

# NATIONAL BOARD FOR TECHNICAL DUCATION

**CURRICULUM AND COURSE SPECIFICATION** 

POR

NATIONAL DIPLOMA (ND) IN MEDICAL STORE MANAGEMENT TECHNOLOGY

DEVELOPED IN COLLABORATION WITH

THE INSTITUTE OF MICDICAL 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 gas invaliddle-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 curricultures specifically designed to produce skilled technicians capable of applying modern inventory systems, cold chain remagement, 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. WALIONAL BOY

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### 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 Stor
- 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 near al supplies.
- 10. Support to ensure efficient flow of medical supplies.
- 11. Comply with ethical practices in Meana 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 snallousiness 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 no 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 Sanior Cecturer 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 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, nut 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 Managemen 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 CCPA \$53.50 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         WELGRUD G           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				•		
70% - 74%  65% - 69%  B  3.50  8  60% - 64%  BC  3.00  55% - 59%  C  2.75  50% - 54%  D  2.25	MARKED RANGE	LETT	ER GRADE	WEIGH	AIDG	
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	75% and above		A	/	4.00	
60% - 64%       BC       3.00         55% - 59%       C       2.75         50% - 54%       CD       2.50         45% - 49%       D       2.25	70% – 74%		AB	<b></b>	3.50	
55% - 59% C 2.75 50% - 54% CD 2.50 45% - 49% D 2.25	65% – 69%		В		3.25	
50% – 54% CD 2.50 45% – 49% D 2.25	60% – 64%		ВС		3.00	
45% – 49% D 2.25	55% – 59%		С		2.75	
	50% – 54%		CD		2.50	
40% – 44% E 2.00	45% – 49%	.0	D		2.25	
	40% – 44%	~	Е		2.00	
Below 40% F 0.0		-	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 purposer or self-reliance.
- 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 &Laboratory	Semester Examinations	Total
	Works	Examinations	
Theory	40	40	40
Practical	60	60	60
Total			100

### 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 og 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 and 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 1	2	-	2	<b>2</b>
4.	COM 111	Introduction to Computing	1	24	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
		Total	15	14	29	31

# YEAR I SEMESTER II

S/No.	COURSE CODE	COURSE TITLE	L	P	CU	СН
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	
5.	ENT 126	Introduction to Entrepreneurship I	2	1.	3	3
6.	PSM 121	Principles of Procurement II	2		3	3
7.	MKT 111	Fundamentals of Marketing	2	1	3	3
8.	MST 121	Medical Inventory Management and Control L	<b>-</b>	2	3	3
9.	MST 122	Medical Store Software Usage	1	1	2	2
10.	MST 123	Introduction to Medical Stores Logistics II	Ι	1	2	2
11.	MSQ	Mandatory Skill Qualification	-	-	-	2
		Total	17	9	26	28
		MALBORKE				
		16				

### YEAR II SEMESTER I

S/No.	COURSE CODE	COURSE TITLE	L	P	CU	СН
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	1	2/
5.	MST 212	Medical Store Safety and Security	1	1.	2	2
6.	MST 213	Medical Store Maintenance	1		2	2
7.	MST 214	Medical Store Administration and Management I	2		3	3
8.	MST 215	Medical Store Products and Services		V	2	2
9.	MST 216	Research Methodology in Medical Score Management	1	1	2	2
10.	MST 217	SIWES	-	-	2	2
		Total	12	9	23	23
		Total	12	<u> </u> 2		1
		Total BONRIO 17	1.2	<u> </u>		

### YEAR II SEMESTER II

COURSE CODE GNS 202 CMH 111 MST 221 MST 222	Communication in English II Introduction to Primary Health Care Medical Supplies Procurement	L 2 2		2 2 2	2 2
CMH 111 MST 221	Introduction to Primary Health Care  Medical Supplies Procurement	2		2 2	2
MST 221	Medical Supplies Procurement	2		2	2
		1		2	_
MST 222					2
1110 1 222	Medical Store Supply Chain Management		1	2	2
MST 223	Medical Store Professional Ethics and Practice.	2	-	2	2
MST 224	Market Research for Medical Store	1	2	3	3
MST 225	Medical Store Administration and Management II	2	1	3	3
MST 226	Project	-	_	4	4
		11	5	20	20
	N BO				
	18				
	MST 225	MST 225 Medical Store Administration and Management II MST 226 Project  Total	MST 225 Medical Store Administration and Management II 2 MST 226 Project - Total 11	MST 225 Medical Store Administration and Management II 2 NST 226 Project - Total 11 5	MST 225   Medical Store Administration and Management II   2   1   3   MST 226   Project     4

YEAR ONE SEMESTER ONE

# Introduction To Medical Stores Logistics I

PROGRAMME: NATIONAL DIPLOMA IN MEDI	CAL STORE MANAGEMENT T	ECHNOLOGY
COURSE TITLE: Introduction to Medical Stores	COURSE CODE: MST 111	CREDIT UNIT: 2
Logistics I	CONTACT HOURS: 2	THEORATICAL: 1
YEAR: I SEMESTER: I	PRE-REQUISITE:	PRACTICAL: 1

GOAL: This course is designed to equip students with knowledge and skills in managing medical products using logistics principles

GENERAL OBJECTIVES: On completion of this course, the students should be able to

- 1.0 Know the concept of Medical Store Logistics
- 2.0 Know quality and safety of medical products and supplies in Medical Store Logistics Management
- 3.0 Know principles of transportation of medical products and supplies in Medical Store Logistics

					$\overline{}$	
PROGI	RAMME: NATIONAL DIPL	OMA IN MEDICAL ST	FORE MANA	GEMENT TECHNOLOG	GY	
COURS	E TITLE: COURSE:	COURSE CODE: MST	111	CREDI	T INIT 2	
Introduc	tion to Medical Stores	CONTACT HOURS: 21	hrs	THEOL	RETICAL:1	
Logistics		001,11101110011001				
YEAR:	: I SEMESTER: I	PRE-REQUISITE:		PRACT	TICAL: 1	
COURS	E SPECIFICATION: THEO	RETICAL AND PRACT	ΓICAL			
GOAL:	This course is designed to equ	ip students with knowled	dge and skills in	managing medical produc	ets using logistic princ	ciples
General	Objective 1.0: Know the conc	ept of medical store logi	stics	, <u>1</u> (U)		
THEOF	RETICAL CONTENT			RACTICAL CONTEN	T	
Week	Specific Learning	Teacher's Activities	Resources	Specific Learning	Teacher's	Resources
	Outcome			Outcome	Activities	
1-4	1.1 Define Logistics	Explain Logistics	Textbook		Guide students to:	Medical store
			Lecture notes	Use inventory	Use inventory	management
	1.2 Define Medical Store	Explain Medical	ournals	management simulation	management	software.
	Logistics	Store Logistics	Projector	to track stock levels, and	simulation to track	
			PC	make decisions about	stock levels, and	_
	1.3 Explain the importance of	Explain the	Marker Board	ordering and stocking	make decisions	tally cards.
			Marker		about ordering and	
			Internet		_	
		Logistics m				
		healtheare delivery.				
	1.4 Explain the fundamental					
	-	Explain the				
	Medical Store.	fundamental				
		principles of Logistics				
		in Medical Store.				
	<ul><li>1.3 Explain the importance of Medical Store Logistics in healthcare delivery.</li><li>1.4 Explain the fundamental principles of Logistics in</li></ul>	Explain the importance of m Medical Store Logistics in healthcare delivery.  Explain the fundamental principles of Logistics	PC Marker Board Marker Internet		stock levels, and	Ledger and tally cards.

	<ul><li>1.5 Describe key stakeholders in Medical Store Logistic</li><li>1.6 Explain roles of key stakeholders in Medical Store Logistics</li></ul>	s Explain key stakeholders in m Medical Store Logistics  Discuss roles of key stakeholders in Medical Store Logistics				
General	<b>Objective</b> 2.0: Know quality	and safety of medical pro	ducts and suppl	ie in Medical Store Logist	tics Management	
	2.1 Explain the importance	Explain the importance	Textbooks		Guide students to:	Charts
5-8	of quality and safety of		Lecture notes	Demonstrate procedures for proper storage of	Demonstrate procedures for	Articles,
	1	Medical Store Logistics.		medical products.	proper storage of	videos,
	2.2 Explain procedures for	Discuss procedures for	Marker Board		medical products.	webinars
		proper storage of	Marker	Demonstrate procedures	Demonstrate	Trolly
	medical products.	medical products.	Internet	for handling medical products.	procedures for handling medical	Stacks
	2.3 Explain procedures for handling medical	Discuss procedures for handling medical			products.	Forklift
	products.	products.		Demonstrate procedures	Demonstrate	
				for movement of medical	procedures for	
		Discuss procedures for		products.	movement of	
	transportation of medical				medical products.	
	products.	products.				

	2.5 Explain potential risks	Explain potential risks				
	and hazards in medical	and hazards in medical				
	store logistics	store logistics	1: 1 1 .	1 11 1 15		
	Objective 3.0: Know princip			and supplies in medical sto		
13	3.1 Define transportation in	Explain transportation in	Textbooks		Guide students to:	Charts
	medical store	medical store	Lecture notes	Identify modes of	Identify modes of	Articles,
			journals	transportation in medical	transportation in	Articies,
	3.2 Explain modes of	Explain modes of	Projector	store	medical store	Pictorials
	transportation in	transportation in	PC	, <b>1</b> (0)		Vidoos
	Medical Store Logistics	Medical Store Logistics	Marker Board	Identify storage systems	Identify storage	Videos,
			Marker		systems	Webinars
[	3.3 Explain the importance	Discuss the importance	Internet	<b>\</b> ,		
	of transportation in	of transportation in		•		
	Medical Store Logistics	Medical Store Logistics				
	_					
-	3.4 Explain the challenges	Explain the challenges	<b>X</b> -			
	of transportation in	of transportation in	),			
	Medical Store Logistics	Medical Store Logistics				
SSESSI	MENT: Continuous Assessm		1	<u> </u>		
22221	Examination:	40%				
	Examination.	1070				

# Medical Inventory Management and Control I

PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY					
COURSE TITLE: Medical Inventory Management and	COURSE CODE: MST 112	CREDIT UNIT:2			
Control I	CONTACT HOURS: 2	THEORETICAL:1			
YEAR: I SEMESTER: I	PRE-REQUISITE:	PRACTICAL:1			

GOAL: This course is designed to enable students to acquire knowledge and skills on Inventory Management and control in Medical Store

- **1.0** Know Medical Store inventory Management
- 2.0 Know Stock Replenishment Processes in Medical Inventory Management
- 3.0 Know medical Inventory Control
- 4.0 Know storage and handling principles of medical products and supplies

PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY					
COURSE TITLE: Medical Inventory	COURSE CODE: MST 112	CREDIT ONLY 2			
Management and Control I	CONTACT HOURS:	THEORNICAL: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

Genera.	l <b>Objective 1.0:</b> Know medical s	tore inventory manager	nent			
THEO	RETICAL CONTENT			PRACTICAL CONTEN	IT	
Week	Specific Learning	Teacher's Activities	Resources	Specific Learning	Teacher's	Resources
	Outcome			Outcome	Activities	
1-5	1.1 Define Inventory	Explain Inventory	Textbooks		Guide students to:	Charts
			Lecture notes	Apply inventory	Apply inventory	
	1.2 Define Medical Inventory	Explain Medical	journals	management techniques	management	Visual clips
		Inventory	Projector		techniques	
			20			Requisition
	1.3 Explain Medical Inventory	Explain Medical	Marker Board	Calculate Stock control	Calculate Stock	book,
	Management	Inventory	Marker	techniques I	control techniques I	
		Management	Internet			Bin cards
				Calculate Stock control	Calculate Stock	
	1.4 Explain the steps in	Explain the steps in		techniques II	control techniques II	Software
	Medical Inventory	Medical Inventory				
	Management	Management				
	Receiving	Receiving				
	Documentation	<ul> <li>Documentation</li> </ul>	l			
	• Storage	• Storage				
	<ul> <li>Issuing</li> </ul>	<ul> <li>Issuing</li> </ul>				
	<ul> <li>Stock taking</li> </ul>	<ul> <li>Stock taking</li> </ul>				

	1.5 Outline Medical Inventory Management techniques  1.6 Explain Stock Control techniques I	Explain Medical Inventory Management techniques  Explain Stock Control techniques I				
	Quantity (EOQ)  • Reorder point calculation	Quantity (EOC)  • Reorder point calculation	),			
	Objective 2.0: Know Stock Re			ntory management		G. 1 1
6-8	<ul> <li>2.1 Define Stock Replenishment.</li> <li>2.2 Explain the importance of Stock Replenishment</li> <li>2.3 Explain the specification of medical products in Stock Replenishment</li> </ul>	Explain Sto k Repleasement.  Explain the importance of stock Replenishment  Explain the specification of medical products in Stock Replenishment	Projector, Textbook Internet Lecture note Pictures White board Marker	Identify methods of specification:	Guide students to: Identify methods of specification:	Stock card Bin card Video Clip Charts Pictorials
	Repletiisiitietit	•				Pict

	2.4 Explain factors to consider in Replenishing Stock.	Explain factors to consider in Replenishing Stock		Carry out stock replenishment process	Carry out stock replement process	
Genera	al Objective 3.0: Know Medical	Inventory Control				
9-11	3.1 Define medical Inventory Control.	Explain medical Inventory Control.	Projector, Textbook Internet	Determine stock leves	Guide students to: Determine stock levels	Calculator Software
	Medical Inventory Control.	Explain methods involved in medical Inventory Control.	Lecture note Chart Pictures White board	Compute cyclical period of stocks	Compute cyclical period of stocks	Audio-visual Spreadsheet
	3.3. Explain the importance of Medical Inventory Control.	Explain the importance of Medical Inventory Control	Marker			Video clip Bin Card Ledgers
Genera	al Objective 4.0: Know storage and	d handling principles of m	edical products a	and supplies		
12-14	4.1. Explain storage and handling of medical products and supplies	Explain storage and handling of medical products and supplies	To jector, I ktbook Internet Lecture note	Use storage equipment Use handling equipment	Guide students to: Use storage equipment Use handling	Bin Card, Stores Ledger
	4.2 Explain the importance of Storage and Handling medical products and supplies.	Explain the importance of Storage and Handling in Medical Store.  Explain the challenges	Chart Pictures White board Marker		equipment .	Video Clip Pictorial Wheelbarrow Ladders Trays
	4.3 Explain the challenges in storage and handling medical products and supplies	in Storage and handling				Pallet Shelves Trolleys
ASSES	SMENT: Continuou: Axsessmen Examination	nt 60% 40%	•			•

# YEAR ONE SEMESTER TWO

# Medical Inventory Management and Control II

PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY					
COURSE TITLE: Medical Inventory Management and	COURSE CODE: MST 121	CREDITUNN: 3			
Control II	CONTACT HOURS: 3	THE TREAT CAL: 2			
YEAR: I SEMESTER: II	PRE-REQUISITE:	PRECTICAL: 1			
GOAL: This course is designed to enable students to acquire knowledge and skills on Inventory Management and control in Medical					

Store

GENERAL OBJECTIVES: On completion of this course, the students should be able to:

- 1.0 Know Stocktaking in Medical Store
- 2.0 Know Medical Store records
- 3.0 Know Medical Inventory Costing
- 4.0 Know Medical Store Manuals
- 5.0 Know Medical inventory Operations

PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY					
COURSE TITLE: Medical Inventory	COURSE CODE: MST 121	CREDIT UNIT			
Management and Control II	CONTACT HOURS: 3	THEORE NGAL: 2			
YEAR: I SEMESTER: II	PRE-REQUISITE:	PRACNICAL: 1			
COURSE SPECIFICATION: THEORETICAL AND PRACTICAL					
COAT TI'					

**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

THEOR	ETICAL CONTENT			PRACTICAL CONTENT		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Special Bearning	Teacher's Activities	Resources
1-3	1.1. Define Stocktaking.	Define Stocktaking.	Projector, Textbook	Carry out Stocktaking	Guide students to: Stocktaking process in	Stock sheet
	1.2. Define Stocktaking in Medical Store	Explain Stocktaking in Medical Store		process in Medical Store.	Medical Store.	Stock Ledge
	1.3. Explain the types of Stocktaking in Medical Store	Explain the types of Stocktaking in Medical Store	note White board			Bin Card Calculator
	1.4. Explain the importance of Stocktaking in Medical Store.		Marker			Software
	1.5. Explain the procedure of stocktaking in Medical Store.	Explain the procedure of socktaking in Medical Store.  Discuss Stock reconciliation in Medical Store				
	1.6. Explain Stock reconciliation in Medical Store	in Medical Store  Discuss the role of the  Auditor in a Stocktaking.				

	de students to: Bin Card
General Objective 2.0: Know Medical Store records 4-6 2.1. Explain Medical Store Record Explain Medical Store Projector,	de students to: Bin Card
4-6 2.1. Explain Medical Store Record Explain Medical Store Projector,	de students to: Bin Card
4-6 2.1. Explain Medical Store Record Explain Medical Store Projector,	de students to: Bin Card
	de students to: Bin Card
	Bin Card, Stock
	ger etc. Stock
Store Record Explain the Purpose of Lecture	Ledger
Medical Store Record note	
2.3 Explain the Method of Medical Store Pictures	Pictorial
Record Keeping Explain the Method of White	
Manual     Medical Store Record board	Computer
• Electronics Keeping Marker	
Manual Computer	
• Electronics	
General Objective 3.0: Understand Medical Inventory Costing	
	de students to: Calculator
	culate
	entory valuation Software
Medical Inventory note	
3.3 Explain types of costing in medical White	Bin Card,
inventory Explain types of board	
Purchase cost costing in medical Marker	Stock
Holding cost inventory	Ledger,
Ordering cost     Purchase cost	
Shortage cost     Holding cost	
Ordering cost	
3.4 Explain the importance of Costing in Shortage cost	
Medical inventory	
Explain the importance	
3.5 Explain the methods of Costing in Medical	
Medical inventory inventory	

	<ul> <li>FIFO</li> <li>LIFO</li> <li>Weighted Average Cost e.t.c</li> </ul> 3.6 Explain the challenges of Costing in Medical inventory	Explain the methods of Costing in Medical inventory  • FIFO  • LIFO  • Weighted Average Cost e.t.c			CAL	
		Explain the challenges of Costing in Medical inventory		MIL		
General	Objective 4.0: Know Medical Store Manu	ıals				
10-12	4.1 Explain Medical Store manuals	Explain Medical Store manuals	Projector, Textbook	Prepare Medical Store	Guide students to: Prepare Medical Store	Sample manual
	4.2 Explain the contents of Medical		Lecture	manual	manual	
	Store manuals	Explain the contents of Medical Store manuals	note White			SOPs
	4.3 Explain the objective of Medical		board			Store codes
	Store manuals	Explain the objective of Medical Store	Marker			
	4.4 Explain the preparation of Medical Store manuals	manuals  Explain the preparation				
	4.5 Explain the consultation and implementation of Medical State manuals	of Medical Store manuals				
	4.6 Explain the challenges of Medical Store manuals	Explain the consultation and implementation of Medical Store manuals				

		Explain the challenges of Medical Store manuals			CAI	
eneral	Objective 5.0: Know Medical inventory	Operations			)	
3-15	5.1 Explain Medical Inventory	Explain Medical	Projector,		Guide students to:	Software
	Operations	Inventory Operations	Textbook Lecture	Prepare Medical Inventory identification and coding	Prepare Medical Inventory	Sample stor
	5.2 Explain Medical Inventory location system	Explain Medical Inventory location system	note White board Marker	MICH	identification and coding	codes
	5.3 Explain methods of medical inventory location system	Explain methods of medical inventory location system	<b>~</b>			
	5.4 Explain methods of medical inventory coding	Explain methods of medical inventory coding				
	5.5 Explain Medical inventory identification and coding	Explain inventory identification and				
	5.6 Explain the challenges of medical inventory Operations	coding  Explain the challenges of medical inventory				
SSES	SMENT: Continuous Assessment 60% Examination: 40%					
	MATION		33			

Medical Store Software Usage

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			

GOAL: This course is designed to equip students with knowledge and skills on software usage in medical store.

GENERAL OBJECTIVES: On completion of this course, the students should be able o:

- 1.0 Understand Medical Store Software
- 2.0 Know types of Medical Store Software
- 3.0 Know the usage of Medical Store Software
- 4.0 Know Regulatory Compliance

PROG	RAMME: NATIONAL DIPLO	MA IN MEDICAL ST	TORE MANAC	GEMENT TECH	NOLOGY	7	
COURSE TITLE: Medical Store Software Usage YEAR: I SEMESTER: II		COURSE CODE: MST 122			CREDIT UNIT 2		
		CONTACT HOURS: 2			THEORETICAL:1		
		PRE-REQUISITE:			PRACTICAL:1		
COURS	SE SPECIFICATION: THEOR	ETICAL AND PRACT	ΓICAL				
GOAL:	This course is designed to equip	students with knowled	ge and skills on	software usage in	medical store		
General	Objective 1.0 Understand Medi	ical Store Software		20	<b>V</b>		
THEOI	RETICAL CONTENT			PRACTICALC	ONTENT		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learnin	Teacher's Activities	Resources	
1-2	1.1 Define Medical Store Software	Explain Medical Store Software	Textbooks Lecture rotes				
	1.2 Explain the uses of Medical Store Software	importance of Medica	Projector				
	1.3 Explain types of software malfunction	Explain types of software malfan tion	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	t				

	ral Objective 2.0: Know types of M	Medical Store Software			7//	
-5	2.1 List types of Software	Explain types of	Textbooks		Gu de students to:	Video clips
	<ul> <li>Application software</li> </ul>	Software	Lecture notes	Identify various types of		
	<ul> <li>System software</li> </ul>	<ul> <li>Application</li> </ul>	journals	software	ypes of software	Pictorials
	<ul> <li>Utility software</li> </ul>	software	Projector			Sample
		• System software	PC	Identify various types of	Identify various	tutorial
		Utility software	Marker Board	Medical Store Software	types of Medical	Software
	2.2 List types of Medical Store		Marker		Store Software	
	Software	Explain types of	Internet	(U).		
	Inventory Management	Medical Store		Apply medical store	Apply medical store	
	POS software	Software		software in medical	software in medical	
	• E-prescription software	<ul> <li>Inventory</li> </ul>	. (	it ventory management	inventory	
	Reporting Software	Management		D*	management	
	Supply Chain	POS software				
	Management software	• E-prescription				
	etc.	software	<b>!</b>			
	eic.	Reporting	),			
		Software				
	2.3 Explain the importance of	Supply Chain				
	medical software					
	medicai software	Management				
		software etc.				
		Explain the				
		importance of medical				
	ral Objective 3.0: Know the usage	software				

6-9	<ul> <li>3.1 Explain the usage of Medical Store software in: <ul> <li>Billing</li> <li>Inventory Management</li> <li>Stores accounting</li> <li>Dispensing of supplies</li> </ul> </li> <li>3.2 Explain the functions of reporting in medical store software</li> </ul>	Explain the usage of Medical Store software in:	Textbooks Lecture notes journals Projector PC Marker Board Marker Internet	Use Medical Store software	Guidectudents to: Use Metical Store softwar:	Video clips Pictorials Sample tutorial Software
	3.3 Explain the challenges faced in the use of medical store software	medical store software  Discuss the challenge faced in the use of medical store software	8- )			
Genera 10-14	4.1 Explain the Standard Operation Practice (SOP)  4.2 Define Good Distribution Practice (GDP)  4.3 Define Good Starge Practice (GSP)	Explain the Standard Operation Practice (SQP)  Explain Good Distribution Practice (GDP)	Textbooks Lecture notes journals Projector PC Marker Board Marker Internet	Identify Standard Operation Practice (SOP)	Guide students to: Identify Standard Operation Practice (SOP)	Manuals Charts, Video clips Software
	WATE	I	37			

	Explain Good Storage Practice (GSP)	
ASSESSMENT: Continuous Ass	sessment 60%	
Examination:	40%	

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## Introduction to Medical Stores Logistics II

PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY								
COURSE TITLE: Introduction to Medical Stores	COURSE CODE: MST 123	CREDIXUNT: 2						
Logistics II	CONTACT HOURS: 2	THEORNTICAL: 1						
YEAR: I SEMESTER: II	PRE-REQUISITE:	PRACTICAL: 1						

GOAL: This course is designed to equip students with knowledge and skills in managing medical products and supplies using logistic principles

GENERAL OBJECTIVES: On completion of this course, the students should be able to

- 1.0 Know principles of Logistics in Medical Store
- 2.0 Know Inventory Systems in Medical Store
- 3.0 Know Regulatory Compliance in Medical Store
- 4.0 Know Medical Store Logistics Risks Mitigation
- 5.0 Know Logistics Performance Evaluation in Medical Stor

PROG	RAMME: NATIONAL DIPLO	MA IN MEDICAL ST	ORE MANA	GEMENT TECHNOL	OGY	
COURS	SE TITLE: Introduction to	COURSE CODE: MS	Γ 123	CRI	CDIT UNIT 3	
Medical	Stores Logistics II	CONTACT HOURS:	3	THE	CORETICAL:1	
YEAR	: I SEMESTER: II	PRE-REQUISITE:			CNCAL: 2	
COURS	SE SPECIFICATION: THEOR	ETICAL AND PRACTI	CAL	<b>(</b>		
GOAL:	This course is designed to equip	students with knowledge	e and skills in	managing medical pro	ucts and supplies using l	ogistic
principle		_				
General	Objective 1.0: Know principles	of Logistics in Medical	Store	· (		
THEO	RETICAL CONTENT			PRACTICAL CONT	ENT	
				10,		
Week	Specific Learning	Teacher's Activities	Resources	Specific Learning	Teacher's Activities	Resources
	Outcome			Outcome		
1-3	1.1 Explain distribution	Explain distribution	Textbooks		Guide students to:	Charts
	networks in Medical Store	networks in Medical	Lecture	Design distribution	Design distribution	Video elima
		Store	rotes	network for a Medical	network for a Medical	Video clips
	1.2 Explain factors to consider		journals	Store	Store	
	in designing distribution		Projector			
	networks:	Discuss factors to	PC			
	Transportation costs	consider in designing	Marker			
	<ul> <li>Inventory level</li> </ul>	distribution networks:	Board			
	Delivery time.	Transportation	Marker			
		vosts	Internet			
	1.3 Explain transportation	Inventory level				
	management principles	Delivery time.				
	• Route optimization					
	<ul> <li>Carrier selection</li> </ul>	Explain transportation				
	<ul> <li>Freight auditing.</li> </ul>	management principles				

					X (	
	<ul> <li>1.4 Explain supply chain operations</li> <li>Demand forecasting</li> <li>Inventory management</li> <li>Supply chain visibility</li> </ul>	<ul> <li>Route optimization</li> <li>Carrier selection</li> <li>Freight auditing.</li> </ul>			JCA,	
		Explain supply chain operations  • Demand forecasting  • Inventory management  • Supply chain visibility		HIICAL		
General	l Objective 2.0 Know Inventory		<b>(</b>		-L	
4-6	<ul><li>2.1 Define Inventory Systems</li><li>2.2 Explain types of Inventory</li></ul>	Explain Inventory Systems	Textbooks Lecture notes journals	Identify Inventory systems in Medical Store	Guide students to: Identify Inventory systems in Medical Store	Ledger books,
	Systems in Medical Store  2.3 Explain the significance of inventory systems	Explain types of Inven or Systems in Medical Store	Projector PC Marker	Determine:  • Just-In-Time	Determine:  • Just-In-Time	Pictorials  Video clips
	2.4 Explain just-in-time (UT) inventory management.	Explain the significance of inventory systems	Board Marker Internet	(JIT) inventory management	(JIT) inventory management	Bin Cards
	MALIONA		41		munugumum	

		Explain just-in-time (JIT) inventory			CV	Stock Records,
		management.			100	Software
Genera	l Objective 3.0: Know Regulator	y Compliance in Medical	Store			
7-9	3.1 Explain Regulatory	Explain Regulatory	Textbooks		Guide students to:	SOPs
	Compliance in Medical	Compliance in Medical	Lecture	Identify Regulatory	Identify Regulatory	GDPs
	Store	Store	notes	compliance in Medical	compliance in	GDPS
			journals	Store	Medical Store	GSPs
	3.2 Explain Good Distribution	Explain Good	Projector			D 1'
	Practices (GDP) in medical	Distribution Practices	PC 🔹	Apply SOPs	Apply SOPs	Policy
	stores logistics.	(GDP) in medical stores	Marker C			Manual
		logistics.	Board	Develop Medical Store	Develop Medical	Sample
	3.3 Explain Good Storage	Explain Good Storage	Marker	Policy:	Store Policy:	Store Policy
	Practices (GSP) in medical	Practices (GSP) in	Interne	<ul> <li>General</li> </ul>	• General	
	stores logistics.	medical stores logistics.	<b>}</b>	Services Stores	Services	
				Hazardous and	Stores	
	3.4 Outline audit in Medical	Explain audit in		harmful	Hazardous and	
	Store logistics	Medical Store logistics		<ul> <li>Drugs and</li> </ul>	harmful	
				Vaccines	Drugs and	
	3.5 Explain Compliance	Explain Compliance		Chemicals and	Vaccines	
	Inspection	Inspection		reagents	Chemicals and	
		70'		Medical	reagents	
	3.6 Explain Standard Operating	Explain Standard		equipment/Instr	Medical	
	Procedures (SOPs)	Operating Procedures		uments	equipment/Inst	
	3.7 Explain Medical Store	(SOPs)		unionis	ruments	
	Policies	Explain Medical Store			Tuments	
	\ \(\)\\	Policies				

	3.8 Explain Ethical					
	Compliance in Medical	Explain Ethical			CD,	
	Store logistics	Compliance in Medical				
	Store logistics	Store logistics				
General	Objective 4.0: Know Medical Stop		lation		<del>\</del>	1
10-12	4.1 Define Risk in Medical	Explain Risk in Medical			Guide student to:	Video clips,
10-12	Store	Store	Lecture	Identify types of	Identify types of	video crips,
	Store		notes	logistics risks	logistics risks	Charts
	4.2 Explain Logistics Risk in	Explain Logistics Risk	iournals	logistics fisher	logistics fisks	Charts
	Medical Store	1 0	Projector Projector	Develop Risk	Develop Risk	Sample
	Wiedical Store		PC •	Mitigation Plan	Mitigation Plan	Plans,
	4.3 Explain types of Logistics	Explain types of	Marker Marker	ratigation i ian	ivinigation i ian	1 14115,
	Risks in Medical Store		Board	Apply Risk Mitigation	Apply Risk	Sample
	Risks in Wedical Store	Medical Store	Marker	Strategies	Mitigation Strategies	Strategies,
	4.4 Explain Supply Chain	ivical at Store	Interne	Strategies	Willigation Strategies	Strategies,
	Disruptions, product		The The	Develop Emergency	Develop Emergency	Sample EP
	recalls, and security threats	Explain Supply Chain		Preparedness Plan	Preparedness Plan	plans,
	in Medical Store	Disruptions, product	1	r reparedness r ian	reparedness rian	pians,
	III Wedical Store	recalls, and security				Sample
	4.5 Explain risk mitigation	threats in Medical Store				Risk
		uneats in Medical Store				
	plans in Medical Store					Reports
	4.6 Explain Diels Mitigation	Evalore mistration				
	4.6 Explain Risk Mitigation	Explain risk mitigation				
	Strategies in Medical Store	plans in Medical Store				
	4.7 Evaloin Symply Cho	Explain Dials Mitigation				
	4.7 Explain Supply Chair	Explain Risk Mitigation				
	Diversification in Medical	Strategies in Medical				
	Store	Store				

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

	Explain Logistics	
	Performance	
	Improvement plans in	100,
	Medical Store	
ASSESSMENT: Continuous Asse	ssment 60%	
Examination:	40%	

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YEAR TWO SEMESTER ONE

## Medical Store Documentation

PROGRAMME: NATIONAL DIPLOMA IN MED	ICAL STORE MANAGEMENT T	
COURSE TITLE: Medical Store Documentation	COURSE CODE: MST 211	CREDITUNT: 2
	CONTACT HOURS: 2	THE ORNITCAL: 1
YEAR: II SEMESTER: I	PRE-REQUISITE:	PRACTICAL: 1
<b>GOAL:</b> This course is designed to equip student with	knowledge and skills in Medical Sec.	re Documentation
GENERAL OBJECTIVES: On completion of this co	ourse, the students should be able to:	
1.0 Know the fundamentals of Medical Store documen	tation	
2.0 Know Store recording system	CX1.	
3.0 Know Retention and Disposal of Stores Document		

PROG	RAMME: NATIONAL DIP	LOMA IN MEDICAL S'	TORE MANA	GEMENT TECHNOL	OGY	
COURS	SE TITLE: Medical Store	COURSE CODE: MST	211		DIT UNITY 2	
Docume	ntation	<b>CONTACT HOURS: 2</b>		THE	OREVICAL:1	
YEAR	: II SEMESTER: I	PRE-REQUISITE:		PRA	CL: 1	
COURS	SE SPECIFICATION: THE	ORETICAL AND PRACT	ΓICAL		J	
GOAL:	This course is designed to eq	uip student with knowledg	ge and skills in N	Medical Store Documen	ation	
General	Objective 1.0: Know the fur	ndamentals of Medical Sto	re documentation	on		
				CV.		
THEO	RETICAL CONTENT			PRACTICAL CONTI	ENT	
Week	Specific Learning	Teacher's Activities	Resources	Specific Learning	Teacher's	Resources
	Outcome			Outcome	Activities	
1-4	1.1 Explain Documentation	Explain Documentation	Textbooks		Guide students to:	Video clips,
			Lecture notes	Identify types of	Identify types of	Pictorials,
	1.2 Explain types of	Explain types of	journals	documentation	documentation	i icioriais,
	documentation used in	documentation used in	Projector			Bin cards,
	Medical Store	Medical Store	PC	Design various store	Design various store	Vouchers,
			Marker Board	document in the medic		v oueners,
	1.3 Explain the uses of	Explain the uses of	Marker	store	medical store	Ledger,
	documentation in	documentation in the	Internet			Charts
	Medical Store	Medical Store				Charts
	1.4 Explain factors to be	Explain factors to be				
	considered in Medical	considered in Medical				
	Store documentation	Stor documentation				
	Objective 2.0: Know Store 1		Τ .			
5-9	2.1 Define Store recording	Explain Store recording	Textbooks		Guide students to:	Software
	system	system	Lecture notes			

	2.2 Explain Manual Store recording system	Explain Manual Store recording system	journals Projector	Carryout Manual Store recording	Carry out Manual Store recording	Video
	2.3 Explain Electronic Store recording system	Explain Electronic Store recording system	PC Marker Board Marker	Carryout electronic Stor	Carryout electronic Store recording	Sample documents
	Barcodes	Barcodes	Internet	recording	Store recording	Bin cards,
	2.4 Explain security of Store documents	Explain security of Store documents		CAL		Vouchers,
	documents	documents				Ledger,
			<u> </u>			Charts
	Objective 3.0: Know Retenti	•			T	
10-13	3.1 Define Retention of	Explain Retention of	Textoooks		Guide students to:	Video clips,
	Store Documents	Store Documents	Lecture notes iournals	Identify the guidelines on retention and disposal of	=	Pictorials
	3.2 Define Disposal of Store	Explain Disposal of	Projector	Medical Store documents	retention and	Chart
	Documents	Store Documents	PC Marker Board		disposal of Medical Store documents	Sample document
	3.3 Explain regulations	Explain regulations	Marker			document
	guiding retention and	guiding retention and	Internet			
	disposal of Medical	disposal of Medical				
	Store documents	Store documents				
ASSESS	SMENT: Continuous Assessm Examination:	ent 69% 40%				
	MATIONA		49			

## Medical Store Safety and Security

PROGRAMME: NATIONAL DIPLOMA IN MEDIC	ECHNOLOGY X	
COURSE TITLE: Medical Store Safety and Security	COURSE CODE: MST 212	CREDIT UNIT: 2
	CONTACT HOURS: 2	THEORETICAL: 1
YEAR: II SEMESTER: I	PRE-REQUISITE:	PRACTICAL: 1

GOAL: This course is designed to provide students with knowledge and skills on the safe and secure management of Medical Store

GENERAL OBJECTIVES: On completion of this course, the students should be able to:

- 1.0 Know the principles of safe and secure Medical Store environment.
- 2.0 Know strategies to control access by unauthorized personnel in Medical Stor
- 3.0 Know principles of safe handling of hazardous materials in Medical Store
- 4.0 Know packaging and branding in Medical Store
- 5.0 Know effective Emergency Response in Medical Store

PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY					
COURSE TITLE: Medical Store	COURSE CODE: MST 212	CREDIT (NIL 3			
Safety and Security	CONTACT HOURS: 3	THEORE CCAL:1			
YEAR: II SEMESTER: I	PRE-REQUISITE:	PRACNICAL: 2			

**COURSE SPECIFICATION:** THEORETICAL AND PRACTICAL

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.

#### PRACTICAL CONTENT 2 THEORETICAL CONTENT 1

						1
Week	Specific Learning	Teacher's Activities	Resources	Specific	Teacher's	Resources
	Outcome			Learning	Activities	
			CX.	Outcome		
1-2	1.1 Define safety	Explain safety	Projector		Guide students to:	Sample
			Textoo k	Identify safe	Identify safe	hazardous
	1.2 Explain safety in the	Explain safety in the	Internet	Medical Store	Medical Store	material
	Medical Store	Medical Store	Lecture note	practices	practices	
		/()	Chart			Containers
	1.3 Explain Medical Store	Explain Medical Store	White board	Identify fire	Identify fire	
	safety policies and	safety policies and	Marker	prevention	prevention	Sand-filled
	procedures.	procedures.	Tutorial	measures and aids	measures and aids	buckets
			PC			
	1.4 Explain practices of safe	Explain practices of safe				Water hydrant
	Medical Store:	Medical Store:		Apply Safety	Apply Safety	
	<ul> <li>Proper storage of</li> </ul>	Proper storage of		Protocols for	Protocols for	Ladder
	inflammable materials	inflammable		preventing	preventing	
	• Good store	materials		Medical Store	Medical Store	Fire
	layout/arrangement	<ul> <li>Good store</li> </ul>		accidents.	accidents.	extinguisher
	()	layout/arrangement		Fire, Burns and	Fire, Burns and	

				1		1
	<ul> <li>Proper use of aids in</li> </ul>	• Proper use of aids in		Injury etc.	Injur etc.	Safety charts
	accessing Medical	accessing Medical			CY	
	Store	Store				Store ladder,
					$\mathcal{O}$	PPEs
	1.5 Explain measures to	Explain measures to prevent				PPES
	prevent unsafe practice in	unsafe practice in Medical				Thermometer
	Medical Store	Store				
Gener	al Objective 2.0: Know strategie	s to control access by unautho	orized personnel in	Medical Store	1	
3-6	2.1 Define security	Explain security	Textbook		Guide students to:	Keycards
	2.2 Define access control in	Explain access control in	Internet	Apply aids,	Apply aids,	
			Lecture notes	procedures and	procedures and	Barrier/rails
	Medical Store	Medical Store	Chart	protocols to	protocols to	
	2.3 Define authorized	Explain authorized	White board	secure medical	secure medical	Caution signs
	personnel in Medical Store	personnel in Medical Store.	Marker	Store premises.	Store premises.	CCTV
	r					CCTV camera
	2 4 Explain access control	Evalsia seess sentu		Monitor security	Monitor security	N. 6.
	2.4 Explain access control measures	Explain access control measures		breaches in	breaches in	Monitor
	Barriers	Barriers		medical store	medical store	D: -4: -1 -
	<ul><li>Caution signs</li></ul>	• Caution signs				Pictorials
	Biometrics	• Biometrics		Respond to	Respond to	C1 4
	Keycards	keycards		security breaches	security breaches	Charts
	Key register etc.	Key register etc.		in medical store.	in medical store.	
						Alarm systems
	2.5 Explain security breach.	Explain security breach.		Identify Alarm	Identify Alarm	
				•	Systems Response	
	2.6 Explain how to monitor	Explain how to monitor		Protocols in	Protocols in	
	response/breach	response/breach		medical store	medical store	
	Surveillance Technologies	Surveillance Technologies				
	(e.g., CCTX).	(e.g., CCTV).				

	2.7 Explain Alarm Systems and	Explain Alarm Systems and		Conduct	Conduct	
	_	Response Protocols		evacuation drills	evacuation drills	
	Troop one of the control			evacuation drins	e vacuation drins	
	2.8 Explain Emergency	Explain Emergency				
	Evacuation Procedures.	Evacuation Procedures				
C	-1 Obj4: 2 0. V			- 1'1 Ct	<u>/</u>	
Gener	al Objective 3.0: Know principle			edical Store	C 1 4 1 4 4	COD
	3.1 Define hazardous materials.	<u> </u>			Guide students to;	SOPS
7-9			Internet	Identi) hazardous		
		Explain the classes of	Lecture note	materials	hazardous	PPEs
	hazardous materials in		White board		materials	
	Medical Store	Medical Store	Marker			Eyebath,
	• Explosives,	• Explosives,		Handle Hazardous	Handle Hazardous	Halmats
	• Gases,	• Gases,	\(\)	wastes	wastes	Tichnets,
	• Flammable/Combustible	• Flammable/Combustib				Aprons,
	liquids,	le liquids,		Apply Hazardous	Apply Hazardous	- 1
	• Poisons/Corrosives, etc.	Poisons/Corrosives		1	Waste Disposal's	Eye goggles,
		etc.		Waste Disposal's	SOPs.	Hand gloves
		\(\)\		SOPs.	501 3.	Traina groves
	3.3 Explain the types of	Discuss the types of				Disposal
	hazardous materials in	hazardous materials in				Bins/Bags
	Medical Store	Medical Store				1
	Biological agents	Biological agents				Hazardous
	(microbes),	(microbes),				waste
	Natural substances (grain,	Natural substances				inventory
	flour/flower,	grain, flour/flower,				
	Substances generated by	Substances generated				Caps and
	work -welding funes.	by work -welding				closure
	wood dust	fumes, wood dust				containers
	Chemical products	Chemicals product				Comamers
	used/produced at work	used/produced at work				
		_				

						•
	<ul> <li>e.g drugs</li> <li>Adhesives, cleaning agents</li> <li>Physical agents e.g medical/surgical sharps</li> </ul>	<ul> <li>e.g drugs</li> <li>Adhesives, cleaning agents</li> <li>Physical agents e.g medical/surgical sharps</li> </ul>			SCAL	
	3.4. Explain handling and storage procedures for hazardous materials in Medical Store	Explain handling and storage procedures for hazardous materials in Medical Store		CKI,		
	RAL OBJECTIVE 4.0: Know			<b>&gt;</b>	0:1 + 1 + 4	77' 1 1'
10-12	4.1 Explain packaging and branding in Medical Store	Explain packaging and branding in Medical Store	Textbook Internet Lecture note	Identify types of packaging and	Guide students to: Identify types of packaging and	Video clips Charts
	4.2 Explain types of packaging in Medical Store	Explain types of packaging in Medical Store	White board Marker	branding in medical store	branding in medical store	Sample pallets
	4.3 Explain the importance of packaging in Medical Store	Explain the importance of packaging in Medical Stole		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 materia handling in Medical Store	Explair methods in material han lling in Medical Store				
	Store	Explain the concept of double handling in Medical Store				
	WATT		54			

	4.7 Explain the role of shelves	Explain the role of shelves				
	and pallets in material	and pallets in material				
	handling in Medical Store	handling in Medical Store				
Genera	l Objective 5.0: Know effective		lical Store			1
13-15	5.1 Explain emergency	Explain emergency response			Guide Students to	Video clips
	response in Medical Store.		Textbook	Identify First aid	Identify First aid	_
	-		Internet	box and its	box and its	Sand fill
	5.2 Enumerate emergency	Explain emergency	Lecture note	content	content	buckets
	situations that may occur	situations that may occur in	White board	CY		
	in Medical Store	Medical Store	Marker	Demonstrate First	Demonstrate First	First aid box
	• Fire	• Fire	10	Aid in Medical	Aid in Medical	
	<ul> <li>Physical injury</li> </ul>	<ul> <li>Physical injury</li> </ul>		Store emergencies	Store emergencies	ERS SOPs
	• Chemical accident etc.	• Chemical accident etc.	()			Tourniquet,
				Demonstrate	Demonstrate	
	5.3 Explain Hazards in	Explain Hazards in Medical		hazard prevention	hazard prevention	Splints,
	Medical Store.	Store.		and response	and response	
			-	procedures and	procedures and	Bandages,
	5.4 Explain hazard	Explain hazard Preventions		protocols	protocols	
	Preventions in Medical Store.	in Medical Store.				Sling,
		Discuss Emersency		Conduct	Conduct	Fire
	5.5 Explain Emergency	Response Procedures in		emergency drills	emergency drills	extinguishers
	Response Procedures in Medical Store	Medical Store				
	Medical Store	The state of the s				Chart
	5.6 Explain types of	Explain types of emergency				
	emergency preventive	preventive measures in				Pictures
	measures in medical	medical stores				
	stores	incarcar stores				Muster Point
	Sioles					
	MO.					Antidotes

mask

### Medical Store Maintenance

PROGRAMME: NATIONAL DIPLOMA IN MEI	ECHNOLOGY X	
COURSE TITLE: Medical Store Maintenance	COURSE CODE: MST 213	CREDIT UNIT: 2
	CONTACT HOURS: 2	THEORNTICAL: 1
YEAR: II SEMESTER: I	PRE-REQUISITE:	PRACTICAL: 1

GOAL: This course is designed to enable students acquire knowledge and skills on standards to maintain an organized and clean

Medical Store environment

GENERAL OBJECTIVES: On completion of this course, the students should be able to

- 1.0 Know how to Maintain a Clean and Organized Medical Store environment
- 2.0 Know Waste Disposal and Recycling in Medical Store and environment
- 3.0 Know spillage response procedure in Medical Store environment

PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY						
COURSE TITLE: Medical Store	COURSE CODE: MST 213	CREDIT (NIX. 2				
Maintenance	CONTACT HOURS: 2	THEOREVICAL: 1				
YEAR: II SEMESTER: I	PRE-REQUISITE:	PRACTICAL: 1				
COURSE SPECIFICATION: THE	CODETICAL AND PRACTICAL					

### COURSE SPECIFICATION: THEORETICAL AND PRACTICAL

GOAL: 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

# RACTICAL CONTENT 2

General Objective 1.0: Know how to Maintain a Clean and Organized Medical Store environment

Week	Specific Learning	Teacher's Activities	Resources	Specific Learning	Teacher's	Resources
	Outcome			Outcome	Activities	
1-4	1.1 Explain Store cleanliness in Medical Store environment		Projector, Textbook	Carry out standard	Guide students to: Carry out Store	SOPs
			Internet	Store Cleanliness	cleanliness and	Sample
	1.2 Explain Organization	Explain Organication	Lecture note White board	and Organization in Medical Store	organization in Medical Store	Cleaning material
	Standards in Medical Store	Standards in Medical Store	Marker	environment	environment	Checklist
	1.3 Describe Store Cleaning Schedules and Protocols	Explain Store Cleaning Checkles and Protocols		Demonstrate capacity for	Demonstrate capacity for	
	1.4 Explain Organization Inspections in Medical Store	Explain Organization Inspections in Medical Store		Organization Inspections in Medical Store environment	Organization Inspections in Medical Store environment	
	1.5 Explain the roles of Medical Store Personnel in					

	1	<b>-</b>	1		$\overline{}$	1
	maintaining medical store's	_				
	cleanliness	Medical Store Personnel			CY	
		in maintaining medical				
		store's cleanliness				
General	Objective 2.0: Know Waste Dis	posal and Recycling in Med	dical Store and en	vironment		
5-8	2.1 Explain Medical Store	Explain Medical Store	Projector		Guide Students to:	Chart
	waste	waste	Textbook	Identify waste	Identify waste	
			Internet	disposal methods	disposal methods	Pictures
	2.2 Explain waste	Explain waste	Lecture note	used in Medical	used in Medical	
	classifications in Medical	classifications in Medical	White board	Stores and	Stores and	Incinerator
	Store and environment	Store and environment	Marker	environment	environment	model
			()	Apply Waste	Apply Waste	Dust bin
	2.3 Explain Waste disposal in	Explain Waste disposal in		Disposal Methods	Disposal Methods	
	Medical Store and	Medical Store and		and Management	and Management	Pit
	environment	environment		Procedures in	Procedures in	
		on vironinent		Medical Stores and		Covered
	2.4 Explain Waste Disposal	Explain Waste Disposal		environment	environment	containers
	Methods	Methods		Cirvironinient	Chvironincht	containers
	Chemical deactivation					
		dontavatan				Waste bags
	Burning/Incineration	Bushing/Incinerati				
	Burying     Is a 1011	Budning/memerati				Coloured
	• secure landfill	Burying				coded bins
	Recycling	secure landfill				
		• Recycling				
	2.5 Evalsia wasta Care	Explain waste				
		Segregation in Medical				
	in Medical Store and					
	environment	Store and environment				

	2.6 Explain Waste Recycling	Explain Waste Recycling				
	in Medical Store and	in Medical Store and				
	environment	environment				
	2.7 Explain types of waste	Discuss types of waste				
	recycling in Medical Store	recycling in Medical		V.Y		
	and environment	Store and environment		\ \ \ \		
GENE	RAL OBJECTIVE 3.0: Know s	pillage response procedure	in Medical Store	environment		•
9-13	3.1 Define spillage in	Explain spillage in	Projector	\(\frac{1}{2}\)	Guide students to:	Chart,
	Medical Store and	Medical Store and	Textbook	ldentify preventive	Identify preventive	Pictures,
	environment	environment	Internet	measures of	measures of	Mop sticks,
			Lecture note	spillage:	spillage:	Long brooms,
	3.2 Explain types of spillage	Explain type of spillage in	White board	Cataloguing	Cataloguing	
	in Medical Store and	Medical Store and	Marker	• Proper	• Proper	Brushes
	environment	environment		layout	layout	
	22 5 1: 1	$\sim$				Dust bin
	3.3 Explain procedure to prevent spillage in	Explain procedure to		Identify measures		Pit
	Medical Store and	prevent spillage in		to address spillage:		
	environment	Medical Store and		<ul> <li>Mopping</li> </ul>	Identify measures to	Caution sign
		environment		<ul> <li>Sweeping</li> </ul>	address spillage:	
	2451:	QV		<ul> <li>Packing</li> </ul>	<ul> <li>Mopping</li> </ul>	Reflective
	3.4 Explain measures to	Explain measures to		<ul> <li>Dusting</li> </ul>	<ul> <li>Sweeping</li> </ul>	jacket
	address spillage in Medical Store and	addres spillage in		Rearrangem	<ul> <li>Packing</li> </ul>	
	environment	Medical Store and		ent etc.	<ul> <li>Dusting,</li> </ul>	Covered
	Cityiroiniiciit	en vironment			<ul> <li>Rearrangeme</li> </ul>	containers
		<b>\</b>			nt etc.	
AGGEG	CIMENTE C:					
ASSES		t: 60%				
	Examination:	40%				

## Medical Store Administration and Management I

PROGRAMME: NATIONAL DIPLOMA IN MEDIC	CAL STORE MANAGEMENT T	ECHNOLOGY
COURSE TITLE: Medical Store Administration and	COURSE CODE: MST 214	CREDIT UNIT: 3
Management I	CONTACT HOURS: 3	THEORYTICAL: 2
YEAR: II SEMESTER: I	PRE-REQUISITE:	PRACTICAL: 1

GOAL: This course is designed to equip students with the knowledge and skills in Medical Size Administration and Management

GENERAL OBJECTIVES: On completion of this course, the students should be able to:

- **1.0** Understand Medical Store terminologies and their applications
- 2.0 Know the concept and significance of Medical Store Administration and Management.
- 3.0 Know classifications of Medical Store
- **4.0** Know the duties and responsibilities of Medical Store Personner.
- 5.0 Know basic Principles of Store Administration and Management.
- **6.0** Know Medical Store records and documentation.

PROG	PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY					
COURSE TITLE: Medical Store COURSE CO		COURSE CODE: MST	214	CR	EDIT UNIT 3	
Admin	istration and Management I	CONTACT HOURS: 3		TH	ECRETICAL: 2	
YEAR	R: II SEMESTER: I	PRE-REQUISITE:		PR	CNCAL: 1	
COUR	SE SPECIFICATION: THE	ORETICAL AND PRACT	ΓICAL	<u> </u>		
GOAL	: This course is designed to equ	uip students with the know	vledge and skills	in Medical Store Adi	unistration and Manager	nent
Genera	al Objective 1.0: Understand M	Medical Store terminologie	es and their appli	cations		
THEO	RETICAL CONTENT			PRACTICAL CON	TENT	
Week	Specific Learning	Teacher's Activities	Resources	Specific Learning	Teacher's Activities	Resources
	Outcome			Outcome		
1	1.1 Define Medical Store terminologies	Explain Medical Store terminologies	Textbooks Journals Projector			
	<ul> <li>1.2 Explain Medical Store terminologies and concepts</li> <li>Acronyms.</li> <li>Abbreviations, etc.</li> <li>1.3 Explain the importance of terminologies in Medical Store operations.</li> </ul>		warker board warker			
	1.4 Explain the application of Medical Store terminologies in procurement processes	of Medical Store terminologies in procurement processes				

	1.5 Explain the use of Medical Store terminologies in distribution	Explain the use of Medical Store terminologies in distribution			JJCA1.	
	1.6 Explain the use of Medical Store terminologies in coding	Explain the use of Medical Store terminologies in coding		, CAL		
	1.7 Explain the use of Medical Store terminologies in Stores location systems	Explain the use of Medical Store terminologies in Stores location systems				
2-3	1 <b>Objective 2.0:</b> Know the con 2.1 Define Medical Store	Explain Medical Store	redical Store A	aministration.	Guide students to:	V/: door
2-3	Administration	Administration	Projector, whiteboard,	Identify the roles and	Identify the roles and	Videos,
	Administration	Administration	lecture notes,	responsibilities of	responsibilities of	Pictorials
	2.2 Explain the role of	Explain the role of	textbooks,	medical store	medical store personnel	Charts
	Medical Store in	Medical Sore in	relevant	personnel		
	healthcare delivery	healthcare delivery	identified			
		· Ch.	websites	Identify the	Identify the challenges	
	2.3 Explain the importance	Explain the importance		$\mathcal{C}$	of Medical Store	
	of Medical Store	of Medical Store		Store Profession in	Profession in Nigeria	
	Administration	Administration	•	Nigeria		
				Design medical store	Design medical store	
	(U),			organogram	organogram	

	2.4 Explain the functions	Explain the functions				
	and responsibilities of	and responsibilities of				
	Medical Store.	Medical Store.			10,	
	2.5 Explain the impact of	Discuss the impact of			$\mathcal{D}_{\mathcal{O}}$	
	effective Medical Store	effective Medical Store		X		
	Administration on	Administration on				
	healthcare	healthcare		CAL		
	2.6 Explain the challenges	Explain the challenges				
	of Medical Store	of Medical Store	_			
	Profession in Nigeria	Profession in Nigeria	(			
	2.7 Explain Medical Store	Explain Medical Store	1			
	organogram	organogram				
Genera	l Objective 3.0: Know classif	ications of Medical Store	<i>\\</i>			
4-6	3.1 Explain types of Medical	Explain types of Medical	Pojector,		Guide students to:	Charts
	Store:	Store:	whiteboard,	Identify the types of	Identify the types of	
	<ul> <li>Central</li> </ul>	• Central	lecture notes,	Medical Store	Medical Store	Pictorials
	Regional/Zonal	<ul> <li>Regional Zonal</li> </ul>	textbooks,			
	Facility-level	• Facility-level	relevant	Identify the functions	Identify the functions	Videos
	<ul> <li>Departmental</li> </ul>	Departmental	identified	of Medical Store	of Medical Store	
	1		websites			Sample
	3.2 Explain hierarchy of	Explain hierarchy of		Classify medical	Classify medical stores	Medical
	Medical Store listed in	Medical Store listed in		stores based on	based on ownership,	Store Layout
	2.1 above	2.1 above		ownership, public,	public, private and	plan
				private and NGO-	NGO-operated	
				operated		

1005 1: 1 0 : 0		
3.3 Explain the functions of	Explain the functions of	
Medical Store listed in	Medical Store listed 2.1	Design a Medical Design a Medical Store
2.1 above.	above.	Store layout plan layout plan
3.4 Explain the category of	Explain the category of	Participate in field Organise field visits to
Medical Store based on:	Medical Store based on:	visits to various various medical store
• Ownership (Public,	<ul> <li>Ownership</li> </ul>	medical store settings settings
Private and non-	(Public, Private	
governmental	and non-	
organisations	governmental	
(NGOs))	organisations	
<ul> <li>Functions</li> </ul>	(NGOs))	
	• Functions	
3.5 Explain the layout of a	Explain the layout of a	
Medical Store:	Medical Store re:	
<ul> <li>Receiving</li> </ul>	Receiving	
• Storage	• Storage	
<ul> <li>Dispensing</li> </ul>	<ul> <li>Dispensing</li> </ul>	
<ul> <li>Administrative</li> </ul>	Administrative	
offices.	office	
3.6 Explain how	Explain low	
organisational structure	organisational structure	
and layout impact	and layout impact	
Medical Store	Medical Store efficiency	
efficiency.		

Genera	al Objective 4.0: Know the Dut	ies and Responsibilities o	f Medical Store	Personnel		
7-9	<ul> <li>4.1 Explain the duties of Medical Store Personnel</li> <li>4.2 Explain the responsibilities of Medical Store Personnel at various levels</li> <li>Central</li> <li>Regional/Zonal</li> <li>Facility-level</li> <li>Departmental</li> </ul>	Explain the duties of Medical Store Personnel  Explain the responsibilities of Medical Store Personnel at various levels  Central Regional/Zonal Facility-level Departmental	Projector, whiteboard, lecture notes, textbooks, relevant identified websites	Identify the duties of Medical Store Personnel  Identify the respons bilities of Medical Store Personnel at various levels  Demonstrate the	Identity the duties of Medical Store Rersonnel	Video clips, Sample organogram Charts
	4.3 Explain the hierarchical structure and reporting lines among Medical Store Personnel	Explain the hierarchical structure and reporting lines among Medical Store Personnel  Explain the relationship between Medical Store	8-1	interdependence of roles within a Medical Store setting with other units	interdependence of roles within a Medical Store setting with other units	

Gener	al Objective 5.0: Know basic P	Principles of Store Admini	stration and Ma	nagement	10/1	
	5.1 Explain the principles of	Explain the principles of	_		Guide students to:	Sample
0-12	effective storage	effective storage	whiteboard,	1 -	Identity methods for	SRV/SIV
	procedures of Medical	procedures of Medical	lecture notes,	inventory control and		
	Stores	Stores	textbooks,	stock rotation	tock rotation	Sample
			relevant	\ \ \ \		Stock
	5.2 Explain management of	Explain management of	identified	Identify store facilities	Identify store facilities	
	inventory control and	inventory control and	websites	and equipment used in	and equipment used in	Sample
	stock rotation.	stock rotation.		medical store	medical store	medical
				102		products
	5.3 Explain management of	Explain management of		Determine First-In-	Determine First-In-	with
	Manual and Automated	Manual and Automated		First-Out (FIFO) and	First-Out (FIFO) and	expiration
	techniques in Medical	techniques in Medical		First-Expired-First-	First-Expired-First-Out	dates,
	Store	Store		Out (FEFO) methods.	(FEFO) methods.	labelling
			$\circ$			materials,
	5.4 Explain the importance of	Explain the importance		Conduct a space audit	Conduct a space audit	
	effective management in	of effective management	D.		to assess current space	Sample
	space utilisation in	in space utilisation in		utilisation	utilisation	Floor plans
	Medical Store.	Medical Store				1
		.07		Apply safety	Apply safety protocols	Measuring
	5.5 Explain the management	Explain he management		protocols during	during equipment	tools,
	of store facilities and	of store facilities and		equipment handling	handling and	
	equipment used in	equipment used in		and maintenance tasks		Audit
	Medical Store.	Medical Store.		in Medical Store.	Medical Store.	checklists,
	5.6 Explain safety protocols	Explain safety protocols				Personal
	during equipment	during equipment		Receive Stock	Receive Stock	protective
	handling and	handling and				

	1	_	1	$\overline{}$	1
maintenance tasks in	maintenance tasks in		Issue Stock	Issue Stock	Equipment
Medical Store.	Medical Store.				(PPE)
				, 10,	
5.7 Explain the roles of	Explain the roles of				Safety
management in ensuring	management in ensuring				charts,
safety protocols during	safety protocols during		X		
equipment handling and	equipment handling and				Sample
maintenance tasks in	maintenance tasks in				incident
Medical Store.	Medical Store.		( ) N		report forms,
5.8 Explain Receiving and	Explain Receiving and				Software
Issuing procedures in	Issuing procedures in				
Medical Store.	Medical Store.				
l Objective 6.0: Know Medica	al Store Records and Docu	mentation.	1		
6.1 Explain the importance of	Explain the importance	Projector,		Guide students to:	Blank forms,
accurate record-keeping	of accurate record-	whiteboard,	Identify Medical Store	Identify Medical Store	
in Medical Store	keeping in Medical Store	lecture notes,	records	records	Sample SRV
Management.		textbooks,			-
	, 0,	relevant	Identify the uses of	Identify the uses of	Sample SIV
6.2 Explain the effects of	Explain the effects of	identified	each Medical Store	each Medical Store	1
	1	websites	Record	Record	Sample Bin
in Medical Store					Cards
Management.	Management.		Identify errors in	Identify errors in	
	<b>V</b>		Medical Store	Medical Store	Sample
6.3 Explain Medical Store	Explain Medical Store		Documentation	Documentation and	inventory
Records	Records			how to avoid them	list.
• Requisition/issuing	Requisition/issui				
forms	ng forms,				
	<ul> <li>5.7 Explain the roles of management in ensuring safety protocols during equipment handling and maintenance tasks in Medical Store.</li> <li>5.8 Explain Receiving and Issuing procedures in Medical Store.</li> <li>6.1 Explain the importance of accurate record-keeping in Medical Store Management.</li> <li>6.2 Explain the effects of inaccurate record-keeping in Medical Store Management.</li> <li>6.3 Explain Medical Store</li> <li>6.3 Explain Medical Store</li> </ul>	Medical Store.  5.7 Explain the roles of management in ensuring safety protocols during equipment handling and maintenance tasks in Medical Store.  5.8 Explain Receiving and Issuing procedures in Medical Store.  5.8 Explain Receiving and Issuing procedures in Medical Store.  6.1 Explain the importance of accurate record-keeping in Medical Store Management.  6.2 Explain the effects of inaccurate record-keeping in Medical Store Management.  6.3 Explain Medical Store Records  Medical Store Management.  6.4 Explain the effects of inaccurate record-keeping in Medical Store Management.  Explain the roles of management in ensuring safety protocols during equipment handling and maintenance tasks in Medical Store.  Explain Receiving and Issuing procedures in Medical Store Records and Document in Medical Store Management.  Explain the effects of inaccurate record-keeping in Medical Store Management.  Explain the effects of inaccurate record-keeping in Medical Store Management.  Explain Medical Store Management.  Explain Medical Store Records	Medical Store.  Medical Store.  Medical Store.  Explain the roles of management in ensuring safety protocols during equipment handling and maintenance tasks in Medical Store.  Medical Store.  Explain the roles of management in ensuring safety protocols during equipment handling and maintenance tasks in Medical Store.  Sexplain Receiving and Issuing procedures in Medical Store.  Medical Store.  Medical Store.  Medical Store.  Medical Store.  Sexplain Receiving and Issuing procedures in Medical Store.  Medical Store.  Medical Store.  Medical Store.  Medical Store.  Explain Receiving and Issuing procedures in Medical Store.  Medical Store Records and Documentation.  Medical Store Issuing procedures in Medical Store weeping weeping weeping weeping weeping weeping weeping weeping weeping we	Medical Store.  Medical Store.  Medical Store.  Explain the roles of management in ensuring safety protocols during equipment handling and maintenance tasks in Medical Store.  Medical Store.  S.8 Explain Receiving and Issuing procedures in Medical Store.  Medical Store.  Medical Store.  Dobjective 6.0: Know Medical Store Records and Documentation.  6.1 Explain the importance of accurate record-keeping in Medical Store keeping in Medical Store Management.  Management.  Medical Store keeping in Medical Store lecture notes, records textbooks, relevant identified websites  Medical Store Management.  Medical Store keeping in Medical Store lecture notes, hanagement.  Management.  Medical Store keeping in Medical Store lecture notes, records lecture notes, hanagement.  Management.  Medical Store keeping in Medical Store lecture notes, records le	Medical Store.  5.7 Explain the roles of management in ensuring safety protocols during equipment handling and maintenance tasks in Medical Store.  5.8 Explain Receiving and Issuing procedures in Medical Store.  5.8 Explain Receiving and Issuing procedures in Medical Store.  6.1 Explain the importance of accurate record-keeping in Medical Store keeping in Medical Store Management.  6.2 Explain the effects of inaccurate record-keeping in Medical Store Management.  6.3 Explain the effects of inaccurate record-keeping in Medical Store Management.  6.4 Explain the effects of inaccurate record-keeping in Medical Store Management.  6.5 Explain the effects of inaccurate record-keeping in Medical Store Management.  6.6 Explain the effects of inaccurate record-keeping in Medical Store Management.  6.8 Explain Medical Store Management.  6.9 Explain the effects of inaccurate record-keeping in Medical Store Management.  6.1 Explain the effects of inaccurate record-keeping in Medical Store Management.  6.2 Explain the effects of inaccurate record-keeping in Medical Store Management.  6.3 Explain Medical Store Documentation and how to avoid them

• Bin cards	Bin cards	Develop a system	Developa system	Sample
<ul> <li>Stock cards,</li> </ul>	• Stock cards,	mechanism for	mechanism for	stock
• Ledger	• Ledger	avoiding errors in	avoiding errors in	register,
• Vouchers, etc.	• Vouchers, etc.	Medical Store	Medical Store	Sample
Í	,	Documentation 🗸	Documentation	Store
6.4 Explain the uses of each	Explain the uses of each	×		discrepand
*	Medical Store Record	Demonstrate how to	Demonstrate how to fil	ll form
	mentioned above.	fill out Medica Store	e out Medical Store	
		Record forms	Record forms	
6.5 Explain errors in Medical	Explain errors in			
Store Documentation and	Medical Store			
how to avoid them.	Documentation and how			
	to avoid them			

Examination:

40%

### Medical Store Products and Services

PROGRAMME: NATIONAL DIPLOMA IN ME	DICAL STORE MANAGEMENT T	ECHNOLOGY
COURSE TITLE: Medical Store Products and	COURSE CODE: MST 215	CREDITUNIT: 2
Services	CONTACT HOURS: 2	THEORNTICAL: 1
YEAR: II SEMESTER: I	PRE-REQUISITE:	PRACTICAL: 1

GOAL: 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.

GENERAL OBJECTIVES: On completion of this course, the students should be able to

- 1.0 Know National approved essential medicines
- 2.0 Know Reagents and Chemicals used in clinical and diagnostic laborators
- 3.0 Understand Medical Consumables and reusable devices
- 4.0 Know Clinical Instruments and Equipment in Medical Store

PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY					
COURSE TITLE: Medical Store	COURSE CODE: MST 215	CREDIT (NIX 2			
Products and Services	CONTACT HOURS: 2	THEORE CICAL:1			
YEAR: II SEMESTER: I	PRE-REQUISITE:	PRACNEAL: 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

THEOF	RETICAL 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	Explain essential drugs	Internet	Identify essential drugs	Guides students to: Identify essential drugs	Federal Ministry of Health
	1.2 Outline essential drugs list	Explain essential drugs list	Chart White board	Identify essential drugs for:  • Primary	Identify essential drugs for:  • Primary	essential drugs list
	<ul> <li>Drug classes</li> </ul>	rational use of drugs  • Drug slasses	Marker Tutorial Computer	healthcare  Tertiary health centres	healthcare • Tertiary health	Counterfeit drugs
	Therapeutic  1.4 Explain allocation of essential drugs to	• The apeutic  Explain allocation of essential drugs to Primary	Health essential drugs	Identify Counterfeit drugs	centres Identify Counterfeit drugs	
		healthcare and Tertiary health centres		Carry out  Storage Tracing,	Carry out  • Storage • Tracing,	

			1			
	Tertiary health	Explain Legal, Ethical and		<ul> <li>Monitoring</li> </ul>	<ul> <li>Monitoring</li> </ul>	
	centres	Safety consideration of			CY	
	1.5 Explain Legal, Ethical	ldrugs				
	and Safety				$\mathcal{O}$	
	consideration of drugs	3		<b>(</b> )		
	1.6 Describe the	Explain the following				
	following	<ul> <li>Quality assurance</li> </ul>				
	<ul> <li>Quality assurance</li> </ul>	<ul> <li>Storage</li> </ul>		(U).		
	• Storage	<ul> <li>Monitoring</li> </ul>				
	<ul> <li>Monitoring</li> </ul>	Traceability				
	<ul> <li>Traceability</li> </ul>	Counterfeit detection				
	• Counterfeit detection					
Genera	l Objective 2.0: Know Rea	gents and Chemicals used in	clinical and diag	nostic laboratories		•
3-5	2.1 Define laboratory	Explain laboratory	Projector,		Guides students to:	Charts
			Textbook,	Identify laboratory	Identify laboratory	
	2.2 Define clinical	Explain clinical laboratory	Internet,			Pictorials
	laboratory		Lecture notes,	Identify clinical	Identify clinical	
	2.3 Define diagnostic	Explain diagnostic	Charts,	laboratory	laboratory	Video clips
	laboratory	laboratory	Pictures	T.1 4'C 1' 4'	T.1 (0. 1)	
			White board,	Identify diagnostic	Identify diagnostic	
	2.4 Define laboratory	Explain laboratory reagents	Computer, Markers.	laboratory	laboratory	
	reagents and chemicals	and chemicals	wiarkers.			
	0.65					
	2.5 Explain reagents for	Puffers				
	assays  • Buffers.	<ul><li>Buffers,</li><li>Indicators,</li></ul>				
	Indicators.	indicators,				
L	,		- L	1	_ L	

• Enzymes,	• Enzymes,			
<ul> <li>Calibrators etc</li> </ul>	<ul> <li>Calibrators etc</li> </ul>			
2.6 Explain reagents and				
chemicals storage and	Explain reagents and			
labelling	chemicals storage and labelling			
2.7 Explain the	8			
<u> </u>	Explain the conditions for			
of reagents and	storage of reagents and			
chemical	chemical	4		
Temperature	<ul> <li>Temperature</li> </ul>			
requirements,	requirements,		7,	
• Shelf life,	<ul> <li>Shelf life,</li> </ul>			
• Date coding	Date coding			
2.8 Explain the disposal				
	Explain the disposal of	, ,		
chemical	reagents and chemical			
• Segregation,	Segregation,			
<ul> <li>Neutralization</li> </ul>	<ul> <li>Neutralization</li> </ul>			
<ul> <li>Disposal regulations</li> </ul>	• Disposal			
2.9 Explain quality	regulations			
control	Explain quality control			
<ul> <li>Lot tracking</li> </ul>	• Lat tracking			
<ul> <li>Stability testing</li> </ul>	Stability testing			
Calibration materials	Collbration materials			
2.10 Explain				
regulatory and chick	Explain regulatory and			
	ethical aspect of reagents			

	chemicals in medical				1	
	store	store			CY	
	Safety training	Safety training				
	compliance	compliance				
	• Environmental	• Environmental				
	regulations	regulations				
		d Medical Consumables and F			1	
3	3.1 Define Medical	Explain Medical	Textbooks,		Guides students to:	Sterilizing
	Consumables and	Consumables and devices	internet	Identify medical	Identify medical	machine
	devices		lecture notes,	consumables and	consumables and	E41 1
			charts,	devices	devices	Ethanol
	3.2 Explain the types of	Explain the types of Medical	pictures,			Cotton wo
	Medical	Consumables and devices	whiteboard,	Maintain devices	Maintain devices	
	Consumables and	0 0110 01110 100 0110 00 110 00	Markers,	<ul> <li>Devices</li> </ul>	Devices	
	devices		tutorials	calibration	calibration	
	devices	Explain daying safety and				
	2.2 E1-1 11	Explain device safety and		• Service intervals		
	3.3 Explain device safety	maintenance		<ul> <li>Warranty</li> </ul>	intervals	
	and maintenance			management	<ul> <li>Warranty</li> </ul>	
		<ul> <li>Devices calibration</li> </ul>			management	
	<ul> <li>Devices</li> </ul>	<ul> <li>Service intervals</li> </ul>		Carryout sterilization of	Carryout	
	calibration	Warrant		devices in medical store	sterilization of	
	<ul> <li>Service intervals,</li> </ul>	management		using	devices in medical	
	<ul> <li>Warranty</li> </ul>			• ETO	store using	
	management	$\sim$		• Steam	• ETO	
	munugement			• Chemicals	• Steam	
	2 4 Evulain atanilimatia	dia stavilization and		Chemicais		
		Explain sterilization and infection control in medical			• Chemicals	
	1 ' C ' 1	hntootion control in modical				
	and infection costrol in medical store	store				

	3.5 Explain the methods	Explain the methods of				
	of control	control			CY	
	• ETO	• ETO			<i>(</i> \(\tilde{\ti}	
	• Steam	• Steam			$\mathcal{O}$	
	• Chemicals	• Chemicals			}	
	3.6 Explain Regulatory and Reimbursement	Explain Regulatory and Reimbursement in Medical		cal		
	in Medical	Consumables and devices		( ) )		
	Consumables and	• Coding				
	devices	Budgeting				
	<ul> <li>Coding</li> </ul>	<ul> <li>Inventory audits</li> </ul>	. ( )			
	Budgeting	in one if want				
	<ul> <li>Inventory audits</li> </ul>					
General	<b>Objective</b> 4.0: Know Clin	nical Instruments and Equipm	m in Medical S	tore		
9-12	4.1 Explain Medical	Explain Medical	l extbooks,		Guides students to:	Sphygmanom
	Instruments and	Instruments and Equipment	internet	Identify Medical	Identify Medical	eter
	Equipment		lecture notes,	Instruments and	Instruments and	
		· • • • • • • • • • • • • • • • • • • •	charts,	Equipment in medical	Equipment in	Adult
	4.2 Explain types of	Explain types of Medical	pictures,	store	medical store	weighing
	Medical Instruments	Instruments and Equipment t	whiteboard,	N C : . : N C : 1: 1	N.C. 1 N.C. 11 1	scale
	and Equipment		Markers, tutorials	Maintain Medical Instruments and	Maintain Medical Instruments and	Comor
			lutoriais	Equipment in medical	Equipment in	Scrap Medical
		Explan operational safety of		store	medical store	Instruments
	safety of Medical	Medical Instruments and			incarcar store	and
	Instruments and	Equipment				Equipment
	Equipment					

4.4 Explain calibration	Explain calibration and	Troubleshoot Medical	Troubleshoot
and maintenance of	maintenance of Medical	Instruments and	Medical Instruments
Medical Instruments		Equipment	and Equipment
	Instruments and Equipment	Equipment	and Desipment
and Equipment			
4.5 Explain			
troubleshooting	Explain traublashacting		
Medical Instruments	Explain troubleshooting Medical Instruments and		
		, C Y	
and Equipment	Equipment	1,10,	
4.6 Explain Medical		W <sub>x</sub>	
Instruments and	Explain Medical		
Equipment lifecycle	Instruments and Equipment		
management	lifecycle management		
5			
4.7 Explain Regulatory			
and safety standards	Explain Regulatory and		
	safety standards		
SSESSMENT: Continuous Asse	essment 60%	•	
Examination:	40%		
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WATTO			

# Research Methodology in Medical Store Management

PROGRAMME: NATIONAL DIPLOMA IN MEDIC	CAL STORE MANAGEMENT T	ECHNOLOGY X					
COURSE TITLE: Research Methodology in Medical	COURSE CODE: MST 216	CREDIXUNT: 2					
Store Management	CONTACT HOURS: 2	THEORNICAL: 1					
YEAR: II SEMESTER: I	PRE-REQUISITE:	PRACTICAL: 1					
<b>GOAL:</b> This course is designed to equip students with k	nowledge and skills to carry out re	ssa ch in Medical Store Management					
GENERAL OBJECTIVES: On completion of this course, the students should be able to:  1.0 Understand the concept of research in Medical Store Management							
2.0 Know Research Methodology.	Vitaliagement						
3.0 Know Research Designs and Data Collection in Medical Store.							
4.0 Know Sample and Sampling Techniques							
5.0 Know Data Analysis in Medical Store Research	• • •						
6.0 Know Report and Presentation of Research Result	^ '						

COURS	OURSE TITLE: Research COURSE CODE: MST 216		Γ 216	CREI	DIT UNIT 2	
Methodo	ology in Medical Store	CONTACT HOURS:	2	THE	ORE CICAL:1	
Manage	nent					
YEAR	: II SEMESTER: I	PRE-REQUISITE:		PRA	TTICAL: 1	
COURS	E SPECIFICATION: TI	HEORETICAL AND PRACT	ICAL		•	
GOAL:	This course is designed to	equip students with knowledge	ge and skills to c	carry out recearch in Me	dical Store Managemen	t
General	Objective 1.0: Understan	d the concept of research in M	ledical Store Ma	anagement		
THEOI	RETICAL CONTENT			PRACTICAL CONT	ENT	
Week	Specific Learning	Teacher's Activities	Resources	Specific Learning	Teacher's	Resources
	Outcome			Outcome	Activities	
1	1.1 Define research	Explain research	Projector,			
			Textbook			
	1.2 Explain the types of	Explain the types of research				
	research		Lecture note			
	1.3 Explain the aims of	Explain the aims of research	Chart White board			
	research	Explain the aims of research	Marker			
	researen	0,	Tutorial			
	1.4 Explain the role of	Discuss the role of research				
	research in Medical	in Medical Store profession				
	Store profession					
	<b>Objective</b> 2.0: Know Res	earch Methodology				
2-3	2.1 Explain Research	Explain Research	Projector,	Formulate a research	Guide students to:	Sample
	Methodology	Methodology	Textbook,	topic		research
			Internet,		Formulate a research	projects
	2.2 Explain types of	Explain types of research	Lecture notes,	Review related	topic	
	research methods	methods	Charts,	literature		

T			1		
2.3 Explain how to	Explain how to identify a	Pictures		Review related	
identify a proble	em problem area in Medical	White board,	Formulate research	literature	
area in Medical	Store Research	Markers.	problem		
Research					
			Formulate hypothesis	Formulate	
2.4 Explain Literatu	re Explain Literature Review			hypothesis	
Review	•			ily potitions	
			Formulate research	Formulate research	
2.5 Explain Hypoth	esis Explain Hypothesis		questions and objective		
formulation	formulation			questions and	
Termulation				objectives	
2.6 Explain the	Explain the component of				
components of	Research Methodology:				
Research	Research problem				
Methodology:	Research questions	XX			
Research pro					
Research qu					
Research ob	3				
Data collecti		)d			
methods	• Theoretical framework				
Data analysi method	• Ethical consideratio				
• Theoretical	Etilical Consideratio	11			
framework					
	\\ \( \rangle \)'				
• Ethical consideration	. 0				
Consideration	n				
	. 62				
	· ·				

Genera	al Objective 3.0: Know Rese	earch Designs and Data Collec	ction in Medical	Store	1/1	
4-5	3.1 Define Research	Explain Research Design	Textbooks,		Guides students to:	Sample
	Design		internet	Carryout Research	Carryout Research	Research
			lecture notes,	Design	Design	projects
	3.2 Explain types of	Explain types of Research	charts,			C 1 -
	Research Design	Design	pictures,	Identify types and	Identify types and	Sample
			whiteboard,	sources of data	sources of data	questionnaire
	1	Explain the importance of	Markers,			Sample
	of Research Design	Research Design	tutorials	Develop a questionnaire	Develop a	interview
					questionnaire	questions
	3.4 Define Data Collection	rExplain Data Collection	•			
	2.5.5. 1 :			Demonstrate interview	Demonstrate	
	3.5 Explain types and sources of data	Explain types and sources of data			interview	
	sources of data	data	XXX			
	3.6 Explain the tools for	Explain the tools for Data		Carryout focus group	Carryout focus	
	Data Collection	Collection	0_	discussion	group discussion	
	3.7 Explain data	Explain data management	7			
	management					
	3.8 Explain data validation	orExplain data validation				
	_					
	3.9 Explain data quality	Explain data quality control				
	control	\\(\alpha\)'				
Genera	al Objective 4.0: Know Sam	ple and Simpling techniques	•			•
6-8	4.1 Define a Sample	Explain a Sample	Textbooks,		Guides students to:	Sample
	1,		internet	Choose a Sample	Choose a sample	research
	4.2 Explain types of	Explain types of Data	lecture notes,			project
	Samples	Collection Samples	whiteboard,	Calculate a Sample size	Calculate a Sample	
			Markers,		size	

	4.3 Define Sample size	Explain Sample size	tutorials	Identify factors to		
	4.4 Explain	Explain determination of		consider in choosing	Identify factors to	
	determination of	Sample size		sampling techniques	consider in choosing	
	Sample size				sampling techniques	
	•					
	4.5 Explain various	Explain various Sampling				
	Sampling	Techniques.				
	Techniques.					
				, ( Y		
	4.6 Explain factors to	Explain factors to consider		110		
	consider in choosing	in choosing Sampling	•	$G_{\lambda}$		
	Sampling Techniques.	Techniques.				
			.()			
	4.7. Explain Sample	Explain Sample Frame				
	Frame					
	4.8 Explain the	Explain the importance of				
	importance of	sampling in modern research	),			
	sampling in modern					
	research	<b>\</b>				
		a Analysis in Medical Store R			T	
9-11	5.1 Define Data Analysis	Explain Data Analysis	Textbooks,	Identify data analysis		Software
			internet	tools	Identify data	
	5.2 Explain Mean, Mode	Explain Mean, Mode and	lecture notes,		•	Sample
	and Median in Data	Median in Data Analysis		Determine mean, mode		projects
	Analysis		, , , , , , , , , , , , , , , , , , ,	and median	Determine mean,	
	7		tutorials		mode and median	
	5.3 Explain Data	Explain Data Analysis tools		Identify methods of data		
	Analysis tools			analysis	Identify methods of	
					data analysis	

	T		T			1
	5.4 Explain the use of	Explain the use of Data		Demonstrate Data	1	
	•	Analysis tools in Medical		Analysis using the tools	Demonstrate Data	
	Medical Store	Store research		identified	Analysis using the	
	research				tools identified	
	5.5 Explain the methods	Explain the methods of Data		V.V		
	of Data Analysis	Analysis				
	5.6 Explain the	Explain the importance of		· C K		
	importance of Data	Data Analysis in Medical		<b>'</b> 10.		
	Analysis in Medical	Store Research				
	Store Research					
General	Objective 6.0: Know Rep	ort and Presentation of Resea	rch result		1	•
12-14	6.1 Explain steps in	Explain steps in Research	Textbooks,		Guides students to:	Sample
	Research Presentation	Presentation		Present research result	Present research	research
			lecture notes,		result	project
	6.2 Explain Research	Explain Research	whiteboard,			
	Presentation format	Presentation format of	Markers,		Write research	
	of research results	research results	tutorials		report	
					1	
					Reference	
	6.3 Explain types of	Explain types of Research		Write Research Report	appropriately	
	Research Report	Report		1		
	1	()				
	6.4 Explain the structure	Explain he structure of		Reference appropriately		
	of Research Report	Research Report				
	1,1	· ·				
	6.5 Explain Referencing	Explain Referencing in				
	in Research Report	Research Report				
1		l	1	ı	1	i

6.6 Explain dissemination Explain dissemination of	
of Research Report Research Report	
ASSESSMENT: Continuous Assessment 40%	, 10
Examination: 60%	

WATIONAL BOARD FOR TECHNICAL EDD

YEAR TWO SEMESTER TWO

## Medical Supplies Procurement

ICAL STORE MANAGEMENT T	ECHNOLOGY
COURSE CODE: MST 221	CREDIT UNIT. 2
CONTACT HOURS: 2	THEORYPICAL: 1
PRE-REQUISITE:	PRACTICAL: 1
	COURSE CODE: MST 221 CONTACT HOURS: 2

GOAL: This course is designed to equip students with the knowledge and skills of Procurement in Medical Supplies.

GENERAL OBJECTIVES: On completion of this course, the students should be able to:

- 1.0 Know the basic concept of Procurement in Medical Supplies.
- 2.0 Know the Procurement Processes in Medical Supplies.
- 3.0 Know the basic Principles of Public Procurement in Nigeria
- 4.0 Understand the key challenges in Procurement of Medical Supplies.

PROG	RAMME: NATIONAL DIPL	OMA IN MEDICAL STOR	E MANAGEMENT	TECHNOLOGY	<u>''</u>	
COUR	SE TITLE: Medical Supplies	COURSE CODE: MS	T 221	CREDIT	NIT 2	
Procure	ment	CONTACT HOURS:	2	THEORE	CICAL: 1	
YEAR	: II SEMESTER: II	PRE-REQUISITE:		PRACNO	AL: 1	
COUR	SE SPECIFICATION: THEO	RETICAL AND PRACTICA	.L			
GOAL:	Understand the basic concept of	of Procurement in Medical Su	pplies			
Genera	l Objective 1.0: Know the basic	c concepts of Procurement in	Medical Supplies			
THEO	RETICAL CONTENT			FRACTICAL CONT	ENT	
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	Identify stakeholders	Guide students to: Identify	Charts
	1.2 Explain types of Procurement in Medical Supplies.	Explain types of Procurement in Medical Supplies.	Marker, Marker board, PC, Projector, Internet	in procurement	stakeholders in procurement	Video clips
	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.				

Medical Supplies.	Store Personnel in Procurement process in Medical Supplies.			Chi	
				Tail and the	T
	<u> </u>	· · · · · · · · · · · · · · · · · · ·			Sample
Process	Process			_	specification
		Journals	identified needs	for identified needs	
2.2 Explain the steps in the	Explain the steps in the	Marker			Sample
Procurement Process	Procurement Process		Draft inquiry letters	Draft inquiry letters	inquiry letters
2.3 Explain Needs	Explain Needs Assessment	Internet	Draft sample	Draft sample	Sample
Assessment in Medical Supplies	in Medical Supplies	2	requisition	requisition	requisition
			Draft order placement	Draft order	Sample LPO
2.4 Explain Sourcing in	Explain Sourcing in Medical		1	placement	
Medical Supplies			Draft sample delivery		Sample
			note	Draft sample	delivery note
2.5 Explain placement of	Explain placement of orders			delivery note	
orders and follow up	and followup				
2.6 Explain deliveries and	Explain deliveries and				
-	receipts in Medical Supplies				
Supplies					
	Medical Store Personnel in Procurement process in Medical Supplies.  1 Objective 2.0: Know the Process  2.1 Define Procurement Process  2.2 Explain the steps in the Procurement Process  2.3 Explain Needs Assessment in Medical Supplies  2.4 Explain Sourcing in Medical Supplies  2.5 Explain placement of orders and follow up  2.6 Explain deliveries and receipts of Medical	Medical Store Personnel in Procurement process in Medical Supplies.    Objective 2.0: Know the Procurement Processes in Medical Supplies.    Define Procurement Process   Explain Procurement Process	Medical Store Personnel in Procurement process in Medical Supplies.    Dobjective 2.0: Know the Procurement Processes in Medical Supplies	Medical Store Personnel in Procurement process in Medical Supplies.    Objective 2.0: Know the Procurement Processes in Medical Supplies	Medical Store Personnel in Procurement process in Medical Supplies.    Define Procurement Process   Explain Procurement Process   Procurement Pr

	2.7 Explain Documentation in	Explain Documentation in				
	Procurement Process	Procurement Process				
Genera	al Objective 3.0: Know the basic	principles of Public Procure	ment in Nigeria		$\bigcirc$	
7-9	3.1 Define Public Procurement	Explain Public Procurement	Textbooks,		Guide students to:	Sample
			Lecture notes,	Prepare needs	Prepare needs	assessment
	3.2 Distinguish between	Explain between Public and	Journals	assessment report	assessment report	report
	Public and Private	Private Procurements	Marker			
	Procurements		Marker board, PC	Prepare oidding	Prepare bidding	Sample
			Projector	docum ints	documents	bidding
	3.3 Explain basic principles of		Internet	7>		documents
	Public Procurement	Public Procurement		Prepare procurement	Prepare	
			()	notification	procurement	Sample
	3.4 Explain the Process of	Explain the Process of			notification	procurement
	Public Procurement	Public Procurement				notification
	Pre bidding	Pre bidding	0,			
	Bidding	Bidding				
	Post bidding	Post bidding	)			
	3.5 Outline Stakeholders in	Explain Stakeholders in				
	Public Procurement	Public Procurement				
Genera	al Objective 4.0: Understand the	key Challenges in Procureme	ent of Medical Supp	lies		
		ωO''				
		V				
	VO.					
	WALL		88			
	CAY.					

	1,15 % 1	F 1 : 1	
13	4.1 Define the concept of	Explain the concept of	Textbooks,
	Challenge.	Challenge.	Lecture notes,
			Journals,
	4.2 Explain challenges caused	Explain challenges caused	Marker,
	by Contractors/Service	by Contractors/Service	Marker board,
	Providers	Providers	PC,
			Projector, Internet.
	4.3 Discuss challenges caused	Explain challenges caused	
	by Procurement Staff	by Procurement Staff	
	4.4 Explain economic	Explain economic	
	challenges	challenges	
	4.5 Explain challenge of	Discuss challenge of conflic	t XX
	conflict of interest	of interest	
	4.6 Explain strategies to	Explain strategies to	
	mitigate the impacts of the	mitigate the impacts of the	
	challenges above	challenges abov	

## Medical Store Supply Chain Management

PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY								
COURSE TITLE: Medical Store Supply Chain	COURSE CODE: MST 222	CREDIT UNIT: 2						
Management	CONTACT HOURS: 2	THEORNICAL: 1						
YEAR: II SEMESTER: II	PRE-REQUISITE:	PRACTICAL: 1						

**GOAL:** This course is designed to equip students with knowledge and skills for efficient flow of Supply Chain Management Medical products and supplies.

GENERAL OBJECTIVES: On completion of this course, the students should be able to

- 1.0 Understand the concept of Supply Chain Management
- 2.0 Know how to safeguard product quality and safety within the Supply Chain Management
- 3.0 Understand cost reduction measures of Medical Products and Supplies in Surply Chain Management
- 4.0 Understand the role of Distribution Management in Medical Store
- 5.0 Know Regulatory Compliance in Supply Chain Management

PROGI	RAMME: NATIONAL DI	IPLOMA IN MEDICAL S	TORE MANAGE	MENT TECH	NOLOGY	1/1	
COURS	E TITLE: Medical Store S	Supply Chain Management	COURSE CODE	E:MST 222	CREDI	UNIT: 2	
			CONTACT HO	URS: 2	THEOR	ETICAL:1	
YEAR:	II SEMESTER: II	PRE-REQUISITE:	- 1		RACT	CAL: 1	
COURS	E SPECIFICATION: TH	IEORETICAL AND PRAC	TICAL	•			
	<del>-</del>	equip students with knowled	dge and skills for et	fficient flow of	Supply Chai	n Management l	Medical products
and supp							
	<u> </u>	I the concept of Supply Cha	in management				
THEOF	RETICAL CONTENT			PRACTICAL	CONTENT	Γ	
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Lear Outcome	ning	Teacher's Activities	Resources
1-2	<ul><li>1.1 Define Supply Chain Management in Medical Store</li><li>1.2 Explain Supply Chain</li></ul>		Textbooks Internet, Computer, Journal, Marker board				
	System in Medical Store	System in Medical Store	Marker				
	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					

		L			$\overline{}$	
	Process of Medical	Medical products and			1	
	products and supplies.	11				
General	<b>Objective</b> 2.0: Know how	to safeguard product quality	and safety within	the Supply Chain Manage	nent	
3-5	2.1 Explain specific	Explain specific handling	Textbooks		Guide students to:	Video clips
	handling and storage	and storage requirements	Lecture notes,	Identify handling	Identify handling	charts flip
	requirements for	for different medical	Journals,	methods for specific	methods for specific	charts
	different medical	products.	projector,	products	products	
	products.		marker board			Temperatur
			Maker	Identify storage methods	Identify storage	e controlled
	2.2 Explain the control	Explain the control	Internet	for specific products	methods for specific	
	measures to ensure	measures to ensure medical			products	Storage
	medical products are	products are stored,	.(``			system
	stored, handled and	handled and transported		Carry out inspection	Carry out inspection	
	transported safely and	safely and effectively.		procedure for	procedure for	Logs
	effectively.			<ul> <li>Standards</li> </ul>	<ul> <li>Standards</li> </ul>	
		Discuss the procedure for		<ul> <li>Signs of damage</li> </ul>	<ul> <li>Signs of</li> </ul>	Thermomet
	2.3 Explain the procedure	regular quality check.	D.	<ul> <li>Deterioration</li> </ul>	damage	er
	for regular quality			<ul> <li>Contamination</li> </ul>	<ul> <li>Deterioration</li> </ul>	
	check.			<ul> <li>Expiration</li> </ul>	<ul> <li>Contamination</li> </ul>	Checklist
		Explain inspection		_	<ul> <li>Expiration</li> </ul>	
	2.4 Explain inspection	procedure for				Cold chain
	procedure for	• Standards				facility
	<ul> <li>Standards</li> </ul>	Signs of damage				
	<ul> <li>Signs of damage</li> </ul>	Deterioration				Sample of
	<ul> <li>Deterioration</li> </ul>	Contamination				Damaged,
	<ul> <li>Contamination</li> </ul>	<ul> <li>Expiration</li> </ul>				Deteriorated
	<ul> <li>Expiration</li> </ul>					Contaminat
						ed, and

	1			Τ	$\overline{}$	
						Expired
						medical
					$\mathcal{O}$	product
					<u> </u>	
Genera	Objective 3.0: Understand	l Cost Reduction measures o	f medical products	and supplies in supply of	nain management	
6-8	3.1 Explain Cost in	Explain Cost in relation to	Textbooks			
	relation to Supply	Supply Chain	Lecture notes			
	Chain		Marker board			
			Marker	(U)		
	3.2 Explain factors that	Explain factors that affect	Internet			
	affect cost of medical	cost of medical products	Journal			
	products and supplies	and supplies in Supply	Projector			
	in Supply Chain	Chain Management				
	Management					
	3.3Explain cost saving	Explain cost saving	<b>V</b>			
	measures in Supply	measures in Supply Chair	<b>)</b> ,			
	Chain Management	Management				
		O'				
	3.4 Explain the impact of	QV				
	cost reduction in	Explain the impact of cost				
	Supply Chain	reduction in Supply Chain				
	Management to the	Management to the				
	organization	organization				
	3.5 Explain merits and					
	demerits of cost	Explain merits and				
	reduction measures in	demerits of cost reduction				

					<del>-                                    </del>	
	Supply Chain	measures in Supply Chain				
	Management	Management				
General	<b>Objective</b> 4.0: Know the r	ole of Distribution Managen	nent in Medical Sto	ore	$\mathcal{O}$	
9-11	4.1 Explain Distribution	Explain Distribution	Textbooks		Guide students to:	Charts
	functions in Medical	functions in Medical Store	Lecture notes	Identify distribution	Identify distribution	
	Store		Marker board	channels in supply hain	channels in supply	Pictorials
			Marker	management	chain management	
	4.2 Explain types of	Explain types of	Internet			Video clips
	Distribution Channels	Distribution Channels in	Journal	Manage the inter-	Manage the inter-	
	in Supply Chain	Supply Chain Management	Projector	relationships within the	relationships within	
	Management			distribution channel	the distribution	
			.()		channel	
	4.3 Explain the	Explain the importance of				
	importance of	Distribution Management				
	Distribution		0 '			
	Management		11			
		Explain merits and	D'			
	4.4 Explain merits and	demerits of Distribution				
	demerits of	Channels in Supply Chain				
	Distribution Channels	Management				
	in Supply Chain					
	Management	Explain factors that affect				
		Distribution Channels in				
	4.4 Explain factors that	Supply Chain Management				
	affect Distribution					
	Channels in Supply					
	Chain Management					
	AU					

	Objective 3.0. Know Regi	matory Compliance in Supp	ly Chain Managem	ent	1	
	5.1 Explain Regulatory	Discuss Regulatory	Textbooks		Guide students to:	Video clips
2-14	requirements and	requirements and	Lecture notes	Identify the regulatory	Identify the	
	Compliance in	Compliance in Supply	Marker board	Agencies in logistics and	regulatory Agencies	Charts
	Supply Chain	Chain Management	Marker	supply chain	in supply chain	
	Management		Internet		management	Supply
			Journal			chain
	5.2 Explain Regulations	Explain Regulations that	Projector			managemen
	that apply to Supply	apply to Supply Chain		(V)		t regulations
	Chain Management	Management				
						Regulatory
	5.3 List Regulatory	Explain Regulatory	.(X			guidelines
	Agencies in Supply	Agencies in Supply Chain				
	Chain Management	Management				Pamphlets
,	5.4 Explain the functions	Explain the functions of	<b>Q</b>			
	of the regulatory	the regulatory agencies	<b>)</b>			
	agencies listed in 5.3	listed above				
	above	$\sim 0$				
,	5.5 Explain Compliance	Explain Comphance Audit				
	Audit in Supply Chain	in Supply Chain				
	Management	Management				
SSESSI	MENT: Continuous Asses	sment 60%	•			•
	Examination:	40%				

#### Medical Store Professional Ethics and Practice

AL STORE MANAGEMENT T	ECHNOLOGY
COURSE CODE: MST 223	CREDIT UNIT: 2
CONTACT HOURS: 2	THEORETICAL: 2
PRE-REQUISITE:	PRACTICAL: NIL
_	COURSE CODE: MST 223 CONTACT HOURS: 2

GENERAL OBJECTIVES: On completion of this course, the students should be able to:

- 1.0 Understand Professional Ethics in Medical Store practice
- 2.0 Understand Data privacy and confidentiality in Medical Store practice
- 3.0 Understand Mandatory Continuous Professional Development in Medical Store practice
- 4.0 Understand Laws and Regulations in Medical Store Profession

PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY							
COURS	E TITLE: Medical Store	COURSE CODE: MST 2	23	(	CREDIT ONLY: 2		
Professio	onal Ethics And Practice	CONTACT HOURS: 2		7	THEORETICAL:2		
YEAR:	II SEMESTER: II	PRE-REQUISITE:		I	PRACTICAL: NIL		
COURS	E SPECIFICATION: TH	EORETICAL AND PRACT	TICAL	<b>*</b>			
GOAL:	This course is designed to e	equip students with basic kno	owledge of Prof	essional Ethics and	practice in Medical Stor	e.	
General	Objective 1.0: Understand	Professional Ethics in Medi	ical Store practi	ces	<b>*</b>		
THEOR	RETICAL CONTENT			PRACTICAL CO	ONTENT		
Week	Specific Learning	Teacher's Activities	Resources	Specific Learning	g Teacher's	Resources	
	Outcome			Outcome	Activities		
1-3	1.1 Define Ethics	Explain Ethics	Textbooks				
			Lecture notes				
	1.2 Define Professional	Explain Professional	journals				
	1.2 Evalsia Dasfessionel	Evulain Duafassianal	Projector				
	1.3 Explain Professional Ethics in Medical	Explain Professional Ethics in Medical Store					
	Store practice	practice	Marker Board Marker				
	Store practice	practice	Internet				
	1.4 Explain Professional	Explain Professional	internet				
	Ethics relevant to	Ethics relevan to Medical					
	Medical Store	Store practice,					
	practice,	Rrolessionalism					
	• Professionalism	Integrity,					
	• Integrity,	Honesty,					
	Honesty,	<ul> <li>Accountability,</li> </ul>					
	<ul> <li>Accountability.</li> </ul>	Beneficence.					
	Beneficence.	Responsibilities					

<ul> <li>Responsibilities</li> <li>1.5 Outline the specific code of conduct of a Medical Store</li> </ul>	Explain the specific code of conduct of a Medical Store professional.			JCA,	
	Explain the concept of "conflict of interest" in a		TOALL		
<ul><li>a Medical Store practice.</li><li>1.7 Describe the importance of</li></ul>	Medical Store practice.  Explain the importance of maintaining professional				
maintaining professional boundaries with medical clients and suppliers.	boundaries with medical clients and suppliers.	3			
1.8 Explain Ethical principles underpinning legal requirements for medical store operations	Explain Ethical principles underpinning legal requirements for medical store operations				
MALION		98			

	1.9 Explain the role of	Explain the role of	
	Medical Store	Medical Store	
	Professionals and their	Professionals and their	, 10'
	relationship with	relationship with	
	stakeholders in Health	stakeholders in Health	
	environment	environment	
GENERA	AL OBJECTIVE 2.0: Under	stand Data privacy and con	fidentiality in Medical Store practice
4-7		Explain data	Textbooks
			Lecture notes
	2.2 Define data privacy	Explain data privacy	journals
			Projector
	2.3 Define data	Explain data	PC
	confidentiality	confidentiality	Marker Board
			Marker
	2.4 Explain characteristics	Explain characteristics of	Internet
	of data confidentiality	-	
	•		
	2.5 Explain the	Explain the fundamental	
	fundamental	principles of data	
	principles of data	processing	
	processing	N	
	2.6 Explain data	Explain data protection	
	protection	Personal health	
	Personal health	information (PHI)	
	information (PNI)	Electronic	
		protected health	

	<ul> <li>Electronic protected health information (ePHI),</li> <li>Data subject,</li> <li>Data controller,</li> <li>Data processor.</li> </ul>	information (ePHI),  Data subject, Data controller, Data processor.			JCA,	
	2.7 Explain the legal requirements for obtaining informed consent for the collection and processing of data.	Explain the legal requirements for obtaining informed consent for the collection and processing of data		Mich		
GENAR	AL OBJECTIVE 3.0: Under	rstand Mandatory Continuor	us Professional I	Development in Medical	Store practice	
8-11		Explain Professional Mandatory Training in Medical Store Profession	Textbooks Decture notes journals Projector PC			
	3.2 Explain Continuous Professional Development (CPD) in Medical Store profession.	Explain Coatinuous Professiona Development (CPD in Medical Store profession.	Marker Board			
	MATION		100			

3.3 Explain the relevance Explain the relevance of	
of CPD in Medical Store	
Store profession profession	
	S
3.4 Explain the role of the Explain the role of the	
Institute of Medical Institute of Medical Store	
Store Administrators Administrators of Nigeria	
of Nigeria (IMSAN) (IMSAN) in regulating	
in regulating and and promoting CPD for	
promoting CPD for Medical Store	
Medical Store professionals in Nigeria	
professionals in	
Nigeria	
GENERAL OBJECTIVE 4.0: Understand Laws and Regulations in Medical Store Profession	
12-14 4.1 Explain Professional Explain Professional Textbooks	
Ethics in Medical Store Leture notes	
Store Profession Profession purnals	
Projector	
4.2 Explain Code of Explain Code of Conduct PC	
Conduct in Medical atoje Marker Board	
Store Profession Profession Marker	
Internet	
4.3 Explain sanctions for Explain senctions for	
defaulters in Medical Store	
Store Profession Profession	
ASSESSMENT: Continuous Assissment 40%	
Examination: 60%	

#### Market Research in Medical Store

PROGRAMME: NATIONAL DIPLOMA IN MEDICA	AL STORE MANAGEMENT TEC	HNOLOGY
COURSE TITLE: Market Research in Medical Store	COURSE CODE: MST 224	CREDIT UNIT: 3
	CONTACT HOURS: 3	THEORETICAL: 1
YEAR: II SEMESTER: II	PRE-REQUISITE:	PRACTICAL: 2

GOAL: This course is designed to equip students with the knowledge and skills to conduct Market Research in Medical Industry.

GENERAL OBJECTIVES: On completion of this course, the students should be able to:

- 1.0 Understand the Concept and Objectives of Market Research.
- 2.0 Understand Market Research Methodologies and Techniques applicable to Medical Industry.
- 3.0 Understand Consumption trends in Medical Store Management
- 4.0 Understand Analysis and Assessments of Market Competition in the Medical Store Industry
- 5.0 Understand Effective Market Research Reports and Presentations to Stakeholders

DDOCD	PROGRAMME: NATIONAL DIPLOMA IN MEDICAL STORE MANAGEMENT TECHNOLOGY							
	E TITLE: Market Research	COURSE CODE: MST 2			T UNIT 3			
in Medic		CONTACT HOURS:			REVICAL:1			
	II SEMESTER: II	PRE-REQUISITE:			E CAL: 2			
	E SPECIFICATION: THE	-	ICAI	i ide	L. 2			
	This course is designed to eq			s to conduct Market Proces	rob in Madical Indus	***		
		·			ich in Medical maus	иу		
	<b>Objective 1.0:</b> Understand to	ne Concept and Objectives	of Market Res	PRACTICAL CONTEN	T			
	1	T 1 2 A 4' '4'	D			ln.		
Week	Specific Learning	Teacher's Activities	Resources	Specific Learning	Teacher's	Resources		
	Outcome			Ontcome	Activities			
1-2	1.1 Define Market Research.	1	Projector,		Guide students to:	Charts		
		Research.	Textbook	Identify types of Market	Identify types of			
			Internet	Kesearch.	Market Research.	Pictorials		
	1.2. Explain the Objectives o	1	Lecture note					
	Market Research.	of Market Research.	Pictures	Identify Market Research		Video clips		
			White board	process	Research process	Computer		
	1.3. List types of Market	State types of Market	Marker			Flip charts		
	Research.	Research.						
		\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \						
	1.4. Explain Market Research	· ·						
	process	Research process						
	155 1 1 1 1							
	1.5 Explain the importance o							
~	Market Research.	Market Research.			17.1			
	Objective 2.0: Understand M		, -	niques applicable to Medi	· · · · · · · · · · · · · · · · · · ·			
3-5	2.1 Explain types of Market		Projector,		Guide students to:	Software		
	Research:	Research:	Textbook					
	• Explorative	• Explorative	Internet	Identify Market Research	•	Sample		
	• Descriptive	<ul> <li>Descriptive</li> </ul>	Lecture note		Research	Data		

	• Causal. etc	Causal. etc	Pictures	Identify Methods of Data		Analysis
			White board Marker	collection	Data collection	sheet
	2.2 Describe Data Collection Methods:	Explain Data Collection Methods:		Determine sample and sample size.	Determine sample and sample size	Computer
	<ul> <li>Observation</li> </ul>	<ul> <li>Observation</li> </ul>			1	Sample
	<ul> <li>Questionnaires</li> </ul>	<ul> <li>Questionnaires</li> </ul>		Carry out Market	Carry out Market	research
	<ul> <li>Key Informant Interviews (KII)</li> </ul>	• Key Informant Interviews (KII)		Research	Research	report
	<ul> <li>Documentary sources</li> </ul>	• Documentary sources		Analys Data	Analyse Data	
			<b>~</b>	P event Data	Present Data	
	2.3 Describe Sampling Techniques and Sample Size determination.	Explain Sampling Techniques and Sample Size determination.	(K)	<b>)</b>		
	2.4 Explain the requirements for a good Market Research	Explain the requirements for a good Market Research	26			
	2.5 Explain Methods of Data Analysis and presentation	Explain Methods of Data Analysis und presentation				
Genera	al Objective 3.0: Understand C	Consumption trends in Med	lical Store Man	agement		
6-8	3.1. Define consumption	Explain consumption	Projector,		Guide students to:	Software
		•	Textbook	Determine Medical	Determine Medical	
	3.2 Define Medical Stores	Explain Medical Stores	Internet	Stores Consumption	Stores Consumption	
	Consumption	Consumption	Lecture note	trend	trend	data
			Pictures			C
			White board			Computer

	3.3 Explain Medical Stores	Explain Medical Stores	Marker		1	Stock
	Consumption trend	Consumption trend			CV	register
	3.4 Explain techniques for	Explain techniques for				
	determining Medical	determining Medical				
	Stores Consumption trend	Stores Consumption trend		, V		
		Explain Medical Stores				
	3.5 Explain Medical Stores	Segmentation		, C Y		
	Segmentation			110		
				10,		
	3.6 State the importance of	Explain the importance of				
	Medical Stores	Medical Stores	_ (			
	Segmentation	Segmentation				
General	<b>Objective 4.0:</b> Understand A	Analysis and Assessments of	of Market Comp	petition in the Medical Sto	re Industry	
9-11	4.1 Define Market	Explain Market	Projector,		Guide students to:	Analysis
	competition	competition	Textbook	Demonstrate SWOT	Demonstrate SWOT	sheet
		Y'	Internet	analysis using major	analysis using major	
	4.2 Explain Market	Explain Market	Lecture note	competitors in Medical	competitors in	Software
	Competition analysis in	Competition analysis in	Pictures	Store Supplies	Medical Store	
	Medical Stores supply	Medical Stores supply	White board		Supplies	Time-series
			Marker			data
	• Strength, Weaknesses,					
	Opportunities and	Weaknesses,				
	Threats (SWOT	Opportunities and				
	analysis).	Threats (SWOT				
		analysis).				

	4.3 Explain Market competition assessment in Medical Stores Supply	Explain Market competition assessment in Medical Stores Supply			, (CA)	
Genera	l Objective 5.0: Understand l	Effective Market Research	Reports and Pr	resentations to Stakeh	olders	
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	Present report	Present report	Videos
	5.3 Explaim methods of market research report	Explain methods of market research report	Pictures White board Marker	Apply report to make decision	Apply report to make decision	Pictorials
	and presentation	and presentation	VIUIKOI			Charts
	5.4 Explain Market Research report to take decision	Explain Market Research report to take decision	6			Software Computer
ASSES	SMENT: Continuous Assessn Examination:	nent 60% 40%				
	10.	<b>8</b> 0				
	JOH					
	MALION		106			

## Medical Store Administration and Management II

PROGRAMME: NATIONAL DIPLOMA IN MEDIC	CAL STORE MANAGEMENT TI	ECHNOLOGY
COURSE TITLE: Medical Store Administration and	COURSE CODE: MST 225	CREDIT UNIT: 3
Management II	CONTACT HOURS: 3	THEORNTICAL: 2hrs
YEAR: II SEMESTER: II	PRE-REQUISITE:	PRACTICAL: 1hr

GOAL: This course is designed to equip students with knowledge and skills in the Administration and Management of medical stores.

GENERAL OBJECTIVES: On completion of this course, the students should be able 6:

- 1.0 Understand Strategic Planning
- 2.0 Understand Regulatory Bodies and Agencies Governing Medical Store Operation.
- 3.0 Understand Quality Assurance in Medical Store Administration
- 4.0 Understand Modern Technologies and Practices in Inventory Control.
- 5.0 Understand Customer-Centric Service

PROGI	RAMME: NATIONAL DIP	LOMA IN MEDICAL ST	TORE MANA	GEMENT TECHNOL	LOGY	
COURS	E TITLE: Medical Store	COURSE CODE: MST	225	CRE	EDIT (NIT 3	
Adminis	tration and Management II	CONTACT HOURS: 3	Hours	THE	CORE CCAL: 2 Hours	
YEAR	: II SEMESTER: II	PRE-REQUISITE: MS	Γ 215	PR	CNCAL: 1 Hour	
COURS	E SPECIFICATION: THE	ORETICAL AND PRACT	TICAL			
GOAL:	This course is designed to eq	uip students with knowled	ge and skills in	the administration and	management of medical	stores
General	<b>Objective</b> 1.0: Understand S	Strategic Planning in Medic	al Store	<u> </u>		
THEOF	RETICAL CONTENT			PRACTICAL CONT	ENT	
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Resources
1-3	<ul><li>1.1 Define planning</li><li>1.2 Explain Strategic planning in Medical Store administration</li></ul>	Explain planning  Explain strategic  planning in Medical  Store administration	Textbooks Lecture notes ieurnals Pojector PCs Marker Board	Identify the roles and responsibilities of a medical store Manager	Guide students to: Identify the roles and responsibilities of a medical store Manager	Charts Sample strategic plan Video clips
	<ul><li>1.3 Explain the roles and responsibilities of a medical store Manager</li><li>1.4 Explain leadership</li></ul>	medical store Manager	Marker Internet	Identify leadership styles and their application in medical store administration and management	store administration and management	. raco emp
	1.5 Explain leadership style	Explain leadership styles		Outline Strategic	Outline Strategic	

le Explain leadership style

application in Medical

1.6 Explain leadership

application in Medical

planning process

planning process

indica	ators (KPIs) to (KP are strategic stra	formance indicators is to heasure tee c success
tegic measu ocess in success histration	ure strategic	
ocess in successistration		teg c success
nistration	ss	
	Y , Y	
mant		
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ary l		
ctive		
	nan resource Store ion and t  ncial Store ion and t  dical Store dry  ctive ion and ag or Medical	Store ion and it incial Store ion and it dical Store dry ctive ion and ag

	1.12 Explain key performance indicators (KPIs) to measure strategic success	Explain key performance indicators (KPIs) to measure strategic success			JICK!	
	monitoring and improving Medical Store performance	performance		MICAL		
	<b>Objective</b> 2.0: Understand R	•		g Medical Store Operati		
4-6	1 .	1	Textbooks		Guide students to:	Video clips,
	Bodies and Agencies	Bodies governing	Lecture notes	Identify key	Identify key regulatory	
	governing Medical Store	Medical Store operations	journals	regulatory bodies	bodies governing	Charts
	operations in Nigeria.	in Nigeria.	Projector	governing medical	medical store	
		· O '	PC	store operations in	operations in Nigeria.	Guidelines
	<u> </u>	Explain the role	Whiteboard	Nigeria.		of
	IMSAN in Medical	IMSAN in Medical	Marker			Regulatory
	Store operations in	Store operations in	Interne	Identify the role of	Identify the role of	bodies
	Nigeria	<b>Videria</b>		IMSAN in medical	IMSAN in medical	
				store operations in	store operations in	Safety
		Explain major National		Nigeria	Nigeria	guidelines
	and International drug	and International drug				
	-	laws and policies in		Apply major National	Apply major National	
	relation to Medical Store	relation to Medical Store		and International drug	and International drug	

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	Administration and	Administration and		laws and policies in	laws and policies in	
	Management.	Management.		relation to store	relation to store	
				administration and	administration and	
	2.4 Explain safety	Explain safety		management.	management.	
	requirements in the	requirements in the				
	handling and storage of	handling and storage of		Outline safety	Outline safety	
	medical supplies.	medical supplies.		requirements in the	requirements in the	
				handling and storage	handling and storage of	
				of medical supplies.	medical supplies.	
	2.5 Explain ethical issues in	Explain ethical issues in				
	Medical Store	Medical Store		Outline ethical issues	Outline ethical issues in	
	Administration and	Administration and		n medical store	medical store	
	Management.	Management.		administration.	administration.	
	2.6 Explain the importance	Explain the importance				
	of documentation and	of documentation and	Q_			
	accountability in	accountability in				
	regulatory compliance	regulatory compliance				
General	Objective 3.0: Understand Q	uality Assurance in Medic	cal Store admini	stration		
7-9	3.1 Define quality assurance	Explain quality	Textbooks		Guide students to:	Charts,
	in Medical Store	assurance in Medical	Lecture notes	Identify risks in	Identify risks in	x 7' 1 1'
	Administration and	Store Administration	journals	medical store	medical store	Video clips
	Management.	Managerient	Projector	operations.	operations.	Software
		<b>N</b>	PC	_	_	0 11:
	3.2 Explain the concept and	Explain the concept and	Marker Board	Identify risk	Identify risk	Quality
		importance of regulatory	Marker	management	management strategies	Assurance
		= -	Internet	strategies in Medical	in medical supply	guidelines
	_	Store product handling		Supply Chains	chains	
	ا ا			1 1 1 7	L	1

	3.3 Explain risk	Explain risk		Identify components	Identify components of	SOPs
	management strategies	management strategies		of quality assurance in	quality assurance in	
	in Medical Supply	in Medical Supply		medical product	medical product	
	Chains	Chains		handling	handling	
					U	
	3.4 Explain components of	Explain components of			•	
	quality assurance in	quality assurance in				
	Medical Store product	Medical Store product				
	handling	handling		(U).		
General	Objective 4.0: Understand N	Modern Technologies and I	Practices in Inve	entory Control.		
	4.1 Explain the concept of	Explain the concept of	Textbooks		Guide students to:	Software
	Inventory Control	Inventory Control	Lecture notes	identify types of	Identify types of	
	System	System	journals	inventory Control	inventory control	Video clips
			Projector	System	system	
10-12	4.2 Explain types of	Explain types of	PC			Sample
	Inventory Control	Inventory Control	Marker Board	Compute FIFO, LIFO,	Compute FIFO, LIFO,	distribution
	System:	System:	Marker	FEFO	FEFO	plan
	• FIFO	• FIFO	Internet.			
	• LIFO	• LIFO		Identify electronic	Identify electronic	Computer
	• FEFO	• FEFO		inventory	inventory management	
				management tools	tools	Barcode
	4.3 Explain electronic	Explain electronic				scanner
	Inventory Management	inventory Management		Apply electronic	Apply electronic	
	tools used in medical	took used in medical		inventory	inventory management	
	store.	store.		management tools and	tools and software	
				software		
	4.4 Explain distribution	Explain distribution				
	practices and system in	practices and system in				

	T	L		L		1
	Medical Supply Chains	Medical Supply Chains			Illustrate push vs. pull	
	(push vs. pull system).	(push vs. pull system).		distribution system	distribution system	
	4.5 Explain the role of ICT	Explain the role of ICT		Field trips to logistics	Field trips to logistics	
	and barcoding in	and barcoding in		firms	firns	
	tracking and tracing of	tracking and tracing of				
	Medical Store products	Medical Store products				
Genera	l Objective 5.0: Understand C	ustomer-Centric Service	•			
	5.1 Define Customer-	Explain Customer-	Textbooks	ال <i>ا</i>	Guide students to:	Video clips
13-15	Centric Service	Centric Service	Lecture notes	Role-play	Role-play personalized	
			journals	personalized	Customer Service	
	5.2 Explain principles of	Explain principles of	Projector	Customer Service		
	Customer-Centric	Customer-Centric	PC	<b>)</b>		
	Service	Service	Marker Boord Marker			
	5.3 Describe the components	Explain the components				
	of Customer-Centric	of Customer-Centri				
	Service	Service				
	5.4 Explain customer and	Explain customer and				
	service provider	service provider				
	relations in medical	relations in medical				
	store.					
	-	Explain Feedback and				
		continuous improvement				
ASSES	SMENT: Continuous Assessm	nent 60%				
	Exantination	40%				
-						

## PRACTICAL MANUAL ND MEDICAL STORE MANAGEMENT TECHNOLOGY

MST 111	1. Use inventory management simulation to track stock levels, and make
Introduction to Medical Stores Logistics I	decisions about ordering and stocking
	2. Apply inventory management techniques
	3. Demonstrate procedures for proper storage of medical products.
	4. Demonstrate procedures for handling medical products.
	5. Demonstrate procedures for movement of medical products.
	6. Identify modes of transportation is medical stores
	7. Identify storage systems
MST 112	1. Apply inventory management techniques
Medical Inventory Management and Control I	2. Calculate Stock control techniques I
	3. Calculate Stock control techniques II Sample
	4. Identify methods of specification:
	Brand
	• Generics
	• Sample
	5. Carry out stock replenishment process
	6. De erwive stock levels 7. Compute cyclical period of stocks
	So storage equipment
	9. Use handling equipment
MST 121	Carry out Stocktaking process in Medical Store
Medical Inventory Management and Control	2. Use Bin Card and Stores Ledger etc.
II	3. Calculate Inventory valuation
	4. Prepare Medical Store manual
MST 122	5. Prepare medical inventory identification and coding
NIO 1 144	1. Identify various types of software

	<b>~ ~</b>
Medical Store Software Usage	2. Identify various types of Medical Store Software
	3. Apply medical store software in inventory management
	4. Use medical store software
NGT 122	5. Identify Standard Operation Practice (SOP)
MST 123	1. Design distribution network for a medical store
INTRODUCTION TO MEDICAL	2. Identify Inventory systems in Medical Store
STORES LOGISTICS II	3. Determine:
	Just-In-Time (JIT) inventory management
	4. Identify Regulatory compliance in Medical Nove
	5. Apply SOPs
	6. Develop Medical Store Policy:
	General Services Stores
	Hazardous and harmful
	Drugs and Vaccines
	Chemicals and reagents
	Medical equipment/Instruments
	7. Identify types of higistics risks
	8. Develop (kisk Miligation Plan
	9. Apply Risk Mitigation Strategies
	10. Develop Emergency Preparedness Plan
	11. Nestify Key Performance Indicators (KPIs)
	12 Caryout Logistics Performance evaluation in Medical Store
	13 Compare benchmark with industry standards
<b>&lt;</b>	14. Field trip to Logistic Industry
MST 211	Identify types of documentation
MEDICAL STORE DOCUMENTANO	N 2. Design various store document medical store
	3. Carryout Manual Store recording
	4. Carryout electronic Store recording
	·

5. Identify the guidelines on retention and disposal of Medical Store documents
1. Identify safe Medical Store practices
2. Identify fire prevention measures and aids
3. Apply Safety Protocols for preventing medical store accident; Fire, burns
and injury.
4. Apply aids, procedures and protocols to secure medical Store premises.
5. Monitor security breaches in medical store
6. Respond to security breaches in medical store
7. Identify Alarm Systems Response Protocols in medical store
8. Conduct evacuation drills
9. Identify hazardous materials
10. Handle Hazardous wastes
11. Apply Hazardous Waste Discosil's SOPs
12. Identify types of packaging and branding in medical store
13. Demonstrate double handling
14. Identify First aid box and its content
15. Demonstrate First Aid in Medical Store emergencies
16. Demonstrate hazard prevention and response procedures and protocols
17. Conduct emergency drills
1. Carry vet standard Store Cleanliness and Organization in Medical Store
en tronment
2 Demonstrate capacity for Organization Inspections in Medical Store
environment
3. Identify waste disposal methods used in Medical Stores and environment 4. Apply Waste Disposal Methods and Management Procedures in Medical
Stores and environment
5. Identify preventive measures of spillage:
• Cataloguing
Proper layout

6. Identify measures to address spillage:  • Mopping  • Sweeping  • Packing  • Dusting  • Rearrangement etc.  MST 214  MEDICAL STORE ADMINISTRATION AND MANAGEMENT I  1. Identify key roles and responsibilities of medical store personnel 2. Identify the challenges of Medical Store Profession in Nigeria 3. Design medical store organogram 4. Identify types of medical store 5. Identify the functions of Medical Store 6. Classify medical stores based or ownership, public, private and NGO operated	
<ul> <li>Sweeping         <ul> <li>Packing</li> <li>Dusting</li> <li>Rearrangement etc.</li> </ul> </li> <li>MST 214         <ul> <li>MEDICAL STORE ADMINISTRATION AND MANAGEMENT I</li> </ul> </li> <li>Identify key roles and responsibilities of medical store personnel</li> <li>Identify the challenges of Medical Store Profession in Nigeria</li> <li>Design medical store organogram</li> <li>Identify types of medical store</li> <li>Identify the functions of Medical Store</li> </ul> <li>Classify medical stores based on ownership, public, private and NGO operated</li>	
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<ul><li>5. Identify the functions of Medical Store</li><li>6. Classify medical stores based or ownership, public, private and NGO operated</li></ul>	
6. Classify medical stores based or ownership, public, private and NGO operated	
operated	
	O-
7. Design a medical store la out plan	
8. Participate in field visits to various medical store settings	
9. Identify the dut es of Medical Store Personnel	
10. Identify the esponsibilities of Medical Store Personnel at various le	evels
11. Demonst ate the interdependence of roles within a Medical Store set	tting with
other units	
12. Identify methods for inventory control and stock rotation	
13. Identify common store facilities and equipment used in medical store	·e
14 Determine First-In-First-Out (FIFO) and First-Expired-First-Out (FI	
methods	,
15. Conduct a space audit to assess current space utilisation	
16. Apply safety protocols during equipment handling and maintenance	tasks in
medical store.	
17. Receive Stock	
18. Issue Stock	

	19. Identify the medical store records
	20. Identify the uses of each Medical Store Record
	21. Identify errors in medical store documentation
	22. Develop a system mechanism for avoiding errors in medical store
	documentation
	23. Demonstrate how to fill out medical store record forms
MST 215	1. Identify essential drugs
MEDICAL STORE PRODUCTS AND	2. Identify essential drugs for:
SERVICES	Primary healthcare
	Tertiary health centres
	3. Identify Counterfeit drugs
	4. Carry out
	• Storage
	• Tracing.
	Monitoring
	5. Identify laboratory
	6. Identify clinical laboratory
	7. de til valiagnostic laboratory
	8. Identify medical consumables and devices
	9. Maintain devices
	Devices calibration
X	Service intervals
	Warranty management
'D'	10. Carryout sterilization of devices in medical store using
	ETO
	• Steam
	- Steam

	• Chemicals
	11. Identify medical instruments and equipment in medical stor
	12. Maintain medical instruments and equipment in medical store
	13. Troubleshoot medical instruments and equipment
MST 216	1. Formulate a research topic
RESEARCH METHODOLOGY IN	2. Review related literature
MEDICAL STORE MANAGEMENT	3. Formulate research problem
	4. Formulate hypothesis
	5. Formulate research questions and objectives
	6. Carryout research design
	7. Identify types and sources of data
	8. Develop a questionnaire
	9. Demonstrate interview
	10. Carryout focus group discussion
	11. Choose a sample
	12. Calculate a sample size
	13. Identify factors to consider in choosing sampling techniques
	14. Identify data analysis tools
	15. Determine mean, mode and median
	16. Identify methods of data analysis
	17. Demonstrate data analysis using the tools identified
	18 Present research result
	19. Write research report
	20 Determine mean, mode and median
MST 221	1. Identify stakeholders in procurement
MEDICAL SUPPLIES PROCUREMENT	2. Draft specification for identified needs
, DV	3. Draft inquiry letters
	4. Draft sample requisition
	5. Draft order placement
WALL	1
'D'	119

	6. Draft sample delivery note
	7. Prepare needs assessment report
	8. Prepare bidding documents
	9. Prepare procurement notification
MST 222	1. Identify handling methods for specific products
MEDICAL STORE SUPPLY CHAIN	2. Identify storage methods for specific products
MANAGEMENT	3. Carry out inspection procedure for
	• Standards
	• Signs of damage
	Deterioration
	• Contamination
	• Expiration
	4. Identify distribution changes in supply chain management
	5. Manage the inter-relationships within the distribution channel
	6. Identify the regulatory Agencies in logistics and supply chain
MST 224	1. Identify types of Market Research.
MEDICAL STORE PROFESSIONAL	2. Identify Market Research process
ETHICS AND PRACTICES	3. Identify Market Research
	4. Identify Methods of Data collection
	5. Determine sample and sample size.
	6. Cury out Market Research
	7. Analyse Data
	8. Present Data
<b>Y</b>	Determine Medical Stores Consumption trend  10. Demonstrate SWOT analysis using major competitors in Medical Store
	10. Demonstrate SWOT analysis using major competitors in Medical Store Supplies
	11. Write report
	12. Present report
	13. Apply report to make decision
	-

MST 225	1. Identify the roles and responsibilities of a medical store Manager.
MEDICAL STORE ADMINISTRATION	2. Identify leadership styles and their application in medical store
AND MANAGEMENT II	administration and management
	3. Outline Strategic planning process
	4. Identify key performance indicators (KPIs) to measure strategic success
	5. Identify key regulatory bodies governing medical store operations in Nigeria.
	6. Identify the role of IMSAN in medical store operations in Nigeria
	7. Apply major National and International drug aws and policies in relation to
	store administration and management
	8. Outline safety requirements in the handling and storage of medical supplies.
	9. Outline ethical issues in medical store administration
	10. Identify risks in medical store operations.
	11. Identify risk management strategies in medical supply chains
	12. Identify components of quality assurance in medical product handling
	13. Identify types of inventory control systems
	14. Compute FIFO VFO, FEFO
	15. Identify electronic inventory management tools
	16. Apply electronic inventory management tools and software
	17. Illu trate push vs. pull distribution systems
	18. Lield trips to logistics firms
	19. Ro e-play personalized customer service
WALIONAL	121
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## RECOMMENDED EQUIPMENT & TOOLS FOR MEDICAL STORE LABORATORY

S/N	TOOLS	MINIMUM QUANTITY REMARKS
5/11	TOOLS	
		REQUIRED
1.	Antidotes	Assorted
2.	Anrong	Assetted
۷.	Aprons	Assault
3.	Audit checklists	117
4.	Autoclave tape	
5.	Barcode Scanner	<b>1</b>
J.	Bureode Scamer	
6.	Barrier/rails	1
	D: /T 11 1	A 1
7.	Bin/Tally cards	Assorted
8.	Blank forms	Assorted
8.	Blank forms	Assorted
9.	Calculator	10
10.	CCTV camera	1
	OY ·	
11.	Charts	Assorted
10		
12.	Cold chain facility	1
13.	Coloured coded bin	3
13.	Coloured coded bill	
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	
22.	Flip charts	
23.	Goods Trolly carrier	
24.	Hand gloves	1 pack
25.	Ladder	
26.	Ledger book	2
27.	Logbook	Assorted
28.	Manual Shelves	2
29.	Marker	Assorted
30.	Marker Board	1
31.	Measuring rule	6
	WILION	123

32.	Measuring tape	6
33.	Medical store management software	Assorted
34.	Medical Store Policy Manual	
35.	Microphones	1
36.	Pallet	
37.	Pamphlet	Assorted
38.	Safety boot	
39.	Reflective jacket	8
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 desuments	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	Asserted
57.	Sample Local Purchase Order	Assorted
58.	Sample medical products with expiration dates,	Assorted
	labelling materials	
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	
69.	Speaker	
70.	Stack	1
71.	Sterilizer	
72.	Stock sheet	Assorted
73.	Store codes	Associated
74.	Television	
75.	Room temperature Thermometer	1
76.	Trays	1
77.	Webinars	Assorted
78.	Wheelbarrow	1
79.	Rack	3
80.	POS machine	1
	WATIONAL	.26

## LIST OF PARTICIPANTS ND MEDICAL STORE MANAGEMENT TECHNOLOGY PRE-CRITICUE WORKSHOP

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