



Guideline

Guide to Good Dispensing

This Guideline is based on the Quality Care Pharmacy Program and is designed to minimise the potential for dispensing errors. A number of routine checks and procedures are included. The Board strongly advises pharmacists to observe these checks and procedures at each dispensing.

Prescription Check

1. Check patient details – name, address, contact details, concessional entitlements, Medicare number, allergies, - and if a child, the child's age and weight.
2. Prescription details – date, doctor's signature, S4 requirements, S8 requirements and HIC authority approval.

Computer Input

Using the "pharmacist copy" of the prescription, you will need to check the medication profile for consistency of treatment, interactions and evidence of misuse.

Once this has been completed, you can generate labels, repeat authorisations and CMI's.

Drug Selection

Using the "pharmacist copy" of the prescription, you will need to select and check the medication, strength and quantity.

If bar scanning technology is utilised in the pharmacy, check the medication with the scanner.

Labelling

Label each item ensuring you check the expiry date, drug, strength and quantity against the "pharmacist copy" of the prescription.

When attaching the label, do not obscure important information on the manufacturer's label (especially name, strength and expiry date).

For multiple item dispensing, it is recommended to keep all items together in an appropriate container.

Selecting drugs prior to computer input has in many cases reduced selection errors especially in peak dispensing periods and for locums unfamiliar with the dispensary layout.

Assembling the prescription

Assemble dispensed medicines with all relevant documentation and counselling aids. Check all containers belonging to the prescription and store the finished prescription out of the reach of the public and so it is not identifiable to the public.

Collection of the prescription

Upon collection of the prescription, check the drug, strength and quantity against the "pharmacist copy" of the prescription. Verify the correct person is receiving the prescription by checking the name and address or cross-check if numbering system is used.

Counsel the patient on the correct use of the medication when appropriate and when a generic substitution has occurred.