

SI Pharmacy Technician - Full Discipline Demo

Filling Floor Stock

Final Report - Answer Guide

Institution	Science Interactive University
Session	SI Pharmacy Technician - Full Discipline Demo
Course	SI Pharmacy Technician - Full Discipline Demo
Instructor	Sales SI Demo

Test Your Knowledge

Classify each statement regarding floor stock as true or false.

⚡ The floor stock is the supply of medications that are commonly needed in that area.	
⚡ Controlled substances must be stored in a double locked cabinet.	
⚡ A Floor Stock Request Form must be completed when a certain drug on the floor completely runs out.	
⚡ A floor stock request form only lists the medications that need to be refilled.	
⚡ Because the needs of each floor or unit are different, the floor stock will be different for each area.	
True	False
1	2

Correct answers:

1

Because the needs of each floor or unit are different, the floor stock will be different for each area.

Controlled substances must be stored in a double locked cabinet.

The floor stock is the supply of medications that are commonly needed in that area.

2

A floor stock request form only lists the medications that need to be refilled.

A Floor Stock Request Form must be completed when a certain drug on the floor completely runs out.

Match each section of a perpetual logbook to the best description.

Invoice #	When the quantity of the drug in the inventory is changed.	1
Verified By	Only relevant when receiving a shipment of the drug.	2
Initials	Will include the prescription number if the pharmacy technician is filling a prescription in a pharmacy.	3
Balance	The amount of drug either being added or removed from the pharmacy's stock of the drug.	4
Date	The amount of the drug in the pharmacy's stock after completion of the transaction.	5
Floor/Unit/RX #	Provided by the individual who completed the transaction	6
Quantity	Provides an extra check to make sure no errors were made in recording the transaction.	7

Correct answers:

- 1 Date 2 Invoice # 3 Floor/Unit/RX # 4 Quantity 5 Balance
6 Initials 7 Verified By

Exploration

Hospital floors or units have a floor stock to reduce turnaround time for STAT drugs.

- ☒ True ✓
- ☐ False

Floor stock request forms are standardized across hospitals.

- ☐ True
- ☒ False ✓

Each _____ in a perpetual logbook has its own page.

- ☒ drug ✓
- ☐ schedule
- ☐ date
- ☐ invoice number

Exercise 1

What would be the next step in filling the floor stock request that you did not complete as part of this exercise?

What is the purpose of maintaining a floor stock?

Define PAR level.

Photo 1: Filled Floor Stock Request
(SAMPLE ANSWER BELOW)

Floor Stock Request Form

Drug	Par Level	Quantity Required
Benzapril, 10 mg tablets (bottle)	2	1
Cephalexin, 250 mg tablets (bottle)	5	
Acetaminophen, 325 mg tablets (bottle)	10	
Aspirin, 400 mg tablets (bottle)	10	1
Ibuprofen, 100mg/5 mL liquid (bottle)	10	
5% dextrose in water (IV bag)	2	

Filed by: Jane Doe Date: 05/10/2021

Checked by: _____ Date: _____



Exercise 2

Why is it important to write "N/A" instead of leaving blank fields when filling out a perpetual inventory record?

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What is the value of using two different colors of pen used when filling out the perpetual inventory record?

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Photo 2: Filled Pill Container
(SAMPLE ANSWER BELOW)





Photo 3: Completed Perpetual Log
(SAMPLE ANSWER BELOW)

[illegible]

Competency Review

The supply of medications that are commonly needed in a hospital floor or unit is called the _____.

- ☐ STAT drug supply
- ☒ floor stock ✓
- ☐ narcotics cabinet
- ☐ PAR

Medications that must be administered to the patient quickly in emergency scenarios are frequently called STAT drugs.

- ☒ True ✓
 - ☐ False
-

Medications are usually considered outdated if they are within _____ of their expiration date.

- ☐ one week
- ☐ one month
- ☒ three months ✓
- ☐ six months

Each hospital will have a standard floor stock that will be consistent across each floor or unit in that hospital.

- ☐ True
- ☒ False ✓

Each controlled drug has its own perpetual logbook.

- ☐ True
- ☒ False ✓

Which section of a perpetual logbook displays the amount of drug in a pharmacy's stock after the completion of a transaction?

- ☐ Invoice #
- ☐ Floor/Unit/Rx #
- ☐ Qty +/-
- ☒ Balance ✓

When filling a floor stock request form, all items listed on the floor stock request form should be pulled.

- ☐ True
- ☒ False ✓

If at any point in filling out a perpetual logbook a mistake is made, the error should be marked with a single line through the entire line of the entry, with the initials of the pharmacy technician written and circled next to the line.

☒ True



☐ False

Extension Questions

You are filling out the next line in a perpetual inventory log when you realize there was an error on the previous line. The pharmacy technician who recorded the previous transaction made an error in math and wrote down an incorrect number in the balance column. Use your knowledge of perpetual inventory logbooks to describe what should be your next steps in dealing with this error. (SAMPLE ANSWER BELOW)

If you had already begun to fill in the next line on the log book, that draw a line through that row and initial it. Then notify the pharmacy technician who performed the transaction and the pharmacist who verified the transaction. They can then draw a line through the row with the error and initial it. They can then rerecord the transaction in the next empty line with the correct information. You can then record your transaction on the next empty line.