Instruction Manual for Field Trip to the Central Medical Store (CMS)

1. Introduction

This instruction manual provides guidance for students participating in the field trip to the Central Medical Store (CMS). The purpose of the trip is to enhance understanding of supply chain management and logistics as they relate to pharmaceuticals, vaccines, and other health commodities.

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2. General Conduct and Expectations

- Follow all instructions provided by your supervisors and CMS staff.
- Maintain professionalism at all times.
- Ask relevant questions politely and engage actively with demonstrations.
- Respect warehouse rules regarding hygiene, safety, and restricted areas.
- Do not touch equipment or products unless permitted.

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3. Learning Objectives

During the field trip, students are expected to:

3.1 Understand Medical Supply Chain Structure

- Observe the flow of commodities from manufacturers to health facilities.
- Identify key personnel and their roles in the supply chain.

3.2 Learn Inventory Management Systems

- Review how stock levels are monitored using stock cards, LMIS, or electronic systems.
- Observe forecasting, quantification, and ordering procedures.

3.3 Observe Warehouse and Logistics Operations

- Examine warehouse layout including receiving, shelving, picking, packing, and dispatch.
- Understand storage principles like FEFO (First-Expired-First-Out) and FIFO (First-In-First-Out).
- Observe temperature control methods and security measures.

3.4 Explore Cold Chain Management

- Observe cold rooms, refrigerators, freezers, and monitoring devices.
- Understand cold chain logistics for vaccines and temperature-sensitive items.

3.5 Review Quality Assurance Measures

- Learn procedures for inspection, batch verification, and documentation.
- Understand handling of damaged, expired, or recalled products.

3.6 Study Distribution and Transportation Logistics

- Observe planning of delivery schedules and routing.
- Review processes for consignment tracking and vehicle management.

3.7 Understand Risk Management and Security

- Learn how CMS prevents stock loss, pilferage, and diversion.
- Observe contingency plans for supply chain disruptions.

3.8 Apply Theoretical Knowledge to Practice

- Relate classroom concepts to real-life operations.
- Identify how pharmaceutical logistics supports public health systems.

3.9 Develop Professional Skills

- Appreciate interdisciplinary roles in supply chain systems.
- Strengthen communication and observation skills.

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4. Field Trip Activities

Students will participate in the following activities: - Orientation briefing by CMS management. - Guided tour of warehousing sections. - Demonstration of inventory and cold chain equipment. - Interactive Q&A session with supply chain personnel. - Observation and recording of key processes.

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5. Safety and Hygiene Requirements

- Wear closed-toe shoes and appropriate clothing.
- Use provided safety gear where required.
- Do not block warehouse aisles or interfere with equipment.
- Report any incident or observation of unsafe practices.

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6. Documentation and Reporting

Students should: - Take notes during the visit. - Record observations in line with the learning objectives. - Prepare a post-visit report summarizing key lessons and reflections.

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7. Conclusion

This field trip provides an opportunity to connect theoretical knowledge with practical supply chain and logistics operations. Students are expected to engage fully and conduct themselves professionally throughout the visit.

End of Manual