

## SFHPHARM07

### Receive prescriptions from individuals



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#### Overview

This standard is about receiving prescriptions from individuals. 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.

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### Performance criteria

*You must be able to:*

- P1 the importance of working within the limits of your own role and recognising when to refer to an appropriate person
- P2 standard Operating Procedures regarding the receiving of prescriptions and the importance of adhering to them at all times
- P3 current legislation relating to prescription charges and exemptions and differences in practice across the UK
- P4 regulations and procedures relating to prescriptions for clinical trials
- P5 the relevant national and local guidelines, policies and procedures that are available and how and when they should be accessed
- P6 the different types of prescribers
- P7 the different types of prescriptions and when they are used
- P8 the details required on a prescription and why they are necessary
- P9 exemptions and how individuals can claim refunds, including the use of official forms and prepayment certificates
- P10 how to deal with individuals with special needs
- P11 the transactional and administration procedures as required by government regulations and those that apply to your workplace
- P12 the importance of maintaining dispensary records

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### 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 standard Operating Procedures regarding the receiving of prescriptions and the importance of adhering to them at all times
- K3 current legislation relating to prescription charges and exemptions and differences in practice across the UK
- K4 regulations and procedures relating to prescriptions for clinical trials
- K5 the relevant national and local guidelines, policies and procedures that are available and how and when they should be accessed
- K6 the different types of prescribers
- K7 the different types of prescriptions and when they are used
- K8 the details required on a prescription and why they are necessary
- K9 exemptions and how individuals can claim refunds, including the use of official forms and prepayment certificates
- K10 how to deal with individuals with special needs
- K11 the transactional and administration procedures as required by government regulations and those that apply to your workplace
- K12 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: Core 1 Communication

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**Originating organisation** Skills for Health

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**Original URN** PHARM07

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

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**Suite** Pharmacy

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**Key words** Pharmacy, prescribed medicines, forms.

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