

## PHARM27 Undertake an in-process accuracy check of assembled prescribed items prior to the final accuracy check

### OVERVIEW

This standard describes the skills, knowledge and understanding required to demonstrate competence in undertaking the in-process accuracy checking of assembled prescribed items against prescriptions received from individuals prior to the final accuracy check of a prescription. This involves ensuring that the correct item is dispensed against a valid prescription and errors in dispensing are reduced. 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 an appropriate person
- 2.Standard Operating Procedures and the importance of adhering to them at all times
- 3.current ethical and legal and professional requirements that govern the dispensing of a prescription
- 4.the different types of check on a prescription
- 5.different types of prescribers
- 6.the types of medicines supply
- 7.how to identify near misses and dispensing errors
- 8.the causes and consequences of near misses and dispensing errors
- 9.error recording
- 10.the details required on a prescription and why these are necessary
- 11.the prescribing conventions and abbreviations
- 12.the common proprietary and generic names
- 13.how medicines are administered
- 14.different strengths, doses and quantities of medicines
- 15.different relevant national and local guidelines, policies, procedures that are available including:
  - 1.when they should be used
  - 2.how to use them
- 16.when and why Patient Medication Records (PMRs) are used
- 17.the importance of maintaining dispensary records

## PERFORMANCE CRITERIA

You must be able to do the following:

- 1.ensure that you work in accordance with current Standard Operating Procedures at all times
- 2.refer queries at all times to a suitably qualified person
- 3.ensure that the prescription has had a clinical check and has been assessed as suitable for dispensing by an appropriate person
- 4.check with the appropriate person to confirm that the prescription is valid
- 5.check that all prescribed items have been assembled according to instructions
  - 1.check that the correct item has been dispensed in the correct form and correct strength
  - 2.check that the correct quantity has been dispensed or arrangements for further future supply made as indicated on the prescription
  - 3.check that the label on the item matches the dispensed product and the prescription requirements including the form and strength
  - 4.check that the assembled items are fit for purpose
  - 5.check appropriate packaging has been used
  - 6.check appropriate selection of medicine devices/sundry items to accompany the medicine or product
- 6.rectify any dispensing errors in accordance with Standard Operating Procedures
- 7.annotate and endorse prescription in accordance with Standard Operating Procedures
- 8.ensure any dispensing errors are recorded in accordance with local policies and guidelines
- 9.record the date and your details in accordance with Standard Operating Procedures
- 10.once satisfied with the in-process accuracy in dispensing, pass the dispensed prescription on for a final accuracy check to be undertaken by a suitably qualified person

## 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: HWB10 Products to meet health and wellbeing needs