

# Procurement of Medicines and Medical Supplies

## COURSE PROGRAMME

### Introduction

Procurement plays a critical role in ensuring the availability of essential quality-assured medicines at all times at an affordable price for the people that need them.

Often international donor organisations and governmental organisations are involved in funding medical programs, resulting in the need of professionally run procurement processes. This course pays special attention to meeting the most common donor requirements and public procurement regulations.

The course guides the student through all steps of the procurement process, such as supplier selection, how to select the best value offer, contracting, quality assurance, measuring supplier performance and much more.

The objective of the course is to provide students solid knowledge about and a good understanding of the procurement process that will help them implement and/or professionalise procurement processes.

The procurement course is suitable for procurement/purchase officers, logistic officers, health officers and professionals with a responsibility in procurement, members of tender committees, pharmacists, program managers and supply chain managers in the public and private sector.

### Course objectives

After having successfully completed the module, participants will be able to:

- Understand the specifics of the health supply chain.
- Define the different steps in the procurement cycle.
- Understand the characteristics of medicines and medical supplies.
- Manage the tender process (including supplier selection, receipt of quotations, quote evaluations, negotiations, placing purchase orders and more).
- Develop and use standard operating procedures.
- Know how to use the different procurement methodologies and in which situations.
- Stakeholder analysis: assess needs to be involved for proper and effective procurement.
- Influence of other activities in the medical supply chain on procurement work and reciprocally.
- Define strategies to address common challenges in procurement.
- Manage and evaluate procurement activities.

### What are the target participants?

The procurement course is suitable for procurement/purchase officers, logistic officers, health officers and professionals with a responsibility in procurement, members of tender committees, pharmacists, program managers and supply chain managers in the public and private sector.

### Teaching and learning strategy

This online course requires the students to engage in self-directed learning and go through the course materials on the learning platform with the support of an online facilitator. Taking part in discussion forums, exchanging ideas with fellow

participants and doing self-evaluation through online quizzes form a vital part of the learning experience.

In addition, there are several short assignments to guide the learning process of the participants, offering feedback on the submissions and an opportunity to interact with the facilitator. Assignment responses should be submitted within the respective due dates.

## Assessment and grading

Participants will be graded based on their online participation and completion of activities. A certificate of completion and an e-badge will be awarded to all those who complete a minimum of 75% of all online activities (lessons, quizzes, discussion forums). The percentage of completion will be measured automatically online as the participant goes through the course.

In addition, participants need to obtain a passing mark of minimum 7/10 on the post-test.

## Course duration

6 weeks

Level of effort: 4 hours per week

## Course schedule

Week 1	Introduction to Supply Chain Management Procurement - An overview
Week 2	Medicines and medical supplies Stakeholders in the procurement process Finance in the procurement process
Week 3	Standard operation procedures and work instructions Quality assurance of medicines Introduction to the tender process Supplier selection
Week 4	Procurement methods and tender documents Receipt of quotations Evaluating quotations and negotiations Client approval and contract award
Week 5	Presenting tender process compliance Purchase order and contract terms Measuring supplier performance Basics of transportation and Inco terms
Week 6	Managing client expectations Procurement planning Ethics in procurement Case study Zendalia Course completion