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Example - CONDUCTING A PHYSICAL COUNT

Task	Conducting a physical count
Completed by	Physical count team
Purpose	To verify the stock level of a drug at a facility, including the stores and dispensing units, at the time of physical count To detect errors in drug management records To detect drug loss in the store
When to perform	According to the reporting period of the facility
Materials needed	Drugs, stock cards or stock ledger, calculators, pencil and paper

1. Prior to a Physical Count the following tasks should be completed:

- Set a date for the physical count. Select the physical count team. Participants should be selected from the facility. The storekeeper and pharmacist should be members of the team.
- Do not issue drugs during the physical count or count receipts on the day of the physical count. Receipts during the physical count will be counted in the next physical count.
- Make sure that the stock cards or ledgers for the drugs are updated to the day of the physical count. If the stock cards are not completed, complete them.
- Prepare the store, make sure all cartons are neatly stacked and partial cartons are clearly visible.
- Reorganize products by FEFO (First Expiry First Out) before counting. Write expiry dates clearly, with large, dark numbers, on each box or carton. This step should have been taken during routine receipt and management of drugs.
- Visually inspect the drugs as you organize them for counting.
- Separate any expired or damaged drugs.
- Establish two-persons counting teams, with one person counting as the other person records the results of the count. Be sure to have the stock cards or ledger for the drugs to be counted.

THE STORE IS NOW READY FOR THE PHYSICAL COUNT

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<p>2. Count the usable drugs</p> <p>A. Count unopened/complete cartons first. Multiply the number of cartons by the number of units in the carton. This will give you the total number of drug units in the carton.</p> <p>B. Count open cartons. If an open carton contains unopened boxes, count the boxes and multiply the number by the number of units in the box. This will give you the total number of the drug units in the unopened boxes.</p> <p>C. Count all units that are in open boxes</p> <p>D. Add up the total units from the unopened cartons, unopened boxes, open boxes, shelves, drawers, etc. This will give you the total number of units of the drug available in your store and dispensing facility, known as Stock on Hand (SOH).</p> <p>Notes Make sure that you have just counted units that have the same name and same dosage. For tablets in opened tins of 1000 tablets it is not necessary to count individual tablets. Instead, estimate how full the tin is (quarterly full, half-full, three-quarters full) and record the estimated number of tablets (250, 500, 750).</p>	<p>Units: tablet, one or two week blister strip, vial</p> <p>Always count the smallest dispensing unit of the drug. Example: I have 40 unopened cartons with each one containing 200 units → 40 x 200 = 8.000 total units in the unopened cartons. I have 10 unopened boxes with each one containing 20 units → 10 x 20 = 200 total units in the unopened boxes.</p> <p>I have counted 19 units in an open box on a shelf.</p> <p>Units from unopened cartons: 8.000 Units from unopened boxes: 200 <u>Units from opened boxes: 19</u> Stock on Hand in units: 8.219</p>
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<p>3. On the stock card for the drug</p> <p>A. Circle the last recorded Stock Balance.</p> <p>B. Draw a line through the next row of the stock card or ledger.</p> <p>C. In the next row of the stock card, in the date column, write the date of the physical count.</p> <p>D. In the stock balance column, write the Actual Quantity on Hand, the result of the physical count.</p>	<p>Example: 8.250 recorded Stock Balance</p> <p>This will differentiate the physical count information from the rest of the information on the card.</p>
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<p>4. Calculating the difference between actual quantity and registered balance.</p> <p>To determine if you have any losses/adjustments, subtract the calculated Stock Balance from the Actual Quantity on Hand</p> <p>If your result is zero (0), your Stock Card matches the number of units of the drugs in the store. Go to step 6.</p> <p>If your result is a negative quantity, you have a loss of the drug.</p> <p>If your result is a positive quantity, you have more units of the drug in stock than you had recorded on the stock card/ledger.</p> <p>Sometimes the difference is due to a mistake while counting during the physical count or due to a mathematical error in the stock card. Repeat the physical count, if you believe there was a mistake in the counting, and check for mathematical errors on the stock card.</p> <p>If mistakes are not found, the difference must be recorded on the stock card.</p>	<p><u>Example of loss</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Actual Quantity on Hand:</td> <td style="text-align: right;">8.219 units</td> </tr> <tr> <td><u>Calculated Stock Balance:</u></td> <td style="text-align: right;"><u>-8.250 units</u></td> </tr> <tr> <td>Difference (=loss of units):</td> <td style="text-align: right;">-31 units</td> </tr> </table>	Actual Quantity on Hand:	8.219 units	<u>Calculated Stock Balance:</u>	<u>-8.250 units</u>	Difference (=loss of units):	-31 units
Actual Quantity on Hand:	8.219 units						
<u>Calculated Stock Balance:</u>	<u>-8.250 units</u>						
Difference (=loss of units):	-31 units						

<p>5. Recording the difference between actual quantity and registered balance.</p> <p>On the stock card, in the "To" or "From" column register the difference as unexplained loss if it is a loss or as unexplained gain if it is a gain.</p>	<p><u>Example</u></p> <p>If the difference is -31 then deduct 31 from the previous balance so that actual stock will be equal to Balance on Hand.</p> <p>If the difference is +3, then add 3 to the previous balance so that actual stock will equal to Balance on Hand.</p> <p>All losses/Adjustments should be documented and the difference in stock explained.</p>
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6. Remarks Physical count	
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<p>7. Finalization</p> <p>Draw a line through the next row of the stock card</p>	<p>This will complete the differentiation between the physical count information and the rest of the information on the card.</p> <p>After completing the stores physical count, continue with the disoensing of units.</p>
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The task of "Conducting a Physical Count" is complete when:

- The Stock on Hand units of the drug have been counted and recorded on the stock card or ledger.
- Losses/Adjustments have been calculated and recorded on the stock card (if applicable).
- Losses/Adjustments have been documented and the difference in stock explained (if applicable).

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