**Prescribing**

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|  | **Action Points** | **Yes** | **No** | **Action Required** |
| **Risk 1** | **Adding (Medicines)** |
|  | Do prescribers enter new medicines themselves? |[ ] [ ]        |
|  | If not, are clear directions provided when this is delegated? |[ ] [ ]   |
|  | Is there a clinical check of new medicines once they are added? |[ ] [ ]   |
|  | Are new medicines aligned with existing medicines? |[ ] [ ]   |
|  | Is there a clinical decision on the review period required for each medicine? |[ ] [ ]   |
|  | Do prescribers enter new patient medicines at registration review? |[ ] [ ]   |
|  | If not, is there a clinical check before any prescriptions are produced? |[ ] [ ]   |

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|  | **Action Points** | **Yes** | **No** | **Action Required** |
| **Risk 1** | **Adding (Clinical History)** |
|  | Are all users aware of how allergies and clinical histories should be recorded to generate safety warnings? |[ ] [ ]        |
|  | Do users understand the importance of safety warnings? |[ ] [ ]   |
|  | If warnings are considered unhelpful, can the practice do anything to make them more relevant or useful? |[ ] [ ]   |

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|  | **Action Points** | **Yes** | **No** | **Action Required** |
| **Risk 2** | **Changing Information** |
|  | Are other prescribers contacted for where the medicine is unfamiliar to the practice prescriber? |[ ] [ ]        |
|  | Does a GP review all discharge summaries alongside the patient record? |[ ] [ ]   |
|  | Does the GP make any required changes to the patients prescribing record themselves? |[ ] [ ]   |
|  | If not, do they review the record and provide clear instructions for delegation? |[ ] [ ]   |
|  | If the task of changing the prescribing record is delegated, is there a clinical check before any prescriptions are produced? |[ ] [ ]   |

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|  | **Action Points** | **Yes** | **No** | **Action Required** |
| **Risk 3** | **Updating Information** |
|  | Are all uncollected prescriptions checked by a prescriber against the patient record for any required actions which are outstanding? |[ ] [ ]        |
|  | Are all uncollected prescriptions, which do not require further action, logged on the patient record as not given before destruction? |[ ] [ ]   |
|  | Are all handwritten prescriptions recorded as given in the patients prescribing record? |[ ] [ ]   |
|  | Are all duplicates marked and recorded as such? |[ ] [ ]   |
|  | Are all changes to prescriptions completed electronically? |[ ] [ ]   |
|  | If any changes are made by hand, are these appropriately in the patients prescribing record *(e.g. marked as not given, changed, given)*? |[ ] [ ]   |

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|  | **Action Points** | **Yes** | **No** | **Action Required** |
| **Risk 4** | **Medicines Review** |
|  | Are all medicines entered with appropriate review periods? |[ ] [ ]        |
|  | Do users attend to review period warnings? |[ ] [ ]   |
|  | Are reviews carried out by a clinical prescriber? |[ ] [ ]   |
|  | Are reviews carried out in partnership with the patient? |[ ] [ ]   |
|  | Are additional reviews carried out following discharge from hospital? |[ ] [ ]   |

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|  | **Action Points** | **Yes** | **No** | **Action Required** |
| **Risk 5** | **Attention to Intelligence** |
|  | Are order periods for each medicine entered accurately where possible *(e.g. 2 months for 60 tab pack @ 1 tab per day)*?  |[ ] [ ]        |
|  | Are warnings for early requests and late requests available to the GP authorising prescriptions? |[ ] [ ]   |
|  | Are warnings acted on as appropriate? |[ ] [ ]   |