

SFHPHARM09 - SQA Unit Code FA2E 04

Assemble prescribed items



Overview

This standard covers activities to be carried out when you are assembling prescribed items. It emphasises the need to work accurately and neatly, using the correct equipment within the constraints of your occupational role. 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 work place. 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 health, hygiene and safety procedures
- P2 confirm that the preparation area and equipment are clean and maintained ready for use
- P3 produce the correct label in line with Standard Operating Procedures
- P4 confirm that the medicine or product
 - P4.1 matches the prescription/requisition including strength and form
 - P4.2 will remain in date for the course of the treatment
 - P4.3 is fit for purpose
- P5 take the appropriate action where there are inconsistencies with the medicine or product
- P6 prepare the medicine or product using:
 - P6.1 the correct equipment
 - P6.2 the correct process
 - P6.3 appropriate calculations if necessary
- P7 assemble prescribed items according to the correct instructions and reconstitute items as required
- P8 label the item correctly, checking it against the prescription
- P9 pack the medicine or product using appropriate packaging
- P10 select appropriate medicine devices/sundry items to accompany the medicine or product
- P11 annotate the prescription/requisition appropriately
- P12 complete dispensary records legibly and accurately
- P13 forward the prescription and assembled items for checking as identified in the Standard Operating Procedures
- P14 ensure that there is an adequate supply, within the dispensary, of bottles, bags and sundry items to assist in the supply of medicines

Knowledge and understanding

You need to know and understand:

- K1 the importance of working within the limits of your own role and recognising when to refer to an appropriate person
- K2 current ethical and legal requirements that govern the dispensing and issuing of a prescription
- K3 standard Operating Procedures and the importance of adhering to them at all times
- K4 relevant national and local guidelines, policies and procedures that are available including when they should be used and how to use them
- K5 the importance of personal hygiene and correct use of protective clothing
- K6 basic hygiene and the importance of maintaining a clean working environment and equipment
- K7 the principles underlying the dispensing of sterile products
- K8 factors which cause deterioration of stock including:
 - K8.1 environmental conditions
 - K8.2 storage conditions
 - K8.3 microbial contamination
- K9 sources of contamination and appropriate corrective action including:
 - K9.1 microbial
 - K9.2 cross-chemical
 - K9.3 physical , environmental and storage conditions
- K10 prescribing conventions and abbreviations
- K11 the common proprietary and generic names
- K12 dosage forms and their properties and use
- K13 different strengths, doses and quantities of medicines, and why they are used and how to calculate them
- K14 the importance of selecting the correct equipment for use
- K15 the properties of different types of container types and when to use each
- K16 the safe handling and storage of hazardous material and procedures to minimise risk
- K17 the procedures for assembling prescribed items
- K18 the procedures for the measurement and transfer of medicine from bulk
- K19 a working knowledge of processes for:
 - K19.1 reconstitution
 - K19.2 dilution
- K20 labelling requirements and conventions
- K21 why and when Patient Medication Records (PMRs) or medical records are used
- K22 the importance of recording information clearly, accurately and in a systematic manner
- K23 the types of information and activities that must be recorded
- K24 the importance of recording information as soon as possible after an

SFHPHARM09 - SQA Unit Code FA2E 04

Assemble prescribed items

event

K25 the importance of maintaining dispensary records that are:

K25.1 paper based

K25.2 electronic

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

SFHPHARM09 - SQA Unit Code FA2E 04

Assemble prescribed items

Developed by Skills for Health

Version number 1

Date approved June 2010

Indicative review date June 2012

Validity Current

Status Original

Originating organisation Skills for Health

Original URN PHARM09

Relevant occupations Health and Social Care; Healthcare and Related Personal Services

Suite Pharmacy

Key words Dispensing, dispensed items, pharmacy .