

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Receive, Validation and Issue Prescriptions

Unit Reference Number: D/617/8947

Level: Three (3)

Credit Value: 10

Minimum Guided Learning Hours: 40

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand governance requirements for receiving, validating and issuing prescriptions	1.1 Describe legislation that relates to the following: <ul style="list-style-type: none"> a) Receiving prescriptions b) Validating prescriptions issuing prescriptions
	1.2 Explain the importance of following Standard Operating Procedures when: <ul style="list-style-type: none"> a) Receiving prescriptions b) Validating prescriptions issuing prescriptions
2. Be able to receive prescriptions	2.1 Explain the purpose of different types of prescriptions and when they are used
	2.2 Check that the individual's details are complete
	2.3 Check that the patient declaration has been completed in line with current legislation
	2.4 Explain prescription charge requirements in line with national guidelines
	2.5 Determine whether the individual has any adverse drug reactions or interactions and take appropriate action
	2.6 Confirm whether the individual has any additional needs or requirements to support optimal use of their medicines
	2.7 Refer any identified issues to an appropriate healthcare professional

<p>3. Be able to validate prescriptions</p>	<p>3.1 Describe how reference sources are used in validating prescriptions</p> <hr/> <p>3.2 Explain how to check for forged prescriptions</p> <hr/> <p>3.3 Explain the appropriate action to take if prescriptions are invalid or forged</p> <hr/> <p>3.4 Confirm the prescription meets legal requirements</p> <hr/> <p>3.5 Assess prescriptions to confirm items have been prescribed as intended for the individual</p>
<p>4. Be able to issue prescribed items</p>	<p>4.1 Explain the importance of ensuring the prescribed item is issued for the correct individual</p> <hr/> <p>4.2 Explain the importance of providing correct information to individuals</p> <hr/> <p>4.3 Describe the limits of the role of the pharmacy technician in relation to issuing prescribed items</p> <hr/> <p>4.4 Perform checks and actions prior to issuing prescribed items</p> <hr/> <p>4.5 Establish the details of any history of adverse drug reactions or interactions and take the appropriate action where this is out of scope of own practice</p> <hr/> <p>4.6 Provide advice and information to the individual in a format which meets their needs</p> <hr/> <p>4.7 Provide all the necessary sundry items and information leaflets</p> <hr/> <p>4.8 Issue the medicine(s) and/or product(s) in accordance with Standard Operating Procedures</p> <hr/> <p>4.9 Confirm the individual's understanding of any advice and information given</p> <hr/> <p>4.10 Identify when the individual needs further advice and information and refer to the appropriate person</p> <hr/> <p>4.11 Complete all relevant documentation relating to the validating and issuing of prescriptions in line with legal and organisational requirements</p>

Indicative Content	
LO1	<p>Legislation to include as a minimum: Legal requirements relevant to receiving, validating and issuing prescriptions; the role of others in the organisation; prescription charges and exemptions; confidentiality; information governance; The NHS Act 2006</p> <p>Standard Operating Procedures: The importance of working within the limits of own competence and authority, when to seek agreement or permission from others and when to refer on to an appropriate person</p>
LO2	<p>Individual's details: name, address, date of birth</p> <p>Patient declaration: on the prescription form</p> <p>Adverse drug reactions or interactions: an unwanted or harmful reaction experienced following the administration of a drug or combination of drugs under normal conditions of use and is suspected to be related to the drug. An ADR will usually require the drug to be discontinued or the dose reduced</p> <p>Additional needs may include: Manual dexterity, disability e.g. Sight impairment, language barriers, swallowing difficulty</p>
LO3	<p>Reference sources: British National Formulary (BNF); Local formularies; Drug tariff; Standard Operating Procedures; National Institute for Health and Care Excellence (NICE) guidelines</p> <p>Forged prescriptions: Colour of the prescription form; Serial numbers; Date of issue; Address of prescriber; Alterations or additions; Signature</p> <p>Appropriate action may include: Not dispensing the item; Checking with the prescriber; Calling the police; Informing the relevant organisation (eg. NHS England); Recording the information</p> <p>Legal requirements to include: who can legally prescribe; types of form used by different prescribers; details required on a prescription</p> <p>Assess prescriptions may include the following: Interpret prescribing conventions, abbreviations and medical terminology; Interpret the use of common proprietary and generic names within your scope of practice</p> <p>Prescribed as intended take in to account: How medicines are administered, their use and the effect they have on basic human physiology; Different strengths, forms, doses and quantities of medicines and why they are used; the actions and use of drugs including different drug interactions and contra-indications</p>
LO4	<p>Checks and actions prior to issuing prescribed items must include: confirming the individual's identity and that it correctly matches with the prescription; identifying if the individual has previously used the prescribed item; establishing whether the individual is taking any other medication either prescribed or non-prescription and take the appropriate action; determining whether the individual has any allergies and take appropriate action; confirming the prescribed item(s) or products match the prescription and are what the individual is expecting; referring the individual to an appropriate person if necessary, providing all the relevant information</p> <p>Adverse drug reactions or interactions: an unwanted or harmful reaction experienced following the administration of a drug or combination of drugs under normal conditions of use and is suspected to be related to the drug. An ADR will usually require the drug to be discontinued or the dose reduced</p> <p>Advice and information including: How medicines are administered, used and the effect they have on human physiology; Actions and use of prescribed items including different interactions and contra-indications; Psychological, occupational and social aspects and implications for individuals living with conditions; Discussing relevant information with the individual to ensure the prescribed items are used and stored correctly</p>

Legal and organisational requirements including: Current legislation relating to receiving and validating prescriptions; Standard Operating Procedures; General Pharmaceutical Council (GPhC) standards and guidance

Assessment Requirements

This unit must be assessed in line with Skills for Health Assessment Principles and the Awarding Organisation qualification assessment strategy.

Learning outcomes 2, 3, and 4 must be assessed in a real work environment by the assessor. For learning outcomes 2, 3 and 4, simulation may be permitted if the learner is unable to generate evidence through normal work activity.

The following units must be achieved before undertaking this unit:

- Actions and Uses of Medicines
- Principles of Person-Centred Approaches for Pharmacy Technicians