Overview

This standard covers validating prescriptions received from individuals. This involves ensuring that the prescription is correctly written and that it contains all the necessary information. 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 check the prescription to confirm that the:
  - P1.1 details on the prescription are clear and correct
  - P1.2 individual has completed the declaration on the prescription
  - P1.3 prescription complies with legal requirements
  - P1.4 prescription is valid
  - P1.5 prescription is correctly written in respect of meeting British National Formulary, hospital, and local formulary requirements

P2 ensure the individual is given relevant information regarding:
  - P2.1 prescription fees
  - P2.2 exemptions
  - P2.3 waiting and collection times
  - P2.4 possible alternative delivery services
  - P2.5 availability of medicine/product

P3 take appropriate action if you suspect a prescription is a forgery

P4 refer the prescriptions to the appropriate person if you are unsure about any aspect

P5 make the appropriate annotation on prescriptions that you refer

P6 make all referrals in a courteous manner

P7 confirm that the prescription is appropriate for the individual

P8 complete the required dispensary records in accordance with Standard Operating Procedures

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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 a an appropriate person

K2   standard Operating Procedures and the importance of adhering to them at all times

K3   current ethical and legal requirements that govern the dispensing and issuing of a prescription

K4   different types of prescribers

K5   regulations and procedures relating to prescriptions for:
   K5.1 clinical trials

K6   current legislation and procedures relating to:
   K6.1 prescription charges and exemptions
   K6.2 the validity of prescriptions
   K6.3 private and veterinary prescriptions

K7   the basic principles of modern medicines management

K8   different reference sources that are available including:
   K8.1 when they should be used and
   K8.2 how to use them

K9   the different types of prescriptions and when they are used

K10 the details required on a prescription and why they are necessary

K11 the range of medicinal products that may be dispensed on each type of form and reasons for limitations

K12 the prescribing conventions and abbreviations

K13 the common proprietary and generic names

K14 dosage forms and their properties and use

K15 how medicines are administered, their use and the effect they have on basic human physiology

K16 different strengths, doses and quantities of medicines and why they are used

K17 the actions and use of drugs including different drug interactions and contra-indications

K18 the actions to take when individuals have special needs

K19 the procedures for validating prescriptions

K20 the reasons for, and importance of, following procedures for validating prescriptions

K21 common errors on prescriptions (e.g. missing doses, quantities)

K22 the ways to recognise forged prescriptions

K23 the correct actions to take if a forged prescription is identified

K24 the requirements to be satisfied with for a complete, unambiguous and valid prescription

K25 when and why Patient Medication Records or medical records are used

K26 the importance of maintaining dispensary records that are:

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K26.1 paper based
K26.2 electronic

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Additional Information

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Dimension: Core 1 Communication

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