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**Overview**

This standard is about preparing prescriptions for controlled drugs for substance users under the direction of, and for signature by, a registered medical practitioner. This standard is not for the dispensing of medications. 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 keep prescription documentation in a safe place and maintain an audit trail of prescriptions for all controlled drugs
  - P2 prepare prescriptions for controlled drugs as directed by the clinician
  - P3 liaise with other services and check the individual's medical history and that no other clinician is prescribing controlled drugs for the individual
  - P4 complete the relevant documentation for prescriptions in accordance with prescribing guidelines
  - P5 ensure there is no blank space on the documentation in which further items could be added
  - P6 consult the clinician if you are unsure about any aspect of the prescription
  - P7 ensure the prescription is signed by the clinician and dated
  - P8 agree the dispensing regime with the pharmacist and liaise regularly about the specific individual and the prescribing regime
  - P9 make yourself available to take emergency telephone calls from the pharmacist in cases of a prescription error
  - P10 record the prescription for controlled drugs on the appropriate monitoring record
  - P11 ensure that records of the individual's treatment are available only to those authorised to see them

## Knowledge and understanding

### You need to know and understand:

- K1 legal, organisational and policy requirements relevant to your role and the activities being carried out
- K2 the importance of regular liaison with other services involved, and appropriate ways of maintaining this liaison
- K3 evidence based national guidelines and local protocols for the prescription of controlled drugs
- K4 the correct documentation to be used for the prescribing of controlled drugs and the information required
- K5 the importance of keeping prescription documentation in a safe place
- K6 the importance of regular liaison with the dispensing pharmacist
- K7 how to record prescriptions clearly and accurately on appropriate documentation
- K8 the principle of confidentiality and the implications for your practice
- K9 the principles of equality, diversity and anti-discriminatory practice and how they are applied
- K10 the range of different substances and their effects
- K11 the importance of prescribing controlled drugs to substance users as part of a wider treatment plan and how the use of controlled drugs complements other psychological, social and medical interventions
- K12 how to provide advice and guidance relating to the safe storage of drugs and the need to consider safeguarding issues where people in receipt of drugs have parental responsibilities
- K13 the clinical governance arrangements within your organisation, how they operate and your responsibilities in relation to this
- K14 the importance of keeping full and accurate records, and how to do so in line with organisational requirements

SFHAH11

Prepare prescriptions for controlled drugs for substance users



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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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