

SFHPHARM11 - SQA Unit Code FA2X 04

Prepare extemporaneous medicines for individual use



Overview

This standard covers your role in preparing extemporaneous medicines for individual use. This involves accurately calculating the quantities of the ingredients needed, making, packing and labelling the product correctly taking account of relevant legal requirements. Your practice will be consistent with your occupational role and carried out under the regulatory and ethical frameworks established in the context of current legislation. You will work at all times within Standard Operating Procedures that relate to the way in which a pharmacy service is provided in your place of work. Users of this standard will need to ensure that practice reflects up to date information and policies.

Performance criteria

You must be able to:

- P1 follow the relevant regulations at all times
- P2 ensure that you work in accordance with the Standard Operating Procedures for dispensing extemporaneous products
- P3 check the prescription/ order to confirm it indicates clearly the product required
- P4 select the correct formula in respect of the prescription/ order
- P5 confirm the preparation area and equipment are clean and ready for use
- P6 select and use the correct equipment for the process and the product
- P7 confirm that the correct worksheet, labels, raw materials, equipment and consumables are available and ready for use, before you start the preparation
- P8 confirm that the ingredients you select:
 - P8.1 match the formula
 - P8.2 are fit for purpose
- P9 take the appropriate action where there are inconsistencies with the medicine or product
- P10 accurately calculate and measure the ingredients to meet the formula requirements
- P11 ensure checks are carried out by an appropriate person on calculations and measurements
- P12 prepare the product according to the correct formula using:
 - P12.1 the correct equipment
 - P12.2 the correct process
- P13 pack and label the product correctly
- P14 check your work with an appropriate person
- P15 complete all relevant documentation clearly and accurately
- P16 endorse the prescription/ward order appropriately
- P17 clean the work area and equipment following the activity and leave it ready for use
- P18 record any unusual events on the appropriate documentation
- P19 report any near misses or errors to an appropriate person to minimise potential future errors
- P20 take appropriate action following an unusual event, within the limits of your authority

Knowledge and understanding

You need to know and understand:

- K1 the limits of your own authority and when to refer to an appropriate person
- K2 standard Operating Procedures and reasons for following them
- K3 current ethical and legal requirements that govern the preparation of extemporaneous medicine, including health and safety
- K4 relevant national and local guidelines, policies, procedures that are available and when you need to use them
- K5 the importance of personal hygiene and correct use of personal protective clothing
- K6 local or regional contracts
- K7 chemical and physical properties of ingredients relevant to formulation and compounding
- K8 the principles underlying the assembly of prescribed items
- K9 factors which cause deterioration of stock including:
 - K9.1 environmental conditions
 - K9.2 storage conditions
 - K9.3 microbial contamination
- K10 sources of contamination and appropriate corrective action
- K11 basic hygiene current good manufacturing practice and the importance of maintaining a clean working environment and equipment
- K12 the importance of selecting the correct equipment for use
- K13 the importance of correctly using and maintaining equipment
- K14 the properties of different types of container and when to use each type
- K15 the safe handling and storage of hazardous material and procedures to minimise risk
- K16 the cleaning of the preparation area and equipment, before and after use
- K17 the principles of formulae calculations, weights and measures and the importance of carrying out in process checks
- K18 labelling requirements and conventions
- K19 principles and procedures for the safe disposal of waste materials
- K20 why and when Patient Medication Records (PMRs) or medical records are used
- K21 the importance of recording information clearly, accurately and in a systematic manner
- K22 the importance of recording information clearly, accurately and in a systematic manner, using the correct documentation
- K23 the importance of recording information as soon after the event as possible
- K24 the importance of maintaining dispensary records that are:

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- K24.1 paper based
- K24.2 electronic
- K25 the need to record unusual events along with potential and actual errors on the appropriate documentation
- K26 the appropriate action to take following an unusual event and potential and actual errors
- K27 local and national error reporting and reduction procedures and communication channels

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Additional Information

External links

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

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