PHARM34 Contribute to the management of medication audit and review

OVERVIEW

This standard is for those who contribute to the management of medication audit and review work. The standard includes accessing and searching electronic patient record systems to identify (within the limits of the occupational role) specific individuals, patient groups and data as requested by relevant others and making changes, again as directed by relevant others, to individuals' repeat prescription records to facilitate safe, evidence based, rational and cost-effective prescribing. Practice will be consistent with the limits of the occupational role and carried out under the regulatory and ethical frameworks established in the context of current legislation. Practice will also be in accordance with relevant and current legislation, guidelines, policies, procedures and protocols which are relevant to the work practice.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.

KNOWLEDGE AND UNDERSTANDING

1. the current legislation, guidelines, policies, procedures and protocols which are relevant to your work practice and to which you must adhere
2. the scope and limitations of your own competence and responsibilities as it applies to your job role
3. how to access and interpret all relevant work instructions and information
4. specific procedures for reporting issues which are beyond your competence and responsibilities
5. the principles of safe, evidence based, rational and cost-effective prescribing
6. the duty to report any acts or omissions that could be unsafe/detrimental to you or others
7. how to access and search electronic patient record systems
8. how to identify when medication records are up to date
9. how to collect, collate and manipulate data to present to pharmacy and other relevant staff in a range of report formats
10. the range of required responses to Drug Recalls, safety alerts and medication shortages and the role of electronic patient record systems

11. how to carry out the administration of the approved communication
12. the correct use of any equipment and PPE to protect the health and safety of you and others
13. the needs of individuals and carers including issues relating to dignity, confidentiality, and privacy
14. organisational management structures, roles, and responsibilities
15. how to communicate across relevant services
16. how to complete and safely store all relevant documentation in accordance with organisational requirements
17. how to ensure the organisational requirements for record keeping of individual details and confidentiality
18. how to dispose of all waste in accordance with organisational requirements

PERFORMANCE CRITERIA

1. access and accurately interpret all relevant work instructions and information
2. work safely at all times and in accordance with all relevant legislation, guidelines, policies, procedures and protocols
3. deal promptly and effectively with any problems within the scope and limitations of your own competence and responsibilities and report those which cannot be solved
4. access and search electronic patient record systems to identify specific individuals, patient groups and data as requested by relevant others
5. make specific changes, as directed by relevant others, to individuals' prescription records to facilitate safe, evidence based, rational and cost-effective prescribing
6. generate, collate and present patient specific information as requested by relevant others
7. carry out administration of approved communication
8. 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
9. respond appropriately to Drug Recalls, safety alerts and medication shortages by running searches on electronic patient record systems for affected individuals
10. respect the individual's rights and wishes relating to their privacy, beliefs, and dignity
11. ensure confidentiality is maintained in accordance with organisational requirements
12. complete and store all relevant documentation in accordance with organisational requirements
13. dispose of all waste in accordance with organisational requirements

ADDITIONAL INFORMATION

This National Occupational Standard was developed by Skills for Health. Final version approved March 2022.