

Updated Guidance for Unit 8 Assemble and Check Dispensed Medicines and Products – For new learners from June 2024

Pearson BTEC Level 3 Diploma in the Principles and Practice for Pharmacy Technicians 603/5160/3

Pearson BTEC Level 3 Diploma in the Principles and Practice for Pharmacy Technicians (integrated apprenticeship) 603/6304/6

Guidance on dispensing and accuracy checking.

This guidance is for the purpose of the qualifications; however, employers may still wish to apply their own SOPs for dispensing and accuracy checking or apply their own disciplinary processes in addition to this guidance, where applicable.

The checking sessions should cover a breadth of prescription and speciality types to reflect the trainee's local scope of practice.

Learners must check items under normal working conditions; this should reflect both busy and quiet periods.

For accuracy checking, learners must not have been involved in the dispensing or labelling of any items they check.

Learners are expected to log all errors but only 500 correctly dispensed items and 500 correctly checked will be considered for the qualification.

Any errors should be counted as an error and not differentiated between major and minor. The aim is to develop a culture of reflective practice and learning from mistakes Level 3 Pharmacy Technician.

Whenever a learner is required to reflect on an error they have made or failed to identify, the following points should be considered, documented, and reviewed by the educational/practice supervisor:

- Description of error
- Corrective actions taken
- Likely root cause of the dispensing error
- Likely root cause of the trainee missing the error
- Potential outcome and impact of the error on the patient

A minimum number of **500** items must be accurately dispensed and minimum of **500** items accurately checked items dispensed by others. Items must cover a range of items and circumstances, over a period.

A learner will be permitted **maximum** of **3** errors. If a single error is made an additional item must be completed to ensure a total of **500** error free times. The learner must complete a self-reflection after each error.

There must be no error in the last **20** items, or **20** items must be repeated until the last **20** are error free (if the total of errors is less than 3 over the whole log).

If there are more than **3** errors in the whole log (within the **500** or additional repeats of **20** items), the learner must complete an additional **125** items. If at any point between that fourth error and the **625** items an additional error takes place the learner must restart from the beginning.

If a learner is required to restart the log from the beginning, they will be given a maximum of **2** further opportunities to demonstrate competence. If a learner fails to demonstrate error free logs by the third opportunity, then please contact your Awarding Organisation representative for guidance.

Workplaces must have in place standard operating procedures covering dispensing and accuracy checking defining errors.

Guidance on competence for accuracy checking role

During the qualification, while the learners are working as trainee pharmacy technicians, they must continue working under supervision and are not considered fully competent to carry out the role of accuracy checker independently. The skills-based units form part of a wider two-year curriculum and that completion of these units in isolation will not provide the all the knowledge, skills and behaviours required of a GPhC registrant to undertake these roles. However, if an employer feels that they are competent and wishes to delegate this role, it must be based on their individual risk assessment.