

STANDARD OPERATING PROCEDURE No: 2 FOR Assessment

1st Draft for comment and amendment 18th April 2004

PURPOSE

- To ensure patients have confidence that they are receiving good standards of service.
- To ensure the prescription is appropriate and safe for the patient
 - To Ensure all items are reimbursable under the NHS regulations
 - To ensure the prescription is legally valid
- To ensure that the prescription is passed on promptly & that there is an audit trail.

SCOPE

This SOP applies to all NHS and hospital prescriptions from all prescribers. It may not apply to private prescriptions

PROCEDURE

1. Check the prescription is legal and valid, including correctly signed and dated
2. If for a Controlled Drug that it complies with the controlled Drug regulations
3. Ensure it is genuine and has not been altered in an unauthorized manner
4. Check that no items are black listed, or not fully marked by the prescriber under the Borderline substances or “SLS” schemes
5. Check the appropriateness in relation to the patients age, disease state, previous or concurrent treatment
6. Check the appropriateness of the dosage form, route of administration and dose
7. Check for therapeutic duplication or drug interactions
8. Check for contra-indications and appropriateness in case of abuse, non-compliance

It is recommended that the PMR be kept as up to date as possible, to provide as complete a picture of a patients medication status.

The PSNC Tel (0208 441 8427 or the Local PPA will advise on whether an item is prescribable under the N.H. S.

The RPSGB Tel 0207 xxx xxxx will advise on legal problems

The PCT Prescribing advisor at the Shrubberies will advise on the appropriateness of prescribing

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