

# Accuracy Checking Pharmacy Technician Course

## Pre-Enrolment Dispensing Log

### Introduction

Our Accuracy Checking Pharmacy Technician (ACPT) Course is designed to meet the Association of Pharmacy Technicians UK (APTUK) National Education Framework: Final Accuracy Checking of Dispensed Medicines and Products (2019).

The APTUK framework specifies the **entry requirements** for applicants, including the need for applicants to have “documented evidence to demonstrate they can dispense accurately over the full range of speciality and prescription types at their practice base by means of a 200-item accuracy log.”

### Why do I need to complete a dispensing log for enrolment?

Before enrolling on our ACPT Course, applicants are required to complete a dispensing log to record 200 items along with supplementary records for any errors identified, and a witness testimony to be completed by their facilitator to confirm their competence. All tasks carried out must be a result of real work activities that have been carried out by the applicant in the workplace.

### What is the role of my facilitator?

Your facilitator is a nominated colleague who is suitably trained to carry out final accuracy checks of dispensed medicines in your workplace, they may be a pharmacist or an accredited ACPT. Your facilitator will support you through your ACPT course, their details are confirmed on your enrolment form. They will receive support from Buttercups Training to carry out their role, including assessment guidance.

### How do I complete the 200-item Pre-Enrolment Dispensing Log?

Please use the templates in this document to complete your 200-item Pre-Enrolment Dispensing Log. You can record 10 entries on each page. You must complete a **self-check for each item** to ensure it has been dispensed accurately. Your facilitator can delegate the final accuracy check of your dispensed items to a suitable final accuracy checker in your workplace, such as an accredited ACPT or a pharmacist.

You will need to record **at least 5 items out of the 200** that require calculations to be completed as part of the dispensing process, for example, calculating the total quantity to supply. You should include records of **a range of different formulations**.

If you make any **near misses detected by the final accuracy checker or dispensing errors that have reached the patient**, please use the error form to record and reflect on these errors with your facilitator. Remember to exclude any **sensitive and confidential information** that would allow patients to be identified.

### Do I need to submit my dispensing log for enrolment?

Whilst you do **NOT** need to submit your 200-item dispensing log to enrol on our ACPT Course, your facilitator will need to complete a declaration on your enrolment form to confirm you have completed this dispensing log. Please keep your Pre-Enrolment Dispensing Log safe, as we may request it for sampling and monitoring purposes when required.

## Templates and codes

### Codes

Please use the following codes to complete your dispensing log.

Formulation codes: (F)	
Tablets or capsules	F1
Oral liquid medicines including powders for reconstitution	F2
Inhalers	F3
Creams and ointments	F4
Eye drops and ointments	F5
Nasal drops, sprays and ointments	F6
Suppositories	F7
Pessaries, vaginal creams and other preparations	F8
Patches	F9
Sublingual preparations such as tablets or sprays	F10
Fridge items	F11
Devices such as diabetic test strips, spacer devices, catheters	F12
Controlled drugs	F13
Cytotoxic drugs	F14
Specials items, e.g. extemporaneous preparations	F15

Error codes: (E)	
Near miss identified by self-check	E1
Near miss identified by a colleague in final accuracy check	E2
Dispensing error identified after the item has left the dispensary	E3

## Nature of the Error

When a near miss or dispensing error is identified, please include the appropriate code in the Near Miss / Error Found column, **along with the Error code (E)**, to record the nature of the error.

Incorrect label: (L)	
Drug name	L1
Drug form	L2
Drug strength	L3
Patient name / bag label	L4
Directions	L5
Missing / inappropriate BNF warnings	L6
Quantity	L7
Spelling	L8

Incorrect content: (C)	
Drug	C1
Drug form	C2
Drug strength	C3
Quantity	C4
Expired contents	C5

Missing contents: (M)	
Missing / incorrect PIL	M1
Missing product	M2
Missing sundry item such as 5ml spoon or oral syringe	M3
Missing owing information	M4
Missing checking signature	M5

<b>Name:</b>		<b>Page number:</b>	
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**ACPT Course Pre-Enrolment Dispensing Log** – Please print and complete this form by hand and keep it for your records

Item number	Date	Item dispensed (drug name, strength)	Formulation (Code: F)	Calculation required (Yes / No)	Self-check completed (Initials)	Near Miss / Error found (2 Codes: type and nature)	Final Accuracy Checker (initials)

### ACPT Course Pre-Enrolment Dispensing Log: Error Log

You will record **near misses** that you have made, either identified in your self-checking process or by the final accuracy checker, and **dispensing errors that you have made** in the Error Log. You will find the template on the following page.

When recording an error, consider its level of impact on patient safety.

Impact on patient care / level of harm	Example
No harm	No harm or impact on patient care, for example: <ul style="list-style-type: none"> <li>• near miss - impact prevented - identified before reaching the patient</li> <li>• dispensing error - impact not prevented - error has reached the patient but the medicine/device has not been taken/used</li> </ul>
Low	The error has reached the patient, it results in the patient with minimal harm requiring extra observation or minor treatment
Moderate	The error has reached the patient, it results in the patient with moderate, short-term harm requiring further treatment
Severe	The error has reached the patient, it results in the patient with severe, permanent or long-term harm
Death	The error has resulted in the patient's death

<b>Name:</b>	
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**ACPT Course Pre-Enrolment Dispensing Log: Error Log** - Please print and complete this form by hand, and keep it for your records

<b>Item number:</b>		<b>Date:</b>		<b>Nature of error: (Code: L / C / M)</b>	
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<b>Details of near miss / error: (including drug name and a description of the issue):</b>		<b>Reason why the near miss / error occurred:</b>	
<b>Reason why applicant has failed to spot the near miss / error:</b>		<b>Action to prevent this near miss / error from reoccurring:</b>	
<b>Potential impact of near miss / error on the patient (level and description)</b>		<b>Date this page was reviewed with facilitator:</b>	
		<b>Facilitator signature:</b>	

**Name:**
**ACPT Course Pre-Enrolment 200-item Dispensing Log:**
**Facilitator Testimony of Accurate Dispensing**

Please tick each statement that you agree with:

Agree	Facilitator testimony
	The applicant consistently demonstrates safe and hygienic dispensing techniques, and follows SOPs and other relevant legal and organisational requirements relevant to their role.
	The applicant demonstrates a high level of accuracy in their work when labelling and assembling medication against a prescription.
	The applicant reports any near misses and errors they make, according to organisational policies.
	The applicant reflects on any errors made and implements any changes required to improve outcomes.
	The applicant works well in the team, is courteous at all times and respectful of all rules relating to confidentiality and data protection.

**Any other comments:**
**Facilitator Declaration**

I confirm that the applicant has the knowledge and practical skills required to accurately dispense prescriptions.

**Facilitator Name:**
**Facilitator Signature:**
**Date:**