

## Inventory Management Basics

### Overview:

Inventory management is essential to ensure that medicines and supplies are available when needed, and to avoid overstocking or shortages. A well-maintained inventory system directly supports patient care quality and operational efficiency.

---

### Objectives:

- Understand different stock types: raw materials, buffer stock, safety stock
  - Learn how to add, update, and delete inventory items
  - Perform regular stock audits
  - Track inventory movements accurately
  - Use digital inventory management tools
- 

### Best Practices:

- Maintain real-time stock levels
  - Use barcodes or QR codes for item tracking
  - Record every stock-in and stock-out
  - Set reorder levels and alerts
  - Audit stock monthly or quarterly
- 

### Example Scenario:

Hospital A maintains 500 units of paracetamol tablets. After using 300 units, the inventory system automatically alerts staff that the quantity is low and generates a reorder request for the remaining 200 units.

---

### Conclusion:

A strong inventory system reduces medicine wastage, prevents stockouts, and ensures the hospital operates smoothly. Every staff member has a role in maintaining inventory integrity.