

PHARM28 Undertake the final accuracy check of dispensed medicines and products

OVERVIEW

This standard describes the skills, knowledge and understanding to demonstrate competence in undertaking the final accuracy check performed for items prescribed on a prescription, which has been dispensed after a clinical check has been carried out. The final check is made prior to the items being released for issue to individuals or their representatives. 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 and checking of a prescription
4. different types of prescribers
5. packaging and labelling requirements for medicines and products
6. current legislation and procedures relating to:
 1. different types of medicines supply
 2. the validity of prescriptions
7. how to identify near misses and dispensing errors
8. causes and consequences of near misses and dispensing errors
9. clinical governance and error recording and reporting
10. communication skills required when performing a final accuracy check on a prescription
11. the basic principles of medicines management
12. relevant national and local guidelines, policies, procedures that are available including:
 1. when they should be used
 2. how to use them
13. the range of medicines and products that may be dispensed on each type of prescription form and reasons for limitations
14. the prescribing conventions and abbreviations
15. the common proprietary and generic names
16. how medicines are administered

- 17.the use of medicines and the effect they have on basic human physiology
- 18.different strengths, doses and quantities of medicines
- 19.the actions of medicines and products including drug interactions and contra-indications
- 20.when and why Patient Medication Records (PMRs) are used
- 21.prescription endorsements in accordance with Standard Operating Procedures
- 22.the importance of maintaining accurate and confidential records in the pharmacy
- 23.discharge policies

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 any queries to an appropriate person
- 3.ensure that the prescription has had a clinical check by an appropriate person and has been assessed as suitable for dispensing
- 4.check to confirm that the:
 - 1.individual or their representative has completed the declaration on the prescription if required
 - 2.prescription is valid
 - 3.prescription is correctly written in respect of meeting national and local policies and guidelines
 - 4.prescription is correctly endorsed
- 5.perform an accuracy check on each of the dispensed medicines / products:
 - 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 using appropriate communication methods
- 7.ensure that the type of dispensing error is recorded in the correct documentation format in accordance with local policies and guidelines
- 8.record the date and your details in the dispensary records as appropriate
- 9.ensure that the appropriate medicine devices/sundry items to accompany the medicine or product have been provided
- 10.place medicine or product in the appropriate packaging
- 11.annotate the prescription appropriately
- 12.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: HWB10 Products to meet health and wellbeing needs