

102104T4HSS

HEALTH SERVICES SUPPORT PROVIDER LEVEL 4

MED/OS/HSS/CR/03/4/A

SUPPORT HOSPITAL STORE PROCEDURES

NOV. /DEC. 2023



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

WRITTEN ASSESSMENT

TIME: 2 HOURS.

INSTRUCTIONS TO CANDIDATE

1. This paper has TWO sections A and B
2. You are provided with a separate answer booklet.
3. Marks for each question are as indicated.
4. Do not write on the question paper.

**This paper consists of 4 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: (10 Marks)

Answer ALL questions in this section

Each question is 1 mark

1. Hospital store require regular monitoring because it ensures;
 - A. Punctuality of the staffs
 - B. Dress code of the staffs
 - C. Stock accountability
 - D. Stock quality
2. First to expire, first out (FEFO) is a policy that help hospital stores to ensure;
 - A. Reduce wastage of the stock
 - B. Reduce theft of the stock
 - C. Reduce clogging of the stock
 - D. Reduce turnaround time of the stock
3. The main objective of a hospital store is to maintain;
 - A. Efficiency and effectiveness
 - B. Efficiency and accuracy
 - C. Accuracy and effectiveness
 - D. Preciseness and efficiency
4. The main aim of hospital store inventory is;
 - A. To track movement of items in and out of the store
 - B. To track movement of items in the store
 - C. To track movement of items out of the store
 - D. To help consumption of hospital items
5. The key aspect of stock control in hospital set up is;
 - A. Finding one's way around the stores department
 - B. Counting the number of staff working in the store
 - C. Ensuring right items are always available when needed
 - D. Daily procurement of hospital supplies

6. The most important virtue that a hospital store keeper should always work hard to uphold is;
 - A. Honesty
 - B. Faithful
 - C. Kind
 - D. Professionalism
7. Stock verification involves;
 - A. Reversing
 - B. Leasing
 - C. Counting
 - D. Issuing
8. Preparation of goods for their next destination is best described as;
 - A. Delivery
 - B. Dispatching
 - C. Receiving
 - D. Ordering
9. The best practice of identifying goods in a hospital store is referred to as;
 - A. Labeling
 - B. Storing
 - C. packaging the goods
 - D. By having a large store
10. The Major classification of hospital consumables are;
 - A. Theatre instrument and pharmaceuticals
 - B. Pharmaceuticals and Paracetamol
 - C. Gloves and non-pharmaceuticals
 - D. Pharmaceuticals and non-pharmaceuticals

SECTION B: (40 MARKS)

Answer ALL questions in this section

11. Outline FOUR contents of a requisition form. (4 Marks)
12. Mention FIVE things you can check while receiving goods in a hospital store. (5marks)
13. Name THREE forms of maintaining stock records in hospital stores (3 Marks)
14. State FOUR activities of goods dispatch in a hospital store. (4 Marks)
15. Identify FOUR types of medical supplies. (4 Marks)
16. Highlight THREE factors that necessitate replacement of an item in the hospital stores. (3 Marks)
17. Outline FIVE functions of hospital stores. (5 Marks)
18. State FOUR characteristics of good store for medical supplies. (4 Marks)
19. Outline FOUR duties and responsibilities of a storekeeper. (4 Marks)
20. As a procurement officer mention FOUR procurement activities you will undertake. (4 Marks)

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