



Higher National Unit specification

General information

Unit title: Final Accuracy Checking by Pharmacy Technicians 2
(SCQF level 7)

Unit code: H9NR 34

Superclass: PE

Publication date: August 2015

Source: Scottish Qualifications Authority

Version: 3

Unit purpose

This Unit is designed to enable learners to develop the competences required to carry out the role of an Accuracy Checking Pharmacy Technician. It is primarily intended for learners who expect to take up a final accuracy checking role. It prepares learners for this role by providing the skills they require.

Outcomes

On successful completion of the Unit the learner will be able to:

- 1 Perform final accuracy checks to ensure the safe and effective dispensing of prescribed medicines.

Credit points and level

1 Higher National Unit credit at SCQF level 7: (8 SCQF credit points at SCQF level 7)

Recommended entry to the Unit

Entry is at the discretion of the centre, however learners must be registered as a Pharmacy Technician with the regulatory body for pharmacy practice in Great Britain and employed in a pharmacy. It is recommended that learners should have completed the HN Unit *H9NP 34 Final Accuracy Checking by Pharmacy Technicians 1* or equivalent. Learners should also have good communication and numeracy skills as well as good accuracy skills.

Higher National Unit Specification: General information (cont)

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Core Skills

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

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

Context for delivery

If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

Equality and inclusion

This Unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.

Higher National Unit specification: Statement of standards

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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.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the Knowledge and/or Skills section must be taught and available for assessment. Learners should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Outcome 1

Perform final accuracy checks to ensure the safe and effective dispensing of prescribed medicines.

Knowledge and/or Skills

- ◆ Legality and professional check
- ◆ Completeness of prescription or transcription
- ◆ Preparation
- ◆ Labelling
- ◆ Packaging
- ◆ Storage conditions
- ◆ Quantities
- ◆ Expiry date
- ◆ Ancillary equipment
- ◆ Supplementary information
- ◆ Prescribed medicines
- ◆ Types of prescriptions or transcriptions
- ◆ Interpersonal skills and providing feedback
- ◆ Adherence to standard operating procedures

Higher National Unit specification: Statement of standards (cont)

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Evidence Requirements for this Unit

It is the responsibility of the centre to ensure authenticity of the learner's work if the assessment is a work based assignment.

Outcome 1

Performance evidence for Outcome 1 will be generated in the workplace and assessed by the centre. A checklist will be used to assess the learner's work.

The assessment will cover all of the Knowledge and/or Skills items. Learners will perform final accuracy checks in the workplace on a selection of prescriptions or transcriptions covering a minimum of 2 x 500 dispensed items over a minimum period of four weeks.

A learner's response will be judged satisfactory where the evidence shows that the learner can:

- ◆ Carry out a check to ensure each prescription or transcription is legal and a professional check has been carried out by a Pharmacist.
- ◆ Carry out a check to ensure that all of the required information on the prescription or transcription is complete.
- ◆ Carry out a check to ensure the correct preparation has been dispensed including medicine, form and strength and quantities.
- ◆ Carry out a check to ensure the labelling is correct including patient details, medicine, form, strength, directions, warnings, storage conditions and expiry date.
- ◆ Carry out a check to ensure the packaging is appropriate.
- ◆ Carry out a check to ensure the correct ancillary equipment has been provided.
- ◆ Carry out a check to ensure the correct supplementary information has been provided.
- ◆ Provide feedback in respect of the occurrence of errors (where appropriate) and use relevant interpersonal skills to ensure good working practices and relationships.
- ◆ Adhere to standard operating procedures whilst performing final accuracy checks.

Evidence for Outcome 1 will be gathered in the workplace under the supervision of a Pharmacist or an Accuracy Checking Pharmacy Technician. A portfolio of the learner's evidence will be generated, signed by the Pharmacist or the Accuracy Checking Pharmacy Technician, and submitted to the centre for assessment and verification.

Learners will also receive a performance appraisal from their supervising Pharmacist or Accuracy Checking Pharmacy Technician for each block of items.

Depending on the relevance to their workplace, accuracy checks in the workplace can cover prescriptions or transcriptions.

If a learner misses one category 1 dispensing error or two category 2 dispensing errors or does not adhere to standard operating procedures within the 500 items then that block will be deemed to be unsuccessful.

Higher National Unit specification: Statement of standards (cont)

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Learners need to submit two successful blocks of 500 items to pass the Outcome. A maximum of three blocks of 500 items can be commenced.

Definition of dispensing errors

Category 1 errors

Incorrect label:

- ◆ Incorrect drug name
- ◆ Incorrect drug form
- ◆ Incorrect drug strength (when applicable)
- ◆ Incorrect patient name
- ◆ Incorrect directions
- ◆ Missing or inappropriate use of British National Formulary (BNF) warnings
- ◆ Incorrect quantity
- ◆ Incorrect expiry date

Incorrect contents:

- ◆ Incorrect drug
- ◆ Incorrect drug form
- ◆ Incorrect drug strength (when applicable)
- ◆ Incorrect quantity

Other:

- ◆ Expired contents or due to expire during the course of the treatment
- ◆ Missing or incorrect patient information leaflet (when applicable)/supplementary information
- ◆ Missing ancillary equipment (when applicable)
- ◆ Missing medication
- ◆ Missing identification of professional check
- ◆ Missing prescriber signature

Category 2 errors

Incorrect label:

- ◆ Incorrect cost code (when applicable)
- ◆ Incorrect batch number (when applicable)
- ◆ Minor typographical error
- ◆ Incorrect ward/destination (when applicable)

Higher National Unit specification: Statement of standards (cont)

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Other:

- ◆ Incorrect container/closure
- ◆ Missing owing information sheet (when applicable)



Higher National Unit Support Notes

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Unit Support Notes are offered as guidance and 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

This Unit is primarily intended to prepare the learner for the role of final accuracy checking by providing them with the skills required. The Unit is designed to develop the knowledge and skills introduced in the HN Unit H9NP 34 Final Accuracy Checking by Pharmacy Technicians 1, and to build on previous training and experience gained in the workplace. To enable learners to do this they should be employed as a Pharmacy Technician and have been selected by the Pharmacy Manager to undertake training as an Accuracy Checking Pharmacy Technician.

Outcome 1

Outcome 1 covers the final accuracy checks carried out in the workplace to ensure the safe dispensing of prescribed medicines. Learners should understand the systematic procedures for carrying out a final accuracy check and for dealing with errors/potential errors as well as common dispensing errors they may encounter. In addition, learners should be aware of the standard dispensary reference sources and the current legal requirements for the dispensing of controlled drug medicines as defined by the regulatory body for pharmacy practice in Great Britain.

Learners should be aware of the different types of prescriptions or transcriptions they may encounter when working in a pharmacy department.

Prescribed medicines for hospital pharmacy:

- ◆ Discharge prescription or transcription medicines.
- ◆ Out-patient prescription or transcription medicines.
- ◆ Non-stock ward medicines.
- ◆ Controlled drug medicines.

Prescribed medicines for community pharmacy:

- ◆ Medicines prescribed on GP10 prescriptions or transcriptions including controlled drug medicines.
- ◆ Medicines prescribed on private prescriptions or transcriptions.
- ◆ Medicines prescribed on dental prescriptions or transcriptions.
- ◆ Controlled drug medicines.

Higher National Unit Support Notes (cont)

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Guidance on approaches to delivery of this Unit

This Unit must be taught by either a Pharmacist or Pharmacy Technician in a way which is relevant to the specific occupational area.

At this level, learners should work independently.

Learners may commence this Unit at an agreed date with the centre.

Guidance on approaches to assessment of this Unit

Evidence can be generated using different types of assessment. The following are suggestions only. There may be other methods that would be more suitable to learners.

Performance evidence for Outcome 1 will be generated in the workplace and assessed by the centre.

Learners will perform final accuracy checks in the workplace on a selection of prescriptions or transcriptions, depending on the relevance to their workplace, covering a minimum of 2 x 500 dispensed items over a minimum period of four weeks.

If the learner misses one category 1 dispensing error or two category 2 dispensing errors or does not adhere to standard operating procedures within the 500 items then that block will be unsuccessful.

A category 2 minor typographical error would be classified as incorrect spelling of a patient name or of a clinic.

Learners need to submit two successful blocks of 500 items to pass the Outcome. A maximum of three blocks of 500 items can be commenced.

Learners will receive a performance appraisal from their supervising Pharmacist or Accuracy Checking Pharmacy Technician for each block of items. Performance appraisals should be carried out for successful and unsuccessful blocks of items.

Centres are reminded that prior verification of centre-devised assessments would help to ensure that the national standard is being met. Where learners experience a range of assessment methods, this helps them to develop different skills that should be transferable to work or further and higher education.

Higher National Unit Support Notes (cont)

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Opportunities for 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 social software. Centres which wish to use e-assessment must ensure that the national standard is applied to all learner evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at www.sqa.org.uk/e-assessment.

Opportunities for developing Core and other essential skills

The delivery and assessment of this Unit will provide learners with the opportunity to develop the Core Skills of *Numeracy* at SCQF level 5, *Problem Solving* at SCQF level 4 and *Working with Others* at SCQF level 4.

***Numeracy* — Using Number at SCQF level 5**

Learners will be required to carry out complex calculations, eg performing calculations relating to steroid reducing doses.

***Problem Solving* — Critical Thinking at SCQF level 4**

Learners will be required to analyse dispensed prescribed medicines to identify errors/potential errors and describe the procedures necessary to rectify errors/avoid potential errors.

***Working with Others* — Working Co-operatively with Others at SCQF level 4**

Learners will be required to work with others co-operatively to ensure the safe and effective dispensing of medicines.

History of changes to Unit

Version	Description of change	Date
3	Evidence requirement for outcome 1 amended. Requirement added, unit must be taught by either a Pharmacist or Pharmacy Technician	05/10/2017
2	Page 4— under Outcome 1, text ‘Provide feedback in respect of the occurrence of errors and use relevant interpersonal skills to ensure good working practices and relationships’ changed to ‘Provide feedback in respect of the occurrence of errors (where appropriate) and use relevant interpersonal skills to ensure good working practices and relationships’.	20/07/2016
2	Page 4— text ‘Evidence of the learner’s performance must be provided to the centre by the Pharmacist or the Accuracy Checking Pharmacy Technician when each block is completed or deemed unsuccessful’ removed.	20/07/2016
2	Page 5— text ‘Learners should submit their checking evidence in blocks of 500 items’ removed.	20/07/2016
2	Page 5— text ‘If a learner fails a block then the evidence must be sent to the centre. The workplace can decide whether the learner should complete the failed block or not (ie continue checking to a total of 500), depending on the learner’s individual learning needs’ removed.	20/07/2016
2	Page 5— text ‘(when applicable)’ added after the following errors: incorrect drug strength; missing or incorrect patient information leaflet.	20/07/2016
2	Page 5— ‘Missing signature/labeller or dispenser signature’ removed from list of Definition of dispensing errors list.	20/07/2016
2	Page 8— Text ‘Learners should submit their checking evidence in blocks of 500 items’ removed from second last paragraph.	20/07/2016

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General information for learners

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This section will help you decide whether this is the Unit for you by explaining what the Unit is about, what you should know or be able to do before you start, what you will need to do during the Unit and opportunities for further learning and employment.

This is a 1 credit Unit at SCQF level 7. Before progressing to the Unit it would be beneficial to have completed the HN Unit H9NP 34 Final Accuracy Checking by Pharmacy Technicians 1. The Unit is designed to enable you to develop your skills as an Accuracy Checking Pharmacy Technician, and it is primarily intended to prepare you to undertake this role.

On completion of the Unit you should be able to:

- 1 Perform final accuracy checks to ensure the safe and effective dispensing of prescribed medicines.

Outcome 1

In this Outcome you will carry out final accuracy checks on a selection of prescriptions or transcriptions. You will cover the importance of following standard operating procedures when carrying out final accuracy checks in your own workplace. In addition, you will learn about the processes for dealing with errors/potential errors and how to use appropriate interpersonal skills when providing feedback.

Assessment

Outcome 1 will be assessed after you have learned the necessary knowledge and skills, and will take the form of final accuracy checks in the workplace on a selection of prescriptions or transcriptions covering a minimum of 2 x 500 dispensed items over a minimum period of four weeks. You will also receive a performance appraisal from your supervising Pharmacist or Accuracy Checking Pharmacy Technician for each block of items.

Core Skills

Although there is no automatic certification of Core Skills in the Unit, you will have opportunities to develop the Core Skills of *Numeracy* at SCQF level 5, *Problem Solving* at SCQF level 4 and *Working with Others* at SCQF level 4.