



STB 7 Prescription Management - Visiting Doctors

NAME: _____ (PLEASE PRINT CLEARLY)

DATE OF BRIEFING: _____

BRIEFED BY: _____

STB 7: Prescription Management – Visiting Doctors

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 7 – Prescription Management – Visiting Doctors	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
04/05/10	Original Version	CY
16/04/13	Selly Oak Removed	CY
06/10/15	Reviewed – No changes	CY
14/12/15	Training Manager added	CY
17/07/18	Reviewed	SBi

INTRODUCTION

After reviewing our current prescription management, it has been recognised that there is a need to improve the process. The purpose 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.

The implementation of the prescription management at the treatment centres has been very successful and we are now ready to move forward and start managing the prescriptions given out by the visiting doctors.

THE PROCESS

The Doctors forms folder will now have a plastic wallet inserted inside. The plastic wallet will contain fifty printed prescriptions, a prescription log sheet which will have the prescription numbers listed and an envelope for void prescriptions.

At the start and the finish of the shift you will need to count how many prescriptions are remaining in the plastic wallet and ensure the log sheet is up to date. If there are ten prescriptions or less you will need to collect an additional wallet from the prescriptions cupboard and place in the folder underneath the current one. A dedicated book will be kept on mission control for you to sign out the wallets. Please remember to complete all of the required information in the book.

Please encourage the doctors not to rip up the void prescriptions; they must place them in the void envelope.

When all the prescriptions have been used in the wallet please return to Glover Street or via the receptionists so they can be returned to Glover Street.

Important: Solihull: Replacement wallets are to be ordered on the weekly stock orders and kept at the centres.

If there are any discrepancies with the prescriptions and/or the log sheet please return the wallet to Glover Street at your earliest convenience. Return the wallet containing the discrepancy to the Team Leader and then collect a replacement folder and sign it out in the dedicated book. This should also be documented on the team leader report stating the reason it has been returned.