STANDARD OPERATING PROCEDURE PHARMACEUTICAL ASSESSMENT

PURPOSE

To ensure that all prescriptions dispensed are safe, clinically appropriate, legally valid, and cost-effective.

SCOPE

The procedure covers the assessment of all NHS and private prescriptions.

PROCEDURE/PROCESS

- 1. Check for legal validity, eg. that the prescription has been signed and dated (for "walk-in" prescriptions), that it is in date and, if it is for a controlled drug, that it complies with the requirements of the Misuse of Drugs Regulations
- 2. Check for forgeries
- 3. Check for disallowed items prescribed on NHS prescription forms
- 4. Check for compliance with Health Centre formulary
- 5. Appropriateness of drug in relation to patient's condition and other parameters such as age, pregnancy/breastfeeding status, previous treatment, etc
- 6. Appropriateness of dosage form
- 7. Appropriateness of dose
- 8. Appropriateness of route of administration
- 9. Check for therapeutic duplication
- 10. Check for contraindications
- 11. Check for drug/drug, drug/disease interactions
- 12. Assessment of possible side effects and risks of adverse reactions
- 13. Assessment of compliance or inappropriate use/misuse

RESPONSIBILITY

Dispensing doctor. Steps 1 to 4 and Step 13 may be delegated to any dispenser.

REVIEW PROCEDURE

This procedure will be reviewed following:

- Changes in the law affecting dispensing
- Changes in DDA or other guidelines affecting the dispensing process
- Change of staff
- Any adverse dispensing incident
- In the absence of any of the above, on or before the date shown below

KNOWN RISKS

- 1. New or unfamiliar drugs
- 2. Drugs with similar names
- 3. Drugs capable of causing most harm to patients if given inappropriately, eg. methotrexate, anticoagulants, hypoglycaemics
- 4. Patient on other medicines of which the doctor is unaware

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