



National Unit specification: general information

Unit title: Pharmaceutics: Good Dispensing Practice

Unit code: FH27 12

Superclass: PE

Publication date: August 2012

Source: Scottish Qualifications Authority

Version: 04

Summary

This Unit has been designed to develop knowledge, understanding and problem solving skills in relation to good dispensing practice. This Unit is a mandatory Unit of the National Certificate in Pharmacy Services but can also be taken as a free-standing Unit.

It is designed primarily for staff working within the pharmacy sector. However it may also be suitable for somebody with an interest in the subject area.

Outcomes

- 1 Demonstrate knowledge and understanding of the principles and procedures for safe dispensing of pharmaceutical preparations.
- 2 Solve problems related to the dispensing of pharmaceutical preparations.
- 3 Collate and analyse information related to a specific Prescription Only Medicine (POM).

Recommended entry

While entry is at the discretion of the centre, candidates would normally be expected to have some knowledge, understanding and skills relating to Mathematics and English. This could be demonstrated by attainment of the following, or equivalent:

- ◆ Standard Grade Mathematics at a minimum of Grade 3 or equivalent
- ◆ Standard Grade English at a minimum of Grade 3 or equivalent

National Unit specification: general information (cont)

Unit title: Pharmaceuticals: Good Dispensing Practice

Credit points and level

1 National Unit credit at SCQF level 6: (6 SCQF credit points at SCQF level 6*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Core Skills

Opportunities to develop aspects of Core Skills are highlighted in the Support Notes of this Unit specification.

There is no automatic certification of Core Skills or Core Skill components in this Unit.

National Unit specification: statement of standards

Unit title: Pharmaceutics: Good Dispensing Practice

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

Outcome 1

Demonstrate knowledge and understanding of the principles and procedures for safe dispensing of pharmaceutical preparations.

Performance Criteria

- (a) The factors affecting standards within pharmacy practice are described correctly.
- (b) The procedure for the receipt, validation and completion of prescriptions is described correctly.
- (c) The procedure for the assembly, labelling and recording of prescribed items is described correctly.
- (d) The procedure for the issue of prescribed items is described correctly.
- (e) The use and limitations of measurement equipment is described appropriately.

Outcome 2

Solve problems related to the dispensing of pharmaceutical preparations.

Performance Criteria

- (a) Information is accurately processed, using calculations where appropriate.
- (b) Relevant information is selected and presented appropriately.

Outcome 3

Collate and analyse information related to a specific Prescription Only Medicine (POM).

Performance Criteria

- (a) Appropriate information is collected from reference sources.
- (b) Relevant information is recorded in an appropriate format.
- (c) Key information relevant to the patient is identified appropriately.

National Unit specification: statement of standards (cont)

Unit title: Pharmaceutics: Good Dispensing Practice

Evidence Requirements for this Unit

Evidence is required to demonstrate the candidates have achieved all Outcomes and Performance Criteria.

Outcomes 1 and 2

Outcomes 1 and 2 may be assessed by an integrated closed-book test covering all of the Performance Criteria with a combined duration of 1 hour 30 minutes

Outcome 3

Outcome 3 must be assessed by the production of a written and/or oral report the equivalent of a minimum of 500 words, to demonstrate that the candidate has achieved all of the Performance Criteria in Outcome 3. The teacher/lecturer must attest that the report is the work of the candidate derived from active participation in the research activity.

Outcome 1

- ◆ Candidates should describe correctly factors affecting standards within pharmacy practice.
- ◆ Candidates should describe correctly receipt, validation and completion of prescriptions.
- ◆ Candidates should describe correctly procedures for the assembly, labelling and recording of prescribed items.
- ◆ Candidates should describe correctly procedures for the issue of prescribed items.
- ◆ Candidates should describe appropriately the use and limitations of measurement equipment.

Outcome 2

- ◆ Candidates should process accurately information using calculations where appropriate.
- ◆ Candidates should select and present relevant information appropriately.

Outcome 3

- ◆ A minimum of four reference sources should be accessed appropriately to collect information.
- ◆ All relevant information should be recorded in an appropriate format.
- ◆ Key information relevant to the patient should be identified appropriately.

National Unit specification: support notes

Unit title: Pharmaceutics: Good Dispensing Practice

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

Guidance on the content and context for this Unit

Outcome 1

- (a) The factors affecting standards within pharmacy and pharmacies is described correctly.
- ◆ Quality Assurance and Clinical Governance, Audit and Quality Improvement, Risk Assessment and Management including patient safety.
 - ◆ Standard Operating Procedures (SOPs) including minimising dispensing errors, Causes and consequences of near misses and dispensing errors and the importance of accuracy checking, near miss recording/critical incident reporting.
- (b) The procedure for the receipt and completion of prescriptions is described correctly.
- ◆ Types of Prescription forms and prescribers, Patient Group Directions (PGDs), electronic prescribing, prescription requirements for completion and legality, forged prescriptions
 - ◆ The Drug Tariff and allowable products.
 - ◆ Prescribing conventions and abbreviations.
 - ◆ Prescription charges, exemptions and refunds and differences in practice across the UK.
- (c) The procedure for the assembly and labelling and recording of prescribed items is described correctly.
- ◆ Labelling requirements and conventions.
 - ◆ Container and closure types and their properties.
 - ◆ Stability and storage including the cold chain.
 - ◆ Clinical Trials including types, design and phases.
 - ◆ Procedures for dealing with breakages/spillages of materials and returns and disposal of stock, stock management including stock rotation, expiry dates and batch numbers.
 - ◆ Patient medication records.
 - ◆ Prescription endorsement, record keeping.

National Unit specification: support notes (cont)

Unit title: Pharmaceutics: Good Dispensing Practice

- (d) The procedure for the issue of prescribed items is described correctly.
- ◆ The principles of effective communication including handling complaints and dealing with conflict.
 - ◆ Providing information to patient to ensure proper use and storage of prescribed items, eg patient information leaflets, devices and sundry items.
 - ◆ Appropriate responses to different types of customer and different needs eg visual and hearing impairment, physical impairment, language and learning difficulties.
 - ◆ Supporting concordance/compliance issues including compliance aids.
- (e) The use and limitations of measurement equipment is described appropriately.
- Measuring cylinders, balances, oral syringes and tablet counters.

Outcome 2

- (a) Information is accurately processed, using calculations where appropriate.
- ◆ Units, master formulae, percentages, ratios and dilutions.
 - ◆ Appropriate doses are given on age, weight, surface area and blood volume.
- (b) Relevant information is selected and presented appropriately.
- ◆ Line graphs and bar charts, using appropriate data eg fridge temperatures, workload statistics.
 - ◆ Amount of medicines to be supplied on prescription based on the number of prescribed doses and time intervals.

Outcome 3

- (a) Appropriate information is collected from reference sources.
- ◆ BNF, Martindale, data sheet, Patient Information Leaflets (PILs), Scottish Drug Tarriff, relevant textbooks, journals and websites.
- (b) Relevant information is recorded in an appropriate format.
- ◆ Introduction, content well structured under appropriate sections, bibliography. Candidates should use a minimum of four reference sources.
- (c) Key information relevant to the patient should be identified appropriately.
- ◆ Proper use, handling and storage.

National Unit specification: support notes (cont)

Unit title: Pharmaceutics: Good Dispensing Practice

Guidance on learning and teaching approaches for this Unit

The learning and teaching of pharmaceutics is most effective when concepts, principles and theories are set in a relevant context, eg making reference to applications of pharmaceutics in real life situations.

Learning and teaching approaches should include lectures, individual and group work reinforced by handouts and worksheets which should incorporate problem-solving exercises. Worksheets should be designed to encourage students to use a wide range of textbooks and reference sources to solve problems. Student-centred practical exercise and the use of case studies and role-play should be incorporated when appropriate to reinforce teaching.

This Unit must be taught by either a pharmacist or pharmacy technician.

Opportunities for developing Core Skills

Although there is no automatic certification of Core Skills components, there may be the opportunity to gather evidence towards the following Core Skills: Numeracy at SCQF level 5.

Guidance on approaches to assessment for this Unit

Outcomes 1 and 2 may be assessed by an integrated closed-book test covering all of the Performance Criteria with a combined duration of 1 hour 30 minutes.

Achievement of Outcomes 1 and 2 could be demonstrated by use of a cut-off score. Any cut-off score must be commensurate with the minimum evidence requirements of the Unit Specification.

A suggested structure for Outcome 3 could be:

Title

Contents page

Content: Structured under appropriate headings: availability on NHS, legal category, indications, different strengths and dosage forms,, dosage, side effects, contra-indications, proper use, handling and storage

Bibliography: A minimum of four reference sources, eg texts, journals and websites should be used.

The report may be prepared in the candidate's own time. Centres should make every reasonable effort to ensure that the report is the candidate's own work. Where copying or plagiarism is suspected candidates may be interviewed to check their knowledge and understanding of the subject matter.

Opportunities for the use of e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met,

regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

National Unit specification: support notes (cont)

Unit title: Pharmaceutics: Good Dispensing Practice

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.

History of changes to Unit

Version	Description of change	Date
02	Amendments to wording within the 'Guidance on learning and teaching approaches in this unit', bottom paragraph.	10/10/2011
03	Cut-off score sentence added under 'Guidance on approaches to assessment for this unit'.	03/02/2012
04	Inconsistency across units in Recommended entry Clarification of the wording to avoid ambiguity and over/under assessment. Correction of typos and editing (cut and paste) errors in text.	10/08/2012

© Scottish Qualifications Authority 2012

This publication may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged.

Additional copies of this Unit specification can be purchased from the Scottish Qualifications Authority. Please contact the Business Development and Customer Support team, telephone 0303 333 0330.