

STANDARD OPERATING PROCEDURE No: 4

FOR Assembly and Labelling

1st Draft for comment and amendment 18th April 2004

PURPOSE

- To ensure patient safety
- To ensure prescribed items are correctly labeled
- To ensure the correct item and quantity are supplied
- To ensure that waiting times are minimized
- To ensure that all appropriate records are kept
- To ensure prescriptions are correctly endorsed and full remuneration is obtained

SCOPE

This SOP applies to all NHS and Private prescriptions from all prescribers.

PROCEDURE

- The dispensing area should be kept clean and tidy at all times
- It is good practice to have more than one person involved in the assembly process
- Prescriptions should be kept together, and marked as 1 of 3, 2 of 3, 3 of 3 etc.
- If a stock shortage becomes apparent then the patient should be informed and the item obtained for him if required
- Items should always be labeled as ordered, i.e. Generic should not be swapped to proprietary or vice versa
- If an amendment is required on a label, then generate a new label, rather than manually altering a produced label
- Care should be taken when selecting products with similar names, multiple strengths or different dosage forms (LA, XL etc)
- If a different brand of generic is used from normal then inform the patient, reassuring them about equivalence.
- Care should be taken when handling sensitizing or cytotoxic preparations

- In all cases items should be selected from the shelf by reference to the PRESCRIPTION and NOT the generated Label
- The label should be attached to the item and the Disp Box initialed by the person doing the assembly
- After assembly is completed the item should then be moved to an appropriate place for final checking

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