

Procurement of Medicines and Medical Supplies

COURSE PROGRAMME

Online course (ENPRO016)

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.

Target participant group

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

The course is taught online on i+academy, a Moodle e-learning platform, accessible from anywhere at any time. The interactive course materials are presented sequentially under the guidance of expert facilitators from i+solutions who assist the participants during their learning progress, answer questions and stimulate interactions. Lessons are complemented and

enlivened by online activities such as discussion forums, quizzes, and assignments.

Assessment and grading

Participants will be graded based on their online participation and their performance. 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) AND attain a grade of at least 7/10 on the end-of-course case study assignments. The percentage of completion will be measured automatically online as the participant goes through the course. The grade of the case study assignments will also be determined automatically, there are an unlimited number of attempts allowed.

In addition, there are non-graded quizzes at the end of each module. They are there to guide the learning process of the participants. These end-of-module quizzes are NOT taken into account for the award of the e-badge. However it is important to complete them to test your knowledge on the module that you have just completed.

Course duration

14 weeks

Level of effort: 4 hours per week

Course schedule

Week 1	Introduction to supply chain management Procurement - an overview Medicines and medical supplies
Week 2	Stakeholders in the procurement process Finance in the procurement process Standard operating procedures and working instructions Quality assurance of medicines
Week 3	Introduction to the tender process Supplier selection Procurement methods and tender documents Receipt of quotations Evaluating quotations and negotiations
Week 4	Client approval and contract award Presenting tender process compliance Purchase order and contract terms Measuring supplier performance
Week 5	Basics of transportation and inco terms Managing client expectations Procurement planning Ethics in procurement Liberia Supply Chain Master Plan
Week 6	Case study Zendalia
Week 7	Course completion