics. | Textbooks<br>Lecture notes<br>journals<br>Projector | Demonstrate procedures for proper storage of medical products. | Guide students to:<br>Demonstrate procedures for proper storage of medical products. | Charts<br>Articles,<br>videos,<br>webinars |
|                                                                                                                              | 2.2 Explain procedures for proper storage of medical products.                                   | Discuss procedures for proper storage of medical products.                                   | Marker Board<br>Marker<br>Internet                  | Demonstrate procedures for handling medical products.          | Demonstrate procedures for handling medical products.                                | Trolley<br>Stacks<br>Forklift              |
|                                                                                                                              | 2.3 Explain procedures for handling medical products.                                            | Discuss procedures for handling medical products.                                            |                                                     | Demonstrate procedures for movement of medical products.       | Demonstrate procedures for movement of medical products.                             |                                            |
|                                                                                                                              | 2.4 Explain procedures for transportation of medical products.                                   | Discuss procedures for transportation of medical products.                                   |                                                     |                                                                |                                                                                      |                                            |

|                                                                                                                             |                                                                         |                                                                     |                                                                                    |                                                   |                                                                         |                                                |
|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------|-------------------------------------------------------------------------|------------------------------------------------|
|                                                                                                                             | 2.5 Explain potential risks and hazards in medical store logistics      | Explain potential risks and hazards in medical store logistics      |                                                                                    |                                                   |                                                                         |                                                |
| <b>General Objective 3.0:</b> Know principles of transportation of medical products and supplies in medical store logistics |                                                                         |                                                                     |                                                                                    |                                                   |                                                                         |                                                |
| 9-13                                                                                                                        | 3.1 Define transportation in medical store                              | Explain transportation in medical store                             | Textbooks                                                                          | Identify modes of transportation in medical store | Guide students to:<br>Identify modes of transportation in medical store | Charts                                         |
|                                                                                                                             | 3.2 Explain modes of transportation in Medical Store Logistics          | Explain modes of transportation in Medical Store Logistics          | Lecture notes<br>journals<br>Projector<br>PC<br>Marker Board<br>Marker<br>Internet | Identify storage systems                          | Identify storage systems                                                | Articles,<br>Pictorials<br>Videos,<br>Webinars |
|                                                                                                                             | 3.3 Explain the importance of transportation in Medical Store Logistics | Discuss the importance of transportation in Medical Store Logistics |                                                                                    |                                                   |                                                                         |                                                |
|                                                                                                                             | 3.4 Explain the challenges of transportation in Medical Store Logistics | Explain the challenges of transportation in Medical Store Logistics |                                                                                    |                                                   |                                                                         |                                                |
| <b>ASSESSMENT:</b> Continuous Assessment 60%                                                                                |                                                                         |                                                                     |                                                                                    |                                                   |                                                                         |                                                |
| Examination: 40%                                                                                                            |                                                                         |                                                                     |                                                                                    |                                                   |                                                                         |                                                |

Medical Inventory Management and Control I

|                                                                                                                                                                                                                                                                      |                             |                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------|
| <b>PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY</b>                                                                                                                                                                                            |                             |                       |
| <b>COURSE TITLE:</b> Medical Inventory Management and Control I                                                                                                                                                                                                      | <b>COURSE CODE:</b> MST 112 | <b>CREDIT UNIT:</b> 2 |
|                                                                                                                                                                                                                                                                      | <b>CONTACT HOURS:</b> 2     | <b>THEORETICAL:</b> 1 |
| <b>YEAR: I SEMESTER: I</b>                                                                                                                                                                                                                                           | <b>PRE-REQUISITE:</b>       | <b>PRACTICAL:</b> 1   |
| <b>GOAL:</b> This course is designed to enable students to acquire knowledge and skills on Inventory Management and control in Medical Store                                                                                                                         |                             |                       |
| <b>1.0</b> Know Medical Store inventory Management<br><b>2.0</b> Know Stock Replenishment Processes in Medical Inventory Management<br><b>3.0</b> Know medical Inventory Control<br><b>4.0</b> Know storage and handling principles of medical products and supplies |                             |                       |

|                                                                                                                                    |                                                                                                                                     |                                                                                                                                 |                                          |                                       |                                                             |                       |
|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------|-------------------------------------------------------------|-----------------------|
| PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY                                                                 |                                                                                                                                     |                                                                                                                                 |                                          |                                       |                                                             |                       |
| COURSE TITLE: Medical Inventory Management and Control I                                                                           |                                                                                                                                     | COURSE CODE: MST 112                                                                                                            |                                          |                                       | CREDIT UNIT: 2                                              |                       |
|                                                                                                                                    |                                                                                                                                     | CONTACT HOURS:                                                                                                                  |                                          |                                       | THEORETICAL:1                                               |                       |
| YEAR: I SEMESTER: I                                                                                                                |                                                                                                                                     | PRE-REQUISITE:                                                                                                                  |                                          |                                       | PRACTICAL: 1                                                |                       |
| COURSE SPECIFICATION: THEORETICAL AND PRACTICAL                                                                                    |                                                                                                                                     |                                                                                                                                 |                                          |                                       |                                                             |                       |
| GOAL: This course is designed to enable students acquire knowledge and skills on Inventory Management and Control in Medical Store |                                                                                                                                     |                                                                                                                                 |                                          |                                       |                                                             |                       |
| General Objective 1.0: Know medical store inventory management                                                                     |                                                                                                                                     |                                                                                                                                 |                                          |                                       |                                                             |                       |
| THEORETICAL CONTENT                                                                                                                |                                                                                                                                     |                                                                                                                                 |                                          | PRACTICAL CONTENT                     |                                                             |                       |
| Week                                                                                                                               | Specific Learning Outcome                                                                                                           | Teacher’s Activities                                                                                                            | Resources                                | Specific Learning Outcome             | Teacher’s Activities                                        | Resources             |
| 1-5                                                                                                                                | 1.1 Define Inventory                                                                                                                | Explain Inventory                                                                                                               | Textbooks                                | Apply inventory management techniques | Guide students to:<br>Apply inventory management techniques | Charts                |
|                                                                                                                                    | 1.2 Define Medical Inventory                                                                                                        | Explain Medical Inventory                                                                                                       | Lecture notes<br>journals<br>Projector   |                                       |                                                             | Visual clips,         |
|                                                                                                                                    | 1.3 Explain Medical Inventory Management                                                                                            | Explain Medical Inventory Management                                                                                            | PC<br>Marker Board<br>Marker<br>Internet | Calculate Stock control techniques I  | Calculate Stock control techniques I                        | Requisition book,     |
|                                                                                                                                    | 1.4 Explain the steps in Medical Inventory Management<br>• Receiving<br>• Documentation<br>• Storage<br>• Issuing<br>• Stock taking | Explain the steps in Medical Inventory Management<br>• Receiving<br>• Documentation<br>• Storage<br>• Issuing<br>• Stock taking |                                          | Calculate Stock control techniques II | Calculate Stock control techniques II                       | Bin cards<br>Software |

|                                                                                                  |                                                                                                                                                                |                                                                                                                                                            |                                                                       |                                                                                                                                    |                                                                                                                                                       |                                                              |
|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
|                                                                                                  | 1.5 Outline Medical Inventory Management techniques                                                                                                            | Explain Medical Inventory Management techniques                                                                                                            |                                                                       |                                                                                                                                    |                                                                                                                                                       |                                                              |
|                                                                                                  | 1.6 Explain Stock Control techniques I <ul style="list-style-type: none"> <li>• Minimum /maximum level</li> <li>• Safety stock</li> <li>• Lead time</li> </ul> | Explain Stock Control techniques I <ul style="list-style-type: none"> <li>• Minimum /maximum level</li> <li>• Safety stock</li> <li>• Lead time</li> </ul> |                                                                       |                                                                                                                                    |                                                                                                                                                       |                                                              |
|                                                                                                  | 1.7 Explain Stock Control techniques II <ul style="list-style-type: none"> <li>• Economic Order Quantity (EOQ)</li> <li>• Reorder point calculation</li> </ul> | Explain Stock Control techniques II <ul style="list-style-type: none"> <li>• Economic Order Quantity (EOQ)</li> <li>• Reorder point calculation</li> </ul> |                                                                       |                                                                                                                                    |                                                                                                                                                       |                                                              |
| <b>General Objective 2.0:</b> Know Stock Replenishment Processes in medical inventory management |                                                                                                                                                                |                                                                                                                                                            |                                                                       |                                                                                                                                    |                                                                                                                                                       |                                                              |
| 6-8                                                                                              | 2.1 Define Stock Replenishment.                                                                                                                                | Explain Stock Replenishment.                                                                                                                               | Projector, Textbook Internet Lecture note Pictures White board Marker | Identify methods of specification: <ul style="list-style-type: none"> <li>• Brand</li> <li>• Generics</li> <li>• Sample</li> </ul> | Guide students to: Identify methods of specification: <ul style="list-style-type: none"> <li>• Brand</li> <li>• Generics</li> <li>• Sample</li> </ul> | Stock card<br>Bin card<br>Video Clip<br>Charts<br>Pictorials |

|                                                                                                     |                                                                                   |                                                                              |                                                |                                       |                                           |                          |
|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------|---------------------------------------|-------------------------------------------|--------------------------|
|                                                                                                     | 2.4 Explain factors to consider in Replenishing Stock.                            | Explain factors to consider in Replenishing Stock                            |                                                | Carry out stock replenishment process | Carry out stock replenishment process     |                          |
| <b>General Objective 3.0:</b> Know Medical Inventory Control                                        |                                                                                   |                                                                              |                                                |                                       |                                           |                          |
| 9-11                                                                                                | 3.1 Define medical Inventory Control.                                             | Explain medical Inventory Control.                                           | Projector, Textbook Internet                   | Determine stock levels                | Guide students to: Determine stock levels | Calculator               |
|                                                                                                     | 3.2. Explain methods involved in Medical Inventory Control.                       | Explain methods involved in medical Inventory Control.                       | Lecture note Chart Pictures White board Marker | Compute cyclical period of stocks     | Compute cyclical period of stocks         | Software                 |
|                                                                                                     | 3.3. Explain the importance of Medical Inventory Control.                         | Explain the importance of Medical Inventory Control                          |                                                |                                       |                                           | Audio-visual Spreadsheet |
|                                                                                                     |                                                                                   |                                                                              |                                                |                                       |                                           | Video clip               |
|                                                                                                     |                                                                                   |                                                                              |                                                |                                       |                                           | Bin Card Ledgers         |
| <b>General Objective 4.0:</b> Know storage and handling principles of medical products and supplies |                                                                                   |                                                                              |                                                |                                       |                                           |                          |
| 12-14                                                                                               | 4.1. Explain storage and handling of medical products and supplies                | Explain storage and handling of medical products and supplies                | Projector, Textbook Internet                   | Use storage equipment                 | Guide students to: Use storage equipment  | Bin Card,                |
|                                                                                                     | 4.2 Explain the importance of Storage and Handling medical products and supplies. | Explain the importance of Storage and Handling in Medical Store.             | Lecture note Chart Pictures White board Marker | Use handling equipment                | Use handling equipment                    | Stores                   |
|                                                                                                     | 4.3 Explain the challenges in storage and handling medical products and supplies  | Explain the challenges in storage and handling medical products and supplies |                                                |                                       |                                           | Ledger                   |
|                                                                                                     |                                                                                   |                                                                              |                                                |                                       |                                           | Video Clip               |
|                                                                                                     |                                                                                   |                                                                              |                                                |                                       |                                           | Pictorial                |
|                                                                                                     |                                                                                   |                                                                              |                                                |                                       |                                           | Wheelbarrow              |
|                                                                                                     |                                                                                   |                                                                              |                                                |                                       |                                           | Ladders                  |
|                                                                                                     |                                                                                   |                                                                              |                                                |                                       |                                           | Trays                    |
|                                                                                                     |                                                                                   |                                                                              |                                                |                                       |                                           | Pallet                   |
|                                                                                                     |                                                                                   |                                                                              |                                                |                                       |                                           | Shelves                  |
|                                                                                                     |                                                                                   |                                                                              |                                                |                                       |                                           | Trolleys                 |
| <b>ASSESSMENT:</b> Continuous Assessment 60%                                                        |                                                                                   |                                                                              |                                                |                                       |                                           |                          |
| Examination 40%                                                                                     |                                                                                   |                                                                              |                                                |                                       |                                           |                          |

NATIONAL BOARD FOR TECHNICAL EDUCATION

## YEAR ONE SEMESTER TWO

## Medical Inventory Management and Control II

|                                                                                                                                                                                                                                                                                                                                                             |                             |                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------|
| <b>PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY</b>                                                                                                                                                                                                                                                                                   |                             |                       |
| <b>COURSE TITLE:</b> Medical Inventory Management and Control II                                                                                                                                                                                                                                                                                            | <b>COURSE CODE:</b> MST 121 | <b>CREDIT UNIT:</b> 3 |
|                                                                                                                                                                                                                                                                                                                                                             | <b>CONTACT HOURS:</b> 3     | <b>THEORETICAL:</b> 2 |
| <b>YEAR: I SEMESTER: II</b>                                                                                                                                                                                                                                                                                                                                 | <b>PRE-REQUISITE:</b>       | <b>PRACTICAL:</b> 1   |
| <b>GOAL:</b> This course is designed to enable students to acquire knowledge and skills on Inventory Management and control in Medical Store                                                                                                                                                                                                                |                             |                       |
| <b>GENERAL OBJECTIVES:</b> On completion of this course, the students should be able to: <ul style="list-style-type: none"> <li>1.0 Know Stocktaking in Medical Store</li> <li>2.0 Know Medical Store records</li> <li>3.0 Know Medical Inventory Costing</li> <li>4.0 Know Medical Store Manuals</li> <li>5.0 Know Medical inventory Operations</li> </ul> |                             |                       |

|                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                     |                                                                               |                                                 |                                                          |                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------------|
| PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY                                                                           |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                     |                                                                               |                                                 |                                                          |                                                                                   |
| COURSE TITLE: Medical Inventory Management and Control II                                                                                    |                                                                                                                                                                                                                                                                                                                                         | COURSE CODE: MST 121                                                                                                                                                                                                                                                                                                                                                |                                                                               | CREDIT UNIT: 3                                  |                                                          |                                                                                   |
|                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                         | CONTACT HOURS: 3                                                                                                                                                                                                                                                                                                                                                    |                                                                               | THEORETICAL: 2                                  |                                                          |                                                                                   |
| YEAR: I SEMESTER: II                                                                                                                         |                                                                                                                                                                                                                                                                                                                                         | PRE-REQUISITE:                                                                                                                                                                                                                                                                                                                                                      |                                                                               | PRACTICAL: 1                                    |                                                          |                                                                                   |
| COURSE SPECIFICATION: THEORETICAL AND PRACTICAL                                                                                              |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                     |                                                                               |                                                 |                                                          |                                                                                   |
| GOAL: This course is designed to enable students acquire knowledge and skills on Inventory Management and control in Medical Store Industry. |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                     |                                                                               |                                                 |                                                          |                                                                                   |
| General Objective 1.0: Know Stocktaking in Medical Store                                                                                     |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                     |                                                                               |                                                 |                                                          |                                                                                   |
| THEORETICAL CONTENT                                                                                                                          |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                     |                                                                               | PRACTICAL CONTENT                               |                                                          |                                                                                   |
| Week                                                                                                                                         | Specific Learning Outcome                                                                                                                                                                                                                                                                                                               | Teacher’s Activities                                                                                                                                                                                                                                                                                                                                                | Resources                                                                     | Specific Learning Outcome                       | Teacher’s Activities                                     | Resources                                                                         |
| 1-3                                                                                                                                          | 1.1. Define Stocktaking.<br><br>1.2. Define Stocktaking in Medical Store<br><br>1.3. Explain the types of Stocktaking in Medical Store<br><br>1.4. Explain the importance of Stocktaking in Medical Store.<br><br>1.5. Explain the procedure of stocktaking in Medical Store.<br><br>1.6. Explain Stock reconciliation in Medical Store | Define Stocktaking.<br><br>Explain Stocktaking in Medical Store<br><br>Explain the types of Stocktaking in Medical Store<br><br>Explain the importance of Stocktaking in Medical Store.<br><br>Explain the procedure of stocktaking in Medical Store.<br><br>Discuss Stock reconciliation in Medical Store<br><br>Discuss the role of the Auditor in a Stocktaking. | Projector,<br>Textbook,<br>Internet,<br>Lecture note<br>White board<br>Marker | Carry out Stocktaking process in Medical Store. | Guide students to: Stocktaking process in Medical Store. | Stock sheet<br><br>Stock Ledger<br><br>Bin Card<br><br>Calculator<br><br>Software |

|                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                     |                                                                                      |                                 |                                                       |                                                                  |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------|-------------------------------------------------------|------------------------------------------------------------------|
|                                                                    | 1.7. Describe the role of the Auditor in a Stocktaking.                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                     |                                                                                      |                                 |                                                       |                                                                  |
| <b>General Objective 2.0: Know Medical Store records</b>           |                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                     |                                                                                      |                                 |                                                       |                                                                  |
| 4-6                                                                | 2.1. Explain Medical Store Record<br><br>2.2. Explain the Purpose of Medical Store Record<br><br>2.3 Explain the Method of Medical Store Record Keeping <ul style="list-style-type: none"> <li>• Manual</li> <li>• Electronics</li> </ul>                                                                                                                                                         | Explain Medical Store Record<br><br>Explain the Purpose of Medical Store Record<br><br>Explain the Method of Medical Store Record Keeping <ul style="list-style-type: none"> <li>• Manual</li> <li>• Electronics</li> </ul>                                                                                         | Projector, Textbook, Internet, Lecture note, Pictures, White board, Marker, Computer | Use Bin Card, Stock Ledger etc. | Guide students to:<br>Use Bin Card, Stock Ledger etc. | Bin Card<br><br>Stock Ledger<br><br>Pictorial<br><br>Computer    |
| <b>General Objective 3.0: Understand Medical Inventory Costing</b> |                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                     |                                                                                      |                                 |                                                       |                                                                  |
| 7-9                                                                | 3.1. Define Costing<br><br>3.2 Define Costing in Medical Inventory<br><br>3.3 Explain types of costing in medical inventory <ul style="list-style-type: none"> <li>• Purchase cost</li> <li>• Holding cost</li> <li>• Ordering cost</li> <li>• Shortage cost</li> </ul> 3.4 Explain the importance of Costing in Medical inventory<br><br>3.5 Explain the methods of Costing in Medical inventory | Explain Costing<br><br>Explain Costing in Medical Inventory<br><br>Explain types of costing in medical inventory <ul style="list-style-type: none"> <li>• Purchase cost</li> <li>• Holding cost</li> <li>• Ordering cost</li> <li>• Shortage cost</li> </ul> Explain the importance of Costing in Medical inventory | Projector, Textbook, Lecture note, White board, Marker                               | Calculate Inventory valuation   | Guide students to:<br>Calculate Inventory valuation   | Calculator<br><br>Software<br><br>Bin Card,<br><br>Stock Ledger, |

|                                                          |                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                     |                                                               |                                     |                                                        |                                                     |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-------------------------------------|--------------------------------------------------------|-----------------------------------------------------|
|                                                          | <ul style="list-style-type: none"> <li>FIFO</li> <li>LIFO</li> <li>Weighted Average Cost e.t.c</li> </ul> <p>3.6 Explain the challenges of Costing in Medical inventory</p>                                                                                                                                                                                        | <p>Explain the methods of Costing in Medical inventory</p> <ul style="list-style-type: none"> <li>FIFO</li> <li>LIFO</li> <li>Weighted Average Cost e.t.c</li> </ul> <p>Explain the challenges of Costing in Medical inventory</p>                                                  |                                                               |                                     |                                                        |                                                     |
| <b>General Objective 4.0: Know Medical Store Manuals</b> |                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                     |                                                               |                                     |                                                        |                                                     |
| 10-12                                                    | <p>4.1 Explain Medical Store manuals</p> <p>4.2 Explain the contents of Medical Store manuals</p> <p>4.3 Explain the objective of Medical Store manuals</p> <p>4.4 Explain the preparation of Medical Store manuals</p> <p>4.5 Explain the consultation and implementation of Medical Store manuals</p> <p>4.6 Explain the challenges of Medical Store manuals</p> | <p>Explain Medical Store manuals</p> <p>Explain the contents of Medical Store manuals</p> <p>Explain the objective of Medical Store manuals</p> <p>Explain the preparation of Medical Store manuals</p> <p>Explain the consultation and implementation of Medical Store manuals</p> | <p>Projector, Textbook, Lecture note, White board, Marker</p> | <p>Prepare Medical Store manual</p> | <p>Guide students to: Prepare Medical Store manual</p> | <p>Sample manual</p> <p>SOPs</p> <p>Store codes</p> |

|                                                                  |                                                            |                                                        |                     |                                                     |                                                                        |                    |
|------------------------------------------------------------------|------------------------------------------------------------|--------------------------------------------------------|---------------------|-----------------------------------------------------|------------------------------------------------------------------------|--------------------|
|                                                                  |                                                            | Explain the challenges of Medical Store manuals        |                     |                                                     |                                                                        |                    |
| <b>General Objective 5.0: Know Medical inventory Operations</b>  |                                                            |                                                        |                     |                                                     |                                                                        |                    |
| 13-15                                                            | 5.1 Explain Medical Inventory Operations                   | Explain Medical Inventory Operations                   | Projector, Textbook | Prepare Medical Inventory identification and coding | Guide students to: Prepare Medical Inventory identification and coding | Software           |
|                                                                  | 5.2 Explain Medical Inventory location system              | Explain Medical Inventory location system              | Lecture note        |                                                     |                                                                        | Sample store codes |
|                                                                  | 5.3 Explain methods of medical inventory location system   | Explain methods of medical inventory location system   | White board         |                                                     |                                                                        |                    |
|                                                                  | 5.4 Explain methods of medical inventory coding            | Explain methods of medical inventory coding            | Marker              |                                                     |                                                                        |                    |
|                                                                  | 5.5 Explain Medical inventory identification and coding    | Explain inventory identification and coding            |                     |                                                     |                                                                        |                    |
|                                                                  | 5.6 Explain the challenges of medical inventory Operations | Explain the challenges of medical inventory Operations |                     |                                                     |                                                                        |                    |
| <b>ASSESSMENT:</b> Continuous Assessment 60%<br>Examination: 40% |                                                            |                                                        |                     |                                                     |                                                                        |                    |

Medical Store Software Usage

|                                                                                                                                                                                                                                                                 |                             |                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------|
| <b>PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY</b>                                                                                                                                                                                       |                             |                       |
| <b>COURSE TITLE:</b> Medical Store Software Usage                                                                                                                                                                                                               | <b>COURSE CODE:</b> MST 122 | <b>CREDIT UNIT:</b> 2 |
|                                                                                                                                                                                                                                                                 | <b>CONTACT HOURS:</b> 2     | <b>THEORETICAL:</b> 1 |
| <b>YEAR:</b> I <b>SEMESTER:</b> II                                                                                                                                                                                                                              | <b>PRE-REQUISITE:</b>       | <b>PRACTICAL:</b> 1   |
| <b>GOAL:</b> This course is designed to equip students with knowledge and skills on software usage in medical store.                                                                                                                                            |                             |                       |
| <b>GENERAL OBJECTIVES:</b> On completion of this course, the students should be able to:<br>1.0 Understand Medical Store Software<br>2.0 Know types of Medical Store Software<br>3.0 Know the usage of Medical Store Software<br>4.0 Know Regulatory Compliance |                             |                       |

|                                                                                                              |                                                              |                                                          |                                           |                           |                      |           |
|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|----------------------------------------------------------|-------------------------------------------|---------------------------|----------------------|-----------|
| PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY                                           |                                                              |                                                          |                                           |                           |                      |           |
| COURSE TITLE: Medical Store Software Usage                                                                   |                                                              | COURSE CODE: MST 122                                     |                                           |                           | CREDIT UNIT: 2       |           |
|                                                                                                              |                                                              | CONTACT HOURS: 2                                         |                                           |                           | THEORETICAL:1        |           |
| YEAR: I    SEMESTER: II                                                                                      |                                                              | PRE-REQUISITE:                                           |                                           |                           | PRACTICAL:1          |           |
| COURSE SPECIFICATION: THEORETICAL AND PRACTICAL                                                              |                                                              |                                                          |                                           |                           |                      |           |
| GOAL: This course is designed to equip students with knowledge and skills on software usage in medical store |                                                              |                                                          |                                           |                           |                      |           |
| General Objective 1.0 Understand Medical Store Software                                                      |                                                              |                                                          |                                           |                           |                      |           |
| THEORETICAL CONTENT                                                                                          |                                                              |                                                          |                                           | PRACTICAL CONTENT         |                      |           |
| Week                                                                                                         | Specific Learning Outcome                                    | Teacher’s Activities                                     | Resources                                 | Specific Learning Outcome | Teacher’s Activities | Resources |
| 1-2                                                                                                          | 1.1 Define Medical Store Software                            | Explain Medical Store Software                           | Textbooks<br>Lecture notes<br>journals    |                           |                      |           |
|                                                                                                              | 1.2 Explain the uses of Medical Store Software               | Explain the importance of Medical Store Software         | Projector<br>PC<br>Marker Board<br>Marker |                           |                      |           |
|                                                                                                              | 1.3 Explain types of software malfunction                    | Explain types of software malfunction                    | Internet                                  |                           |                      |           |
|                                                                                                              | 1.4 Explain Medical Software maintenance                     | Explain Medical Software maintenance                     |                                           |                           |                      |           |
|                                                                                                              | 1.5 Explain how to protect Medical Software from malfunction | Explain how to protect Medical Software from malfunction |                                           |                           |                      |           |

| General Objective 2.0: Know types of Medical Store Software     |                                                                                                                                                                                                                    |                                                                                                                                                                                                                    |                                                                                                 |                                                              |                                                              |                                                              |
|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------|
| 3-5                                                             | 2.1 List types of Software                                                                                                                                                                                         | Explain types of Software                                                                                                                                                                                          | Textbooks<br>Lecture notes<br>journals<br>Projector<br>PC<br>Marker Board<br>Marker<br>Internet | Identify various types of software                           | Guide students to: Identify various types of software        | Video clips<br><br>Pictorials<br>Sample tutorial<br>Software |
|                                                                 | <ul style="list-style-type: none"> <li>• Application software</li> <li>• System software</li> <li>• Utility software</li> </ul>                                                                                    | <ul style="list-style-type: none"> <li>• Application software</li> <li>• System software</li> <li>• Utility software</li> </ul>                                                                                    |                                                                                                 | Identify various types of Medical Store Software             | Identify various types of Medical Store Software             |                                                              |
|                                                                 | 2.2 List types of Medical Store Software                                                                                                                                                                           | Explain types of Medical Store Software                                                                                                                                                                            |                                                                                                 | Apply medical store software in medical inventory management | Apply medical store software in medical inventory management |                                                              |
|                                                                 | <ul style="list-style-type: none"> <li>• Inventory Management</li> <li>• POS software</li> <li>• E-prescription software</li> <li>• Reporting Software</li> <li>• Supply Chain Management software etc.</li> </ul> | <ul style="list-style-type: none"> <li>• Inventory Management</li> <li>• POS software</li> <li>• E-prescription software</li> <li>• Reporting Software</li> <li>• Supply Chain Management software etc.</li> </ul> |                                                                                                 |                                                              |                                                              |                                                              |
|                                                                 | 2.3 Explain the importance of medical software                                                                                                                                                                     | Explain the importance of medical software                                                                                                                                                                         |                                                                                                 |                                                              |                                                              |                                                              |
| General Objective 3.0: Know the usage of Medical Store Software |                                                                                                                                                                                                                    |                                                                                                                                                                                                                    |                                                                                                 |                                                              |                                                              |                                                              |

|                                                          |                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                    |                                            |                                                                             |                                                                      |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------|
| 6-9                                                      | <p>3.1 Explain the usage of Medical Store software in:</p> <ul style="list-style-type: none"> <li>• Billing</li> <li>• Inventory Management</li> <li>• Stores accounting</li> <li>• Dispensing of supplies</li> </ul> <p>3.2 Explain the functions of reporting in medical store software</p> <p>3.3 Explain the challenges faced in the use of medical store software</p> | <p>Explain the usage of Medical Store software in:</p> <ul style="list-style-type: none"> <li>• Billing</li> <li>• Inventory Management</li> <li>• Stores accounting</li> <li>• Dispensing of supplies</li> </ul> <p>Discuss the functions of reporting in medical store software</p> <p>Discuss the challenges faced in the use of medical store software</p> | <p>Textbooks</p> <p>Lecture notes</p> <p>journals</p> <p>Projector</p> <p>PC</p> <p>Marker Board</p> <p>Marker</p> <p>Internet</p> | Use Medical Store software                 | <p>Guide students to:</p> <p>Use Medical Store software</p>                 | <p>Video clips</p> <p>Pictorials</p> <p>Sample tutorial Software</p> |
| <b>General Objective 4.0: Know Regulatory Compliance</b> |                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                    |                                            |                                                                             |                                                                      |
| 10-14                                                    | <p>4.1 Explain the Standard Operation Practice (SOP)</p> <p>4.2 Define Good Distribution Practice (GDP)</p> <p>4.3 Define Good Storage Practice (GSP)</p>                                                                                                                                                                                                                  | <p>Explain the Standard Operation Practice (SOP)</p> <p>Explain Good Distribution Practice (GDP)</p>                                                                                                                                                                                                                                                           | <p>Textbooks</p> <p>Lecture notes</p> <p>journals</p> <p>Projector</p> <p>PC</p> <p>Marker Board</p> <p>Marker</p> <p>Internet</p> | Identify Standard Operation Practice (SOP) | <p>Guide students to:</p> <p>Identify Standard Operation Practice (SOP)</p> | <p>Manuals</p> <p>Charts,</p> <p>Video clips</p> <p>Software</p>     |

|                                                                  |  |                                     |  |  |  |  |
|------------------------------------------------------------------|--|-------------------------------------|--|--|--|--|
|                                                                  |  | Explain Good Storage Practice (GSP) |  |  |  |  |
| <b>ASSESSMENT:</b> Continuous Assessment 60%<br>Examination: 40% |  |                                     |  |  |  |  |

NATIONAL BOARD FOR TECHNICAL EDUCATION

### Introduction to Medical Stores Logistics II

|                                                                                                                                                                                                                                                                                                                                                                                                                                           |                             |                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------|
| <b>PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY</b>                                                                                                                                                                                                                                                                                                                                                                 |                             |                       |
| <b>COURSE TITLE:</b> Introduction to Medical Stores Logistics II                                                                                                                                                                                                                                                                                                                                                                          | <b>COURSE CODE:</b> MST 123 | <b>CREDIT UNIT:</b> 2 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>CONTACT HOURS:</b> 2     | <b>THEORETICAL:</b> 1 |
| <b>YEAR:</b> I <b>SEMESTER:</b> II                                                                                                                                                                                                                                                                                                                                                                                                        | <b>PRE-REQUISITE:</b>       | <b>PRACTICAL:</b> 1   |
| <b>GOAL:</b> This course is designed to equip students with knowledge and skills in managing medical products and supplies using logistic principles                                                                                                                                                                                                                                                                                      |                             |                       |
| <b>GENERAL OBJECTIVES:</b> On completion of this course, the students should be able to: <ul style="list-style-type: none"> <li>1.0 Know principles of Logistics in Medical Store</li> <li>2.0 Know Inventory Systems in Medical Store</li> <li>3.0 Know Regulatory Compliance in Medical Store</li> <li>4.0 Know Medical Store Logistics Risks Mitigation</li> <li>5.0 Know Logistics Performance Evaluation in Medical Store</li> </ul> |                             |                       |

|                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                              |                                                                                                    |                                                 |                                                                       |                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-------------------------------------------------|-----------------------------------------------------------------------|---------------------------|
| PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                              |                                                                                                    |                                                 |                                                                       |                           |
| COURSE TITLE: Introduction to Medical Stores Logistics II                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                       | COURSE CODE: MST 123                                                                                                                                                                                                                                                                         |                                                                                                    | CREDIT UNIT: 3                                  |                                                                       |                           |
|                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                       | CONTACT HOURS: 3                                                                                                                                                                                                                                                                             |                                                                                                    | THEORETICAL:1                                   |                                                                       |                           |
| YEAR: I                                                                                                                                       | SEMESTER: II                                                                                                                                                                                                                                                                                                                                                                                                                          | PRE-REQUISITE:                                                                                                                                                                                                                                                                               |                                                                                                    | PRACTICAL: 2                                    |                                                                       |                           |
| COURSE SPECIFICATION: THEORETICAL AND PRACTICAL                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                              |                                                                                                    |                                                 |                                                                       |                           |
| GOAL: This course is designed to equip students with knowledge and skills in managing medical products and supplies using logistic principles |                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                              |                                                                                                    |                                                 |                                                                       |                           |
| General Objective 1.0: Know principles of Logistics in Medical Store                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                              |                                                                                                    |                                                 |                                                                       |                           |
| THEORETICAL CONTENT                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                              |                                                                                                    | PRACTICAL CONTENT                               |                                                                       |                           |
| Week                                                                                                                                          | Specific Learning Outcome                                                                                                                                                                                                                                                                                                                                                                                                             | Teacher’s Activities                                                                                                                                                                                                                                                                         | Resources                                                                                          | Specific Learning Outcome                       | Teacher’s Activities                                                  | Resources                 |
| 1-3                                                                                                                                           | 1.1 Explain distribution networks in Medical Store<br><br>1.2 Explain factors to consider in designing distribution networks: <ul style="list-style-type: none"><li>• Transportation costs</li><li>• Inventory level</li><li>• Delivery time.</li></ul> 1.3 Explain transportation management principles <ul style="list-style-type: none"><li>• Route optimization</li><li>• Carrier selection</li><li>• Freight auditing.</li></ul> | Explain distribution networks in Medical Store<br><br>Discuss factors to consider in designing distribution networks: <ul style="list-style-type: none"><li>• Transportation costs</li><li>• Inventory level</li><li>• Delivery time.</li></ul> Explain transportation management principles | Textbooks<br>Lecture notes<br>Journals<br>Projector<br>PC<br>Marker<br>Board<br>Marker<br>Internet | Design distribution network for a Medical Store | Guide students to:<br>Design distribution network for a Medical Store | Charts<br><br>Video clips |

|                                                                      |                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                   |                                                                                                                                           |                                                                                                                                                                  |                                                                                                                                                                                            |                                                                                          |
|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
|                                                                      | <p>1.4 Explain supply chain operations</p> <ul style="list-style-type: none"> <li>• Demand forecasting</li> <li>• Inventory management</li> <li>• Supply chain visibility</li> </ul>                                    | <ul style="list-style-type: none"> <li>• Route optimization</li> <li>• Carrier selection</li> <li>• Freight auditing.</li> </ul> <p>Explain supply chain operations</p> <ul style="list-style-type: none"> <li>• Demand forecasting</li> <li>• Inventory management</li> <li>• Supply chain visibility</li> </ul> |                                                                                                                                           |                                                                                                                                                                  |                                                                                                                                                                                            |                                                                                          |
| <b>General Objective 2.0 Know Inventory Systems in Medical Store</b> |                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                   |                                                                                                                                           |                                                                                                                                                                  |                                                                                                                                                                                            |                                                                                          |
| 4-6                                                                  | <p>2.1 Define Inventory Systems</p> <p>2.2 Explain types of Inventory Systems in Medical Store</p> <p>2.3 Explain the significance of inventory systems</p> <p>2.4 Explain just-in-time (JIT) inventory management.</p> | <p>Explain Inventory Systems</p> <p>Explain types of Inventory Systems in Medical Store</p> <p>Explain the significance of inventory systems</p>                                                                                                                                                                  | <p>Textbooks</p> <p>Lecture notes</p> <p>journals</p> <p>Projector</p> <p>PC</p> <p>Marker</p> <p>Board</p> <p>Marker</p> <p>Internet</p> | <p>Identify Inventory systems in Medical Store</p> <p>Determine:</p> <ul style="list-style-type: none"> <li>• Just-In-Time (JIT) inventory management</li> </ul> | <p>Guide students to:</p> <p>Identify Inventory systems in Medical Store</p> <p>Determine:</p> <ul style="list-style-type: none"> <li>• Just-In-Time (JIT) inventory management</li> </ul> | <p>Ledger books,</p> <p>Charts</p> <p>Pictorials</p> <p>Video clips</p> <p>Bin Cards</p> |

|                                                                           |                                                                            |                                                                        |                                                                                                    |                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                               |                                                              |
|---------------------------------------------------------------------------|----------------------------------------------------------------------------|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
|                                                                           |                                                                            | Explain just-in-time (JIT) inventory management.                       |                                                                                                    |                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                               | Stock Records, Software                                      |
| <b>General Objective 3.0: Know Regulatory Compliance in Medical Store</b> |                                                                            |                                                                        |                                                                                                    |                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                               |                                                              |
| 7-9                                                                       | 3.1 Explain Regulatory Compliance in Medical Store                         | Explain Regulatory Compliance in Medical Store                         | Textbooks<br>Lecture notes<br>journals<br>Projector<br>PC<br>Marker<br>Board<br>Marker<br>Internet | Identify Regulatory compliance in Medical Store<br>Apply SOPs<br>Develop Medical Store Policy:<br><ul style="list-style-type: none"> <li>• General Services Stores</li> <li>• Hazardous and harmful</li> <li>• Drugs and Vaccines</li> <li>• Chemicals and reagents</li> <li>• Medical equipment/Instruments</li> </ul> | Guide students to:<br>Identify Regulatory compliance in Medical Store<br>Apply SOPs<br>Develop Medical Store Policy:<br><ul style="list-style-type: none"> <li>• General Services Stores</li> <li>• Hazardous and harmful</li> <li>• Drugs and Vaccines</li> <li>• Chemicals and reagents</li> <li>• Medical equipment/Instruments</li> </ul> | SOPs<br>GDPs<br>GSPs<br>Policy Manual<br>Sample Store Policy |
|                                                                           | 3.2 Explain Good Distribution Practices (GDP) in medical stores logistics. | Explain Good Distribution Practices (GDP) in medical stores logistics. |                                                                                                    |                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                               |                                                              |
|                                                                           | 3.3 Explain Good Storage Practices (GSP) in medical stores logistics.      | Explain Good Storage Practices (GSP) in medical stores logistics.      |                                                                                                    |                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                               |                                                              |
|                                                                           | 3.4 Outline audit in Medical Store logistics                               | Explain audit in Medical Store logistics                               |                                                                                                    |                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                               |                                                              |
|                                                                           | 3.5 Explain Compliance Inspection                                          | Explain Compliance Inspection                                          |                                                                                                    |                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                               |                                                              |
|                                                                           | 3.6 Explain Standard Operating Procedures (SOPs)                           | Explain Standard Operating Procedures (SOPs)                           |                                                                                                    |                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                               |                                                              |
|                                                                           | 3.7 Explain Medical Store Policies                                         | Explain Medical Store Policies                                         |                                                                                                    |                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                               |                                                              |

|                                                                      |                                                                                              |                                                                                          |                                                                                                    |                                     |                                                        |                        |
|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------------------------------------|------------------------|
|                                                                      | 3.8 Explain Ethical Compliance in Medical Store logistics                                    | Explain Ethical Compliance in Medical Store logistics                                    |                                                                                                    |                                     |                                                        |                        |
| General Objective 4.0: Know Medical Store Logistics Risks Mitigation |                                                                                              |                                                                                          |                                                                                                    |                                     |                                                        |                        |
| 10-12                                                                | 4.1 Define Risk in Medical Store                                                             | Explain Risk in Medical Store                                                            | Textbooks<br>Lecture notes<br>journals<br>Projector<br>PC<br>Marker<br>Board<br>Marker<br>Internet | Identify types of logistics risks   | Guide student to:<br>Identify types of logistics risks | Video clips,<br>Charts |
|                                                                      | 4.2 Explain Logistics Risk in Medical Store                                                  | Explain Logistics Risk in Medical Store                                                  |                                                                                                    | Develop Risk Mitigation Plan        | Develop Risk Mitigation Plan                           | Sample Plans,          |
|                                                                      | 4.3 Explain types of Logistics Risks in Medical Store                                        | Explain types of Logistics Risks in Medical Store                                        |                                                                                                    | Apply Risk Mitigation Strategies    | Apply Risk Mitigation Strategies                       | Sample Strategies,     |
|                                                                      | 4.4 Explain Supply Chain Disruptions, product recalls, and security threats in Medical Store | Explain Supply Chain Disruptions, product recalls, and security threats in Medical Store |                                                                                                    | Develop Emergency Preparedness Plan | Develop Emergency Preparedness Plan                    | Sample EP plans,       |
|                                                                      | 4.5 Explain risk mitigation plans in Medical Store                                           |                                                                                          |                                                                                                    |                                     |                                                        | Sample Risk Reports    |
|                                                                      | 4.6 Explain Risk Mitigation Strategies in Medical Store                                      | Explain risk mitigation plans in Medical Store                                           |                                                                                                    |                                     |                                                        |                        |
|                                                                      | 4.7 Explain Supply Chain Diversification in Medical Store                                    | Explain Risk Mitigation Strategies in Medical Store                                      |                                                                                                    |                                     |                                                        |                        |

|                                                                                      |                                                                          |                                                                                                                            |                                        |                                                            |                                                                 |                                     |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------|------------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------|
|                                                                                      | 4.8 Explain Emergency Preparedness Planning in Medical Store.            | Explain Supply Chain Diversification in Medical Store                                                                      |                                        |                                                            |                                                                 |                                     |
|                                                                                      | 4.9 Explain the importance of Risk Mitigation in Medical Store           | Explain Emergency Preparedness Planning in Medical Store<br><br>Explain the importance of Risk Mitigation in Medical Store |                                        |                                                            |                                                                 |                                     |
| <b>General Objective 5.0: Know Logistics Performance Evaluation in Medical Store</b> |                                                                          |                                                                                                                            |                                        |                                                            |                                                                 |                                     |
| 13-15                                                                                | 5.1 Explain Logistics Performance Evaluation in Medical Store            | Explain Logistics Performance Evaluation in Medical Store                                                                  | Textbooks<br>Lecture notes<br>journals | Identify Key Performance Indicators (KPIs)                 | Guide student to:<br>Identify Key Performance Indicators (KPIs) | Video Clips                         |
|                                                                                      | 5.2 Explain key performance indicators (KPIs) in Medical Store Logistics | Explain key performance indicators (KPIs) in Medical Store Logistics                                                       | Projector<br>PC                        | Carryout Logistics Performance Evaluation in Medical Store | Carryout Logistics Performance Evaluation in Medical Store      | Sample KPIs,<br>Standards Logistics |
|                                                                                      | 5.3 Explain benchmark Logistics Performance against industry standards   | Explain benchmark Logistics Performance against industry standards                                                         | Marker<br>Board<br>Marker<br>Internet  | Compare benchmark with industry standards                  | Compare benchmark with industry standards                       | Logbook                             |
|                                                                                      | 5.4 Explain Logistics Performance Improvement plans in Medical Store     |                                                                                                                            |                                        | Field trip to Logistic Industry                            | Field trip to Logistic Industry                                 | Sample Industry Standard            |

|                                                                  |  |                                                                           |  |  |  |  |
|------------------------------------------------------------------|--|---------------------------------------------------------------------------|--|--|--|--|
|                                                                  |  | Explain Logistics<br>Performance<br>Improvement plans in<br>Medical Store |  |  |  |  |
| <b>ASSESSMENT:</b> Continuous Assessment 60%<br>Examination: 40% |  |                                                                           |  |  |  |  |

NATIONAL BOARD FOR TECHNICAL EDUCATION

NATIONAL BOARD FOR TECHNICAL EDUCATION

## YEAR TWO SEMESTER ONE

Medical Store Documentation

|                                                                                                                                                                                                                                                   |                             |                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------|
| <b>PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY</b>                                                                                                                                                                         |                             |                       |
| <b>COURSE TITLE:</b> Medical Store Documentation                                                                                                                                                                                                  | <b>COURSE CODE:</b> MST 211 | <b>CREDIT UNIT:</b> 2 |
|                                                                                                                                                                                                                                                   | <b>CONTACT HOURS:</b> 2     | <b>THEORETICAL:</b> 1 |
| <b>YEAR:</b> II <b>SEMESTER:</b> I                                                                                                                                                                                                                | <b>PRE-REQUISITE:</b>       | <b>PRACTICAL:</b> 1   |
| <b>GOAL:</b> This course is designed to equip student with knowledge and skills in Medical Store Documentation                                                                                                                                    |                             |                       |
| <b>GENERAL OBJECTIVES:</b> On completion of this course, the students should be able to:<br><br>1.0 Know the fundamentals of Medical Store documentation<br>2.0 Know Store recording system<br>3.0 Know Retention and Disposal of Stores Document |                             |                       |

|                                                                                                         |                                                                                                                                                                                                                                    |                                                                                                                                                                                                                        |                                                                                                 |                                                                                           |                                                                                                                 |                                                                                                 |
|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY                                      |                                                                                                                                                                                                                                    |                                                                                                                                                                                                                        |                                                                                                 |                                                                                           |                                                                                                                 |                                                                                                 |
| COURSE TITLE: Medical Store Documentation                                                               |                                                                                                                                                                                                                                    | COURSE CODE: MST 211                                                                                                                                                                                                   |                                                                                                 |                                                                                           | CREDIT UNIT: 2                                                                                                  |                                                                                                 |
|                                                                                                         |                                                                                                                                                                                                                                    | CONTACT HOURS: 2                                                                                                                                                                                                       |                                                                                                 |                                                                                           | THEORETICAL: 1                                                                                                  |                                                                                                 |
| YEAR: II SEMESTER: I                                                                                    |                                                                                                                                                                                                                                    | PRE-REQUISITE:                                                                                                                                                                                                         |                                                                                                 |                                                                                           | PRACTICAL: 1                                                                                                    |                                                                                                 |
| COURSE SPECIFICATION: THEORETICAL AND PRACTICAL                                                         |                                                                                                                                                                                                                                    |                                                                                                                                                                                                                        |                                                                                                 |                                                                                           |                                                                                                                 |                                                                                                 |
| GOAL: This course is designed to equip student with knowledge and skills in Medical Store Documentation |                                                                                                                                                                                                                                    |                                                                                                                                                                                                                        |                                                                                                 |                                                                                           |                                                                                                                 |                                                                                                 |
| General Objective 1.0: Know the fundamentals of Medical Store documentation                             |                                                                                                                                                                                                                                    |                                                                                                                                                                                                                        |                                                                                                 |                                                                                           |                                                                                                                 |                                                                                                 |
| THEORETICAL CONTENT                                                                                     |                                                                                                                                                                                                                                    |                                                                                                                                                                                                                        |                                                                                                 | PRACTICAL CONTENT                                                                         |                                                                                                                 |                                                                                                 |
| Week                                                                                                    | Specific Learning Outcome                                                                                                                                                                                                          | Teacher’s Activities                                                                                                                                                                                                   | Resources                                                                                       | Specific Learning Outcome                                                                 | Teacher’s Activities                                                                                            | Resources                                                                                       |
| 1-4                                                                                                     | 1.1 Explain Documentation<br><br>1.2 Explain types of documentation used in Medical Store<br><br>1.3 Explain the uses of documentation in Medical Store<br><br>1.4 Explain factors to be considered in Medical Store documentation | Explain Documentation<br><br>Explain types of documentation used in Medical Store<br><br>Explain the uses of documentation in the Medical Store<br><br>Explain factors to be considered in Medical Store documentation | Textbooks<br>Lecture notes<br>journals<br>Projector<br>PC<br>Marker Board<br>Marker<br>Internet | Identify types of documentation<br><br>Design various store document in the medical store | Guide students to:<br>Identify types of documentation<br><br>Design various store document in the medical store | Video clips,<br><br>Pictorials,<br><br>Bin cards,<br><br>Vouchers,<br><br>Ledger,<br><br>Charts |
| General Objective 2.0: Know Store recording system                                                      |                                                                                                                                                                                                                                    |                                                                                                                                                                                                                        |                                                                                                 |                                                                                           |                                                                                                                 |                                                                                                 |
| 5-9                                                                                                     | 2.1 Define Store recording system                                                                                                                                                                                                  | Explain Store recording system                                                                                                                                                                                         | Textbooks<br>Lecture notes                                                                      |                                                                                           | Guide students to:                                                                                              | Software                                                                                        |

|                                                                              |                                                                                   |                                                                               |                                        |                                                                              |                                                                                                 |                                                                                  |
|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------|----------------------------------------|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
|                                                                              | 2.2 Explain Manual Store recording system                                         | Explain Manual Store recording system                                         | journals<br>Projector<br>PC            | Carryout Manual Store recording                                              | Carryout Manual Store recording                                                                 | Video                                                                            |
|                                                                              | 2.3 Explain Electronic Store recording system<br>• Barcodes                       | Explain Electronic Store recording system<br>• Barcodes                       | Marker Board<br>Marker<br>Internet     | Carryout electronic Store recording                                          | Carryout electronic Store recording                                                             | Sample documents<br><br>Bin cards,<br><br>Vouchers,<br><br>Ledger,<br><br>Charts |
|                                                                              | 2.4 Explain security of Store documents                                           | Explain security of Store documents                                           |                                        |                                                                              |                                                                                                 |                                                                                  |
| <b>General Objective 3.0: Know Retention and Disposal of Store Documents</b> |                                                                                   |                                                                               |                                        |                                                                              |                                                                                                 |                                                                                  |
| 10-13                                                                        | 3.1 Define Retention of Store Documents                                           | Explain Retention of Store Documents                                          | Textbooks<br>Lecture notes<br>journals | Identify the guidelines on retention and disposal of Medical Store documents | Guide students to: Identify the guidelines on retention and disposal of Medical Store documents | Video clips,<br>Pictorials<br>Chart<br>Sample document                           |
|                                                                              | 3.2 Define Disposal of Store Documents                                            | Explain Disposal of Store Documents                                           | Projector<br>PC<br>Marker Board        |                                                                              |                                                                                                 |                                                                                  |
|                                                                              | 3.3 Explain regulations guiding retention and disposal of Medical Store documents | Explain regulations guiding retention and disposal of Medical Store documents | Marker<br>Internet                     |                                                                              |                                                                                                 |                                                                                  |
| <b>ASSESSMENT:</b> Continuous Assessment 60%<br>Examination: 40%             |                                                                                   |                                                                               |                                        |                                                                              |                                                                                                 |                                                                                  |

### Medical Store Safety and Security

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                             |                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------|
| <b>PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                             |                       |
| <b>COURSE TITLE:</b> Medical Store Safety and Security                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>COURSE CODE:</b> MST 212 | <b>CREDIT UNIT:</b> 2 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>CONTACT HOURS:</b> 2     | <b>THEORETICAL:</b> 1 |
| <b>YEAR:</b> II <b>SEMESTER:</b> I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>PRE-REQUISITE:</b>       | <b>PRACTICAL:</b> 1   |
| <b>GOAL:</b> This course is designed to provide students with knowledge and skills on the safe and secure management of Medical Store                                                                                                                                                                                                                                                                                                                                                                                      |                             |                       |
| <b>GENERAL OBJECTIVES:</b> On completion of this course, the students should be able to: <ul style="list-style-type: none"> <li>1.0 Know the principles of safe and secure Medical Store environment.</li> <li>2.0 Know strategies to control access by unauthorized personnel in Medical Store</li> <li>3.0 Know principles of safe handling of hazardous materials in Medical Store</li> <li>4.0 Know packaging and branding in Medical Store</li> <li>5.0 Know effective Emergency Response in Medical Store</li> </ul> |                             |                       |

| PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY                                                             |                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                          |                                                                                                       |                                                                                                                                                                               |                                                                                                                                                                                                     |                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| COURSE TITLE: Medical Store Safety and Security                                                                                |                                                                                                                                                                                                                                                                                                                         | COURSE CODE: MST 212                                                                                                                                                                                                                                                                                     |                                                                                                       |                                                                                                                                                                               | CREDIT UNIT: 3                                                                                                                                                                                      |                                                                                                                                    |
|                                                                                                                                |                                                                                                                                                                                                                                                                                                                         | CONTACT HOURS: 3                                                                                                                                                                                                                                                                                         |                                                                                                       |                                                                                                                                                                               | THEORETICAL: 1                                                                                                                                                                                      |                                                                                                                                    |
| YEAR: II SEMESTER: I                                                                                                           |                                                                                                                                                                                                                                                                                                                         | PRE-REQUISITE:                                                                                                                                                                                                                                                                                           |                                                                                                       |                                                                                                                                                                               | PRACTICAL: 2                                                                                                                                                                                        |                                                                                                                                    |
| COURSE SPECIFICATION: THEORETICAL AND PRACTICAL                                                                                |                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                          |                                                                                                       |                                                                                                                                                                               |                                                                                                                                                                                                     |                                                                                                                                    |
| GOAL: This course is designed to provide students with knowledge and skills on the safe and secure management of Medical Store |                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                          |                                                                                                       |                                                                                                                                                                               |                                                                                                                                                                                                     |                                                                                                                                    |
| General Objective 1.0: Know the principles of safe and secure Medical Store environment.                                       |                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                          |                                                                                                       |                                                                                                                                                                               |                                                                                                                                                                                                     |                                                                                                                                    |
| THEORETICAL CONTENT 1                                                                                                          |                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                          |                                                                                                       | PRACTICAL CONTENT 2                                                                                                                                                           |                                                                                                                                                                                                     |                                                                                                                                    |
| Week                                                                                                                           | Specific Learning Outcome                                                                                                                                                                                                                                                                                               | Teacher’s Activities                                                                                                                                                                                                                                                                                     | Resources                                                                                             | Specific Learning Outcome                                                                                                                                                     | Teacher’s Activities                                                                                                                                                                                | Resources                                                                                                                          |
| 1-2                                                                                                                            | 1.1 Define safety<br><br>1.2 Explain safety in the Medical Store<br><br>1.3 Explain Medical Store safety policies and procedures.<br><br>1.4 Explain practices of safe Medical Store: <ul style="list-style-type: none"><li>• Proper storage of inflammable materials</li><li>• Good store layout/arrangement</li></ul> | Explain safety<br><br>Explain safety in the Medical Store<br><br>Explain Medical Store safety policies and procedures.<br><br>Explain practices of safe Medical Store: <ul style="list-style-type: none"><li>• Proper storage of inflammable materials</li><li>• Good store layout/arrangement</li></ul> | Projector<br>Textbook<br>Internet<br>Lecture note<br>Chart<br>White board<br>Marker<br>Tutorial<br>PC | Identify safe Medical Store practices<br><br>Identify fire prevention measures and aids<br><br>Apply Safety Protocols for preventing Medical Store accidents. Fire, Burns and | Guide students to:<br>Identify safe Medical Store practices<br><br>Identify fire prevention measures and aids<br><br>Apply Safety Protocols for preventing Medical Store accidents. Fire, Burns and | Sample hazardous material<br><br>Containers<br><br>Sand-filled buckets<br><br>Water hydrant<br><br>Ladder<br><br>Fire extinguisher |

|                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                         |                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                        |                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                            | <ul style="list-style-type: none"> <li>• Proper use of aids in accessing Medical Store</li> </ul>                                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• Proper use of aids in accessing Medical Store</li> </ul>                                                                                                                                                                                                                                                                                                                                              |                                                                         | Injury etc.                                                                                                                                                                                                                                      | Injury etc.                                                                                                                                                                                                                                                            | Safety charts<br><br>Store ladder,<br><br>PPEs<br><br>Thermometer                                                                         |
|                                                                                                            | 1.5 Explain measures to prevent unsafe practice in Medical Store                                                                                                                                                                                                                                                                                                                                                                                                   | Explain measures to prevent unsafe practice in Medical Store                                                                                                                                                                                                                                                                                                                                                                                   |                                                                         |                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                        |                                                                                                                                           |
| <b>General Objective 2.0: Know strategies to control access by unauthorized personnel in Medical Store</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                         |                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                        |                                                                                                                                           |
| 3-6                                                                                                        | 2.1 Define security<br><br>2.2 Define access control in Medical Store<br><br>2.3 Define authorized personnel in Medical Store<br><br>2.4 Explain access control measures <ul style="list-style-type: none"> <li>• Barriers</li> <li>• Caution signs</li> <li>• Biometrics</li> <li>• Keycards</li> <li>• Key register etc.</li> </ul><br>2.5 Explain security breach.<br><br>2.6 Explain how to monitor response/breach<br>Surveillance Technologies (e.g., CCTV). | Explain security<br><br>Explain access control in Medical Store<br><br>Explain authorized personnel in Medical Store.<br><br>Explain access control measures <ul style="list-style-type: none"> <li>• Barriers</li> <li>• Caution signs</li> <li>• Biometrics</li> <li>• Keycards</li> <li>• Key register etc.</li> </ul><br>Explain security breach.<br><br>Explain how to monitor response/breach<br>Surveillance Technologies (e.g., CCTV). | Textbook<br>Internet<br>Lecture notes<br>Chart<br>White board<br>Marker | Apply aids, procedures and protocols to secure medical Store premises.<br><br>Monitor security breaches in medical store<br><br>Respond to security breaches in medical store.<br><br>Identify Alarm Systems Response Protocols in medical store | Guide students to:<br>Apply aids, procedures and protocols to secure medical Store premises.<br><br>Monitor security breaches in medical store<br><br>Respond to security breaches in medical store.<br><br>Identify Alarm Systems Response Protocols in medical store | Keycards<br><br>Barrier/rails<br><br>Caution signs<br><br>CCTV camera<br><br>Monitor<br><br>Pictorials<br><br>Charts<br><br>Alarm systems |

|                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                               |                                                                                                           |                                                                                                                                 |                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                        | 2.7 Explain Alarm Systems and Response Protocols                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Explain Alarm Systems and Response Protocols                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                               | Conduct evacuation drills                                                                                 | Conduct evacuation drills                                                                                                       |                                                                                                                                                                                      |
|                                                                                                        | 2.8 Explain Emergency Evacuation Procedures.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Explain Emergency Evacuation Procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                               |                                                                                                           |                                                                                                                                 |                                                                                                                                                                                      |
| <b>General Objective 3.0:</b> Know principles of safe handling of hazardous materials in Medical Store |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                               |                                                                                                           |                                                                                                                                 |                                                                                                                                                                                      |
| 7-9                                                                                                    | 3.1 Define hazardous materials.<br><br>3.2. Explain the classes of hazardous materials in Medical Store <ul style="list-style-type: none"> <li>• Explosives,</li> <li>• Gases,</li> <li>• Flammable/Combustible liquids,</li> <li>• Poisons/Corrosives, etc.</li> </ul><br>3.3 Explain the types of hazardous materials in Medical Store <ul style="list-style-type: none"> <li>• Biological agents (microbes),</li> <li>• Natural substances (grain, flour/flower,</li> <li>• Substances generated by work -welding fumes, wood dust</li> <li>• Chemical products used/produced at work</li> </ul> | Explain hazardous materials.<br><br>Explain the classes of hazardous materials in Medical Store <ul style="list-style-type: none"> <li>• Explosives,</li> <li>• Gases,</li> <li>• Flammable/Combustible liquids,</li> <li>• Poisons/Corrosives etc.</li> </ul><br>Discuss the types of hazardous materials in Medical Store <ul style="list-style-type: none"> <li>• Biological agents (microbes),</li> <li>• Natural substances (grain, flour/flower,</li> <li>• Substances generated by work -welding fumes, wood dust</li> <li>• Chemicals product used/produced at work</li> </ul> | Textbook<br>Internet<br>Lecture note<br>White board<br>Marker | Identify hazardous materials<br><br>Handle Hazardous wastes<br><br>Apply Hazardous Waste Disposal's SOPs. | Guide students to;<br>Identify hazardous materials<br><br>Handle Hazardous wastes<br><br>Apply Hazardous Waste Disposal's SOPs. | SOPs<br><br>PPEs<br><br>Eyebath,<br>Helmets,<br>Aprons,<br>Eye goggles,<br>Hand gloves<br><br>Disposal Bins/Bags<br><br>Hazardous waste inventory<br><br>Caps and closure containers |

|                                                                            |                                                                                                                                             |                                                                                                                                             |                                                               |                                                           |                                                                                 |                                         |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------|-----------------------------------------|
|                                                                            | e.g drugs <ul style="list-style-type: none"> <li>Adhesives, cleaning agents</li> <li>Physical agents e.g medical/surgical sharps</li> </ul> | e.g drugs <ul style="list-style-type: none"> <li>Adhesives, cleaning agents</li> <li>Physical agents e.g medical/surgical sharps</li> </ul> |                                                               |                                                           |                                                                                 |                                         |
|                                                                            | 3.4. Explain handling and storage procedures for hazardous materials in Medical Store                                                       | Explain handling and storage procedures for hazardous materials in Medical Store                                                            |                                                               |                                                           |                                                                                 |                                         |
| <b>GENERAL OBJECTIVE 4.0:</b> Know packaging and branding in medical store |                                                                                                                                             |                                                                                                                                             |                                                               |                                                           |                                                                                 |                                         |
| 10-12                                                                      | 4.1 Explain packaging and branding in Medical Store                                                                                         | Explain packaging and branding in Medical Store                                                                                             | Textbook<br>Internet<br>Lecture note<br>White board<br>Marker | Identify types of packaging and branding in medical store | Guide students to:<br>Identify types of packaging and branding in medical store | Video clips<br>Charts<br>Sample pallets |
|                                                                            | 4.2 Explain types of packaging in Medical Store                                                                                             | Explain types of packaging in Medical Store                                                                                                 |                                                               |                                                           |                                                                                 |                                         |
|                                                                            | 4.3 Explain the importance of packaging in Medical Store                                                                                    | Explain the importance of packaging in Medical Store                                                                                        |                                                               | Demonstrate double handling                               | Demonstrate double handling                                                     | Sample shelves                          |
|                                                                            | 4.4 Explain packaging in materials handling in Medical Store                                                                                | Explain packaging in materials handling in Medical Store                                                                                    |                                                               |                                                           |                                                                                 |                                         |
|                                                                            | 4.5 Explain methods in material handling in Medical Store                                                                                   | Explain methods in material handling in Medical Store                                                                                       |                                                               |                                                           |                                                                                 |                                         |
|                                                                            | 4.6 Explain the concept of double handling in Medical Store                                                                                 | Explain the concept of double handling in Medical Store                                                                                     |                                                               |                                                           |                                                                                 |                                         |

|                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                             |                                                                                                                                                                                                             |                                                                                                                                                                                                                               |                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                  | 4.7 Explain the role of shelves and pallets in material handling in Medical Store                                                                                                                                                                                                                                                                                                                                                                                                               | Explain the role of shelves and pallets in material handling in Medical Store                                                                                                                                                                                                                                                                                                                                                                                         |                                                                             |                                                                                                                                                                                                             |                                                                                                                                                                                                                               |                                                                                                                                                                                                                                     |
| <b>General Objective 5.0:</b> Know effective Emergency Response in Medical Store |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                             |                                                                                                                                                                                                             |                                                                                                                                                                                                                               |                                                                                                                                                                                                                                     |
| 13-15                                                                            | 5.1 Explain emergency response in Medical Store.<br><br>5.2 Enumerate emergency situations that may occur in Medical Store <ul style="list-style-type: none"> <li>• Fire</li> <li>• Physical injury</li> <li>• Chemical accident etc.</li> </ul><br>5.3 Explain Hazards in Medical Store.<br><br>5.4 Explain hazard Preventions in Medical Store.<br><br>5.5 Explain Emergency Response Procedures in Medical Store<br><br>5.6 Explain types of emergency preventive measures in medical stores | Explain emergency response in Medical Store.<br><br>Explain emergency situations that may occur in Medical Store <ul style="list-style-type: none"> <li>• Fire</li> <li>• Physical injury</li> <li>• Chemical accident etc.</li> </ul><br>Explain Hazards in Medical Store.<br><br>Explain hazard Preventions in Medical Store.<br><br>Discuss Emergency Response Procedures in Medical Store<br><br>Explain types of emergency preventive measures in medical stores | Projector,<br>Textbook<br>Internet<br>Lecture note<br>White board<br>Marker | Identify First aid box and its content<br><br>Demonstrate First Aid in Medical Store emergencies<br><br>Demonstrate hazard prevention and response procedures and protocols<br><br>Conduct emergency drills | Guide Students to Identify First aid box and its content<br><br>Demonstrate First Aid in Medical Store emergencies<br><br>Demonstrate hazard prevention and response procedures and protocols<br><br>Conduct emergency drills | Video clips<br><br>Sand fill buckets<br><br>First aid box<br><br>ERS SOPs<br>Tourniquet,<br><br>Splints,<br><br>Bandages,<br><br>Sling,<br><br>Fire extinguishers<br><br>Chart<br><br>Pictures<br><br>Muster Point<br><br>Antidotes |

|                                                                                                                                                                    |                                                                                                                                                        |  |  |  |  |  |           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|-----------|
| 5.7 Explain First Aid.                                                                                                                                             | Explain First Aid.                                                                                                                                     |  |  |  |  |  |           |
| 5.8 Explain how to apply First Aid in;                                                                                                                             | Explain how to apply First Aid in;                                                                                                                     |  |  |  |  |  | Face mask |
| <ul style="list-style-type: none"> <li>• Bleeding/wounds,</li> <li>• Fractures, sprains and strains</li> <li>• Burns,</li> <li>• Ingestions of poisons.</li> </ul> | <ul style="list-style-type: none"> <li>• Bleeding/wounds,</li> <li>• Fractures, sprains and strains</li> <li>• Burns, ingestions of poisons</li> </ul> |  |  |  |  |  |           |
| <b>ASSESSMENT:</b> Continuous Assessment: 60%<br>Examination: 40%                                                                                                  |                                                                                                                                                        |  |  |  |  |  |           |

### Medical Store Maintenance

|                                                                                                                                                                                                                                                                                                                                                                                |                             |                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------|
| <b>PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY</b>                                                                                                                                                                                                                                                                                                      |                             |                       |
| <b>COURSE TITLE:</b> Medical Store Maintenance                                                                                                                                                                                                                                                                                                                                 | <b>COURSE CODE:</b> MST 213 | <b>CREDIT UNIT:</b> 2 |
|                                                                                                                                                                                                                                                                                                                                                                                | <b>CONTACT HOURS:</b> 2     | <b>THEORETICAL:</b> 1 |
| <b>YEAR:</b> II <b>SEMESTER:</b> I                                                                                                                                                                                                                                                                                                                                             | <b>PRE-REQUISITE:</b>       | <b>PRACTICAL:</b> 1   |
| <b>GOAL:</b> This course is designed to enable students acquire knowledge and skills on standards to maintain an organized and clean Medical Store environment                                                                                                                                                                                                                 |                             |                       |
| <b>GENERAL OBJECTIVES:</b> On completion of this course, the students should be able to: <ul style="list-style-type: none"> <li>1.0 Know how to Maintain a Clean and Organized Medical Store environment</li> <li>2.0 Know Waste Disposal and Recycling in Medical Store and environment</li> <li>3.0 Know spillage response procedure in Medical Store environment</li> </ul> |                             |                       |

|                                                                                                                                                                |                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                              |                                                                            |                                                                                                                                                                                  |                                                                                                                                                                                           |                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <b>PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY</b>                                                                                      |                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                              |                                                                            |                                                                                                                                                                                  |                                                                                                                                                                                           |                                                       |
| <b>COURSE TITLE:</b> Medical Store Maintenance                                                                                                                 |                                                                                                                                                                                                                                                                                                          | <b>COURSE CODE:</b> MST 213                                                                                                                                                                                                  |                                                                            | <b>CREDIT UNIT:</b> 2                                                                                                                                                            |                                                                                                                                                                                           |                                                       |
|                                                                                                                                                                |                                                                                                                                                                                                                                                                                                          | <b>CONTACT HOURS:</b> 2                                                                                                                                                                                                      |                                                                            | <b>THEORETICAL:</b> 1                                                                                                                                                            |                                                                                                                                                                                           |                                                       |
| <b>YEAR: II SEMESTER: I</b>                                                                                                                                    |                                                                                                                                                                                                                                                                                                          | <b>PRE-REQUISITE:</b>                                                                                                                                                                                                        |                                                                            | <b>PRACTICAL:</b> 1                                                                                                                                                              |                                                                                                                                                                                           |                                                       |
| <b>COURSE SPECIFICATION: THEORETICAL AND PRACTICAL</b>                                                                                                         |                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                              |                                                                            |                                                                                                                                                                                  |                                                                                                                                                                                           |                                                       |
| <b>GOAL:</b> This course is designed to enable students acquire knowledge and skills on standards to maintain an organized and clean Medical Store environment |                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                              |                                                                            |                                                                                                                                                                                  |                                                                                                                                                                                           |                                                       |
| THEORETICAL CONTENT 1                                                                                                                                          |                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                              |                                                                            | PRACTICAL CONTENT 2                                                                                                                                                              |                                                                                                                                                                                           |                                                       |
| General Objective 1.0: Know how to Maintain a Clean and Organized Medical Store environment                                                                    |                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                              |                                                                            |                                                                                                                                                                                  |                                                                                                                                                                                           |                                                       |
| Week                                                                                                                                                           | Specific Learning Outcome                                                                                                                                                                                                                                                                                | Teacher’s Activities                                                                                                                                                                                                         | Resources                                                                  | Specific Learning Outcome                                                                                                                                                        | Teacher’s Activities                                                                                                                                                                      | Resources                                             |
| 1-4                                                                                                                                                            | 1.1 Explain Store cleanliness in Medical Store environment<br><br>1.2 Explain Organization Standards in Medical Store<br><br>1.3 Describe Store Cleaning Schedules and Protocols<br><br>1.4 Explain Organization Inspections in Medical Store<br><br>1.5 Explain the roles of Medical Store Personnel in | Explain Store cleanliness in Medical Store environment<br><br>Explain Organization Standards in Medical Store<br><br>Explain Store Cleaning Schedules and Protocols<br><br>Explain Organization Inspections in Medical Store | Projector<br>Textbook<br>Internet<br>Lecture note<br>White board<br>Marker | Carry out standard Store Cleanliness and Organization in Medical Store environment<br><br><br><br>Demonstrate capacity for Organization Inspections in Medical Store environment | Guide students to:<br>Carry out Store cleanliness and organization in Medical Store environment<br><br><br>Demonstrate capacity for Organization Inspections in Medical Store environment | SOPs<br><br>Sample Cleaning material<br><br>Checklist |

|                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                       |                                                                                                                                                                               |                                                                                                                                                                                                         |                                                                                                                                                         |
|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                           | maintaining medical store's cleanliness                                                                                                                                                                                                                                                                                                                                                                                                                                          | Explain the roles of Medical Store Personnel in maintaining medical store's cleanliness                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                       |                                                                                                                                                                               |                                                                                                                                                                                                         |                                                                                                                                                         |
| General Objective 2.0: Know Waste Disposal and Recycling in Medical Store and environment |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                       |                                                                                                                                                                               |                                                                                                                                                                                                         |                                                                                                                                                         |
| 5-8                                                                                       | <p>2.1 Explain Medical Store waste</p> <p>2.2 Explain waste classifications in Medical Store and environment</p> <p>2.3 Explain Waste disposal in Medical Store and environment</p> <p>2.4 Explain Waste Disposal Methods</p> <ul style="list-style-type: none"> <li>• Chemical deactivation</li> <li>• Burning/Incineration</li> <li>• Burying</li> <li>• secure landfill</li> <li>• Recycling</li> </ul> <p>2.5 Explain waste Segregation in Medical Store and environment</p> | <p>Explain Medical Store waste</p> <p>Explain waste classifications in Medical Store and environment</p> <p>Explain Waste disposal in Medical Store and environment</p> <p>Explain Waste Disposal Methods</p> <ul style="list-style-type: none"> <li>• Chemical deactivation</li> <li>• Burning/Incineration</li> <li>• Burying</li> <li>• secure landfill</li> <li>• Recycling</li> </ul> <p>Explain waste Segregation in Medical Store and environment</p> | <p>Projector</p> <p>Textbook</p> <p>Internet</p> <p>Lecture note</p> <p>White board</p> <p>Marker</p> | <p>Identify waste disposal methods used in Medical Stores and environment</p> <p>Apply Waste Disposal Methods and Management Procedures in Medical Stores and environment</p> | <p>Guide Students to:</p> <p>Identify waste disposal methods used in Medical Stores and environment</p> <p>Apply Waste Disposal Methods and Management Procedures in Medical Stores and environment</p> | <p>Chart</p> <p>Pictures</p> <p>Incinerator model</p> <p>Dust bin</p> <p>Pit</p> <p>Covered containers</p> <p>Waste bags</p> <p>Coloured coded bins</p> |

|                                                                                             |                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                               |                                                                                |                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                             | 2.6 Explain Waste Recycling in Medical Store and environment                                                                                                                                                                                                                                  | Explain Waste Recycling in Medical Store and environment                                                                                                                                                                                                                      |                                                                                |                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                 |
|                                                                                             | 2.7 Explain types of waste recycling in Medical Store and environment                                                                                                                                                                                                                         | Discuss types of waste recycling in Medical Store and environment                                                                                                                                                                                                             |                                                                                |                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                 |
| <b>GENERAL OBJECTIVE 3.0:</b> Know spillage response procedure in Medical Store environment |                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                               |                                                                                |                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                 |
| 9-13                                                                                        | 3.1 Define spillage in Medical Store and environment<br><br>3.2 Explain types of spillage in Medical Store and environment<br><br>3.3 Explain procedure to prevent spillage in Medical Store and environment<br><br>3.4 Explain measures to address spillage in Medical Store and environment | Explain spillage in Medical Store and environment<br><br>Explain type of spillage in Medical Store and environment<br><br>Explain procedure to prevent spillage in Medical Store and environment<br><br>Explain measures to address spillage in Medical Store and environment | Projector<br>Textbook<br>Internet<br>Lecture note<br><br>White board<br>Marker | Identify preventive measures of spillage:<br><br><ul style="list-style-type: none"> <li>• Cataloguing</li> <li>• Proper layout</li> </ul><br>Identify measures to address spillage:<br><br><ul style="list-style-type: none"> <li>• Mopping</li> <li>• Sweeping</li> <li>• Packing</li> <li>• Dusting</li> <li>• Rearrangement etc.</li> </ul> | Guide students to:<br>Identify preventive measures of spillage:<br><br><ul style="list-style-type: none"> <li>• Cataloguing</li> <li>• Proper layout</li> </ul><br>Identify measures to address spillage:<br><br><ul style="list-style-type: none"> <li>• Mopping</li> <li>• Sweeping</li> <li>• Packing</li> <li>• Dusting,</li> <li>• Rearrangement etc.</li> </ul> | Chart,<br>Pictures,<br>Mop sticks,<br>Long brooms,<br><br>Brushes<br><br>Dust bin<br>Pit<br><br>Caution sign<br><br>Reflective jacket<br><br>Covered containers |
| ASSESSMENT: Continuous Assessment: 60%<br>Examination: 40%                                  |                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                               |                                                                                |                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                 |

### Medical Store Administration and Management I

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                             |                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------|
| <b>PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                             |                       |
| <b>COURSE TITLE:</b> Medical Store Administration and Management I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>COURSE CODE:</b> MST 214 | <b>CREDIT UNIT:</b> 3 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>CONTACT HOURS:</b> 3     | <b>THEORETICAL:</b> 2 |
| <b>YEAR:</b> II <b>SEMESTER:</b> I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>PRE-REQUISITE:</b>       | <b>PRACTICAL:</b> 1   |
| <b>GOAL:</b> This course is designed to equip students with the knowledge and skills in Medical Store Administration and Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                             |                       |
| <b>GENERAL OBJECTIVES:</b> On completion of this course, the students should be able to: <ul style="list-style-type: none"> <li><b>1.0</b> Understand Medical Store terminologies and their applications</li> <li><b>2.0</b> Know the concept and significance of Medical Store Administration and Management.</li> <li><b>3.0</b> Know classifications of Medical Store</li> <li><b>4.0</b> Know the duties and responsibilities of Medical Store Personnel.</li> <li><b>5.0</b> Know basic Principles of Store Administration and Management.</li> <li><b>6.0</b> Know Medical Store records and documentation.</li> </ul> |                             |                       |

|                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                        |                                                              |                           |                      |           |
|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|---------------------------|----------------------|-----------|
| PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY                                                           |                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                        |                                                              |                           |                      |           |
| COURSE TITLE: Medical Store Administration and Management I                                                                  |                                                                                                                                                                                                                                                                                                                                                                        | COURSE CODE: MST 214                                                                                                                                                                                                                                                                                                                                   |                                                              |                           | CREDIT UNIT: 3       |           |
|                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                        | CONTACT HOURS: 3                                                                                                                                                                                                                                                                                                                                       |                                                              |                           | THEORETICAL: 2       |           |
| YEAR: II SEMESTER: I                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                        | PRE-REQUISITE:                                                                                                                                                                                                                                                                                                                                         |                                                              |                           | PRACTICAL: 1         |           |
| COURSE SPECIFICATION: THEORETICAL AND PRACTICAL                                                                              |                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                        |                                                              |                           |                      |           |
| GOAL: This course is designed to equip students with the knowledge and skills in Medical Store Administration and Management |                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                        |                                                              |                           |                      |           |
| General Objective 1.0: Understand Medical Store terminologies and their applications                                         |                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                        |                                                              |                           |                      |           |
| THEORETICAL CONTENT                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                        |                                                              | PRACTICAL CONTENT         |                      |           |
| Week                                                                                                                         | Specific Learning Outcome                                                                                                                                                                                                                                                                                                                                              | Teacher’s Activities                                                                                                                                                                                                                                                                                                                                   | Resources                                                    | Specific Learning Outcome | Teacher’s Activities | Resources |
| 1                                                                                                                            | 1.1 Define Medical Store terminologies<br><br>1.2 Explain Medical Store terminologies and concepts<br><ul style="list-style-type: none"><li>• Acronyms.</li><li>• Abbreviations, etc.</li></ul><br>1.3 Explain the importance of terminologies in Medical Store operations.<br><br>1.4 Explain the application of Medical Store terminologies in procurement processes | Explain Medical Store terminologies<br><br>Explain Medical Store terminologies and concepts<br><ul style="list-style-type: none"><li>• Acronyms.</li><li>• Abbreviations, etc.</li></ul><br>Explain the importance of terminologies in Medical Store operations<br><br>Explain the application of Medical Store terminologies in procurement processes | Textbooks<br>Journals<br>Projector<br>Marker board<br>Marker |                           |                      |           |

|                                                                                                  |                                                                               |                                                                           |                                                                               |                                                                    |                                                                                          |                    |
|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|---------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------|--------------------|
|                                                                                                  | 1.5 Explain the use of Medical Store terminologies in distribution            | Explain the use of Medical Store terminologies in distribution            |                                                                               |                                                                    |                                                                                          |                    |
|                                                                                                  | 1.6 Explain the use of Medical Store terminologies in coding                  | Explain the use of Medical Store terminologies in coding                  |                                                                               |                                                                    |                                                                                          |                    |
|                                                                                                  | 1.7 Explain the use of Medical Store terminologies in Stores location systems | Explain the use of Medical Store terminologies in Stores location systems |                                                                               |                                                                    |                                                                                          |                    |
| <b>General Objective 2.0:</b> Know the concept and significance of Medical Store Administration. |                                                                               |                                                                           |                                                                               |                                                                    |                                                                                          |                    |
| 2-3                                                                                              | 2.1 Define Medical Store Administration                                       | Explain Medical Store Administration                                      | Projector, whiteboard, lecture notes, textbooks, relevant identified websites | Identify the roles and responsibilities of medical store personnel | Guide students to:<br>Identify the roles and responsibilities of medical store personnel | Videos, Pictorials |
|                                                                                                  | 2.2 Explain the role of Medical Store in healthcare delivery                  | Explain the role of Medical Store in healthcare delivery                  |                                                                               | Identify the challenges of Medical Store Profession in Nigeria     | Identify the challenges of Medical Store Profession in Nigeria                           | Charts             |
|                                                                                                  | 2.3 Explain the importance of Medical Store Administration                    | Explain the importance of Medical Store Administration                    |                                                                               | Design medical store organogram                                    | Design medical store organogram                                                          |                    |

|                                                                     |                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                    |                                                                                      |                                                                                                                                                                               |                                                                                                                                                                                                         |                                                                                       |
|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|                                                                     | <p>2.4 Explain the functions and responsibilities of Medical Store.</p> <p>2.5 Explain the impact of effective Medical Store Administration on healthcare</p> <p>2.6 Explain the challenges of Medical Store Profession in Nigeria</p> <p>2.7 Explain Medical Store organogram</p> | <p>Explain the functions and responsibilities of Medical Store.</p> <p>Discuss the impact of effective Medical Store Administration on healthcare</p> <p>Explain the challenges of Medical Store Profession in Nigeria</p> <p>Explain Medical Store organogram</p> |                                                                                      |                                                                                                                                                                               |                                                                                                                                                                                                         |                                                                                       |
| <b>General Objective 3.0: Know classifications of Medical Store</b> |                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                    |                                                                                      |                                                                                                                                                                               |                                                                                                                                                                                                         |                                                                                       |
| 4-6                                                                 | <p>3.1 Explain types of Medical Store:</p> <ul style="list-style-type: none"> <li>• Central</li> <li>• Regional/Zonal</li> <li>• Facility-level</li> <li>• Departmental</li> </ul> <p>3.2 Explain hierarchy of Medical Store listed in 2.1 above</p>                               | <p>Explain types of Medical Store:</p> <ul style="list-style-type: none"> <li>• Central</li> <li>• Regional/Zonal</li> <li>• Facility-level</li> <li>• Departmental</li> </ul> <p>Explain hierarchy of Medical Store listed in 2.1 above</p>                       | <p>Projector, whiteboard, lecture notes, textbooks, relevant identified websites</p> | <p>Identify the types of Medical Store</p> <p>Identify the functions of Medical Store</p> <p>Classify medical stores based on ownership, public, private and NGO-operated</p> | <p>Guide students to:</p> <p>Identify the types of Medical Store</p> <p>Identify the functions of Medical Store</p> <p>Classify medical stores based on ownership, public, private and NGO-operated</p> | <p>Charts</p> <p>Pictorials</p> <p>Videos</p> <p>Sample Medical Store Layout plan</p> |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                                                |                                                                                                          |  |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|--|
|  | <p>3.3 Explain the functions of Medical Store listed in 2.1 above.</p> <p>3.4 Explain the category of Medical Store based on:</p> <ul style="list-style-type: none"> <li>Ownership (Public, Private and non-governmental organisations (NGOs))</li> <li>Functions</li> </ul> <p>3.5 Explain the layout of a Medical Store:</p> <ul style="list-style-type: none"> <li>Receiving</li> <li>Storage</li> <li>Dispensing</li> <li>Administrative offices.</li> </ul> <p>3.6 Explain how organisational structure and layout impact Medical Store efficiency.</p> | <p>Explain the functions of Medical Store listed 2.1 above.</p> <p>Explain the category of Medical Store based on:</p> <ul style="list-style-type: none"> <li>Ownership (Public, Private and non-governmental organisations (NGOs))</li> <li>Functions</li> </ul> <p>Explain the layout of a Medical Store re:</p> <ul style="list-style-type: none"> <li>Receiving</li> <li>Storage</li> <li>Dispensing</li> <li>Administrative office</li> </ul> <p>Explain how organisational structure and layout impact Medical Store efficiency</p> |  | <p>Design a Medical Store layout plan</p> <p>Participate in field visits to various medical store settings</p> | <p>Design a Medical Store layout plan</p> <p>Organise field visits to various medical store settings</p> |  |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|--|

| General Objective 4.0: Know the Duties and Responsibilities of Medical Store Personnel |                                                                                                                                         |                                                                                                                                         |                                                                               |                                                                                          |                                                                                          |                                       |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|---------------------------------------|
| 7-9                                                                                    | 4.1 Explain the duties of Medical Store Personnel                                                                                       | Explain the duties of Medical Store Personnel                                                                                           | Projector, whiteboard, lecture notes, textbooks, relevant identified websites | Identify the duties of Medical Store Personnel                                           | Identify the duties of Medical Store Personnel                                           | Video clips, Sample organogram Charts |
|                                                                                        | 4.2 Explain the responsibilities of Medical Store Personnel at various levels                                                           | Explain the responsibilities of Medical Store Personnel at various levels                                                               |                                                                               | Identify the responsibilities of Medical Store Personnel at various levels               | Identify the responsibilities of Medical Store Personnel at various levels               |                                       |
|                                                                                        | <ul style="list-style-type: none"> <li>• Central</li> <li>• Regional/Zonal</li> <li>• Facility-level</li> <li>• Departmental</li> </ul> | <ul style="list-style-type: none"> <li>• Central</li> <li>• Regional/Zonal</li> <li>• Facility-level</li> <li>• Departmental</li> </ul> |                                                                               | Demonstrate the interdependence of roles within a Medical Store setting with other units | Demonstrate the interdependence of roles within a Medical Store setting with other units |                                       |
|                                                                                        | 4.3 Explain the hierarchical structure and reporting lines among Medical Store Personnel                                                | Explain the hierarchical structure and reporting lines among Medical Store Personnel                                                    |                                                                               |                                                                                          |                                                                                          |                                       |
|                                                                                        | 4.4 Explain the relationship between Medical Store Personnel and other units                                                            | Explain the relationship between Medical Store Personnel and other units                                                                |                                                                               |                                                                                          |                                                                                          |                                       |

| General Objective 5.0: Know basic Principles of Store Administration and Management |                                                                                           |                                                                                       |                                                                               |                                                                                          |                                                                                          |                                                                     |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| 10-12                                                                               | 5.1 Explain the principles of effective storage procedures of Medical Stores              | Explain the principles of effective storage procedures of Medical Stores              | Projector, whiteboard, lecture notes, textbooks, relevant identified websites | Identify methods for inventory control and stock rotation                                | Identify methods for inventory control and stock rotation                                | Sample SRV/SIV                                                      |
|                                                                                     | 5.2 Explain management of inventory control and stock rotation.                           | Explain management of inventory control and stock rotation.                           |                                                                               | Identify store facilities and equipment used in medical store                            | Identify store facilities and equipment used in medical store                            | Sample Stock                                                        |
|                                                                                     | 5.3 Explain management of Manual and Automated techniques in Medical Store                | Explain management of Manual and Automated techniques in Medical Store                |                                                                               | Determine First-In-First-Out (FIFO) and First-Expired-First-Out (FEFO) methods.          | Determine First-In-First-Out (FIFO) and First-Expired-First-Out (FEFO) methods.          | Sample medical products with expiration dates, labelling materials, |
|                                                                                     | 5.4 Explain the importance of effective management in space utilisation in Medical Store. | Explain the importance of effective management in space utilisation in Medical Store. |                                                                               | Conduct a space audit to assess current space utilisation                                | Conduct a space audit to assess current space utilisation                                | Sample Floor plans,                                                 |
|                                                                                     | 5.5 Explain the management of store facilities and equipment used in Medical Store.       | Explain the management of store facilities and equipment used in Medical Store.       |                                                                               | Apply safety protocols during equipment handling and maintenance tasks in Medical Store. | Apply safety protocols during equipment handling and maintenance tasks in Medical Store. | Measuring tools, Audit checklists,                                  |
|                                                                                     | 5.6 Explain safety protocols during equipment handling and                                | Explain safety protocols during equipment handling and                                |                                                                               | Receive Stock                                                                            | Receive Stock                                                                            | Personal protective                                                 |

|                                                                             |                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                |                                                                                      |                                                                                                                                                   |                                                                                                                                                                                                   |                                                                                                               |
|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
|                                                                             | <p>maintenance tasks in Medical Store.</p> <p>5.7 Explain the roles of management in ensuring safety protocols during equipment handling and maintenance tasks in Medical Store.</p> <p>5.8 Explain Receiving and Issuing procedures in Medical Store.</p>                                                 | <p>maintenance tasks in Medical Store.</p> <p>Explain the roles of management in ensuring safety protocols during equipment handling and maintenance tasks in Medical Store.</p> <p>Explain Receiving and Issuing procedures in Medical Store.</p>                                             |                                                                                      | Issue Stock                                                                                                                                       | Issue Stock                                                                                                                                                                                       | <p>Equipment (PPE)</p> <p>Safety charts,</p> <p>Sample incident report forms,</p> <p>Software</p>             |
| <b>General Objective 6.0: Know Medical Store Records and Documentation.</b> |                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                |                                                                                      |                                                                                                                                                   |                                                                                                                                                                                                   |                                                                                                               |
| 13-15                                                                       | <p>6.1 Explain the importance of accurate record-keeping in Medical Store Management.</p> <p>6.2 Explain the effects of inaccurate record-keeping in Medical Store Management.</p> <p>6.3 Explain Medical Store Records</p> <ul style="list-style-type: none"> <li>• Requisition/issuing forms,</li> </ul> | <p>Explain the importance of accurate record-keeping in Medical Store Management.</p> <p>Explain the effects of inaccurate record-keeping in Medical Store Management.</p> <p>Explain Medical Store Records</p> <ul style="list-style-type: none"> <li>• Requisition/issuing forms,</li> </ul> | <p>Projector, Whiteboard, lecture notes, textbooks, relevant identified websites</p> | <p>Identify Medical Store records</p> <p>Identify the uses of each Medical Store Record</p> <p>Identify errors in Medical Store Documentation</p> | <p>Guide students to:</p> <p>Identify Medical Store records</p> <p>Identify the uses of each Medical Store Record</p> <p>Identify errors in Medical Store Documentation and how to avoid them</p> | <p>Blank forms,</p> <p>Sample SRV</p> <p>Sample SIV</p> <p>Sample Bin Cards</p> <p>Sample inventory list.</p> |

|                                                                  |                                                                                                                                   |                                                                                                                                   |  |                                                                               |                                                                               |                                                      |
|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------|------------------------------------------------------|
|                                                                  | <ul style="list-style-type: none"> <li>• Bin cards</li> <li>• Stock cards,</li> <li>• Ledger</li> <li>• Vouchers, etc.</li> </ul> | <ul style="list-style-type: none"> <li>• Bin cards</li> <li>• Stock cards,</li> <li>• Ledger</li> <li>• Vouchers, etc.</li> </ul> |  | Develop a system mechanism for avoiding errors in Medical Store Documentation | Develop a system mechanism for avoiding errors in Medical Store Documentation | Sample stock register, Sample Store discrepancy form |
|                                                                  | 6.4 Explain the uses of each Medical Store Record mentioned in 5.2 above.                                                         | Explain the uses of each Medical Store Record mentioned above.                                                                    |  | Demonstrate how to fill out Medical Store Record forms                        | Demonstrate how to fill out Medical Store Record forms                        |                                                      |
|                                                                  | 6.5 Explain errors in Medical Store Documentation and how to avoid them.                                                          | Explain errors in Medical Store Documentation and how to avoid them                                                               |  |                                                                               |                                                                               |                                                      |
| <b>ASSESSMENT:</b> Continuous Assessment 60%<br>Examination: 40% |                                                                                                                                   |                                                                                                                                   |  |                                                                               |                                                                               |                                                      |

Medical Store Products and Services

|                                                                                                                                                                                                                                                                                                                                                                                                                        |                             |                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------|
| <b>PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY</b>                                                                                                                                                                                                                                                                                                                                              |                             |                       |
| <b>COURSE TITLE:</b> Medical Store Products and Services                                                                                                                                                                                                                                                                                                                                                               | <b>COURSE CODE:</b> MST 215 | <b>CREDIT UNIT:</b> 2 |
|                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>CONTACT HOURS:</b> 2     | <b>THEORETICAL:</b> 1 |
| <b>YEAR:</b> II <b>SEMESTER:</b> I                                                                                                                                                                                                                                                                                                                                                                                     | <b>PRE-REQUISITE:</b>       | <b>PRACTICAL:</b> 1   |
| <b>GOAL:</b> This course is designed to enable students to acquire knowledge and skills necessary to effectively manage the basic operation of products and services in medical store.                                                                                                                                                                                                                                 |                             |                       |
| <b>GENERAL OBJECTIVES:</b> On completion of this course, the students should be able to: <ul style="list-style-type: none"> <li>1.0 Know National approved essential medicines</li> <li>2.0 Know Reagents and Chemicals used in clinical and diagnostic laboratories</li> <li>3.0 Understand Medical Consumables and reusable devices</li> <li>4.0 Know Clinical Instruments and Equipment in Medical Store</li> </ul> |                             |                       |

| PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY                                                                                                          |                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                |                                                                                                                                                     |                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                     |                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| COURSE TITLE: Medical Store Products and Services                                                                                                                           |                                                                                                                                                                                                                                                                                                  | COURSE CODE: MST 215                                                                                                                                                                                                                                                                           |                                                                                                                                                     |                                                                                                                                                                                                                                                                                                  | CREDIT UNIT: 2                                                                                                                                                                                                                                                                                                      |                                                                          |
|                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                  | CONTACT HOURS: 2                                                                                                                                                                                                                                                                               |                                                                                                                                                     |                                                                                                                                                                                                                                                                                                  | THEORETICAL: 1                                                                                                                                                                                                                                                                                                      |                                                                          |
| YEAR: II SEMESTER: I                                                                                                                                                        |                                                                                                                                                                                                                                                                                                  | PRE-REQUISITE:                                                                                                                                                                                                                                                                                 |                                                                                                                                                     |                                                                                                                                                                                                                                                                                                  | PRACTICAL: 1                                                                                                                                                                                                                                                                                                        |                                                                          |
| COURSE SPECIFICATION: THEORETICAL AND PRACTICAL                                                                                                                             |                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                |                                                                                                                                                     |                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                     |                                                                          |
| GOAL: This course is designed to enable students acquire knowledge and skills necessary to effectively manage the basic operation of products and services in medical store |                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                |                                                                                                                                                     |                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                     |                                                                          |
| General Objective 1.0: Know national approved essential medicine                                                                                                            |                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                |                                                                                                                                                     |                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                     |                                                                          |
| THEORETICAL CONTENT                                                                                                                                                         |                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                |                                                                                                                                                     | PRACTICAL CONTENT                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                     |                                                                          |
| Week                                                                                                                                                                        | Specific Learning Outcome                                                                                                                                                                                                                                                                        | Teacher’s Activities                                                                                                                                                                                                                                                                           | Resources                                                                                                                                           | Specific Learning Outcome                                                                                                                                                                                                                                                                        | Teacher’s Activities                                                                                                                                                                                                                                                                                                | Resources                                                                |
| 1-2                                                                                                                                                                         | 1.1 Define essential drugs<br><br>1.2 Outline essential drugs list<br><br>1.3 Explain principles of rational use of drugs <ul style="list-style-type: none"><li>• Drug classes</li><li>• Therapeutic</li></ul><br>1.4 Explain allocation of essential drugs to Primary healthcare, Secondary and | Explain essential drugs<br><br>Explain essential drugs list<br><br>Explain principles of rational use of drugs <ul style="list-style-type: none"><li>• Drug classes</li><li>• Therapeutic</li></ul><br>Explain allocation of essential drugs to Primary healthcare and Tertiary health centres | Projector, Textbook, Internet, Lecture notes, Chart, White board, Marker, Tutorial, Computer<br><br>Federal Ministry of Health essential drugs list | Identify essential drugs<br><br>Identify essential drugs for: <ul style="list-style-type: none"><li>• Primary healthcare</li><li>• Tertiary health centres</li></ul><br>Identify Counterfeit drugs<br><br>Carry out <ul style="list-style-type: none"><li>• Storage</li><li>• Tracing,</li></ul> | Guides students to:<br>Identify essential drugs<br>Identify essential drugs for: <ul style="list-style-type: none"><li>• Primary healthcare</li><li>• Tertiary health centres</li></ul><br>Identify Counterfeit drugs<br><br>Carry out <ul style="list-style-type: none"><li>• Storage</li><li>• Tracing,</li></ul> | Federal Ministry of Health essential drugs list<br><br>Counterfeit drugs |

|                                                                                                        |                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                           |                                                                                                       |                                                                                                      |                                                                                                                                 |                                                    |
|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
|                                                                                                        | <p>Tertiary health centres</p> <p>1.5 Explain Legal, Ethical and Safety consideration of drugs</p> <p>1.6 Describe the following</p> <ul style="list-style-type: none"> <li>• Quality assurance</li> <li>• Storage</li> <li>• Monitoring</li> <li>• Traceability</li> <li>• Counterfeit detection</li> </ul> | <p>Explain Legal, Ethical and Safety consideration of drugs</p> <p>Explain the following</p> <ul style="list-style-type: none"> <li>• Quality assurance</li> <li>• Storage</li> <li>• Monitoring</li> <li>• Traceability</li> <li>• Counterfeit detection</li> </ul>      |                                                                                                       | <ul style="list-style-type: none"> <li>• Monitoring</li> </ul>                                       | <ul style="list-style-type: none"> <li>• Monitoring</li> </ul>                                                                  |                                                    |
| <b>General Objective 2.0: Know Reagents and Chemicals used in clinical and diagnostic laboratories</b> |                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                           |                                                                                                       |                                                                                                      |                                                                                                                                 |                                                    |
| 3-5                                                                                                    | <p>2.1 Define laboratory</p> <p>2.2 Define clinical laboratory</p> <p>2.3 Define diagnostic laboratory</p> <p>2.4 Define laboratory reagents and chemicals</p> <p>2.5 Explain reagents for assays</p> <ul style="list-style-type: none"> <li>• Buffers,</li> <li>• Indicators,</li> </ul>                    | <p>Explain laboratory</p> <p>Explain clinical laboratory</p> <p>Explain diagnostic laboratory</p> <p>Explain laboratory reagents and chemicals</p> <p>Explain reagents for assays</p> <ul style="list-style-type: none"> <li>• Buffers,</li> <li>• Indicators,</li> </ul> | <p>Projector, Textbook, Internet, Lecture notes, Charts, Pictures White board, Computer, Markers.</p> | <p>Identify laboratory</p> <p>Identify clinical laboratory</p> <p>Identify diagnostic laboratory</p> | <p>Guides students to:</p> <p>Identify laboratory</p> <p>Identify clinical laboratory</p> <p>Identify diagnostic laboratory</p> | <p>Charts</p> <p>Pictorials</p> <p>Video clips</p> |

|  |                                                                                                                                                                                       |                                                                                                                                                                                   |  |  |  |  |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
|  | <ul style="list-style-type: none"> <li>Enzymes,</li> <li>Calibrators etc</li> </ul>                                                                                                   | <ul style="list-style-type: none"> <li>Enzymes,</li> <li>Calibrators etc</li> </ul>                                                                                               |  |  |  |  |
|  | 2.6 Explain reagents and chemicals storage and labelling                                                                                                                              | Explain reagents and chemicals storage and labelling                                                                                                                              |  |  |  |  |
|  | 2.7 Explain the conditions for storage of reagents and chemical <ul style="list-style-type: none"> <li>Temperature requirements,</li> <li>Shelf life,</li> <li>Date coding</li> </ul> | Explain the conditions for storage of reagents and chemical <ul style="list-style-type: none"> <li>Temperature requirements,</li> <li>Shelf life,</li> <li>Date coding</li> </ul> |  |  |  |  |
|  | 2.8 Explain the disposal of reagents and chemical <ul style="list-style-type: none"> <li>Segregation,</li> <li>Neutralization</li> <li>Disposal regulations</li> </ul>                | Explain the disposal of reagents and chemical <ul style="list-style-type: none"> <li>Segregation,</li> <li>Neutralization</li> <li>Disposal regulations</li> </ul>                |  |  |  |  |
|  | 2.9 Explain quality control <ul style="list-style-type: none"> <li>Lot tracking</li> <li>Stability testing</li> <li>Calibration materials</li> </ul>                                  | Explain quality control <ul style="list-style-type: none"> <li>Lot tracking</li> <li>Stability testing</li> <li>Calibration materials</li> </ul>                                  |  |  |  |  |
|  | 2.10 Explain regulatory and ethical aspect of reagents and                                                                                                                            | Explain regulatory and ethical aspect of reagents                                                                                                                                 |  |  |  |  |

|                                                                                   |                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                   |                                                                                     |                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                 |                                                       |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
|                                                                                   | chemicals in medical store <ul style="list-style-type: none"> <li>• Safety training compliance</li> <li>• Environmental regulations</li> </ul>                                                                                                                                                                                                                    | and chemicals in medical store <ul style="list-style-type: none"> <li>• Safety training compliance</li> <li>• Environmental regulations</li> </ul>                                                                                                                                                                                                |                                                                                     |                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                 |                                                       |
| <b>General Objective 3.0: Understand Medical Consumables and Reusable devices</b> |                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                   |                                                                                     |                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                 |                                                       |
| 6-8                                                                               | 3.1 Define Medical Consumables and devices<br><br>3.2 Explain the types of Medical Consumables and devices<br><br>3.3 Explain device safety and maintenance <ul style="list-style-type: none"> <li>• Devices calibration</li> <li>• Service intervals,</li> <li>• Warranty management</li> </ul> 3.4 Explain sterilization and infection control in medical store | Explain Medical Consumables and devices<br><br>Explain the types of Medical Consumables and devices<br><br>Explain device safety and maintenance <ul style="list-style-type: none"> <li>• Devices calibration</li> <li>• Service intervals</li> <li>• Warranty management</li> </ul> Explain sterilization and infection control in medical store | Textbooks, internet lecture notes, charts, pictures, whiteboard, Markers, tutorials | Identify medical consumables and devices<br><br>Maintain devices <ul style="list-style-type: none"> <li>• Devices calibration</li> <li>• Service intervals</li> <li>• Warranty management</li> </ul> Carryout sterilization of devices in medical store using <ul style="list-style-type: none"> <li>• ETO</li> <li>• Steam</li> <li>• Chemicals</li> </ul> | Guides students to: Identify medical consumables and devices<br><br>Maintain devices <ul style="list-style-type: none"> <li>• Devices calibration</li> <li>• Service intervals</li> <li>• Warranty management</li> </ul> Carryout sterilization of devices in medical store using <ul style="list-style-type: none"> <li>• ETO</li> <li>• Steam</li> <li>• Chemicals</li> </ul> | Sterilizing machine<br><br>Ethanol<br><br>Cotton wool |

|                                                                                        |                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                |                                                                                            |                                                                                                                                       |                                                                                                                                                           |                                                                                                    |
|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
|                                                                                        | <p>3.5 Explain the methods of control</p> <ul style="list-style-type: none"> <li>• ETO</li> <li>• Steam</li> <li>• Chemicals</li> </ul> <p>3.6 Explain Regulatory and Reimbursement in Medical Consumables and devices</p> <ul style="list-style-type: none"> <li>• Coding</li> <li>• Budgeting</li> <li>• Inventory audits</li> </ul> | <p>Explain the methods of control</p> <ul style="list-style-type: none"> <li>• ETO</li> <li>• Steam</li> <li>• Chemicals</li> </ul> <p>Explain Regulatory and Reimbursement in Medical Consumables and devices</p> <ul style="list-style-type: none"> <li>• Coding</li> <li>• Budgeting</li> <li>• Inventory audits</li> </ul> |                                                                                            |                                                                                                                                       |                                                                                                                                                           |                                                                                                    |
| <b>General Objective 4.0: Know Clinical Instruments and Equipment in Medical Store</b> |                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                |                                                                                            |                                                                                                                                       |                                                                                                                                                           |                                                                                                    |
| 9-12                                                                                   | <p>4.1 Explain Medical Instruments and Equipment</p> <p>4.2 Explain types of Medical Instruments and Equipment</p> <p>4.3 Explain operational safety of Medical Instruments and Equipment</p>                                                                                                                                          | <p>Explain Medical Instruments and Equipment</p> <p>Explain types of Medical Instruments and Equipment</p> <p>Explain operational safety of Medical Instruments and Equipment</p>                                                                                                                                              | <p>Textbooks, internet lecture notes, charts, pictures, whiteboard, Markers, tutorials</p> | <p>Identify Medical Instruments and Equipment in medical store</p> <p>Maintain Medical Instruments and Equipment in medical store</p> | <p>Guides students to: Identify Medical Instruments and Equipment in medical store</p> <p>Maintain Medical Instruments and Equipment in medical store</p> | <p>Sphygmomanometer</p> <p>Adult weighing scale</p> <p>Scrap Medical Instruments and Equipment</p> |

|                                                                  |                                                                              |                                                                          |  |                                                |                                                |  |
|------------------------------------------------------------------|------------------------------------------------------------------------------|--------------------------------------------------------------------------|--|------------------------------------------------|------------------------------------------------|--|
|                                                                  | 4.4 Explain calibration and maintenance of Medical Instruments and Equipment | Explain calibration and maintenance of Medical Instruments and Equipment |  | Troubleshoot Medical Instruments and Equipment | Troubleshoot Medical Instruments and Equipment |  |
|                                                                  | 4.5 Explain troubleshooting Medical Instruments and Equipment                | Explain troubleshooting Medical Instruments and Equipment                |  |                                                |                                                |  |
|                                                                  | 4.6 Explain Medical Instruments and Equipment lifecycle management           | Explain Medical Instruments and Equipment lifecycle management           |  |                                                |                                                |  |
|                                                                  | 4.7 Explain Regulatory and safety standards                                  | Explain Regulatory and safety standards                                  |  |                                                |                                                |  |
| <b>ASSESSMENT:</b> Continuous Assessment 60%<br>Examination: 40% |                                                                              |                                                                          |  |                                                |                                                |  |

### Research Methodology in Medical Store Management

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                             |                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------|
| <b>PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY</b>                                                                                                                                                                                                                                                                                                                                                                                                                              |                             |                       |
| <b>COURSE TITLE:</b> Research Methodology in Medical Store Management                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>COURSE CODE:</b> MST 216 | <b>CREDIT UNIT:</b> 2 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>CONTACT HOURS:</b> 2     | <b>THEORETICAL:</b> 1 |
| <b>YEAR:</b> II <b>SEMESTER:</b> I                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>PRE-REQUISITE:</b>       | <b>PRACTICAL:</b> 1   |
| <b>GOAL:</b> This course is designed to equip students with knowledge and skills to carry out research in Medical Store Management                                                                                                                                                                                                                                                                                                                                                                     |                             |                       |
| <b>GENERAL OBJECTIVES:</b> On completion of this course, the students should be able to: <ul style="list-style-type: none"> <li>1.0 Understand the concept of research in Medical Store Management</li> <li>2.0 Know Research Methodology.</li> <li>3.0 Know Research Designs and Data Collection in Medical Store.</li> <li>4.0 Know Sample and Sampling Techniques</li> <li>5.0 Know Data Analysis in Medical Store Research</li> <li>6.0 Know Report and Presentation of Research Result</li> </ul> |                             |                       |

|                                                                                                                             |                                                                                                                                                                          |                                                                                                                                                           |                                                                                   |                                                             |                                                      |                          |
|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------|--------------------------|
| PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY                                                          |                                                                                                                                                                          |                                                                                                                                                           |                                                                                   |                                                             |                                                      |                          |
| COURSE TITLE: Research Methodology in Medical Store Management                                                              |                                                                                                                                                                          | COURSE CODE: MST 216                                                                                                                                      |                                                                                   |                                                             | CREDIT UNIT: 2                                       |                          |
|                                                                                                                             |                                                                                                                                                                          | CONTACT HOURS: 2                                                                                                                                          |                                                                                   |                                                             | THEORETICAL:1                                        |                          |
| YEAR: II SEMESTER: I                                                                                                        |                                                                                                                                                                          | PRE-REQUISITE:                                                                                                                                            |                                                                                   |                                                             | PRACTICAL: 1                                         |                          |
| COURSE SPECIFICATION: THEORETICAL AND PRACTICAL                                                                             |                                                                                                                                                                          |                                                                                                                                                           |                                                                                   |                                                             |                                                      |                          |
| GOAL: This course is designed to equip students with knowledge and skills to carry out research in Medical Store Management |                                                                                                                                                                          |                                                                                                                                                           |                                                                                   |                                                             |                                                      |                          |
| General Objective 1.0: Understand the concept of research in Medical Store Management                                       |                                                                                                                                                                          |                                                                                                                                                           |                                                                                   |                                                             |                                                      |                          |
| THEORETICAL CONTENT                                                                                                         |                                                                                                                                                                          |                                                                                                                                                           |                                                                                   | PRACTICAL CONTENT                                           |                                                      |                          |
| Week                                                                                                                        | Specific Learning Outcome                                                                                                                                                | Teacher’s Activities                                                                                                                                      | Resources                                                                         | Specific Learning Outcome                                   | Teacher’s Activities                                 | Resources                |
| 1                                                                                                                           | 1.1 Define research<br><br>1.2 Explain the types of research<br><br>1.3 Explain the aims of research<br><br>1.4 Explain the role of research in Medical Store profession | Explain research<br><br>Explain the types of research<br><br>Explain the aims of research<br><br>Discuss the role of research in Medical Store profession | Projector, Textbook, Internet, Lecture note, Chart, White board, Marker, Tutorial |                                                             |                                                      |                          |
| General Objective 2.0: Know Research Methodology                                                                            |                                                                                                                                                                          |                                                                                                                                                           |                                                                                   |                                                             |                                                      |                          |
| 2-3                                                                                                                         | 2.1 Explain Research Methodology<br><br>2.2 Explain types of research methods                                                                                            | Explain Research Methodology<br><br>Explain types of research methods                                                                                     | Projector, Textbook, Internet, Lecture notes, Charts,                             | Formulate a research topic<br><br>Review related literature | Guide students to:<br><br>Formulate a research topic | Sample research projects |

|                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                      |                                   |                                             |                                             |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------|---------------------------------------------|--|
| 2.3 Explain how to identify a problem area in Medical Store Research                                                                                                                                                                                                                                                      | Explain how to identify a problem area in Medical Store Research                                                                                                                                                                                                                                                     | Pictures<br>White board, Markers. | Formulate research problem                  | Review related literature                   |  |
| 2.4 Explain Literature Review                                                                                                                                                                                                                                                                                             | Explain Literature Review                                                                                                                                                                                                                                                                                            |                                   | Formulate hypothesis                        | Formulate hypothesis                        |  |
| 2.5 Explain Hypothesis formulation                                                                                                                                                                                                                                                                                        | Explain Hypothesis formulation                                                                                                                                                                                                                                                                                       |                                   | Formulate research questions and objectives | Formulate research questions and objectives |  |
| 2.6 Explain the components of Research Methodology: <ul style="list-style-type: none"> <li>• Research problem</li> <li>• Research questions</li> <li>• Research objective</li> <li>• Data collection methods</li> <li>• Data analysis method</li> <li>• Theoretical framework</li> <li>• Ethical consideration</li> </ul> | Explain the component of Research Methodology: <ul style="list-style-type: none"> <li>• Research problem</li> <li>• Research questions</li> <li>• Research objective</li> <li>• Data collection methods</li> <li>• Data analysis method</li> <li>• Theoretical framework</li> <li>• Ethical consideration</li> </ul> |                                   |                                             |                                             |  |

| General Objective 3.0: Know Research Designs and Data Collection in Medical Store |                                               |                                           |                                                                                     |                                    |                                              |                                    |                            |
|-----------------------------------------------------------------------------------|-----------------------------------------------|-------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------|----------------------------------------------|------------------------------------|----------------------------|
| 4-5                                                                               | 3.1 Define Research Design                    | Explain Research Design                   | Textbooks, internet lecture notes, charts, pictures, whiteboard, Markers, tutorials | Carryout Research Design           | Guides students to: Carryout Research Design | Sample Research projects           |                            |
|                                                                                   | 3.2 Explain types of Research Design          | Explain types of Research Design          |                                                                                     | Identify types and sources of data |                                              | Identify types and sources of data | Sample questionnaire       |
|                                                                                   | 3.3 Explain the importance of Research Design | Explain the importance of Research Design |                                                                                     | Develop a questionnaire            |                                              | Develop a questionnaire            | Sample interview questions |
|                                                                                   | 3.4 Define Data Collection                    | Explain Data Collection                   |                                                                                     |                                    |                                              |                                    |                            |
|                                                                                   | 3.5 Explain types and sources of data         | Explain types and sources of data         |                                                                                     | Demonstrate interview              |                                              | Demonstrate interview              |                            |
|                                                                                   | 3.6 Explain the tools for Data Collection     | Explain the tools for Data Collection     |                                                                                     | Carryout focus group discussion    |                                              | Carryout focus group discussion    |                            |
|                                                                                   | 3.7 Explain data management                   | Explain data management                   |                                                                                     |                                    |                                              |                                    |                            |
|                                                                                   | 3.8 Explain data validation                   | Explain data validation                   |                                                                                     |                                    |                                              |                                    |                            |
|                                                                                   | 3.9 Explain data quality control              | Explain data quality control              |                                                                                     |                                    |                                              |                                    |                            |
| General Objective 4.0: Know Sample and Sampling techniques                        |                                               |                                           |                                                                                     |                                    |                                              |                                    |                            |
| 6-8                                                                               | 4.1 Define a Sample                           | Explain a Sample                          | Textbooks, internet lecture notes, whiteboard, Markers,                             | Choose a Sample                    | Guides students to: Choose a sample          | Sample research project            |                            |
|                                                                                   | 4.2 Explain types of Samples                  | Explain types of Data Collection Samples  |                                                                                     | Calculate a Sample size            |                                              |                                    | Calculate a Sample size    |

|                                                                            |                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                 |                                                                   |                                                                                                                     |                                                                                                                                         |                                        |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
|                                                                            | <p>4.3 Define Sample size</p> <p>4.4 Explain determination of Sample size</p> <p>4.5 Explain various Sampling Techniques.</p> <p>4.6 Explain factors to consider in choosing Sampling Techniques.</p> <p>4.7. Explain Sample Frame</p> <p>4.8 Explain the importance of sampling in modern research</p> | <p>Explain Sample size</p> <p>Explain determination of Sample size</p> <p>Explain various Sampling Techniques.</p> <p>Explain factors to consider in choosing Sampling Techniques.</p> <p>Explain Sample Frame</p> <p>Explain the importance of sampling in modern research</p> | tutorials                                                         | Identify factors to consider in choosing sampling techniques                                                        | Identify factors to consider in choosing sampling techniques                                                                            |                                        |
| <b>General Objective 5.0: Know Data Analysis in Medical Store Research</b> |                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                 |                                                                   |                                                                                                                     |                                                                                                                                         |                                        |
| 9-11                                                                       | <p>5.1 Define Data Analysis</p> <p>5.2 Explain Mean, Mode and Median in Data Analysis</p> <p>5.3 Explain Data Analysis tools</p>                                                                                                                                                                        | <p>Explain Data Analysis</p> <p>Explain Mean, Mode and Median in Data Analysis</p> <p>Explain Data Analysis tools</p>                                                                                                                                                           | Textbooks, internet lecture notes, whiteboard, Markers, tutorials | <p>Identify data analysis tools</p> <p>Determine mean, mode and median</p> <p>Identify methods of data analysis</p> | <p>Guides students to: Identify data analysis tools</p> <p>Determine mean, mode and median</p> <p>Identify methods of data analysis</p> | <p>Software</p> <p>Sample projects</p> |

|                                                                               |                                                                       |                                                                   |                                                                    |                                                      |                                                      |                         |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------|------------------------------------------------------|-------------------------|
|                                                                               | 5.4 Explain the use of Data Analysis tools in Medical Store research  | Explain the use of Data Analysis tools in Medical Store research  |                                                                    | Demonstrate Data Analysis using the tools identified | Demonstrate Data Analysis using the tools identified |                         |
|                                                                               | 5.5 Explain the methods of Data Analysis                              | Explain the methods of Data Analysis                              |                                                                    |                                                      |                                                      |                         |
|                                                                               | 5.6 Explain the importance of Data Analysis in Medical Store Research | Explain the importance of Data Analysis in Medical Store Research |                                                                    |                                                      |                                                      |                         |
| <b>General Objective 6.0: Know Report and Presentation of Research result</b> |                                                                       |                                                                   |                                                                    |                                                      |                                                      |                         |
| 12-14                                                                         | 6.1 Explain steps in Research Presentation                            | Explain steps in Research Presentation                            | Textbooks, internet, lecture notes, whiteboard, markers, tutorials | Present research result                              | Guides students to: Present research result          | Sample research project |
|                                                                               | 6.2 Explain Research Presentation format of research results          | Explain Research Presentation format of research results          |                                                                    |                                                      | Write research report                                |                         |
|                                                                               | 6.3 Explain types of Research Report                                  | Explain types of Research Report                                  |                                                                    | Write Research Report                                | Reference appropriately                              |                         |
|                                                                               | 6.4 Explain the structure of Research Report                          | Explain the structure of Research Report                          |                                                                    | Reference appropriately                              |                                                      |                         |
|                                                                               | 6.5 Explain Referencing in Research Report                            | Explain Referencing in Research Report                            |                                                                    |                                                      |                                                      |                         |

|                                                                  |                                              |                                          |  |  |  |  |
|------------------------------------------------------------------|----------------------------------------------|------------------------------------------|--|--|--|--|
|                                                                  | 6.6 Explain dissemination of Research Report | Explain dissemination of Research Report |  |  |  |  |
| <b>ASSESSMENT:</b> Continuous Assessment 40%<br>Examination: 60% |                                              |                                          |  |  |  |  |

NATIONAL BOARD FOR TECHNICAL EDUCATION

NATIONAL BOARD FOR TECHNICAL EDUCATION

## YEAR TWO SEMESTER TWO

### Medical Supplies Procurement

|                                                                                                                                                                                                                                                                                                                                                                  |                             |                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------|
| <b>PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY</b>                                                                                                                                                                                                                                                                                        |                             |                       |
| <b>COURSE TITLE:</b> Medical Supplies Procurement                                                                                                                                                                                                                                                                                                                | <b>COURSE CODE:</b> MST 221 | <b>CREDIT UNIT:</b> 2 |
|                                                                                                                                                                                                                                                                                                                                                                  | <b>CONTACT HOURS:</b> 2     | <b>THEORETICAL:</b> 1 |
| <b>YEAR:</b> II <b>SEMESTER:</b> II                                                                                                                                                                                                                                                                                                                              | <b>PRE-REQUISITE:</b>       | <b>PRACTICAL:</b> 1   |
| <b>GOAL:</b> This course is designed to equip students with the knowledge and skills of Procurement in Medical Supplies.                                                                                                                                                                                                                                         |                             |                       |
| <b>GENERAL OBJECTIVES:</b> On completion of this course, the students should be able to:<br>1.0 Know the basic concept of Procurement in Medical Supplies.<br>2.0 Know the Procurement Processes in Medical Supplies.<br>3.0 Know the basic Principles of Public Procurement in Nigeria<br>4.0 Understand the key challenges in Procurement of Medical Supplies. |                             |                       |

|                                                                                   |                                                                    |                                                              |                                                                                   |                                      |                                                         |                           |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------|--------------------------------------------------------------|-----------------------------------------------------------------------------------|--------------------------------------|---------------------------------------------------------|---------------------------|
| PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY                |                                                                    |                                                              |                                                                                   |                                      |                                                         |                           |
| COURSE TITLE: Medical Supplies Procurement                                        |                                                                    | COURSE CODE: MST 221                                         |                                                                                   |                                      | CREDIT UNIT: 2                                          |                           |
|                                                                                   |                                                                    | CONTACT HOURS: 2                                             |                                                                                   |                                      | THEORETICAL: 1                                          |                           |
| YEAR: II SEMESTER: II                                                             |                                                                    | PRE-REQUISITE:                                               |                                                                                   |                                      | PRACTICAL: 1                                            |                           |
| COURSE SPECIFICATION: THEORETICAL AND PRACTICAL                                   |                                                                    |                                                              |                                                                                   |                                      |                                                         |                           |
| GOAL: Understand the basic concept of Procurement in Medical Supplies             |                                                                    |                                                              |                                                                                   |                                      |                                                         |                           |
| General Objective 1.0: Know the basic concepts of Procurement in Medical Supplies |                                                                    |                                                              |                                                                                   |                                      |                                                         |                           |
| THEORETICAL CONTENT                                                               |                                                                    |                                                              |                                                                                   | PRACTICAL CONTENT                    |                                                         |                           |
| Week                                                                              | Specific Learning Outcome                                          | Teacher’s Activities                                         | Resources                                                                         | Specific Learning Outcome            | Teacher’s Activities                                    | Resources                 |
| 1-2                                                                               | 1.1 Explain Procurement.                                           | Explain Procurement.                                         | Textbooks, Lecture notes, Journals, Marker, Marker board, PC, Projector, Internet | Identify stakeholders in procurement | Guide students to: Identify stakeholders in procurement | Charts<br><br>Video clips |
|                                                                                   | 1.2 Explain types of Procurement in Medical Supplies.              | Explain types of Procurement in Medical Supplies.            |                                                                                   |                                      |                                                         |                           |
|                                                                                   | 1.3 Explain the basic principles Procurement in Medical Supplies   | Explain the objectives of Procurement in Medical Supplies.   |                                                                                   |                                      |                                                         |                           |
|                                                                                   | 1.4 Explain the importance of Procurement in Medical Supplies.     | Explain the importance of Procurement in Medical Supplies.   |                                                                                   |                                      |                                                         |                           |
|                                                                                   | 1.5 Enumerate stakeholders in the Procurement in Medical Supplies. | Explain stakeholders in the Procurement in Medical Supplies. |                                                                                   |                                      |                                                         |                           |

|                                                                                  |                                                                                                 |                                                                                          |                                         |                                          |                                                             |                        |
|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------|------------------------------------------|-------------------------------------------------------------|------------------------|
|                                                                                  | 1.6 Highlights the roles of Medical Store Personnel in Procurement process in Medical Supplies. | Explain the roles of Medical Store Personnel in Procurement process in Medical Supplies. |                                         |                                          |                                                             |                        |
| <b>General Objective 2.0: Know the Procurement Processes in Medical Supplies</b> |                                                                                                 |                                                                                          |                                         |                                          |                                                             |                        |
| 3-6                                                                              | 2.1 Define Procurement Process                                                                  | Explain Procurement Process                                                              | Textbooks, Lecture notes, Journals      | Draft specification for identified needs | Guide students to: Draft specification for identified needs | Sample specification   |
|                                                                                  | 2.2 Explain the steps in the Procurement Process                                                | Explain the steps in the Procurement Process                                             | Marker<br>Marker board, PC<br>Projector | Draft inquiry letters                    | Draft inquiry letters                                       | Sample inquiry letters |
|                                                                                  | 2.3 Explain Needs Assessment in Medical Supplies                                                | Explain Needs Assessment in Medical Supplies                                             | Internet                                | Draft sample requisition                 | Draft sample requisition                                    | Sample requisition     |
|                                                                                  | 2.4 Explain Sourcing in Medical Supplies                                                        | Explain Sourcing in Medical Supplies                                                     |                                         | Draft order placement                    | Draft order placement                                       | Sample LPO             |
|                                                                                  | 2.5 Explain placement of orders and follow up                                                   | Explain placement of orders and follow up                                                |                                         | Draft sample delivery note               | Draft sample delivery note                                  | Sample delivery note   |
|                                                                                  | 2.6 Explain deliveries and receipts of Medical Supplies                                         | Explain deliveries and receipts in Medical Supplies                                      |                                         |                                          |                                                             |                        |

|                                                                                                |                                                                                                                                                          |                                                                                                                                                      |                                                                                                 |                                                                                                          |                                                                                                                                |                                                                                                 |
|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
|                                                                                                | 2.7 Explain Documentation in Procurement Process                                                                                                         | Explain Documentation in Procurement Process                                                                                                         |                                                                                                 |                                                                                                          |                                                                                                                                |                                                                                                 |
| <b>General Objective 3.0:</b> Know the basic principles of Public Procurement in Nigeria       |                                                                                                                                                          |                                                                                                                                                      |                                                                                                 |                                                                                                          |                                                                                                                                |                                                                                                 |
| 7-9                                                                                            | 3.1 Define Public Procurement                                                                                                                            | Explain Public Procurement                                                                                                                           | Textbooks,<br>Lecture notes,<br>Journals<br>Marker<br>Marker board, PC<br>Projector<br>Internet | Prepare needs assessment report<br><br>Prepare bidding documents<br><br>Prepare procurement notification | Guide students to:<br>Prepare needs assessment report<br><br>Prepare bidding documents<br><br>Prepare procurement notification | Sample assessment report<br><br>Sample bidding documents<br><br>Sample procurement notification |
|                                                                                                | 3.2 Distinguish between Public and Private Procurements                                                                                                  | Explain between Public and Private Procurements                                                                                                      |                                                                                                 |                                                                                                          |                                                                                                                                |                                                                                                 |
|                                                                                                | 3.3 Explain basic principles of Public Procurement                                                                                                       | Explain basic principles of Public Procurement                                                                                                       |                                                                                                 |                                                                                                          |                                                                                                                                |                                                                                                 |
|                                                                                                | 3.4 Explain the Process of Public Procurement <ul style="list-style-type: none"> <li>• Pre bidding</li> <li>• Bidding</li> <li>• Post bidding</li> </ul> | Explain the Process of Public Procurement <ul style="list-style-type: none"> <li>• Pre bidding</li> <li>• Bidding</li> <li>• Post bidding</li> </ul> |                                                                                                 |                                                                                                          |                                                                                                                                |                                                                                                 |
|                                                                                                | 3.5 Outline Stakeholders in Public Procurement                                                                                                           | Explain Stakeholders in Public Procurement                                                                                                           |                                                                                                 |                                                                                                          |                                                                                                                                |                                                                                                 |
| <b>General Objective 4.0:</b> Understand the key Challenges in Procurement of Medical Supplies |                                                                                                                                                          |                                                                                                                                                      |                                                                                                 |                                                                                                          |                                                                                                                                |                                                                                                 |

|                                              |                                                                        |                                                                    |                                                                                                      |  |  |  |
|----------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|--|--|--|
| 10-13                                        | 4.1 Define the concept of Challenge.                                   | Explain the concept of Challenge.                                  | Textbooks,<br>Lecture notes,<br>Journals,<br>Marker,<br>Marker board,<br>PC,<br>Projector, Internet. |  |  |  |
|                                              | 4.2 Explain challenges caused by Contractors/Service Providers         | Explain challenges caused by Contractors/Service Providers         |                                                                                                      |  |  |  |
|                                              | 4.3 Discuss challenges caused by Procurement Staff                     | Explain challenges caused by Procurement Staff                     |                                                                                                      |  |  |  |
|                                              | 4.4 Explain economic challenges                                        | Explain economic challenges                                        |                                                                                                      |  |  |  |
|                                              | 4.5 Explain challenge of conflict of interest                          | Discuss challenge of conflict of interest                          |                                                                                                      |  |  |  |
|                                              | 4.6 Explain strategies to mitigate the impacts of the challenges above | Explain strategies to mitigate the impacts of the challenges above |                                                                                                      |  |  |  |
| <b>ASSESSMENT:</b> Continuous Assessment 60% |                                                                        |                                                                    |                                                                                                      |  |  |  |
| Examination: 40%                             |                                                                        |                                                                    |                                                                                                      |  |  |  |

### Medical Store Supply Chain Management

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                             |                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------|
| <b>PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY</b>                                                                                                                                                                                                                                                                                                                                                                                                              |                             |                       |
| <b>COURSE TITLE:</b> Medical Store Supply Chain Management                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>COURSE CODE:</b> MST 222 | <b>CREDIT UNIT:</b> 2 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>CONTACT HOURS:</b> 2     | <b>THEORETICAL:</b> 1 |
| <b>YEAR:</b> II <b>SEMESTER:</b> II                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>PRE-REQUISITE:</b>       | <b>PRACTICAL:</b> 1   |
| <b>GOAL:</b> This course is designed to equip students with knowledge and skills for efficient flow of Supply Chain Management Medical products and supplies.                                                                                                                                                                                                                                                                                                                          |                             |                       |
| <b>GENERAL OBJECTIVES:</b> On completion of this course, the students should be able to:<br>1.0 Understand the concept of Supply Chain Management<br>2.0 Know how to safeguard product quality and safety within the Supply Chain Management<br>3.0 Understand cost reduction measures of Medical Products and Supplies in Supply Chain Management<br>4.0 Understand the role of Distribution Management in Medical Store<br>5.0 Know Regulatory Compliance in Supply Chain Management |                             |                       |

|                                                                                                                                                        |                                                                                   |                                                                              |                                                             |                           |                      |                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------|-------------------------------------------------------------|---------------------------|----------------------|----------------|
| PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY                                                                                     |                                                                                   |                                                                              |                                                             |                           |                      |                |
| COURSE TITLE: Medical Store Supply Chain Management                                                                                                    |                                                                                   |                                                                              |                                                             | COURSE CODE:MST 222       |                      | CREDIT UNIT: 2 |
|                                                                                                                                                        |                                                                                   |                                                                              |                                                             | CONTACT HOURS: 2          |                      | THEORETICAL:1  |
| YEAR: II                                                                                                                                               |                                                                                   | SEMESTER: II                                                                 |                                                             | PRE-REQUISITE:            |                      | PRACTICAL: 1   |
| COURSE SPECIFICATION: THEORETICAL AND PRACTICAL                                                                                                        |                                                                                   |                                                                              |                                                             |                           |                      |                |
| GOAL: This course is designed to equip students with knowledge and skills for efficient flow of Supply Chain Management Medical products and supplies. |                                                                                   |                                                                              |                                                             |                           |                      |                |
| General Objective 1.0: Understand the concept of Supply Chain management                                                                               |                                                                                   |                                                                              |                                                             |                           |                      |                |
| THEORETICAL CONTENT                                                                                                                                    |                                                                                   |                                                                              |                                                             | PRACTICAL CONTENT         |                      |                |
| Week                                                                                                                                                   | Specific Learning Outcome                                                         | Teacher’s Activities                                                         | Resources                                                   | Specific Learning Outcome | Teacher’s Activities | Resources      |
| 1-2                                                                                                                                                    | 1.1 Define Supply Chain Management in Medical Store                               | Explain Supply Chain Management in Medical Store                             | Textbooks, Internet, Computer, Journal, Marker board Marker |                           |                      |                |
|                                                                                                                                                        | 1.2 Explain Supply Chain System in Medical Store                                  | Explain Supply Chain System in Medical Store                                 |                                                             |                           |                      |                |
|                                                                                                                                                        | 1.3 Explain tracking in Supply Chain Management of Medical products and supplies. | Explain tracking in Supply Chain Management of Medical products and supplies |                                                             |                           |                      |                |
|                                                                                                                                                        | 1.4 Explain the challenges in Supply Chain                                        | Explain the challenges in Supply Chain Process of                            |                                                             |                           |                      |                |

|                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                            |                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                   | Process of Medical products and supplies.                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Medical products and supplies.                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                            |                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                      |
| <b>General Objective 2.0:</b> Know how to safeguard product quality and safety within the Supply Chain Management |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                            |                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                      |
| 3-5                                                                                                               | <p>2.1 Explain specific handling and storage requirements for different medical products.</p> <p>2.2 Explain the control measures to ensure medical products are stored, handled and transported safely and effectively.</p> <p>2.3 Explain the procedure for regular quality check.</p> <p>2.4 Explain inspection procedure for</p> <ul style="list-style-type: none"> <li>• Standards</li> <li>• Signs of damage</li> <li>• Deterioration</li> <li>• Contamination</li> <li>• Expiration</li> </ul> | <p>Explain specific handling and storage requirements for different medical products.</p> <p>Explain the control measures to ensure medical products are stored, handled and transported safely and effectively.</p> <p>Discuss the procedure for regular quality check.</p> <p>Explain inspection procedure for</p> <ul style="list-style-type: none"> <li>• Standards</li> <li>• Signs of damage</li> <li>• Deterioration</li> <li>• Contamination</li> <li>• Expiration</li> </ul> | <p>Textbooks</p> <p>Lecture notes,</p> <p>Journals,</p> <p>projector,</p> <p>marker board</p> <p>Maker</p> <p>Internet</p> | <p>Identify handling methods for specific products</p> <p>Identify storage methods for specific products</p> <p>Carry out inspection procedure for</p> <ul style="list-style-type: none"> <li>• Standards</li> <li>• Signs of damage</li> <li>• Deterioration</li> <li>• Contamination</li> <li>• Expiration</li> </ul> | <p>Guide students to:</p> <p>Identify handling methods for specific products</p> <p>Identify storage methods for specific products</p> <p>Carry out inspection procedure for</p> <ul style="list-style-type: none"> <li>• Standards</li> <li>• Signs of damage</li> <li>• Deterioration</li> <li>• Contamination</li> <li>• Expiration</li> </ul> | <p>Video clips</p> <p>charts flip charts</p> <p>Temperature controlled</p> <p>Storage system</p> <p>Logs</p> <p>Thermometer</p> <p>Checklist</p> <p>Cold chain facility</p> <p>Sample of Damaged, Deteriorated Contaminated, and</p> |

|                                                                                                                              |                                                                                                  |                                                                                              |                                                      |  |  |                         |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|------------------------------------------------------|--|--|-------------------------|
|                                                                                                                              |                                                                                                  |                                                                                              |                                                      |  |  | Expired medical product |
| <b>General Objective 3.0:</b> Understand Cost Reduction measures of medical products and supplies in supply chain management |                                                                                                  |                                                                                              |                                                      |  |  |                         |
| 6-8                                                                                                                          | 3.1 Explain Cost in relation to Supply Chain                                                     | Explain Cost in relation to Supply Chain                                                     | Textbooks<br>Lecture notes<br>Marker board<br>Marker |  |  |                         |
|                                                                                                                              | 3.2 Explain factors that affect cost of medical products and supplies in Supply Chain Management | Explain factors that affect cost of medical products and supplies in Supply Chain Management | Internet<br>Journal<br>Projector                     |  |  |                         |
|                                                                                                                              | 3.3 Explain cost saving measures in Supply Chain Management                                      | Explain cost saving measures in Supply Chain Management                                      |                                                      |  |  |                         |
|                                                                                                                              | 3.4 Explain the impact of cost reduction in Supply Chain Management to the organization          | Explain the impact of cost reduction in Supply Chain Management to the organization          |                                                      |  |  |                         |
|                                                                                                                              | 3.5 Explain merits and demerits of cost reduction measures in                                    | Explain merits and demerits of cost reduction                                                |                                                      |  |  |                         |

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                         |                                                                                                                                        |                                                                                                                                                                  |                                                    |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
|                                                                                         | Supply Chain Management                                                                                                                                                                                                                                                                                                                                                                 | measures in Supply Chain Management                                                                                                                                                                                                                                                                                                                                 |                                                                                                                         |                                                                                                                                        |                                                                                                                                                                  |                                                    |
| <b>General Objective 4.0:</b> Know the role of Distribution Management in Medical Store |                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                         |                                                                                                                                        |                                                                                                                                                                  |                                                    |
| 9-11                                                                                    | <p>4.1 Explain Distribution functions in Medical Store</p> <p>4.2 Explain types of Distribution Channels in Supply Chain Management</p> <p>4.3 Explain the importance of Distribution Management</p> <p>4.4 Explain merits and demerits of Distribution Channels in Supply Chain Management</p> <p>4.4 Explain factors that affect Distribution Channels in Supply Chain Management</p> | <p>Explain Distribution functions in Medical Store</p> <p>Explain types of Distribution Channels in Supply Chain Management</p> <p>Explain the importance of Distribution Management</p> <p>Explain merits and demerits of Distribution Channels in Supply Chain Management</p> <p>Explain factors that affect Distribution Channels in Supply Chain Management</p> | <p>Textbooks</p> <p>Lecture notes</p> <p>Marker board</p> <p>Marker</p> <p>Internet</p> <p>Journal</p> <p>Projector</p> | <p>Identify distribution channels in supply chain management</p> <p>Manage the inter-relationships within the distribution channel</p> | <p>Guide students to:</p> <p>Identify distribution channels in supply chain management</p> <p>Manage the inter-relationships within the distribution channel</p> | <p>Charts</p> <p>Pictorials</p> <p>Video clips</p> |

| General Objective 5.0: Know Regulatory Compliance in Supply Chain Management |                                                                               |                                                                           |                                                                                          |                                                                |                                                                                   |                                                                                                    |
|------------------------------------------------------------------------------|-------------------------------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| 12-14                                                                        | 5.1 Explain Regulatory requirements and Compliance in Supply Chain Management | Discuss Regulatory requirements and Compliance in Supply Chain Management | Textbooks<br>Lecture notes<br>Marker board<br>Marker<br>Internet<br>Journal<br>Projector | Identify the regulatory Agencies in logistics and supply chain | Guide students to:<br>Identify the regulatory Agencies in supply chain management | Video clips<br>Charts<br>Supply chain management regulations<br>Regulatory guidelines<br>Pamphlets |
|                                                                              | 5.2 Explain Regulations that apply to Supply Chain Management                 | Explain Regulations that apply to Supply Chain Management                 |                                                                                          |                                                                |                                                                                   |                                                                                                    |
|                                                                              | 5.3 List Regulatory Agencies in Supply Chain Management                       | Explain Regulatory Agencies in Supply Chain Management                    |                                                                                          |                                                                |                                                                                   |                                                                                                    |
|                                                                              | 5.4 Explain the functions of the regulatory agencies listed in 5.3 above      | Explain the functions of the regulatory agencies listed above             |                                                                                          |                                                                |                                                                                   |                                                                                                    |
|                                                                              | 5.5 Explain Compliance Audit in Supply Chain Management                       | Explain Compliance Audit in Supply Chain Management                       |                                                                                          |                                                                |                                                                                   |                                                                                                    |
| <b>ASSESSMENT:</b> Continuous Assessment: 60%<br>Examination: 40%            |                                                                               |                                                                           |                                                                                          |                                                                |                                                                                   |                                                                                                    |

Medical Store Professional Ethics and Practice

|                                                                                                                                                                                                                                                                                                                                                                                                    |                             |                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------|
| <b>PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY</b>                                                                                                                                                                                                                                                                                                                          |                             |                       |
| <b>COURSE TITLE:</b> Medical Store Professional Ethics and Practice                                                                                                                                                                                                                                                                                                                                | <b>COURSE CODE:</b> MST 223 | <b>CREDIT UNIT:</b> 2 |
|                                                                                                                                                                                                                                                                                                                                                                                                    | <b>CONTACT HOURS:</b> 2     | <b>THEORETICAL:</b> 2 |
| <b>YEAR:</b> II <b>SEMESTER:</b> II                                                                                                                                                                                                                                                                                                                                                                | <b>PRE-REQUISITE:</b>       | <b>PRACTICAL:</b> NIL |
| <b>GOAL:</b> This course is designed to equip students with basic knowledge of professional ethics and practice in Medical Store.                                                                                                                                                                                                                                                                  |                             |                       |
| <b>GENERAL OBJECTIVES:</b> On completion of this course, the students should be able to:<br>1.0 Understand Professional Ethics in Medical Store practice<br>2.0 Understand Data privacy and confidentiality in Medical Store practice<br>3.0 Understand Mandatory Continuous Professional Development in Medical Store practice<br>4.0 Understand Laws and Regulations in Medical Store Profession |                             |                       |

|                                                                                                                            |                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                |                                                                                                 |                           |                      |           |
|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|---------------------------|----------------------|-----------|
| PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY                                                         |                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                |                                                                                                 |                           |                      |           |
| COURSE TITLE: Medical Store Professional Ethics And Practice                                                               |                                                                                                                                                                                                                                                                                        | COURSE CODE: MST 223                                                                                                                                                                                                                                                                           |                                                                                                 |                           | CREDIT UNIT: 2       |           |
|                                                                                                                            |                                                                                                                                                                                                                                                                                        | CONTACT HOURS: 2                                                                                                                                                                                                                                                                               |                                                                                                 |                           | THEORETICAL:2        |           |
| YEAR: II                                                                                                                   | SEMESTER: II                                                                                                                                                                                                                                                                           | PRE-REQUISITE:                                                                                                                                                                                                                                                                                 |                                                                                                 |                           | PRACTICAL: NIL       |           |
| COURSE SPECIFICATION: THEORETICAL AND PRACTICAL                                                                            |                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                |                                                                                                 |                           |                      |           |
| GOAL: This course is designed to equip students with basic knowledge of Professional Ethics and practice in Medical Store. |                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                |                                                                                                 |                           |                      |           |
| General Objective 1.0: Understand Professional Ethics in Medical Store practices                                           |                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                |                                                                                                 |                           |                      |           |
| THEORETICAL CONTENT                                                                                                        |                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                |                                                                                                 | PRACTICAL CONTENT         |                      |           |
| Week                                                                                                                       | Specific Learning Outcome                                                                                                                                                                                                                                                              | Teacher’s Activities                                                                                                                                                                                                                                                                           | Resources                                                                                       | Specific Learning Outcome | Teacher’s Activities | Resources |
| 1-3                                                                                                                        | 1.1 Define Ethics<br><br>1.2 Define Professional<br><br>1.3 Explain Professional Ethics in Medical Store practice<br><br>1.4 Explain Professional Ethics relevant to Medical Store practice,<br>• Professionalism<br>• Integrity,<br>• Honesty,<br>• Accountability,<br>• Beneficence. | Explain Ethics<br><br>Explain Professional<br><br>Explain Professional Ethics in Medical Store practice<br><br>Explain Professional Ethics relevant to Medical Store practice,<br>• Professionalism<br>• Integrity,<br>• Honesty,<br>• Accountability,<br>• Beneficence.<br>• Responsibilities | Textbooks<br>Lecture notes<br>journals<br>Projector<br>PC<br>Marker Board<br>Marker<br>Internet |                           |                      |           |

|  |                                                                                                        |                                                                                                   |  |  |  |  |
|--|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|--|--|--|--|
|  | <ul style="list-style-type: none"> <li>Responsibilities</li> </ul>                                     |                                                                                                   |  |  |  |  |
|  | 1.5 Outline the specific code of conduct of a Medical Store professional.                              | Explain the specific code of conduct of a Medical Store professional.                             |  |  |  |  |
|  | 1.6 Explain the concept of "conflict of interest" in a Medical Store practice.                         | Explain the concept of "conflict of interest" in a Medical Store practice.                        |  |  |  |  |
|  | 1.7 Describe the importance of maintaining professional boundaries with medical clients and suppliers. | Explain the importance of maintaining professional boundaries with medical clients and suppliers. |  |  |  |  |
|  | 1.8 Explain Ethical principles underpinning legal requirements for medical store operations            | Explain Ethical principles underpinning legal requirements for medical store operations           |  |  |  |  |

|                                                                                              |                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                          |                                                                                                 |  |  |  |
|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--|--|--|
|                                                                                              | 1.9 Explain the role of Medical Store Professionals and their relationship with stakeholders in Health environment                                                                                                                                                                                                                       | Explain the role of Medical Store Professionals and their relationship with stakeholders in Health environment                                                                                                                                                                                                                                           |                                                                                                 |  |  |  |
| GENERAL OBJECTIVE 2.0: Understand Data privacy and confidentiality in Medical Store practice |                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                          |                                                                                                 |  |  |  |
| 4-7                                                                                          | 2.1 Define data<br><br>2.2 Define data privacy<br><br>2.3 Define data confidentiality<br><br>2.4 Explain characteristics of data confidentiality<br><br>2.5 Explain the fundamental principles of data processing<br><br>2.6 Explain data protection <ul style="list-style-type: none"> <li>Personal health information (PHI)</li> </ul> | Explain data<br><br>Explain data privacy<br><br>Explain data confidentiality<br><br>Explain characteristics of data confidentiality<br><br>Explain the fundamental principles of data processing<br><br>Explain data protection <ul style="list-style-type: none"> <li>Personal health information (PHI)</li> <li>Electronic protected health</li> </ul> | Textbooks<br>Lecture notes<br>journals<br>Projector<br>PC<br>Marker Board<br>Marker<br>Internet |  |  |  |

|                                                                                                           |                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                    |                                                                                                                                    |  |  |  |
|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|                                                                                                           | <ul style="list-style-type: none"> <li>• Electronic protected health information (ePHI),</li> <li>• Data subject,</li> <li>• Data controller,</li> <li>• Data processor.</li> </ul> <p>2.7 Explain the legal requirements for obtaining informed consent for the collection and processing of data.</p> | <p>information (ePHI),</p> <ul style="list-style-type: none"> <li>• Data subject,</li> <li>• Data controller,</li> <li>• Data processor.</li> </ul> <p>Explain the legal requirements for obtaining informed consent for the collection and processing of data</p> |                                                                                                                                    |  |  |  |
| GENERAL OBJECTIVE 3.0: Understand Mandatory Continuous Professional Development in Medical Store practice |                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                    |                                                                                                                                    |  |  |  |
| 8-11                                                                                                      | <p>3.1 Explain Professional Mandatory Training in Medical Store Profession</p> <p>3.2 Explain Continuous Professional Development (CPD) in Medical Store profession.</p>                                                                                                                                | <p>Explain Professional Mandatory Training in Medical Store Profession</p> <p>Explain Continuous Professional Development (CPD) in Medical Store profession.</p>                                                                                                   | <p>Textbooks</p> <p>Lecture notes</p> <p>Journals</p> <p>Projector</p> <p>PC</p> <p>Marker Board</p> <p>Marker</p> <p>Internet</p> |  |  |  |

|                                                                                           |                                                                                                                                                                     |                                                                                                                                                                 |                                                     |  |  |  |
|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|--|--|--|
|                                                                                           | 3.3 Explain the relevance of CPD in Medical Store profession                                                                                                        | Explain the relevance of CPD in Medical Store profession                                                                                                        |                                                     |  |  |  |
|                                                                                           | 3.4 Explain the role of the Institute of Medical Store Administrators of Nigeria (IMSAN) in regulating and promoting CPD for Medical Store professionals in Nigeria | Explain the role of the Institute of Medical Store Administrators of Nigeria (IMSAN) in regulating and promoting CPD for Medical Store professionals in Nigeria |                                                     |  |  |  |
| <b>GENERAL OBJECTIVE 4.0:</b> Understand Laws and Regulations in Medical Store Profession |                                                                                                                                                                     |                                                                                                                                                                 |                                                     |  |  |  |
| 12-14                                                                                     | 4.1 Explain Professional Ethics in Medical Store Profession                                                                                                         | Explain Professional Ethics in Medical Store Profession                                                                                                         | Textbooks<br>Lecture notes<br>Journals<br>Projector |  |  |  |
|                                                                                           | 4.2 Explain Code of Conduct in Medical Store Profession                                                                                                             | Explain Code of Conduct in Medical Store Profession                                                                                                             | PC<br>Marker Board<br>Marker<br>Internet            |  |  |  |
|                                                                                           | 4.3 Explain sanctions for defaulters in Medical Store Profession                                                                                                    | Explain sanctions for defaulters in Medical Store Profession                                                                                                    |                                                     |  |  |  |
| <b>ASSESSMENT:</b> Continuous Assessment 40%                                              |                                                                                                                                                                     |                                                                                                                                                                 |                                                     |  |  |  |
| Examination: 60%                                                                          |                                                                                                                                                                     |                                                                                                                                                                 |                                                     |  |  |  |

### Market Research in Medical Store

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                             |                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------|
| <b>PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                             |                       |
| <b>COURSE TITLE:</b> Market Research in Medical Store                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>COURSE CODE:</b> MST 224 | <b>CREDIT UNIT: 3</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>CONTACT HOURS: 3</b>     | <b>THEORETICAL: 1</b> |
| <b>YEAR: II SEMESTER: II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>PRE-REQUISITE:</b>       | <b>PRACTICAL: 2</b>   |
| <b>GOAL:</b> This course is designed to equip students with the knowledge and skills to conduct Market Research in Medical Industry.                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                             |                       |
| <b>GENERAL OBJECTIVES:</b> On completion of this course, the students should be able to: <ul style="list-style-type: none"> <li>1.0 Understand the Concept and Objectives of Market Research.</li> <li>2.0 Understand Market Research Methodologies and Techniques applicable to Medical Industry.</li> <li>3.0 Understand Consumption trends in Medical Store Management</li> <li>4.0 Understand Analysis and Assessments of Market Competition in the Medical Store Industry</li> <li>5.0 Understand Effective Market Research Reports and Presentations to Stakeholders</li> </ul> |                             |                       |

|                                                                                                                              |                                                                                                                           |                                                                                                                       |                                             |                                    |                                                       |                       |
|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------|------------------------------------|-------------------------------------------------------|-----------------------|
| PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY                                                           |                                                                                                                           |                                                                                                                       |                                             |                                    |                                                       |                       |
| COURSE TITLE: Market Research in Medical Store                                                                               |                                                                                                                           | COURSE CODE: MST 224                                                                                                  |                                             |                                    | CREDIT UNIT: 3                                        |                       |
|                                                                                                                              |                                                                                                                           | CONTACT HOURS:                                                                                                        |                                             |                                    | THEORETICAL:1                                         |                       |
| YEAR: II SEMESTER: II                                                                                                        |                                                                                                                           | PRE-REQUISITE:                                                                                                        |                                             |                                    | PRACTICAL: 2                                          |                       |
| COURSE SPECIFICATION: THEORETICAL AND PRACTICAL                                                                              |                                                                                                                           |                                                                                                                       |                                             |                                    |                                                       |                       |
| GOAL: This course is designed to equip students with the knowledge and skills to conduct Market Research in Medical Industry |                                                                                                                           |                                                                                                                       |                                             |                                    |                                                       |                       |
| General Objective 1.0: Understand the Concept and Objectives of Market Research                                              |                                                                                                                           |                                                                                                                       |                                             |                                    |                                                       |                       |
| THEORETICAL CONTENT                                                                                                          |                                                                                                                           |                                                                                                                       |                                             | PRACTICAL CONTENT                  |                                                       |                       |
| Week                                                                                                                         | Specific Learning Outcome                                                                                                 | Teacher’s Activities                                                                                                  | Resources                                   | Specific Learning Outcome          | Teacher’s Activities                                  | Resources             |
| 1-2                                                                                                                          | 1.1 Define Market Research.                                                                                               | Explain Market Research.                                                                                              | Projector, Textbook, Internet               | Identify types of Market Research. | Guide students to: Identify types of Market Research. | Charts                |
|                                                                                                                              | 1.2. Explain the Objectives of Market Research.                                                                           | Explain the Objectives of Market Research.                                                                            | Lecture note, Pictures                      | Identify Market Research process   | Identify Market Research process                      | Pictorials            |
|                                                                                                                              | 1.3. List types of Market Research.                                                                                       | State types of Market Research.                                                                                       | White board, Marker                         |                                    |                                                       | Video clips           |
|                                                                                                                              | 1.4. Explain Market Research process                                                                                      | Explain Market Research process                                                                                       |                                             |                                    |                                                       | Computer              |
|                                                                                                                              | 1.5 Explain the importance of Market Research.                                                                            | Explain the importance of Market Research.                                                                            |                                             |                                    |                                                       | Flip charts           |
| General Objective 2.0: Understand Market Research Methodologies and Techniques applicable to Medical Industry                |                                                                                                                           |                                                                                                                       |                                             |                                    |                                                       |                       |
| 3-5                                                                                                                          | 2.1 Explain types of Market Research: <ul style="list-style-type: none"><li>• Explorative</li><li>• Descriptive</li></ul> | Explain types of Market Research: <ul style="list-style-type: none"><li>• Explorative</li><li>• Descriptive</li></ul> | Projector, Textbook, Internet, Lecture note | Identify Market Research           | Guide students to: Identify Market Research           | Software, Sample Data |

|                                                                                         |                                                                                                                                                                                                          |                                                                                                                                                                                                      |                                                                               |                                                                                                            |                                                                                                           |                                                  |
|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------|
|                                                                                         | <ul style="list-style-type: none"> <li>• Causal. etc</li> </ul>                                                                                                                                          | <ul style="list-style-type: none"> <li>• Causal. etc</li> </ul>                                                                                                                                      | Pictures<br>White board<br>Marker                                             | Identify Methods of Data collection                                                                        | Identify Methods of Data collection                                                                       | Analysis sheet                                   |
|                                                                                         | 2.2 Describe Data Collection Methods: <ul style="list-style-type: none"> <li>• Observation</li> <li>• Questionnaires</li> <li>• Key Informant Interviews (KII)</li> <li>• Documentary sources</li> </ul> | Explain Data Collection Methods : <ul style="list-style-type: none"> <li>• Observation</li> <li>• Questionnaires</li> <li>• Key Informant Interviews (KII)</li> <li>• Documentary sources</li> </ul> |                                                                               | Determine sample and sample size.<br><br>Carry out Market Research<br><br>Analyse Data<br><br>Present Data | Determine sample and sample size<br><br>Carry out Market Research<br><br>Analyse Data<br><br>Present Data | Computer<br><br>Sample research report           |
|                                                                                         | 2.3 Describe Sampling Techniques and Sample Size determination.                                                                                                                                          | Explain Sampling Techniques and Sample Size determination.                                                                                                                                           |                                                                               |                                                                                                            |                                                                                                           |                                                  |
|                                                                                         | 2.4 Explain the requirements for a good Market Research                                                                                                                                                  | Explain the requirements for a good Market Research                                                                                                                                                  |                                                                               |                                                                                                            |                                                                                                           |                                                  |
|                                                                                         | 2.5 Explain Methods of Data Analysis and presentation                                                                                                                                                    | Explain Methods of Data Analysis and presentation                                                                                                                                                    |                                                                               |                                                                                                            |                                                                                                           |                                                  |
| <b>General Objective 3.0:</b> Understand Consumption trends in Medical Store Management |                                                                                                                                                                                                          |                                                                                                                                                                                                      |                                                                               |                                                                                                            |                                                                                                           |                                                  |
| 6-8                                                                                     | 3.1. Define consumption                                                                                                                                                                                  | Explain consumption                                                                                                                                                                                  | Projector,<br>Textbook<br>Internet<br>Lecture note<br>Pictures<br>White board | Determine Medical Stores Consumption trend                                                                 | Guide students to:<br>Determine Medical Stores Consumption trend                                          | Software<br><br>Time-series data<br><br>Computer |
|                                                                                         | 3.2 Define Medical Stores Consumption                                                                                                                                                                    | Explain Medical Stores Consumption                                                                                                                                                                   |                                                                               |                                                                                                            |                                                                                                           |                                                  |

|                                                                                                                       |                                                                                                                    |                                                                                                                    |                                          |                                                                             |                                                                                                |                  |
|-----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|------------------------------------------|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------|
|                                                                                                                       | 3.3 Explain Medical Stores Consumption trend                                                                       | Explain Medical Stores Consumption trend                                                                           | Marker                                   |                                                                             |                                                                                                | Stock register   |
|                                                                                                                       | 3.4 Explain techniques for determining Medical Stores Consumption trend                                            | Explain techniques for determining Medical Stores Consumption trend                                                |                                          |                                                                             |                                                                                                |                  |
|                                                                                                                       | 3.5 Explain Medical Stores Segmentation                                                                            | Explain Medical Stores Segmentation                                                                                |                                          |                                                                             |                                                                                                |                  |
|                                                                                                                       | 3.6 State the importance of Medical Stores Segmentation                                                            | Explain the importance of Medical Stores Segmentation                                                              |                                          |                                                                             |                                                                                                |                  |
| <b>General Objective 4.0:</b> Understand Analysis and Assessments of Market Competition in the Medical Store Industry |                                                                                                                    |                                                                                                                    |                                          |                                                                             |                                                                                                |                  |
| 9-11                                                                                                                  | 4.1 Define Market competition                                                                                      | Explain Market competition                                                                                         | Projector, Textbook Internet             | Demonstrate SWOT analysis using major competitors in Medical Store Supplies | Guide students to: Demonstrate SWOT analysis using major competitors in Medical Store Supplies | Analysis sheet   |
|                                                                                                                       | 4.2 Explain Market Competition analysis in Medical Stores supply                                                   | Explain Market Competition analysis in Medical Stores supply                                                       | Lecture note Pictures White board Marker |                                                                             |                                                                                                | Software         |
|                                                                                                                       | <ul style="list-style-type: none"> <li>Strength, Weaknesses, Opportunities and Threats (SWOT analysis).</li> </ul> | <ul style="list-style-type: none"> <li>Strength, Weaknesses, Opportunities and Threats (SWOT analysis).</li> </ul> |                                          |                                                                             |                                                                                                | Time-series data |

|                                                                                                              |                                                                    |                                                                |                              |                               |                                 |               |
|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------------------------------------------------|------------------------------|-------------------------------|---------------------------------|---------------|
|                                                                                                              | 4.3 Explain Market competition assessment in Medical Stores Supply | Explain Market competition assessment in Medical Stores Supply |                              |                               |                                 |               |
| <b>General Objective 5.0:</b> Understand Effective Market Research Reports and Presentations to Stakeholders |                                                                    |                                                                |                              |                               |                                 |               |
| 12-14                                                                                                        | 5.1 Explain Market research report                                 | Explain Market research report                                 | Projector, Textbook Internet | Write report                  | Guide students to: Write report | Sample report |
|                                                                                                              | 5.2 Explain presentation of Market Research report                 | Explain presentation of Market Research report                 | Lecture note Chart Pictures  | Present report                | Present report                  | Videos        |
|                                                                                                              | 5.3 Explain methods of market research report and presentation     | Explain methods of market research report and presentation     | White board Marker           | Apply report to make decision | Apply report to make decision   | Pictorials    |
|                                                                                                              | 5.4 Explain Market Research report to take decision                | Explain Market Research report to take decision                |                              |                               |                                 | Charts        |
|                                                                                                              |                                                                    |                                                                |                              |                               |                                 | Software      |
|                                                                                                              |                                                                    |                                                                |                              |                               |                                 | Computer      |
| <b>ASSESSMENT:</b> Continuous Assessment 60%<br>Examination: 40%                                             |                                                                    |                                                                |                              |                               |                                 |               |

Medical Store Administration and Management II

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                             |                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------|
| <b>PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY</b>                                                                                                                                                                                                                                                                                                                                                                                                         |                             |                          |
| <b>COURSE TITLE:</b> Medical Store Administration and Management II                                                                                                                                                                                                                                                                                                                                                                                                               | <b>COURSE CODE: MST 225</b> | <b>CREDIT UNIT: 3</b>    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>CONTACT HOURS: 3</b>     | <b>THEORETICAL: 2hrs</b> |
| <b>YEAR: II SEMESTER: II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>PRE-REQUISITE:</b>       | <b>PRACTICAL: 1hr</b>    |
| <b>GOAL:</b> This course is designed to equip students with knowledge and skills in the Administration and Management of medical stores.                                                                                                                                                                                                                                                                                                                                          |                             |                          |
| <b>GENERAL OBJECTIVES:</b> On completion of this course, the students should be able to: <ul style="list-style-type: none"> <li>1.0 Understand Strategic Planning</li> <li>2.0 Understand Regulatory Bodies and Agencies Governing Medical Store Operations</li> <li>3.0 Understand Quality Assurance in Medical Store Administration</li> <li>4.0 Understand Modern Technologies and Practices in Inventory Control.</li> <li>5.0 Understand Customer-Centric Service</li> </ul> |                             |                          |

|                                                                                                                                  |                                                                       |                                                                   |                                                               |                                                                    |                                                                                          |                                                        |
|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------|--------------------------------------------------------|
| PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY                                                               |                                                                       |                                                                   |                                                               |                                                                    |                                                                                          |                                                        |
| COURSE TITLE: Medical Store Administration and Management II                                                                     |                                                                       | COURSE CODE: MST225                                               |                                                               |                                                                    | CREDIT UNIT: 3                                                                           |                                                        |
|                                                                                                                                  |                                                                       | CONTACT HOURS: 3 Hours                                            |                                                               |                                                                    | THEORETICAL: 2 Hours                                                                     |                                                        |
| YEAR: II      SEMESTER: II                                                                                                       |                                                                       | PRE-REQUISITE: MST 215                                            |                                                               |                                                                    | PRACTICAL: 1 Hour                                                                        |                                                        |
| COURSE SPECIFICATION: THEORETICAL AND PRACTICAL                                                                                  |                                                                       |                                                                   |                                                               |                                                                    |                                                                                          |                                                        |
| GOAL: This course is designed to equip students with knowledge and skills in the administration and management of medical stores |                                                                       |                                                                   |                                                               |                                                                    |                                                                                          |                                                        |
| General Objective 1.0: Understand Strategic Planning in Medical Store                                                            |                                                                       |                                                                   |                                                               |                                                                    |                                                                                          |                                                        |
| THEORETICAL CONTENT                                                                                                              |                                                                       |                                                                   |                                                               | PRACTICAL CONTENT                                                  |                                                                                          |                                                        |
| Week                                                                                                                             | Specific Learning Outcome                                             | Teacher’s Activities                                              | Resources                                                     | Specific Learning Outcome                                          | Teacher’s Activities                                                                     | Resources                                              |
| 1-3                                                                                                                              | 1.1 Define planning                                                   | Explain planning                                                  | Textbooks                                                     | Identify the roles and responsibilities of a medical store Manager | Guide students to:<br>Identify the roles and responsibilities of a medical store Manager | Charts<br><br>Sample strategic plan<br><br>Video clips |
|                                                                                                                                  | 1.2 Explain Strategic planning in Medical Store administration        | Explain strategic planning in Medical Store administration        | Lecture notes<br>journals<br>Projector<br>PCs<br>Marker Board |                                                                    |                                                                                          |                                                        |
|                                                                                                                                  | 1.3 Explain the roles and responsibilities of a medical store Manager | Explain the roles and responsibilities of a medical store Manager | Marker<br>Internet                                            |                                                                    |                                                                                          |                                                        |
|                                                                                                                                  | 1.4 Explain leadership                                                | Explain leadership                                                |                                                               |                                                                    |                                                                                          |                                                        |
|                                                                                                                                  | 1.5 Explain leadership styles                                         | Explain leadership styles                                         |                                                               |                                                                    |                                                                                          |                                                        |
|                                                                                                                                  | 1.6 Explain leadership style application in Medical                   | Explain leadership style application in Medical                   |                                                               |                                                                    |                                                                                          |                                                        |
|                                                                                                                                  |                                                                       |                                                                   |                                                               | Outline Strategic planning process                                 | Outline Strategic planning process                                                       |                                                        |

|  |                                                                                           |                                                                                      |  |                                                                         |                                                                         |  |
|--|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------|-------------------------------------------------------------------------|--|
|  | Store Administration and Management                                                       | Store Administration and Management                                                  |  | Identify key performance indicators (KPIs) to measure strategic success | Identify key performance indicators (KPIs) to measure strategic success |  |
|  | 1.7 Explain Strategic planning process in Store Administration and Management             | Explain Strategic planning process in Store Administration and Management            |  |                                                                         |                                                                         |  |
|  | 1.8 Explain human resource planning in Store Administration and Management                | Explain human resource planning in Store Administration and Management               |  |                                                                         |                                                                         |  |
|  | 1.9 Explain financial planning in Store Administration and Management                     | Explain financial planning in Store Administration and Management                    |  |                                                                         |                                                                         |  |
|  | 1.10 Explain Medical Store service delivery planning                                      | Explain Medical Store service delivery planning                                      |  |                                                                         |                                                                         |  |
|  | 1.11 Explain effective communication and team-building techniques for Medical Store staff | Explain effective communication and team-building techniques for Medical Store staff |  |                                                                         |                                                                         |  |

|                                                                                                            |                                                                                                  |                                                                                              |                                                                                               |                                                                                                                                                                                                           |                                                                                                                                                                                                                                 |                                                                                |
|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
|                                                                                                            | 1.12 Explain key performance indicators (KPIs) to measure strategic success                      | Explain key performance indicators (KPIs) to measure strategic success                       |                                                                                               |                                                                                                                                                                                                           |                                                                                                                                                                                                                                 |                                                                                |
|                                                                                                            | 1.13 Explain strategies for monitoring and improving Medical Store performance                   | Explain strategies for monitoring and improving Medical Store performance                    |                                                                                               |                                                                                                                                                                                                           |                                                                                                                                                                                                                                 |                                                                                |
| <b>General Objective 2.0: Understand Regulatory Bodies and Agencies Governing Medical Store Operations</b> |                                                                                                  |                                                                                              |                                                                                               |                                                                                                                                                                                                           |                                                                                                                                                                                                                                 |                                                                                |
| 4-6                                                                                                        | 2.1 Explain the Regulatory Bodies and Agencies governing Medical Store operations in Nigeria.    | Explain key Regulatory Bodies governing Medical Store operations in Nigeria.                 | Textbooks<br>Lecture notes<br>journals<br>Projector<br>PC<br>Whiteboard<br>Marker<br>Internet | Identify key regulatory bodies governing medical store operations in Nigeria.<br><br>Identify the role of IMSAN in medical store operations in Nigeria<br><br>Apply major National and International drug | Guide students to:<br>Identify key regulatory bodies governing medical store operations in Nigeria.<br><br>Identify the role of IMSAN in medical store operations in Nigeria<br><br>Apply major National and International drug | Video clips,<br>Charts<br>Guidelines of Regulatory bodies<br>Safety guidelines |
|                                                                                                            | 2.2 Explain the role of IMSAN in Medical Store operations in Nigeria                             | Explain the role of IMSAN in Medical Store operations in Nigeria                             |                                                                                               |                                                                                                                                                                                                           |                                                                                                                                                                                                                                 |                                                                                |
|                                                                                                            | 2.3 Explain major National and International drug laws and policies in relation to Medical Store | Explain major National and International drug laws and policies in relation to Medical Store |                                                                                               |                                                                                                                                                                                                           |                                                                                                                                                                                                                                 |                                                                                |

|                                                                                            |                                                                                                   |                                                                                               |                                                           |                                                                              |                                                                              |                                    |
|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------|
|                                                                                            | Administration and Management.                                                                    | Administration and Management.                                                                |                                                           | laws and policies in relation to store administration and management.        | laws and policies in relation to store administration and management.        |                                    |
|                                                                                            | 2.4 Explain safety requirements in the handling and storage of medical supplies.                  | Explain safety requirements in the handling and storage of medical supplies.                  |                                                           | Outline safety requirements in the handling and storage of medical supplies. | Outline safety requirements in the handling and storage of medical supplies. |                                    |
|                                                                                            | 2.5 Explain ethical issues in Medical Store Administration and Management.                        | Explain ethical issues in Medical Store Administration and Management.                        |                                                           | Outline ethical issues in medical store administration.                      | Outline ethical issues in medical store administration.                      |                                    |
|                                                                                            | 2.6 Explain the importance of documentation and accountability in regulatory compliance           | Explain the importance of documentation and accountability in regulatory compliance           |                                                           |                                                                              |                                                                              |                                    |
| <b>General Objective 3.0: Understand Quality Assurance in Medical Store administration</b> |                                                                                                   |                                                                                               |                                                           |                                                                              |                                                                              |                                    |
| 7-9                                                                                        | 3.1 Define quality assurance in Medical Store Administration and Management.                      | Explain quality assurance in Medical Store Administration and Management                      | Textbooks<br>Lecture notes<br>journals<br>Projector<br>PC | Identify risks in medical store operations.                                  | Guide students to:<br>Identify risks in medical store operations.            | Charts,<br>Video clips<br>Software |
|                                                                                            | 3.2 Explain the concept and importance of regulatory compliance in Medical Store product handling | Explain the concept and importance of regulatory compliance in Medical Store product handling | Marker Board<br>Marker<br>Internet                        | Identify risk management strategies in Medical Supply Chains                 | Identify risk management strategies in medical supply chains                 | Quality Assurance guidelines       |

|                                                                                                  |                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                     |                                                                                                  |                                                                                                                                                                                                  |                                                                                                                                                                                                                        |                                                                                                    |
|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
|                                                                                                  | 3.3 Explain risk management strategies in Medical Supply Chains                                                                                                                                                                                                                                                                     | Explain risk management strategies in Medical Supply Chains                                                                                                                                                                                                                                                         |                                                                                                  | Identify components of quality assurance in medical product handling                                                                                                                             | Identify components of quality assurance in medical product handling                                                                                                                                                   | SOPs                                                                                               |
|                                                                                                  | 3.4 Explain components of quality assurance in Medical Store product handling                                                                                                                                                                                                                                                       | Explain components of quality assurance in Medical Store product handling                                                                                                                                                                                                                                           |                                                                                                  |                                                                                                                                                                                                  |                                                                                                                                                                                                                        |                                                                                                    |
| <b>General Objective 4.0:</b> Understand Modern Technologies and Practices in Inventory Control. |                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                     |                                                                                                  |                                                                                                                                                                                                  |                                                                                                                                                                                                                        |                                                                                                    |
| 10-12                                                                                            | 4.1 Explain the concept of Inventory Control System<br><br>4.2 Explain types of Inventory Control System: <ul style="list-style-type: none"> <li>• FIFO</li> <li>• LIFO</li> <li>• FEFO</li> </ul> 4.3 Explain electronic Inventory Management tools used in medical store.<br><br>4.4 Explain distribution practices and system in | Explain the concept of Inventory Control System<br><br>Explain types of Inventory Control System: <ul style="list-style-type: none"> <li>• FIFO</li> <li>• LIFO</li> <li>• FEFO</li> </ul> Explain electronic Inventory Management tools used in medical store.<br><br>Explain distribution practices and system in | Textbooks<br>Lecture notes<br>journals<br>Projector<br>PC<br>Marker Board<br>Marker<br>Internet. | Identify types of Inventory Control System<br><br>Compute FIFO, LIFO, FEFO<br><br>Identify electronic inventory management tools<br><br>Apply electronic inventory management tools and software | Guide students to:<br>Identify types of inventory control system<br><br>Compute FIFO, LIFO, FEFO<br><br>Identify electronic inventory management tools<br><br>Apply electronic inventory management tools and software | Software<br><br>Video clips<br><br>Sample distribution plan<br><br>Computer<br><br>Barcode scanner |

|                                                                   |                                                                                             |                                                                                         |                                           |                                              |                                                               |             |
|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-------------------------------------------|----------------------------------------------|---------------------------------------------------------------|-------------|
|                                                                   | Medical Supply Chains (push vs. pull system).                                               | Medical Supply Chains (push vs. pull system).                                           |                                           | Illustrate push vs. pull distribution system | Illustrate push vs. pull distribution system                  |             |
|                                                                   | 4.5 Explain the role of ICT and barcoding in tracking and tracing of Medical Store products | Explain the role of ICT and barcoding in tracking and tracing of Medical Store products |                                           | Field trips to logistics firms               | Field trips to logistics firms                                |             |
| <b>General Objective 5.0:</b> Understand Customer-Centric Service |                                                                                             |                                                                                         |                                           |                                              |                                                               |             |
| 13-15                                                             | 5.1 Define Customer-Centric Service                                                         | Explain Customer-Centric Service                                                        | Textbooks<br>Lecture notes<br>journals    | Role-play personalized Customer Service      | Guide students to:<br>Role-play personalized Customer Service | Video clips |
|                                                                   | 5.2 Explain principles of Customer-Centric Service                                          | Explain principles of Customer-Centric Service                                          | Projector<br>PC<br>Marker Board<br>Marker |                                              |                                                               |             |
|                                                                   | 5.3 Describe the components of Customer-Centric Service                                     | Explain the components of Customer-Centric Service                                      | Internet                                  |                                              |                                                               |             |
|                                                                   | 5.4 Explain customer and service provider relations in medical store.                       | Explain customer and service provider relations in medical store.                       |                                           |                                              |                                                               |             |
|                                                                   | 5.5 Explain Feedback and continuous improvement                                             | Explain Feedback and continuous improvement                                             |                                           |                                              |                                                               |             |
| <b>ASSESSMENT:</b> Continuous Assessment 60%<br>Examination 40%   |                                                                                             |                                                                                         |                                           |                                              |                                                               |             |

## PRACTICAL MANUAL ND MEDICAL STORE MANAGEMENT TECHNOLOGY

|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>MST 111</b><br>Introduction to Medical Stores Logistics I  | <ol style="list-style-type: none"> <li>1. Use inventory management simulation to track stock levels, and make decisions about ordering and stocking</li> <li>2. Apply inventory management techniques</li> <li>3. Demonstrate procedures for proper storage of medical products.</li> <li>4. Demonstrate procedures for handling medical products.</li> <li>5. Demonstrate procedures for movement of medical products.</li> <li>6. Identify modes of transportation in medical stores</li> <li>7. Identify storage systems</li> </ol>                                                   |
| <b>MST 112</b><br>Medical Inventory Management and Control I  | <ol style="list-style-type: none"> <li>1. Apply inventory management techniques</li> <li>2. Calculate Stock control techniques I</li> <li>3. Calculate Stock control techniques II Sample</li> <li>4. Identify methods of specification:                             <ul style="list-style-type: none"> <li>• Brand</li> <li>• Generics</li> <li>• Sample</li> </ul> </li> <li>5. Carry out stock replenishment process</li> <li>6. Determine stock levels</li> <li>7. Compute cyclical period of stocks</li> <li>8. Use storage equipment</li> <li>9. Use handling equipment</li> </ol> |
| <b>MST 121</b><br>Medical Inventory Management and Control II | <ol style="list-style-type: none"> <li>1. Carry out Stocktaking process in Medical Store</li> <li>2. Use Bin Card and Stores Ledger etc.</li> <li>3. Calculate Inventory valuation</li> <li>4. Prepare Medical Store manual</li> <li>5. Prepare medical inventory identification and coding</li> </ol>                                                                                                                                                                                                                                                                                   |
| <b>MST 122</b>                                                | <ol style="list-style-type: none"> <li>1. Identify various types of software</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Medical Store Software Usage                              | <ol style="list-style-type: none"> <li>2. Identify various types of Medical Store Software</li> <li>3. Apply medical store software in inventory management</li> <li>4. Use medical store software</li> <li>5. Identify Standard Operation Practice (SOP)</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| MST 123<br>INTRODUCTION TO MEDICAL<br>STORES LOGISTICS II | <ol style="list-style-type: none"> <li>1. Design distribution network for a medical store</li> <li>2. Identify Inventory systems in Medical Store</li> <li>3. Determine: <ul style="list-style-type: none"> <li>• Just-In-Time (JIT) inventory management</li> </ul> </li> <li>4. Identify Regulatory compliance in Medical Store</li> <li>5. Apply SOPs</li> <li>6. Develop Medical Store Policy: <ul style="list-style-type: none"> <li>• General Services Stores</li> <li>• Hazardous and harmful</li> <li>• Drugs and Vaccines</li> <li>• Chemicals and reagents</li> <li>• Medical equipment/Instruments</li> </ul> </li> <li>7. Identify types of logistics risks</li> <li>8. Develop Risk Mitigation Plan</li> <li>9. Apply Risk Mitigation Strategies</li> <li>10. Develop Emergency Preparedness Plan</li> <li>11. Identify Key Performance Indicators (KPIs)</li> <li>12. Carryout Logistics Performance evaluation in Medical Store</li> <li>13. Compare benchmark with industry standards</li> <li>14. Field trip to Logistic Industry</li> </ol> |
| MST 211<br>MEDICAL STORE DOCUMENTATION                    | <ol style="list-style-type: none"> <li>1. Identify types of documentation</li> <li>2. Design various store document medical store</li> <li>3. Carryout Manual Store recording</li> <li>4. Carryout electronic Store recording</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                              | 5. Identify the guidelines on retention and disposal of Medical Store documents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| MST 212<br>MEDICAL STORE SAFETY AND SECURITY | <ol style="list-style-type: none"> <li>1. Identify safe Medical Store practices</li> <li>2. Identify fire prevention measures and aids</li> <li>3. Apply Safety Protocols for preventing medical store accidents; Fire, burns and injury.</li> <li>4. Apply aids, procedures and protocols to secure medical Store premises.</li> <li>5. Monitor security breaches in medical store</li> <li>6. Respond to security breaches in medical store.</li> <li>7. Identify Alarm Systems Response Protocols in medical store</li> <li>8. Conduct evacuation drills</li> <li>9. Identify hazardous materials</li> <li>10. Handle Hazardous wastes</li> <li>11. Apply Hazardous Waste Disposal's SOPs</li> <li>12. Identify types of packaging and branding in medical store</li> <li>13. Demonstrate double handling</li> <li>14. Identify First aid box and its content</li> <li>15. Demonstrate First Aid in Medical Store emergencies</li> <li>16. Demonstrate hazard prevention and response procedures and protocols</li> <li>17. Conduct emergency drills</li> </ol> |
| MST 213<br>MEDICAL STORE MAINTENANCE         | <ol style="list-style-type: none"> <li>1. Carry out standard Store Cleanliness and Organization in Medical Store environment</li> <li>2. Demonstrate capacity for Organization Inspections in Medical Store environment</li> <li>3. Identify waste disposal methods used in Medical Stores and environment</li> <li>4. Apply Waste Disposal Methods and Management Procedures in Medical Stores and environment</li> <li>5. Identify preventive measures of spillage: <ul style="list-style-type: none"> <li>• Cataloguing</li> <li>• Proper layout</li> </ul> </li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

|                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                             | 6. Identify measures to address spillage: <ul style="list-style-type: none"> <li>• Mopping</li> <li>• Sweeping</li> <li>• Packing</li> <li>• Dusting</li> <li>• Rearrangement etc.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| MST 214<br>MEDICAL STORE ADMINISTRATION<br>AND MANAGEMENT I | 1. Identify key roles and responsibilities of medical store personnel<br>2. Identify the challenges of Medical Store Profession in Nigeria<br>3. Design medical store organogram<br>4. Identify types of medical store<br>5. Identify the functions of Medical Store<br>6. Classify medical stores based on ownership, public, private and NGO-operated<br>7. Design a medical store layout plan<br>8. Participate in field visits to various medical store settings<br>9. Identify the duties of Medical Store Personnel<br>10. Identify the responsibilities of Medical Store Personnel at various levels<br>11. Demonstrate the interdependence of roles within a Medical Store setting with other units<br>12. Identify methods for inventory control and stock rotation<br>13. Identify common store facilities and equipment used in medical store<br>14. Determine First-In-First-Out (FIFO) and First-Expired-First-Out (FEFO) methods<br>15. Conduct a space audit to assess current space utilisation<br>16. Apply safety protocols during equipment handling and maintenance tasks in medical store.<br>17. Receive Stock<br>18. Issue Stock |

|                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                           | <p>19. Identify the medical store records</p> <p>20. Identify the uses of each Medical Store Record</p> <p>21. Identify errors in medical store documentation</p> <p>22. Develop a system mechanism for avoiding errors in medical store documentation</p> <p>23. Demonstrate how to fill out medical store record forms</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p>MST 215</p> <p>MEDICAL STORE PRODUCTS AND SERVICES</p> | <p>1. Identify essential drugs</p> <p>2. Identify essential drugs for:</p> <ul style="list-style-type: none"> <li>• Primary healthcare</li> <li>• Tertiary health centres</li> </ul> <p>3. Identify Counterfeit drugs</p> <p>4. Carry out</p> <ul style="list-style-type: none"> <li>• Storage</li> <li>• Tracing</li> <li>• Monitoring</li> </ul> <p>5. Identify laboratory</p> <p>6. Identify clinical laboratory</p> <p>7. Identify diagnostic laboratory</p> <p>8. Identify medical consumables and devices</p> <p>9. Maintain devices</p> <ul style="list-style-type: none"> <li>• Devices calibration</li> <li>• Service intervals</li> <li>• Warranty management</li> </ul> <p>10. Carryout sterilization of devices in medical store using</p> <ul style="list-style-type: none"> <li>• ETO</li> <li>• Steam</li> </ul> |

|                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                | <ul style="list-style-type: none"> <li>Chemicals</li> </ul> <ol style="list-style-type: none"> <li>Identify medical instruments and equipment in medical store</li> <li>Maintain medical instruments and equipment in medical store</li> <li>Troubleshoot medical instruments and equipment</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| MST 216<br>RESEARCH METHODOLOGY IN<br>MEDICAL STORE MANAGEMENT | <ol style="list-style-type: none"> <li>Formulate a research topic</li> <li>Review related literature</li> <li>Formulate research problem</li> <li>Formulate hypothesis</li> <li>Formulate research questions and objectives</li> <li>Carryout research design</li> <li>Identify types and sources of data</li> <li>Develop a questionnaire</li> <li>Demonstrate interview</li> <li>Carryout focus group discussion</li> <li>Choose a sample</li> <li>Calculate a sample size</li> <li>Identify factors to consider in choosing sampling techniques</li> <li>Identify data analysis tools</li> <li>Determine mean, mode and median</li> <li>Identify methods of data analysis</li> <li>Demonstrate data analysis using the tools identified</li> <li>Present research result</li> <li>Write research report</li> <li>Determine mean, mode and median</li> </ol> |
| MST 221<br>MEDICAL SUPPLIES PROCUREMENT                        | <ol style="list-style-type: none"> <li>Identify stakeholders in procurement</li> <li>Draft specification for identified needs</li> <li>Draft inquiry letters</li> <li>Draft sample requisition</li> <li>Draft order placement</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                               | <ol style="list-style-type: none"> <li>6. Draft sample delivery note</li> <li>7. Prepare needs assessment report</li> <li>8. Prepare bidding documents</li> <li>9. Prepare procurement notification</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                   |
| MST 222<br>MEDICAL STORE SUPPLY CHAIN<br>MANAGEMENT           | <ol style="list-style-type: none"> <li>1. Identify handling methods for specific products</li> <li>2. Identify storage methods for specific products</li> <li>3. Carry out inspection procedure for <ul style="list-style-type: none"> <li>• Standards</li> <li>• Signs of damage</li> <li>• Deterioration</li> <li>• Contamination</li> <li>• Expiration</li> </ul> </li> <li>4. Identify distribution channels in supply chain management</li> <li>5. Manage the inter-relationships within the distribution channel</li> <li>6. Identify the regulatory Agencies in logistics and supply chain</li> </ol>     |
| MST 224<br>MEDICAL STORE PROFESSIONAL<br>ETHICS AND PRACTICES | <ol style="list-style-type: none"> <li>1. Identify types of Market Research.</li> <li>2. Identify Market Research process</li> <li>3. Identify Market Research</li> <li>4. Identify Methods of Data collection</li> <li>5. Determine sample and sample size.</li> <li>6. Carry out Market Research</li> <li>7. Analyse Data</li> <li>8. Present Data</li> <li>9. Determine Medical Stores Consumption trend</li> <li>10. Demonstrate SWOT analysis using major competitors in Medical Store Supplies</li> <li>11. Write report</li> <li>12. Present report</li> <li>13. Apply report to make decision</li> </ol> |

|                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>MST 225<br/>MEDICAL STORE ADMINISTRATION<br/>AND MANAGEMENT II</p> | <ol style="list-style-type: none"> <li>1. Identify the roles and responsibilities of a medical store Manager</li> <li>2. Identify leadership styles and their application in medical store administration and management</li> <li>3. Outline Strategic planning process</li> <li>4. Identify key performance indicators (KPIs) to measure strategic success</li> <li>5. Identify key regulatory bodies governing medical store operations in Nigeria.</li> <li>6. Identify the role of IMSAN in medical store operations in Nigeria</li> <li>7. Apply major National and International drug laws and policies in relation to store administration and management</li> <li>8. Outline safety requirements in the handling and storage of medical supplies.</li> <li>9. Outline ethical issues in medical store administration</li> <li>10. Identify risks in medical store operations.</li> <li>11. Identify risk management strategies in medical supply chains</li> <li>12. Identify components of quality assurance in medical product handling</li> <li>13. Identify types of inventory control systems</li> <li>14. Compute FIFO, LIFO, FEFO</li> <li>15. Identify electronic inventory management tools</li> <li>16. Apply electronic inventory management tools and software</li> <li>17. Illustrate push vs. pull distribution systems</li> <li>18. Field trips to logistics firms</li> <li>19. Role-play personalized customer service</li> </ol> |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

# RECOMMENDED EQUIPMENT & TOOLS FOR MEDICAL STORE LABORATORY

| S/N | TOOLS               | MINIMUM<br>REQUIRED | QUANTITY | REMARKS |
|-----|---------------------|---------------------|----------|---------|
| 1.  | Antidotes           | Assorted            |          |         |
| 2.  | Aprons              | Assorted            |          |         |
| 3.  | Audit checklists    | 1                   |          |         |
| 4.  | Autoclave tape      | 1                   |          |         |
| 5.  | Barcode Scanner     | 1                   |          |         |
| 6.  | Barrier/rails       | 1                   |          |         |
| 7.  | Bin/Tally cards     | Assorted            |          |         |
| 8.  | Blank forms         | Assorted            |          |         |
| 9.  | Calculator          | 10                  |          |         |
| 10. | CCTV camera         | 1                   |          |         |
| 11. | Charts              | Assorted            |          |         |
| 12. | Cold chain facility | 1                   |          |         |
| 13. | Coloured coded bin  | 3                   |          |         |
| 14. | Computer            | 5                   |          |         |

|     |                       |             |  |
|-----|-----------------------|-------------|--|
| 15. | Cotton wool           | Assorted    |  |
| 16. | Covered containers    | 5           |  |
| 17. | Disposal Bins/Bags    | 1 roll      |  |
| 18. | Ethanol               | 3 liters    |  |
| 19. | Face mask             | 2 packs     |  |
| 20. | Fire extinguisher     | 3 varieties |  |
| 21. | First Aid box         | 1           |  |
| 22. | Flip charts           | 1           |  |
| 23. | Goods Trolley carrier | 1           |  |
| 24. | Hand gloves           | 1 pack      |  |
| 25. | Ladder                | 1           |  |
| 26. | Ledger book           | 2           |  |
| 27. | Logbook               | Assorted    |  |
| 28. | Manual Shelves        | 2           |  |
| 29. | Marker                | Assorted    |  |
| 30. | Marker Board          | 1           |  |
| 31. | Measuring rule        | 6           |  |

|     |                                   |          |  |
|-----|-----------------------------------|----------|--|
| 32. | Measuring tape                    | 6        |  |
| 33. | Medical store management software | Assorted |  |
| 34. | Medical Store Policy Manual       | 1        |  |
| 35. | Microphones                       | 1        |  |
| 36. | Pallet                            | 1        |  |
| 37. | Pamphlet                          | Assorted |  |
| 38. | Safety boot                       | 3        |  |
| 39. | Reflective jacket                 | 3        |  |
| 40. | Product catalogue                 | Assorted |  |
| 41. | Projector                         | 1        |  |
| 42. | Projector screen                  | 1        |  |
| 43. | Publications                      | Assorted |  |
| 44. | Regulatory guidelines             | Assorted |  |
| 45. | Requisition book                  | 1        |  |
| 46. | Safety charts/signs               | Assorted |  |
| 47. | Sample assessment report          | Assorted |  |
| 48. | Sample bidding documents          | Assorted |  |

|     |                                                                       |          |  |
|-----|-----------------------------------------------------------------------|----------|--|
| 49. | Sample Data Analysis sheet                                            | Assorted |  |
| 50. | Sample delivery note                                                  | Assorted |  |
| 51. | Sample distribution plan                                              | Assorted |  |
| 52. | Sample Emergency Preparedness plans                                   | Assorted |  |
| 53. | Sample Floor plans                                                    | Assorted |  |
| 54. | Sample incident report forms                                          | Assorted |  |
| 55. | Sample Industry Standard                                              | Assorted |  |
| 56. | Sample Key Performance Indicators                                     | Assorted |  |
| 57. | Sample Local Purchase Order                                           | Assorted |  |
| 58. | Sample medical products with expiration dates,<br>labelling materials | Assorted |  |
| 59. | Sample Medical Store Department Organogram                            | Assorted |  |
| 60. | Sample Medical Store Layout plan                                      | Assorted |  |
| 61. | Sample procurement notification                                       | Assorted |  |
| 62. | Sample research projects                                              | Assorted |  |
| 63. | Sample stock register                                                 | Assorted |  |
| 64. | Sample Store Issue Voucher                                            | Assorted |  |
| 65. | Sample Store Policy                                                   | Assorted |  |
| 66. | Sample Store Receive Voucher                                          | Assorted |  |

|     |                              |          |  |
|-----|------------------------------|----------|--|
| 67. | Sand-filled buckets          | 1        |  |
| 68. | Safety box                   | 1        |  |
| 69. | Speaker                      | 1        |  |
| 70. | Stack                        | 1        |  |
| 71. | Sterilizer                   | 1        |  |
| 72. | Stock sheet                  | Assorted |  |
| 73. | Store codes                  | Assorted |  |
| 74. | Television                   | 1        |  |
| 75. | Room temperature Thermometer | 1        |  |
| 76. | Trays                        | 1        |  |
| 77. | Webinars                     | Assorted |  |
| 78. | Wheelbarrow                  | 1        |  |
| 79. | Rack                         | 3        |  |
| 80. | POS machine                  | 1        |  |

**LIST OF PARTICIPANTS ND MEDICAL STORE MANAGEMENT TECHNOLOGY PRE-CRITIQUE WORKSHOP**

| <b>S/N</b>        | <b>NAME</b>                       | <b>ADDRESS</b>                                                                   | <b>EMAIL</b>                                                                                                  |
|-------------------|-----------------------------------|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| 1.                | Safiyanu M. Mani                  | No.4 Kayauki Close Ummaru Dallaje H.E K/<br>kofar, Kastina                       |                                                                                                               |
| 2.                | Dr. Salami Fatai Ayoola           | 2 Ayoka Solanke Close, Ijeun Titun Abeokuta                                      |                                                                                                               |
| 3.                | Mr Siebor, Christopher Akponroro  | Odafe House Dorhayt street off old Asaba- Lagos<br>Road, Delta State             | <a href="mailto:Scad222@gmail.com">Scad222@gmail.com</a>                                                      |
| 4.                | Mr. Ajibola Olarenwaju Oladunjoye | Institute of Medical Store                                                       |                                                                                                               |
| 5.                | Dr. Emmanuel Adewale Ogundeinde   | Omark School of Health Technology Egan-<br>Igando, Lagos, Nigeria                |                                                                                                               |
| 6.                | Hon Akinwunmi Olatunji S.         | IMSAN Abeokuta, Ogun State                                                       | <a href="mailto:olatunjia2016@gmail.com">olatunjia2016@gmail.com</a>                                          |
| 7.                | Ahmad Abubakar Sadiq              | Federal Medical Centre Idi-Aba Abeokuta                                          |                                                                                                               |
| 8.                | Dakwang Dawam Hyacinth            | Department of Procurement and Supply Chain<br>Management CBMS Kaduna Polytechnic | <a href="mailto:hdakwang@gmail.com">hdakwang@gmail.com</a>                                                    |
| <b>NBTE STAFF</b> |                                   |                                                                                  |                                                                                                               |
| 9.                | Prof. Idris M. Bugaje             | Executive Secretary, NBTE Kaduna                                                 | <a href="mailto:es@nbte.gov.ng">es@nbte.gov.ng</a>                                                            |
| 10.               | Dr. Musa Hatim Koko               | Director CDD NBTE                                                                | <a href="mailto:hatimilion@gmail.com">hatimilion@gmail.com</a>                                                |
| 11.               | Mal Samaila Tanko                 | Director NBTE Department of Nursing and<br>Health science                        | <a href="mailto:Samaila2007@gmail.com">Samaila2007@gmail.com</a><br><a href="tel:08037039684">08037039684</a> |
| 12.               | Mr. Bala Akut Danladi             | Deputy Director CDD NBTE                                                         | <a href="mailto:badanladi2000@yahoo.com">badanladi2000@yahoo.com</a>                                          |
| 13.               | Jamila Jibrin                     | N.B.T.E Kaduna                                                                   | <a href="mailto:Jibrinjamila7@gmail.com">Jibrinjamila7@gmail.com</a>                                          |
| 14.               | Muhammed Maiwada                  | N.B.T.E Kaduna                                                                   |                                                                                                               |
| 15.               | Tukur Tahir Mahmud                | N.B.T.E Kaduna                                                                   | <a href="mailto:teekaytaheer@gmail.com">teekaytaheer@gmail.com</a>                                            |
| 16.               | Rukayya Uthman                    | N.B.T.E Kaduna                                                                   |                                                                                                               |
| 17.               | Ibrahim Umar                      | N.B.T.E Kaduna                                                                   |                                                                                                               |

LIST OF PARTICIPANTS ND MEDICAL STORE MANAGEMENT TECHNOLOGY FINAL-CRITIQUE WORKSHOP

| S/N               | NAME                          | ADDRESS                                                                     | EMAIL                                                                            |
|-------------------|-------------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| 1.                | Hon. Akinwunmi Olatunji S.    | Abeokuta, Ogun State.                                                       | <a href="mailto:olatunjia2016@gmal.com">olatunjia2016@gmal.com</a>               |
| 2.                | Abdulmalik Kyari              | B16 Badarawa Biu road Kaduna                                                | <a href="mailto:abdulmalik.kyari80@gmail.com">abdulmalik.kyari80@gmail.com</a>   |
| 3.                | Mbirim Kate Ifeyinwa          | Imo State Njaba Local Government Area, Umuaka                               | <a href="mailto:70702mbirimghii@gmail.com">70702mbirimghii@gmail.com</a>         |
| 4.                | Ayangunna Oluwatoyin Olufunke | General Hospital Ipetemodu i/c Hospital Management Board Osogbo, Osun State | <a href="mailto:oluwatoyinayagunna@gmail.com">oluwatoyinayagunna@gmail.com</a>   |
| 5.                | Siebor Christopher A          | Odafe House, Dohayrt Street off old Lagos-Asaba rd Delta State              | <a href="mailto:Scad222@gmail.com">Scad222@gmail.com</a>                         |
| 6.                | Adekunle Oluwale Sunday       | Oyo State college of Health, Science and Technology Eleyele, Ibadan         | <a href="mailto:Oluwoleadekunle1999@gmail.com">Oluwoleadekunle1999@gmail.com</a> |
| <b>NBTE STAFF</b> |                               |                                                                             |                                                                                  |
| 7.                | Prof. Idris M. Bugaje         | Executive Secretary, NBTE Kaduna                                            | <a href="mailto:es@nbte.gov.ng">es@nbte.gov.ng</a>                               |
| 8.                | Dr. Musa Hatim Koko           | Director CDD NBTE                                                           | <a href="mailto:hatimilion@gmail.com">hatimilion@gmail.com</a>                   |
| 9.                | Ramatu Adeiza                 | N.B.T.E Kaduna                                                              | <a href="mailto:ramatuishaq04@gmail.com">ramatuishaq04@gmail.com</a>             |
| 10.               | Fahad Sani Abdallah           | N.B.T.E Kaduna                                                              | <a href="mailto:sfabdallah@yahoo.com">sfabdallah@yahoo.com</a>                   |
| 11.               | Maryam Abubakar Habib         | N.B.T.E Kaduna                                                              | <a href="mailto:myuabubakar@gmail.com">myuabubakar@gmail.com</a>                 |
| 12.               | Yusuf Temitope Abdulazeez     | N.B.T.E Kaduna                                                              | <a href="mailto:yusufabdulazeez91@gmail.com">yusufabdulazeez91@gmail.com</a>     |
| 13.               | Kirki Abubakar Dalhat         | N.B.T.E Kaduna                                                              | <a href="mailto:dalhatabubakarkirki@gmail.com">dalhatabubakarkirki@gmail.com</a> |