PHARM08.2016 Confirm prescription validity

OVERVIEW

This standard covers technical validation of prescriptions received for individuals. This involves ensuring that the prescription is correctly written, legal and that it contains all the necessary information. Your practice will be consistent with your occupational role and carried out under the regulatory, professional and ethical frameworks established in the context of current legislation. You will need to take a reflective approach to your work.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. A caring and compassionate approach should be adopted in line with current healthcare guidance.Users of this standard will need to ensure that practice reflects up to date information and policies.Version No 2

KNOWLEDGE AND UNDERSTANDING

You will need to know and understand:

1. the Standard Operating Procedures and the importance of adhering to them at all times
2. the importance of working within the limits of your competence and authority, when to seek agreement or permission from others and when to refer on to an appropriate person
3. current health and safety legislation and how it applies to the working environment
4. legal, organisational and policy requirements relevant to your role, the role of others in your organisation and the activities being carried out
5. the relevant national and local guidelines, policies and procedures that are available and how and when they should be accessed
6. the importance of adhering to information governance policies and maintaining confidentiality when sharing information about individuals with others
7. the duty to report any acts or omissions that could be detrimental to individuals, yourself, colleagues or your employer
8. methods of enabling effective communication and supporting individuals to communicate their needs, views and preferences
9. current ethical and legal requirements that govern the validating process
10. different types of prescribers
11. regulations and procedures relating to different types of prescriptions and medicines
12. the different reference sources that are available including when and how to use them
13. the different types of prescriptions and when they are used
14. the details required on a prescription and why they are necessary
15. the range of medicinal products that may be dispensed on each type of form and

reasons for limitations

16. the prescribing conventions, abbreviations and medical terminology
17. the proprietary and generic names of medicines within your scope of practice
18. dosage forms and their properties and use
19. how medicines are administered, their use and the effect they have on basic human physiology
20. different strengths, forms, doses and quantities of medicines and why they are used
21. the actions and use of drugs including different drug interactions and contra-indications
22. the ways to recognise forged prescriptions
23. the correct actions to take if a forged prescription is identified
24. how to use patient medication records or other sources of information
25. the importance of recording, storing and retrieving information in accordance with organisational procedures

PERFORMANCE CRITERIA

You must be able to do the following:

1. where appropriate, communicate with the individual and key people at a pace, in a manner and at a level appropriate to the individual's understanding, preferences and needs
2. work within the relevant Standard Operating Procedures including the relevant health and safety procedures and within your own limits of competence
3. check the prescription for validity to confirm that the:
    1. details on the prescription are clear and correct
    2. prescription is in date
    3. individual has completed the declaration on the prescription, if applicable
    4. prescription complies with legal requirements
    5. prescription is correctly written in respect of meeting national guidelines and local formulary requirements
    6. item is prescribable
4. take appropriate action if you suspect a prescription is a forgery or invalid
5. refer the prescriptions to the appropriate person if you are unsure about any aspect or if any element of technical validity is not met
6. make all referrals in a professional manner including any relevant information regarding the prescription's validity
7. complete all relevant documentation and forward appropriately in accordance with legal and organisational requirements

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 Communication