

- **STANDARD OPERATING PROCEDURE No: 5**

Final Checking

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

SCOPE

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

PROCEDURE

- If possible the checking bench should be separate from the assembly area
 - When assembly has been finished the completed item and the stock packs should be put on the checking bench
 - The Pharmacist should reassess the clinical relevance of the prescription
 - The Final Check should now take place
- I. Label Check, including all appropriate information, patient name, dose, course duration
 - II. Product Check
 - III. Expiry Date
 - IV. Closures and Dosing Aids
 - V. Information Leaflets
 - Any amendments and documentaion should now be completed, C.D.Records, Prescription Book entries, Error handling procedures and the Chkd Box should now be initialled
 - Put all items into a bag and Label with Name address and attach owing slip if required
 - Mark if Pharmacist counselling required

- Place for collection

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