

Inventory Basics

A guide from your local “Inventory Whiz,” Taylor Sherry

How to Contact Me

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The Want List

- Located on the pharmacy computer. If you open Chrome, the list should already be open in a tab.
- Add any items needed below the last entry on the “Requested - To Purchase” tab.
 - Please include your initials, the date, and any information that I may need to know when ordering
- When I purchase items, I move them to the “Purchased by TS” tab. If you are curious if/when something has been purchased, you can check this tab.

When to contact me vs. when to use the list:

- Reach out to me directly via text if:
 - We are completely out of something
 - A product shipped on ice arrives warm
 - You are unable to locate something that is needed immediately
- Use the want list or email me if:
 - We are low on something but not completely out
 - You have a non-urgent inventory request
 - The item is for a team pet

Unpacking Orders

- On days that I am in the hospital (Monday - Thursday) I will unpack any orders.
- Sometimes, orders are delivered on Friday. Please unpack these boxes if you see them in the loading dock.

When receiving orders:

1. All orders should be unpacked in the loading dock. Do not move to central treatment to unpack boxes.
2. Double check the packing label on the box. It should say "Partner VESC" or some variation of that. If the package is labeled for James River Surgery or CVCA, leave it in the loading dock
3. Each box should have a packing slip. Make sure the items in the box match the items on the slip. If they do not, please notate this on the packing slip.
4. If items have been ordered for specialty departments, there will be a sign on the door of the dispensary outlining which items go to each department. Please check for a sign before putting any items away.
5. White goods (gauze, syringes, bandaging supplies, etc) can be put away in their respective locations around the hospital. If you are not sure where something goes, please ask.
6. Medications should be left in the bin on the right side of the computer in the dispensary for me to log and put away. Please do not put away any medications unless they are temperature sensitive. If the medication is shipped on ice, it should be put in the fridge immediately.
 - a. If medications are shipped on ice but are warm on arrival, please put the medication in the fridge with a label on it saying "do not use" and let me know ASAP.

Team Pet Med Requests

Medications can be ordered in bulk for team pets. If you are requesting a medication for your pet, please fill out the Team Member Medication Request form, which can be found by going to The Hub and clicking "online forms" at the top of the main page. All team pets must have an active RX for any medication requested.