



STB 4 Prescription Management

NAME: _____ (PLEASE PRINT CLEARLY)

DATE OF BRIEFING: _____

BRIEFED BY: _____

STB 4 Prescription Management

The purpose of this Service-Training Brief is to assist us in the service we provide to our customers.

The Training Team/Co-ordinator is responsible for delivering this brief to staff. Please sign the front page of the brief, this will then be kept in your training file and the information recorded on Badger systems. The brief content pages may be kept for reference as required.

The information contained in this brief supersedes all previous communications, manuals or procedures.

STB 4 – Prescription Management	Signed
I have received a face to face briefing	
I fully understand the briefing and will implement this training.	
I have discussed any queries.	

STB	Date
Added to Rotamaster	

VERSION CONTROL

DATE	CHANGE	CHANGED BY
24/03/10	Original Version	CY
28/03/10	South Staffs T/Cs added	CY
28/03/10	Printed prescriptions added	CY
16/04/13	Burton/Lichfield and Tamworth removed	CY
06/10/15	Reviewed – No Changes	CY
17/07/18	Reviewed	SBi

INTRODUCTION

After reviewing our current management, there is a need to improve the process. The improvement of prescriptions management (prescriptions being a controlled document) is to improve the safety of the document and minimise the risk to the prescribers business and patients.

PRESCRIPTION MANAGEMENT PROCEDURE

Prescriptions will now be in plastic wallets; each wallet will contain 100 prescriptions, and a prescription log sheet, which will have a list of all the prescriptions numbers on. Inside of the wallet will be a brown envelope this will be for any void prescriptions. Each pack will be signed out from Glover Street and signed in when received at the treatment centre, also in a dedicated book.

It will be the receptionists' responsibility at the beginning of the shift to distribute one wallet to each of the clinicians. The receptionist will sign to say they are the issuer, and the clinician will sign to say they have been issued to them. The prescriptions will then be placed into the printer by the clinician.

The top section of the log sheet needs to be filled in each time the clinician uses a prescription; they should sign, date and add the call number to the corresponding prescription number.

It is the clinicians (prescribers) responsibility to ensure this is completed. If any clinicians see that prescriptions have **not** been accounted for they should report this to the receptionist. The clinician that has **not** added the required information should be contacted so that the necessary information can be found and added. If you are unable to contact the clinician please forward the details to the Team leader/Supervisor so it can be added to the report.

At the end of the clinicians shift the prescriptions need to be removed from the printers and checked to ensure all of the prescriptions are accounted for (this includes the overnight periods at weekends and bank holidays). The prescriptions should be locked away securely; each centre has a designated area where the prescriptions are stored.

An incident form will need to be completed and forwarded to Glover Street for any loss or discrepancies of prescriptions. Prescriptions that are void will need to be recorded on the prescription log sheet as void and then returned to Glover Street in the brown envelope for safe disposal.

BACK UP PRESCRIPTIONS

Located at each treatment centre will be a back up supply of pre-printed prescriptions for use if a printer fails or AdastrA is down. These will be kept in a blue plastic wallet.

Please familiarise yourself with the location of the prescriptions at the Primary Care Centre where you are working.

Each treatment centre holds a backup supply of printed prescriptions; these are in batches of one hundred and are kept in blue wallets. These should only be used if the AdastrA system has gone down or there is a fault with the printers. The same process should be followed as with the blank prescriptions when distributing them to the clinicians.