

102105T4HSS

HEALTH SERVICES SUPPORT PROVIDER LEVEL 5

MED/OS/HSS/CR/06/5/A

SUPPORT HOSPITAL STORE PROCEDURES

NOV. /DEC. 2023



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)**

WRITTEN ASSESSMENT

Time: 3 hours

INSTRUCTIONS TO CANDIDATES

Maximum marks for each question are indicated in brackets ().

This paper consists of THREE sections: A, B and C.

Answer questions as per instructions in each section.

You are provided with a separate answer booklet.

This paper consists of 7 printed pages

**Candidates should check the question paper to ascertain that all pages
are printed as indicated and that no questions are missing.**

SECTION A: (20 MARKS)

Answer ALL questions in this section

Each question is 1 mark

1. The movement of supplies from the point of issue to various departments within the hospital is;
 - A. Obtaining
 - B. Delivery
 - C. Sourcing
 - D. Stocking
2. During procurement, the supplier sourcing is concerned with;
 - A. Source of the supplier
 - B. Details of supplier
 - C. Address of supplier
 - D. Selection of supplier
3. One of the following statement best describe the need for proper documentation in a hospital store
 - A. It improves the trust of the workers
 - B. It increases integrity of the store
 - C. It serves as evidence of a work done
 - D. It improves the running of the organization
4. Regular monitoring of a hospital store is very significant to ensure;
 - A. Stock accountability
 - B. Stock efficiency
 - C. Stock effectiveness
 - D. Stock quality
5. The process of assigning numbers to stored supplies within the hospital store is;
 - A. Organizing
 - B. Coding
 - C. Numbering
 - D. Amplifying

6. Hospital store keepers are taught the importance of orderly arrangement of stock in the shelves to facilitate;
 - A. Easy packaging of the products
 - B. Easy filling of a requisition form
 - C. Easy retrieval of the goods
 - D. Easy filling of a purchase order
7. Categorizing items in the store according to their characteristics is;
 - A. Matching
 - B. Sorting
 - C. Identification
 - D. Grouping
8. The term “dispatching” of goods in a store means;
 - A. Keeping the goods safely in a store
 - B. Ensuring the safety of the stored goods
 - C. Preparing the goods for their next destination
 - D. Storing goods in specific shelves in a store
9. Retrieving stored items and grouping them according to customer order for dispatch is;
 - A. Selecting
 - B. Grouping
 - C. Maintaining
 - D. Inspection
10. The main objective of a hospital store is to maintain;
 - A. Efficiency and accuracy
 - B. Accuracy and effectiveness
 - C. Preciseness and efficiency
 - D. Efficiency and effectiveness
11. The act of checking items of a single order for completeness and whether order records are updated is;
 - A. Marshaling
 - B. Inspection

- C. Identification
 - D. Selecting
12. The main aim of every organization is to achieve its goal and maximization of profit, it should be achieved through;
- A. Provide the lowest inventory investment
 - B. Provide low quality services
 - C. Employ only the required staffs
 - D. Work hand in hand with the government
13. Maintaining continuous flow of medical supplies in the hospital is very crucial. Hospital stores should be replenished when;
- A. No stock in the store
 - B. Stock reduces in store
 - C. Suppliers give a bid
 - D. Quotation is made
14. When checking for product specifications, a store keeper should;
- A. Identify the product
 - B. Inspect the product
 - C. Locate the product
 - D. Procure the product
15. Housekeeping is vital in a hospital store because;
- A. It keep the store at the required temperature
 - B. It keep the store safe for handling drugs
 - C. It ensures the store is kept clean
 - D. It ensures expired product are noted earlier
16. The best term which describes control and logistics management of hospital resources is;
- A. Goods inspection procedures
 - B. Procurement management
 - C. Store management procedures
 - D. Material management

17. You have been assigned the position of a hospital store manager. What should be the best plan to consider for ordering hospital resources;
- A. The past consumption
 - B. The current consumption
 - C. The anticipated future consumption
 - D. The suppliers' concerns on consumption
18. Consumables are;
- A. Commodities intended to be used up relatively faster than others
 - B. Commodities ordered when necessary
 - C. Commodities invested in form of capital for long term use
 - D. Commodities offered as services to the society at a cost
19. Company Y has delivered assorted goods to your facility, the best action to take on receiving them is;
- A. Matching the delivery to a purchase order
 - B. Criticizing the quality of the packaging of goods
 - C. Creating a good rapport with the delivery personnel
 - D. Contacting the supplier to make another order
20. Labeling items and goods in the hospital stores promotes;
- A. Identification
 - B. Storage
 - C. Retrieval
 - D. Management

SECTION B: (40 MARKS)

Answer ALL questions in this section

21. Highlight FOUR consequences of poor inventory management of medical supplies in hospital stores. (4 Marks)
22. Identify FOUR mechanisms employed by store keepers to simplify the management of medical supplies. (4 Marks)
23. List FOUR consumables that must be restored for a continued service delivery in hospitals. (2 Marks)
24. There are different types of procurement employed by any organization when acquiring resources. Outline FOUR major types of procurement. (4 Marks)
25. Identify FOUR forms used by a hospital store keeper to maintain hospital stock records. (4 Marks)
26. Highlight FOUR components to inspect when receiving the incoming stock into the hospital store. (4 Marks)
27. State FIVE qualities of a good store keeper. (5 Marks)
28. Outline FIVE steps a store keeper should follow when conducting a physical inventory. (5 Marks)
29. Pests and rodents are a bother in any health facility. Highlight FOUR methods of preventing their entry into hospital stores. (4 Marks)
30. State FOUR duties of a housekeeper in any hospital setting. (4 Marks)

SECTION C: (40 MARKS)

*Answer any **TWO** Questions in this section*

31. A store keeper working in Ndani Hospital identifies some forms on her table during the morning shift.
- a) Explain any FIVE components of a requisition form. (10 Marks)
 - b) Explain FIVE factors to consider when storing hospital stock. (10 Marks)
32. Maintaining stock of both pharmaceutical and non-pharmaceutical resources in any hospital is a duty of a store keeper. Discuss TEN precautions a store keeper should follow to ensure safety of hospital stock. (20 Marks)
33. Reverse logistics dictate that products are returned from hospital stores to the supplier.
- a) Describe FIVE reasons that will compel the return of products to the supplier (10 Marks)
 - b) Explain FIVE benefits acquired through reverse logistics (10 Marks)

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