

Additional Guidance for Unit 8 Assemble and Check Dispensed Medicines and Products

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

- 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
 - The action that needs to be taken to avoid the error happening/being missed again

- Last 20 items of the 500 items for accuracy checks must be entirely error free or they need to repeat the final 20. When repeating the final 20, the accuracy checking must incorporate some of the same items on which the errors were made in the first round.
- If the learner makes a checking error during the training period, they must also follow the trust/organisation SOPs and the trust/organisation error report forms must be completed and discussed with the educational supervisor.

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.