

Staff Prescription Processing and Purchasing

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Introduction

1.1 Context

It is reasonable to expect all pharmacy staff to require Prescription Only Medication over the course of their employment.

1.2 Purpose

The purpose of this policy is to ensure that all Prescription Only Medicines supplied to Allcare employees are made as per The Pharmacy Act 2007.

1.3 Scope

This policy applies to all Allcare employees. It is the ultimate responsibility of the store Supervising Pharmacist and Store Manager to ensure this policy is adhered to.

The discount applies to Allcare employees and immediate family members which include spouses, children, parents and siblings.

The discount **cannot be applied to friends**.

Procedure

2.1 Prescription Processing

All supplies of Prescription Only Medication must be made on foot of a valid prescription, as per the Pharmacy Act 2007.

All items should be entered in the PMR and labelled with;

- Date of supply
- Name, quantity and where applicable pharmaceutical forms and strength of the medication
- Patient name
- Pharmacy name and address
- The words 'keep out of reach of children' or similar

2.2 Prescription Pricing

Prescriptions should be **charged at cost price plus vat where applicable.**

- Enter prescription under private scheme
- Select Staff Prescription from the pricing bands
- Select permanent price over-ride and this price band will always apply for the staff member

Staff discount should **not** be applied to prescriptions charged at cost price.

Summary – Who do discounts apply to?

RX at cost – **Allcare staff and Family**

FOC discount – **Just pharmacy and support office staff**

2.3 Emergency Supplies

All emergency supplies should be made as per SOP09: Emergency Supply and Loan Prescription.

2.4 Locum Purchases

All Locum staff requiring Prescription Only Medicines must have a valid prescription.

Prescriptions should be charged at full price.

