

SFHPHARM28 - SQA Unit Code FA39 04

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.

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Performance criteria

You must be able to:

- P1 ensure that you work in accordance with current Standard Operating Procedures at all times
- P2 refer any queries to an appropriate person
- P3 ensure that the prescription has had a clinical check by an appropriate person and has been assessed as suitable for dispensing
- P4 check to confirm that the:
 - P4.1 individual or their representative has completed the declaration on the prescription if required
 - P4.2 prescription is valid
 - P4.3 prescription is correctly written in respect of meeting national and local policies and guidelines
 - P4.4 prescription is correctly endorsed
- P5 perform an accuracy check on each of the dispensed medicines / products
 - P5.1 check that the correct item has been dispensed in the correct form and correct strength
 - P5.2 check that the correct quantity has been dispensed or arrangements for further future supply made as indicated on the prescription
 - P5.3 check that the label on the item matches the dispensed product and the prescription requirements including the form and strength
 - P5.4 check that the assembled items are fit for purpose
 - P5.5 check appropriate packaging has been used
 - P5.6 check appropriate selection of medicine devices/sundry items to accompany the medicine or product
- P6 rectify any dispensing errors in accordance with Standard Operating Procedures using appropriate communication methods
- P7 ensure that the type of dispensing error is recorded in the correct documentation format in accordance with local policies and guidelines
- P8 record the date and your details in the dispensary records as appropriate
- P9 ensure that the appropriate medicine devices/sundry items to accompany the medicine or product have been provided
- P10 place medicine or product in the appropriate packaging
- P11 annotate the prescription appropriately
- P12 complete the required dispensary records in accordance with Standard Operating Procedures

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Knowledge and understanding

You need to know and understand:

- K1 the limits of your own role and recognising when to refer to an appropriate person
- K2 Standard Operating Procedures and the importance of adhering to them at all times
- K3 current ethical and legal and professional requirements that govern the dispensing and checking of a prescription
- K4 different types of prescribers
- K5 packaging and labelling requirements for medicines and products
- K6 current legislation and procedures relating to:
 - K6.1 different types of medicines supply
 - K6.2 the validity of prescriptions
- K7 how to identify near misses and dispensing errors
- K8 causes and consequences of near misses and dispensing errors
- K9 clinical governance and error recording and reporting
- K10 communication skills required when performing a final accuracy check on a prescription
- K11 the basic principles of medicines management
- K12 relevant national and local guidelines, policies, procedures that are available including:
 - K12.1 when they should be used
 - K12.2 how to use them
- K13 the range of medicines and products that may be dispensed on each type of prescription form and reasons for limitations
- K14 the prescribing conventions and abbreviations
- K15 the common proprietary and generic names
- K16 how medicines are administered
- K17 the use of medicines and the effect they have on basic human physiology
- K18 different strengths, doses and quantities of medicines
- K19 the actions of medicines and products including drug interactions and contra-indications
- K20 when and why Patient Medication Records (PMRs) are used
- K21 prescription endorsements in accordance with Standard Operating Procedures
- K22 the importance of maintaining accurate and confidential records in the pharmacy
- K23 discharge policies

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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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