

Panorama Inventory Policy

TOPIC:	Manual Inventory Physical Count		
APPROVED BY:	Saskatchewan Ministry of Health	REVISED	2017-04-04
		APPROVED:	2015-01-28

POLICY:

- A. Only publicly funded biological products that are ordered from and supplied by the Saskatchewan Disease Control Laboratory vaccine depot are listed in the inventory module and require a manual physical count. **Manual physical counts must be completed on or by the last day of every month in all holding point locations.**
- B. Holding points may be requested to perform additional manual physical counts of specific vaccines (e.g., influenza vaccines) for tracking and reporting purposes.
- C. Non-publicly funded biological products will not /cannot be entered into the Inventory module. Examples: Synagis, varicella immune globulin (Varlg) and hepatitis B immune globulin (HBIG).

PURPOSE:

1. To ensure quantity on hand (QoH) inventories are accurate to accommodate the auto-decrementing functionality in the immunization module.
2. To ensure that the vaccine inventory is accurate for tracking and reporting purposes.

Manual inventory physical counts also provide opportunities to reconcile inventory count as variances.

PROCEDURE:

Authorized users will perform a manual inventory physical count including counting antigens by product brand name, reviewing corresponding lot numbers for vaccine packages/boxes, product expiry dates and doses on hand for in-stock products.

Note: Opened multidose vials are to be counted as **9 doses** to ensure adequate product available for auto-decrementing functionality.