

## CHD HK1 Prepare prescriptions for prescription-only medicines

### OVERVIEW

This standard is about preparing prescriptions for prescription-only medicines for individuals as part of their treatment plan. 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 importance of keeping full, legible and accurate records in date order, and how to do so
- 2.the principle of confidentiality: what information may be given to whom
- 3.guidelines and protocols for the prescription of the medication
- 4.types, properties, functions, effects, indications and contra-indications of the medication that can be used in the treatment of the individual's condition
- 5.methods of administration of the medication
- 6.how to calculate the correct dose of medication and frequency of administration
- 7.how to relate the prescription to the individual's condition and treatment plan
- 8.the correct form to be used when prescribing medication and the information required
- 9.the importance of keeping prescription forms in a safe place
- 10.when to make arrangements for repeat prescriptions, and how to do so
- 11.how to record prescriptions clearly and accurately on appropriate documentation
- 12.how to review your prescribing practice in view of new guidelines and/or evidence
- 13.the effects and benefits of the use of prescribed medication
- 14.the consequences of not taking the prescribed medication
- 15.the potential consequences of combining prescribed medication with other substances
- 16.the importance of carrying out regular clinical reviews of the individual's progress and their compliance with the prescribing regime, and how to do so
- 17.drugs commonly used in the treatment of CHD and their potential side effects
- 18.research evidence, national and local guidelines and policies for prescribing drugs for individuals at significant risk of CHD
- 19.the effects of CHD medications on other health conditions
- 20.the range of medications and their effects and side effects
- 21.criteria for prescribing suitable medications (eg NICE guidelines)
- 22.organisational requirements and policies relevant to the functions being carried out
- 23.an appropriate clinical supervisor to consult when you are unsure about the

medication to be prescribed or your level of competence in prescribing it

## PERFORMANCE CRITERIA

You must be able to do the following:

1. keep prescription forms in a safe place
2. prescribe medication in line with the individual's treatment plan and condition
3. follow guidelines and protocols, where available, in selecting the type of medication, dosage and frequency of administration
4. consult an appropriate clinical supervisor, if you are unsure about the medication to be prescribed or your level of competence in prescribing it
5. state, on the correct form for prescribing prescription-only medicines,
  1. the individual's name and address
  2. the name of the medication
  3. the form and, where appropriate, the strength of the preparation
  4. the total quantity of the preparation (the number of dose units)
  5. the dose
  6. the route for administration, if the administration route is other than oral
  7. the end point of the prescription
6. leave no blank space on the form in which the individual could add further items
7. sign and date the prescription, or ensure it is signed and dated by a clinician
8. make arrangements for repeat prescriptions, when required
9. ensure the prescription is cost-effective and that unnecessary supplies are not made
10. confirm details of prescriptions with dispensing pharmacists, when required
11. record the prescription for medication clearly and accurately on the individual's record
12. ensure that records of the individual's treatment are available only to those authorised to see them
13. take part in regular clinical reviews of the individual's progress including compliance with the prescribing regime
14. review your prescribing practice in view of new guidelines and/or evidence

## 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: HWB7 Interventions and treatments