

GOOD PRACTICE CHECK LIST FOR PRESCRIBERS
- METHADONE AND BUPRENORPHINE PRESCRIPTIONS

<p>Are you using the right prescription?</p> <p>(Prescription Details Table on page 5 of this document)</p>	<p>Instalment Dispensing (FP10 MDA)</p>	<p>Prescribers should use an instalment dispensing prescription for methadone or buprenorphine maintenance treatment.</p> <p>Good Practice Guidelines recommend no more than two weeks' total dose should be dispensed at one time, except for holidays and special arrangements. Some clients will benefit from more frequent picks ups.</p> <p>This prescription allows a maximum supply of 14 days medication.</p>
	<p>One-off supply (FP10)</p>	<p>Good practice guidelines strongly suggest a maximum supply of 30 days medication.</p> <p>Supply exceeding this should be clinically indicated.</p>
	<p>Private prescription (FP10 PCD)</p>	<p>Must contain 6 digit private prescriber's identification number (all start with number 6).</p>
<p>Is your hand writing legible?</p>	<p>Prescriptions must be completed in indelible ink and can now be hand written or computer generated.</p> <p>(Hand writing exemption form is no longer required.)</p>	<p>Please contact the Shared Care Co-ordinator on 0208 728 8786 if you would like help with creating computer-generated prescriptions for controlled drugs.</p>
<p>Is the prescription signed and dated?</p>	<p>All prescriptions must be signed in prescriber's own handwriting.</p> <p>A computer generated date is acceptable or the Prescriber may either date the prescription by hand or use a date stamp.</p>	
<p>Does the prescription specify the prescriber's address?</p>	<p>All prescriptions must specify the prescriber's address.</p>	

<p>Does the prescription specify the name and address of the person to be supplied?</p>	<p>All prescriptions must specify the name and address of the patient (person to be supplied with medication).</p>	
<p>Does the prescription specify the <u>form</u> of the medication?</p>	<p>The form should be specified regardless of whether medication is available in only one kind of formulation e.g. methadone mixture, buprenorphine tablets</p>	
<p>Does the prescription specify the strength of the medication (where appropriate)?</p>	<p>e.g methadone mixture, 1mg/ml</p>	
<p>Does the prescription specify the <u>dose</u> to be taken?</p>	<p>The dose to be taken must be specified e.g. 100 ml daily - “As Directed” or “As Required” is not acceptable.</p>	
<p>Does prescription specify total quantity of medication to be dispensed in WORDS and FIGURES or total number of dosage units in WORDS and FIGURES?</p>	<p>e.g. Total Quantity Total 280 ml (TWO HUNDRED AND EIGHTY) or Total number of dosage units e.g. Total 10 tablets (TEN)</p>	
<p>If the prescription is for instalment dispensing</p> <p>– Does it include directions specifying the amount of each instalment and the intervals and or date(s) for dispensing?</p>	<p>e.g. Methadone mixture 1mg/ml 100 mls daily. Start date 4.12.06. Pick up Mon, Weds, Fri 4.12.06 200 mls 6.12.06 200 mls 8.12.06 300 mls Total quantity 700mls (SEVEN HUNDRED mls)</p>	<p>Where a starting date is given on the prescription, it must be complied with and the instalment directions run from that date. (Unless prescriber has added the Home Office amendment detailed below to the bottom of the prescription.)</p>

<p>If the prescription is for instalment dispensing</p> <ul style="list-style-type: none"> - Does it include optional Home Office amendment that allows for remainder of instalment to be dispensed if collection date specified on the prescription is missed? 	<p>The following precise wording of the amendment must be used:</p> <p>“Instalment prescriptions covering more than one day should be collected on the specified day. If this collection is missed, the remainder of the total amount (i.e the total amount less the instalment(s) for the day(s) missed) may continue to be supplied in the specified instalments at the stated intervals, provided no more than 3 days are missed.”</p>	<p>N.B The pharmacist must, however, use his or her professional judgement in deciding whether making the supply, less the days missed, would be appropriate. (e.g. if client has missed more than 3 consecutive days’ doses tolerance may have fallen.)</p> <p>N.B Stamps with this wording can be purchased via SMP.</p>
<p>Are the days and dates specified for dispensing on the prescription correct?</p>	<p>Date errors on prescriptions cause significant problems for pharmacists and clients especially late on Fridays and over weekend and bank holidays.</p> <p>It is important to accommodate weekends and bank holidays in dispensing instructions.</p>	<p>It is a good idea to enter paper and computerised reminders in your diary regarding bank holidays for the year.</p> <p><i>(See Dates provided on Page 4 of this document.)</i></p> <p>Pharmacists prefer instructions about Sunday and Bank Holiday pick ups to include specific dates listed on the prescription e.g. “pick up daily doses(s) for 16.4.07 and 17.4.07 on 15.4.07. Alternatively, the following Home Office approved wording can be added to your standard prescription:</p> <p>“Instalments due on days when the pharmacy is closed should be dispensed on the day immediately prior to closure.”</p>
<p>Does the prescription include instructions for “Supervised Consumption” if this is required?</p>	<p>N.B Arrangements for supervision should be made by telephone with a pharmacist member of the Supervised Consumption Scheme, and followed up with a formal Referral and Agreement form.</p>	<p>Please contact SMP for advice if you would like to know more about the Supervised Consumption Scheme on 0208 728 8780.</p>
<p>Time Restrictions on Validity of Prescription</p>	<p>Prescription cannot be supplied before the appropriate date on the prescription or later than 28 days after the appropriate date on the prescription. The appropriate date is defined as “the later of the date on which it was signed by the person issuing it, or the date indicated by the prescriber as being the date before which it shall not be supplied.” e.g. where a prescriber wishes the 28 day period to start on a date other than the date of signing, he may specify a start date on the prescription from which the period shall begin.</p>	

Limitations of Pharmacist Amendments

It is not lawful for a pharmacist to dispense a prescription which does not comply with the requirements of both the Misuse of Drugs Act 1971 and the Medicines Act 1968. However, pharmacists may supply controlled drugs, if the prescription contains a minor typographical error or spelling mistake.

A supply can also be made if the prescription does not comply with the requirement for the total quantity of the preparation or the number of dosage units (as the case may be) to be specified in either words or figures, **but not both**, provided that:

- (a) The pharmacist is satisfied on reasonable grounds that the prescription is genuine.
- (b) The pharmacist is satisfied on reasonable grounds that he is supplying the drug in accordance with the intention of the person issuing the prescription.
- (c) The pharmacist amends the prescription in ink or otherwise indelibly to correct the minor typographical errors or spelling mistake so that the prescription complies with the requirements to contain the total quantity of the preparation or the number of dosage units in both words and figures.
- (d) The pharmacist marks the prescription so that the amendment he has made under (c).

BANK HOLIDAY DATES 2006-2009

Bank Holidays	2006	2007	2008	2009
England and Wales				
New Year's Day	Mon 2 Jan ■	Mon 1 Jan	Tues 1 Jan	Thurs 1 Jan
Good Friday	Fri 14 Apr	Fri 6 Apr	Fri 21 Mar	Fri 10 Apr
Easter Monday	Mon 17 Apr	Mon 9 Apr	Mon 24 Mar	Mon 13 Apr
Early May Bank Holiday	Mon 1 May	Mon 7 May	Mon 5 May	Mon 4 May
Spring Bank Holiday	Mon 29 May	Mon 28 May	Mon 26 May	Mon 25 May
Summer Bank Holiday	Mon 28 Aug	Mon 27 Aug	Mon 25 Aug	Mon 31 Aug
Christmas Day	Mon 25 Dec	Tues 25 Dec	Thurs 25 Dec	Fri 25 Dec
Boxing Day	Tues 26 Dec	Weds 26 Dec	Fri 26 Dec	Fri 28 Dec
■ Substitute Bank Holiday in lieu of 1st Jan				

PRESCRIPTION DETAILS

Type	Colour	Purpose	Format	Available from
<u>FP10NC</u>	Green	Hand-written prescription. Prescriber details, address etc. printed by manufacturer. For use by GPs.	Glued at top 50 form pad	These prescriptions can be ordered by Brent and Harrow GPs by contacting:
<u>FP10SS</u>	Green	Computer single sheet prescription – prescription and prescriber name, address etc printed by computer prescribing system. For use by GPs (and accredited hospitals, nurses, and supplementary prescribers).	Single sheet printer forms. Box 2000 forms	
<u>FP10 MDA-S</u>	Blue	Drug misuse instalment prescription Prescriber name, address etc printed by manufacturer – “occasional use” form for GPs. For hand written controlled drug instalment prescriptions.	Glued pad of 10 forms. A4 width not length.	Jim Bowles, Stores 21 Pinner Road, Harrow, Middlesex, HA1 4BB
<u>FP10 MDA-SS</u>	Blue	Single sheet drug misuse instalment prescription Prescription and prescriber name, address etc printed by prescriber’s computer prescribing system. For use by GPs, hospitals and supplementary prescribers. For computer produced drug instalment prescriptions.	Box of 500 forms. A4 width not length.	Telephone Number: 0208 537 3160.
<u>FP10 (PCD) NC</u>	Pink	Hand-written private prescription for Schedule 2 and 3 controlled drugs. Prescriber details, address etc. printed by manufacturer.	Glued pad of 10 forms.	Private prescriptions can also be ordered from above address at a cost of £3.25 plus an admin charge.
<u>FP10 (PCD) SS</u>	Pink	Computer single sheet private prescription for Schedule 2 and 3 controlled drugs. Prescription and prescriber name, address etc printed by prescriber’s computer prescribing system.	Box of 500 forms.	

Further Guidance can be found from the following websites and documents:

www.bnf.org

www.dh.gov.uk/PolicyAndGuidance/MedicinesPharmacyAndIndustry/Prescriptions/ControlledDrugs

‘A guide to good practice in the management of controlled drugs in primary care (England), NPC, February 2007

‘Medicines, Ethics & Practice’, 30, July 2006, Royal Pharmaceutical Society

‘Drug Misuse and Dependence’ – Guidelines on Clinical Management, DOH 1999