B

Skills for Health

PHARM08 Confirm prescription validity

OVERVIEW

This standard covers validating prescriptions received from individuals. This involves ensuring that the prescription is correctly written and that it contains all the necessary information. Your practice will be consistent with your occupational role and carried out under the regulatory and ethical frameworks established in the context of current legislation. You will work at all times within Standard Operating Procedures that relate to the way in which a pharmacy service is provided in your work place. Users of this standard will need to ensure that practice reflects up to date information and policies.Version No 1

KNOWLEDGE AND UNDERSTANDING

You will need to know and understand:

1. the limits of your own role and recognising when to refer to a an appropriate person
2. Standard Operating Procedures and the importance of adhering to them at all times
3. current ethical and legal requirements that govern the dispensing and issuing of a prescription
4. different types of prescribers
5. regulations and procedures relating to prescriptions for clinical trials
6. current legislation and procedures relating to:
    1. prescription charges and exemptions
    2. the validity of prescriptions
    3. private and veterinary prescriptions
7. the basic principles of modern medicines management
8. different reference sources that are available including:
    1. when they should be used and
    2. how to use them
9. the different types of prescriptions and when they are used
10. the details required on a prescription and why they are necessary
11. the range of medicinal products that may be dispensed on each type of form and reasons for limitations
12. the prescribing conventions and abbreviations
13. the common proprietary and generic names
14. dosage forms and their properties and use
15. how medicines are administered, their use and the effect they have on basic human physiology
16. different strengths, doses and quantities of medicines and why they are used

17. the actions and use of drugs including different drug interactions and contra-
    indications
18. the actions to take when individuals have special needs
19. the procedures for validating prescriptions
20. the reasons for, and importance of, following procedures for validating prescriptions
21. common errors on prescriptions (e.g. missing doses, quantities)
22. the ways to recognise forged prescriptions
23. the correct actions to take if a forged prescription is identified
24. the requirements to be satisfied with for a complete, unambiguous and valid
    prescription
25. when and why Patient Medication Records or medical records are used
26. the importance of maintaining dispensary records that are:
    1. paper based
    2. electronic

PERFORMANCE CRITERIA

You must be able to do the following:

1. check the prescription to confirm that the:
    1. details on the prescription are clear and correct
    2. individual has completed the declaration on the prescription
    3. prescription complies with legal requirements
    4. prescription is valid
    5. prescription is correctly written in respect of meeting British National Formulary,
       hospital, and local formulary requirements
2. ensure the individual is given relevant information regarding:
    1. prescription fees
    2. exemptions
    3. waiting and collection times
    4. possible alternative delivery services
    5. availability of medicine/product
3. take appropriate action if you suspect a prescription is a forgery
4. refer the prescriptions to the appropriate person if you are unsure about any aspect
5. make the appropriate annotation on prescriptions that you refer
6. make all referrals in a courteous manner
7. confirm that the prescription is appropriate for the individual
8. complete the required dispensary records in accordance with Standard Operating
   Procedures

ADDITIONAL INFORMATION

This National Occupational Standard was developed by Skills for Health.This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):Dimension: Core 1 CommunicationThis standard has replaced EUSC46, Pharm_3.01 and DANOS AH8