

SFHPHARM27 - SQA Unit Code FA2P 04

Undertake an in-process accuracy check of assembled prescribed items prior to the final accuracy check



Overview

This standard describes the skills, knowledge and understanding required to demonstrate competence in undertaking the in-process accuracy checking of assembled prescribed items against prescriptions received from individuals prior to the final accuracy check of a prescription. This involves ensuring that the correct item is dispensed against a valid prescription and errors in dispensing are reduced. 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 queries at all times to a suitably qualified person
 - P3 ensure that the prescription has had a clinical check and has been assessed as suitable for dispensing by an appropriate person
 - P4 check with the appropriate person to confirm that the prescription is valid
 - P5 check that all prescribed items have been assembled according to instructions
 - 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
 - P7 annotate and endorse prescription in accordance with Standard Operating Procedures
 - P8 ensure any dispensing errors are recorded in accordance with local policies and guidelines
 - P9 record the date and your details in accordance with Standard Operating Procedures
 - P10 once satisfied with the in-process accuracy in dispensing, pass the dispensed prescription on for a final accuracy check to be undertaken by a suitably qualified person

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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 of a prescription
- K4 the different types of check on a prescription
- K5 different types of prescribers
- K6 the types of medicines supply
- K7 how to identify near misses and dispensing errors
- K8 the causes and consequences of near misses and dispensing errors
- K9 error recording
- K10 the details required on a prescription and why these are necessary
- K11 the prescribing conventions and abbreviations
- K12 the common proprietary and generic names
- K13 how medicines are administered
- K14 different strengths, doses and quantities of medicines
- K15 different relevant national and local guidelines, policies, procedures that are available including:
 - K15.1 when they should be used
 - K15.2 how to use them
- K16 when and why Patient Medication Records (PMRs) are used
- K17 the importance of maintaining dispensary records

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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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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 PHARM27

Relevant occupations Health, Public Services and Care; Medicine and Dentistry; Health Professionals; Healthcare and Related Personal Services

Suite Pharmacy

Key words Dispensing, checking, pharmacy.
