



Laboratory Quality Management System (LQMS)

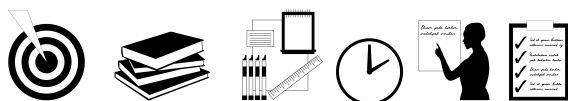
(Module 7)

Purchasing and Inventory

Acknowledgements

This Module was prepared by Charles M.

Part 15.0: Purchasing and Inventory



PURPOSE: To provide an overview for making purchasing decisions and managing inventory.

LEARNING OBJECTIVE:

At the end of this module, participants will be able to:

- describe the steps required to implement an inventory control program;
- name factors to consider in procurement of supplies;
- develop a monitoring plan for the inventory system;
- discuss the importance of documentation related to purchasing and inventory.

MATERIALS:

1. PowerPoint slides or transparencies
2. Overhead projector or computer with an LCD projector
3. Prepared flipchart, white board, or chalk board
4. Paper cards, markers, and tape
5. Additional handouts as required.

TIMELINE: 90 Minutes

METHODOLOGY:

1. Lecture
2. Discussion
3. Exercise

ADVANCE PREPARATION:

1. Printing activity 7-1
2. Familiarize oneself with the slides
3. Read facilitators Notes and ISO 15189 Standard

FACILITATORS STEP-BY STEP INSTRUCTIONS:

1. Welcome and Introduction
2. Present module overview
3. Ask Questions in between the presentation to actively involve participants.
4. Continue the presentation
5. Recap presentation using the Assessment questions
6. Ask if there is any question.

FACILITATORS NOTES

1. Emphasize on Impact of not having an inventory program/system in the Laboratory
2. Encourage active participation from the class.
3. Use relevant examples (scenarios) and illustrations from the slides to help participants understand.

SLIDE OF POWERPOINT PRESENTATION



Give the participants a copy of the following scenario and/or show it as a slide (Presentation 7, Slide 3). Allow 2 minutes for them to read.

Your laboratory is asked to gear up for a potential flu epidemic.

What purchasing and inventory factors do you need to consider in planning for this process?

What problems might you encounter in planning and implementation?

Ask the question:

What is needed to prepare or obtain in order to be ready to screen a large number of people for the disease?

Answers could include:

Where can you get information that will help you predict how many tests you will need to do, and what kinds of tests will be required?

Will your source for purchasing reagents and supplies be able to meet your needs, both with quantity of

material and with quick shipping or delivery? If not, how might you solve this problem?

Do you have sufficient funds available to make the necessary purchases? If not, where will you go for help with funding?

Is there sufficient storage, appropriate for maintaining the quality of reagents, available in your laboratory or in a space near-by? Do you need to make arrangements for additional storage area?

In addition to purchasing and inventory factors, there might be issues around personnel (adequate staffing), transport and storage of samples, adequate equipment.

SITUATION ANALYSIS/ EXERCISES

ASSESSMENT REVIEW

1. List the steps required to implement an inventory control program.
2. Name factors to consider in procurement of supplies.
3. Discuss the importance of documentation related to purchasing and inventory

REFERENCES

- CLSI – Standards, guidelines, and best practices for quality in medical testing
- WHO – Laboratory Quality Management System - Handbook
- ISO 15189 – Medical laboratories – Requirements for quality and competence