**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? |  |  |