



Hospital Pharmacy Inventory Management Checklist

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Controlled Substance Verification

Ensures accuracy and compliance with regulations for controlled substances.

Quantity on Hand - Morphine

Quantity Received - Fentanyl



Quantity Dispensed - Oxycodone

Enter a number...

Secure Storage Location Verified?

☐ Yes

☐ No

Last Security Inspection Date

Enter date...

Time of Inspection

Enter time...

Inspector Signature

Expiration Date Checks

Confirms medications and supplies are within their expiration dates and identifies items requiring removal.

Date of Expiration Check

Enter date...

Condition of Medication (Expiration)

- ☐ Within Expiration Date
- ☐ Near Expiration (Within 30 Days)
- ☐ Expired
- ☐ Uncertain

Quantity Expiring Soon

Enter a number...

Notes on Expired/Near Expiration Items

Write something...

Disposal Method (if applicable)

- ☐ Regular Waste
- ☐ Hazardous Waste
- ☐ Return to Vendor

Date of Next Review

Enter date...

Par Level Adjustment

Evaluates current stock levels and adjusts par levels to meet patient demand and minimize waste.

Current Stock Level

Average Daily Usage

Lead Time (Days)

Safety Stock Quantity

Proposed Par Level

Reason for Par Level Adjustment

- ☐ Increased Patient Volume
- ☐ Supply Chain Disruption
- ☐ Seasonal Demand
- ☐ Formulary Change
- ☐ Other

Additional Notes/Justification

Write something...

Physical Inventory Count

Detailed count of all medications and supplies on hand, comparing to system records.

Item Code

Enter a number...

Item Description

Write something...

System Quantity

Enter a number...

Physical Count

Enter a number...

Discrepancy Notes (if applicable)

Write something...

Condition of Item

- ☐ Good
- ☐ Damaged
- ☐ Expired

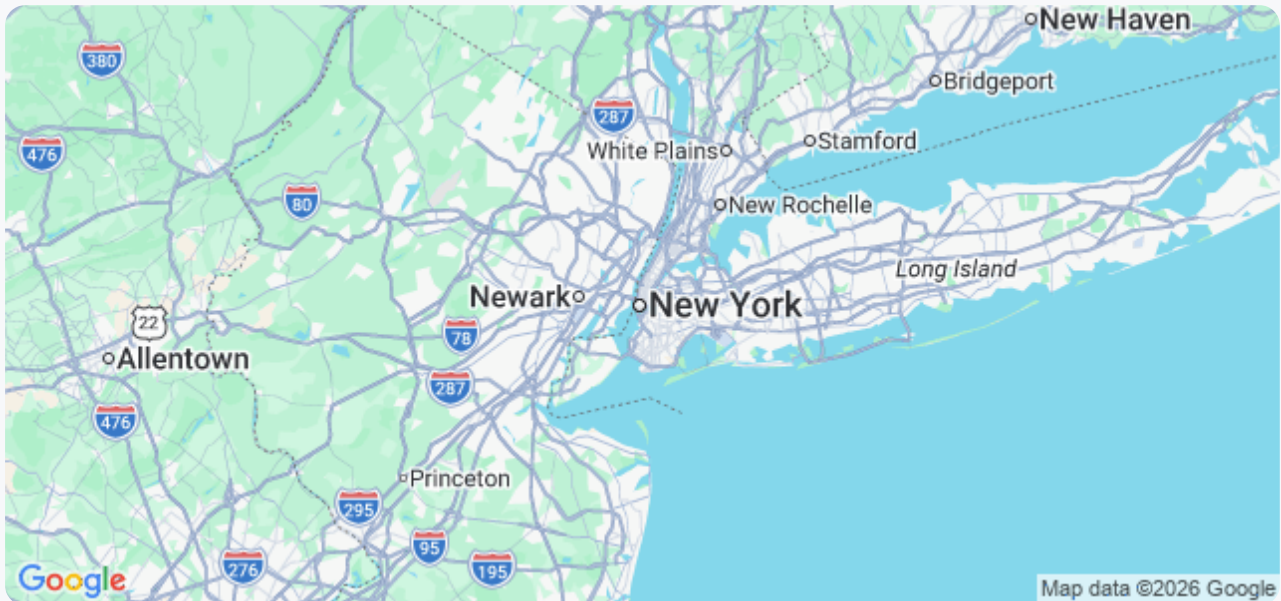
Date of Count

Enter date...

Time of Count

Storage Location

 [Set My Current Location](#)



Temperature & Storage Monitoring

Verifies temperature logs and storage conditions for medication stability.

Monitoring Date

Monitoring Time

Enter time...

Refrigerator Temperature (°C)

Enter a number...

Freezer Temperature (°C)

Enter a number...

Ambient Room Temperature (°C)

Enter a number...

Temperature Status

☐ Within Range

☐ Out of Range

Notes/Corrective Actions (if out of range)

Write something...

Temperature Log Image (Optional)

 Upload File

Monitor's Signature

Compounding Record Review

Reviews compounding records for accuracy, documentation, and adherence to procedures.

Compounding Record Date

Batch Number

Formula/Recipe Followed

Compounding Personnel (Pharmacist)

- ☐ Pharmacist 1
- ☐ Pharmacist 2
- ☐ Pharmacist 3

Calculations and Weights

Write something...

Supporting Documentation (e.g., Certificates of Analysis)

 Upload File

Quality Control Test Passed?

- ☐ Yes
- ☐ No

Narcotic Security & Accountability

Checks security measures and reconciliation records for narcotic medications.

Date of Security Check

Enter date...

Time of Security Check Start

Enter time...

Time of Security Check End

Enter time...

Starting Narcotic Count (Total Units)

Enter a number...

Ending Narcotic Count (Total Units)

Enter a number...

Amount Discrepancy (Units)

Enter a number...

Explanation of Discrepancy (if applicable)

Write something...

Security Container Integrity

- ☐ Intact
- ☐ Compromised
- ☐ Unknown

Signature of Person Performing Security Check

Inventory Discrepancy Investigation

Documents and investigates any discrepancies found during the inventory process.

Discrepancy Quantity

Discrepancy Type

- ☐ Shortage
- ☐ Overage
- ☐ Mislocation
- ☐ Data Entry Error

Description of Discrepancy

Write something...

Date of Discrepancy

Enter date...

Time of Discrepancy

Enter time...

Investigating Personnel

Write something...

Investigation Notes/Actions Taken

Write something...

Root Cause Identified?

- ☐ Yes
- ☐ No

Corrective Action Plan

Write something...

Waste & Disposal Procedures

Ensures proper disposal methods are followed and documented for expired or unusable medications.

Date of Disposal

Enter date...

Reason for Disposal (Expired, Damaged, etc.)

Write something...

Quantity Disposed (Units)

Enter a number...

Disposal Method

- ☐ Return to Supplier
- ☐ Pharmaceutical Waste Disposal Service
- ☐ Internal Waste Disposal (Follows Hospital Policy)

Detailed Description of Waste (e.g., Lot Number, Packaging)

Write something...

Waste Category

- ☐ Hazardous
- ☐ Non-Hazardous

Signature of Person Performing Disposal

System Record Reconciliation

Compares physical inventory counts with automated inventory system records and resolves discrepancies.

Record Count Discrepancy (Quantity)

Enter a number...

Item Code Mismatch Description

Write something...

Value Discrepancy (USD)

Enter a number...

Detailed Explanation of Discrepancy

Write something...

Root Cause of Discrepancy (Selected One)

- ☐ Data Entry Error
- ☐ System Glitch
- ☐ Receiving Error
- ☐ Picking Error
- ☐ Other

Date of Discrepancy Identification

Enter date...

Time of Discrepancy Identification

Enter time...

Signature of Person Verifying Reconciliation