

**SKILLS FRAMEWORK FOR HEALTHCARE  
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

<b>TSC Category</b>	Department Management					
<b>TSC</b>	Inventory Procurement for Pharmacy Support					
<b>TSC Description</b>	Support, plan, execute and review the procurement of drugs					
<b>TSC Proficiency Description</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
		<b>HCE-SCL-2005-1.1</b>	<b>HCE-SCL-3005-1.1</b>	<b>HCE-SCL-4005-1.1</b>		
		Identify procurement requirements to maintain stock control	Evaluate suppliers from approved supplier lists to raise Request For Quotation (RFQ) or Purchase Order (PO) for approval	Manage the procurement process		
<b>Knowledge</b>		<ul style="list-style-type: none"> <li>Procurement stages</li> <li>Principles of inventory management and stock control</li> <li>Methods of preparing procurement documents</li> </ul>	<ul style="list-style-type: none"> <li>Procurement principles, theories and practices</li> <li>Inventory control policies and procedures</li> <li>Approved suppliers selection criteria</li> <li>Equipment and materials qualification policies and procedures</li> <li>Policies and procedures for raising a purchase order (PO) request</li> </ul>	<ul style="list-style-type: none"> <li>Negotiation techniques</li> <li>Supplier approval processes</li> <li>Anti-bribery and corruption principles</li> </ul>		
<b>Abilities</b>		<ul style="list-style-type: none"> <li>Identify procurement requirements</li> <li>Assist in conducting stock inventory checks and audits</li> <li>Record supplies usage data in stock control systems</li> <li>Receive goods and ensure goods conformed to equipment and material technical specifications</li> </ul>	<ul style="list-style-type: none"> <li>Conduct inventory checks</li> <li>Apply procurement processes and procedures</li> <li>Raise RFQs or POs for approval</li> <li>Identify potential approved suppliers for the required goods</li> <li>Approve invoices for payment as per organisational policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Review Requests For Quotation (RFQs) or Purchase Orders (POs)</li> <li>Perform negotiation with suppliers</li> <li>Sign acceptance for goods delivered under supervision</li> <li>Endorse invoices for payment as per organisational policies and procedures</li> </ul>		