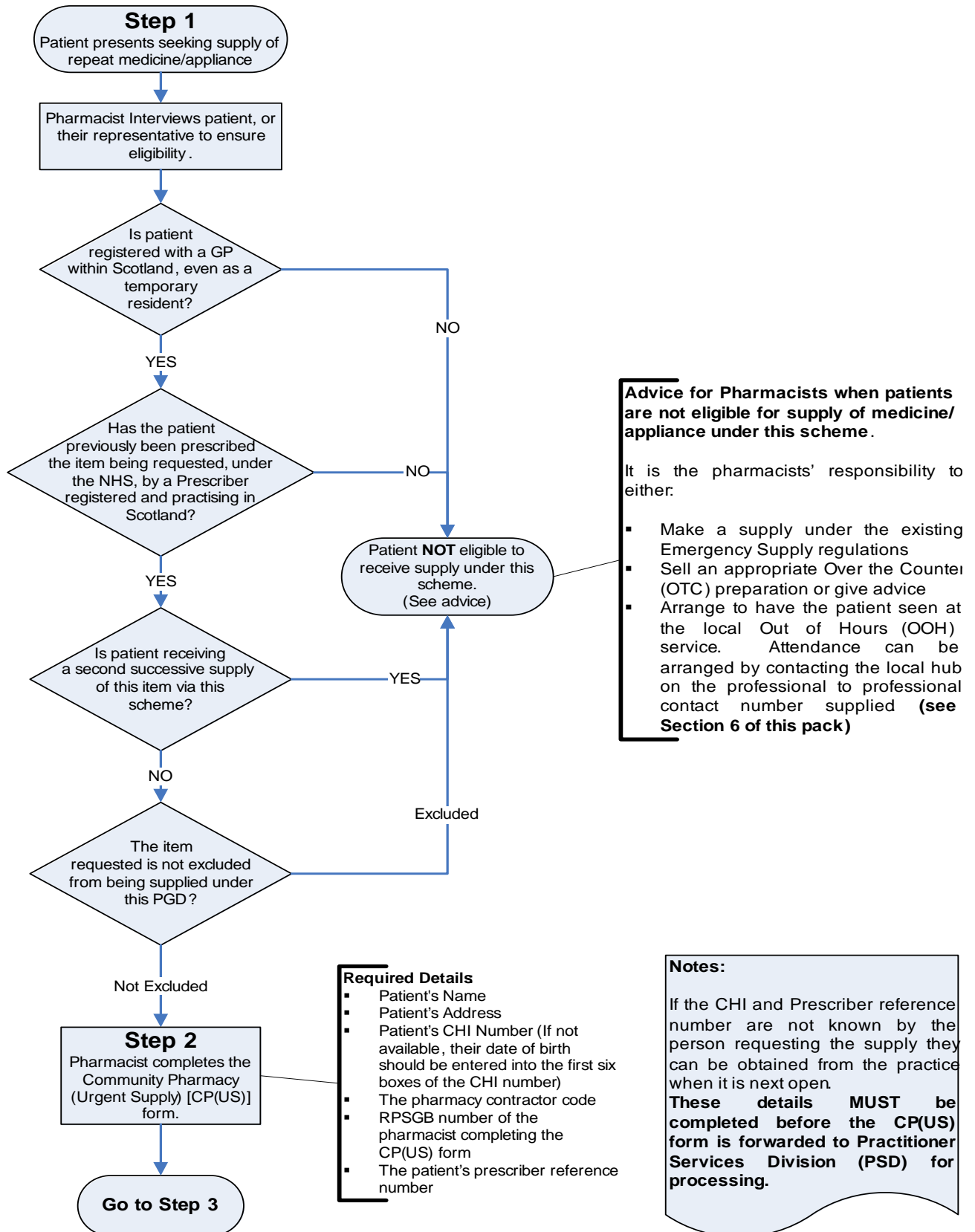
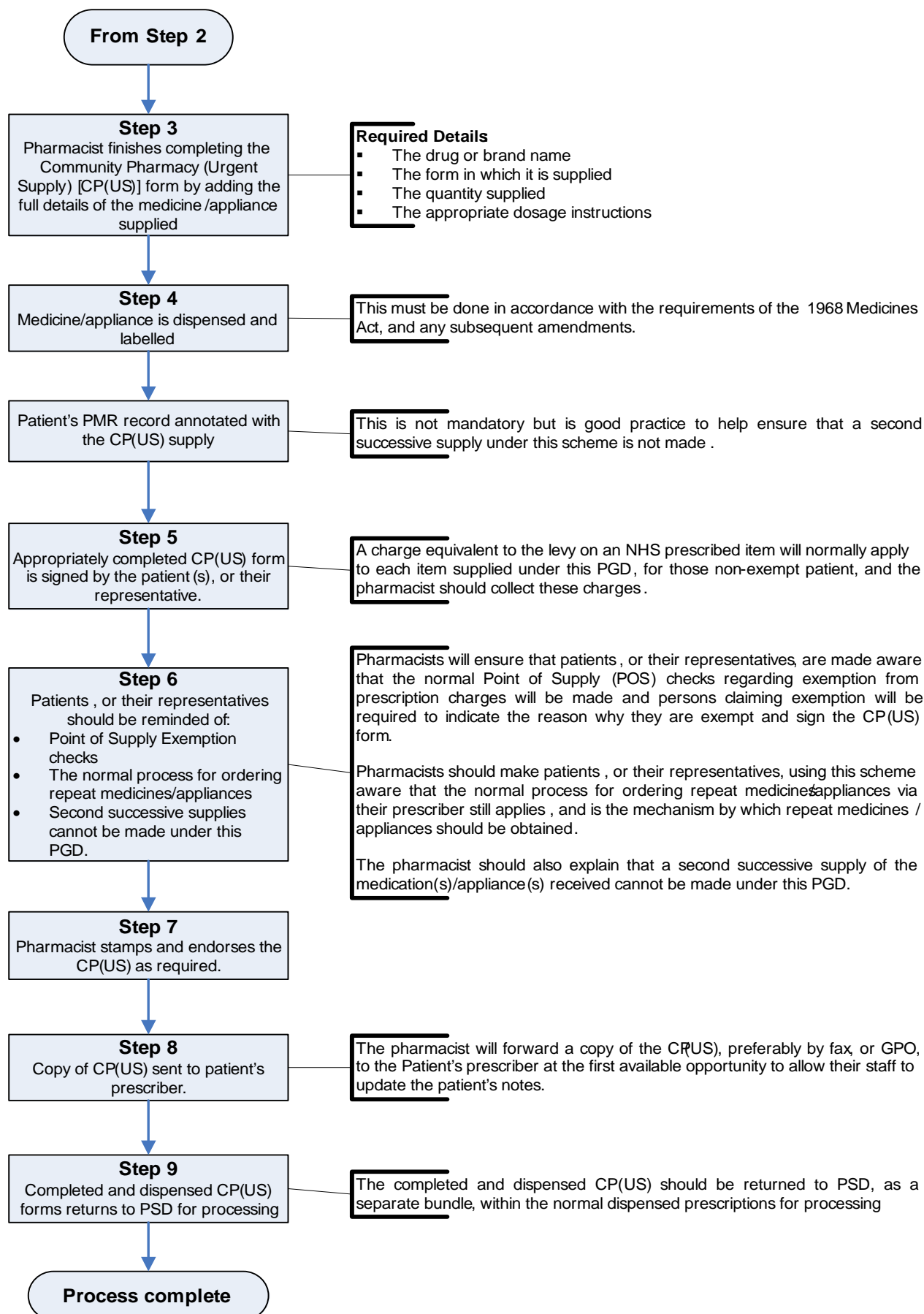


## STEP BY STEP GUIDE TO THE NATIONAL PGD FOR SUPPLY OF REPEAT MEDICINES AND APPLIANCES



## Urgent Provision Of Current Repeat Prescribed Medicines And Appliances.



## STEP 1

The pharmacist will interview the patient, or their representative, to ensure the patient is eligible for supply under this Patient Group Direction (PGD). The pharmacist will confirm that the person for whom the supply is to be made;

- is currently registered with a GP within Scotland , even as a temporary resident;
- has previously been prescribed the medicines and /or appliances being requested ,under the NHS, by a GP registered and practising in Scotland.
- is not receiving a second successive supply of medicines and/or appliances via this scheme.
- that the medicines and/or appliances requested is not excluded from being supplied under the PGD.

Should the pharmacist decide that it is not appropriate to make a supply of the requested medicines and /or appliances under this scheme it is the pharmacists' responsibility to;

- make a supply under the existing Emergency Supply regulations.
- sell an appropriate Over the Counter (OTC) preparation or give advice
- arrange to have the patient seen at the local Out of Hours (OOH) service. Attendance can be arranged by contacting the local hub on the professional to professional contact number supplied which are included in section 6.

## STEP 2

After confirming that it is appropriate to make a supply of the requested medicines and/or appliances, under the terms of the PGD the pharmacist will complete the Community Pharmacy (Urgent Supply) CP(US) form with the following details;

- The patient's name
- address
- CHI number. If the patient's CHI number is not available then their date of birth should be entered into the first six boxes of the CHI number.
- The pharmacy contractor code
- RPSGB number of the pharmacist completing the CP(US) form.
- The patient's prescriber reference number

If the CHI and prescriber reference number are not known by the person requesting the supply they can be obtained from the surgery, when it is next open. **These details must be completed before the CP(US) form is forwarded to the Prescription Pricing Division (PPD) for processing.**

### **STEP 3**

The pharmacist will complete the CP(US) form with the patient and prescriber details along with the full details of the medicines and/ or appliances supplied.

The supply details should be completed using;

- the drug or brand name.
- the form in which supplied.
- the quantity supplied.
- the appropriate dosage instructions.

Pharmacist can supply **up to** a maximum of one cycle of the patient's normal repeat supply.

### **STEP 4**

The medicines and/or appliances supplied will be dispensed and labelled in accordance with the requirements of the 1968 Medicines Act, and any subsequent amendments.

The pharmacist making the supply, under this PGD, should annotate the patient's PMR record with Urgent Supply (US) to indicate that they have received a supply of their repeat medication and/or appliance via the urgent supply PGD.

### **STEP 5**

The pharmacist will ensure that the CP(US) form has been appropriately completed and signed by the patient, or their representative.

A charge equivalent to the levy on an NHS prescribed item will normally apply to each item supplied under this PGD, for those non exempt patients, and the pharmacist should collect these charges.

### **STEP 6**

Pharmacists will ensure that patients, or their representatives, are made aware that the normal Point of Supply (POS) checks regarding exemption from prescription charges will be made and persons claiming exemption will be required to indicate the reason why they are exempt and sign the CP(US) form.

Pharmacists should make patients, or their representatives, using this scheme aware that the normal process for ordering repeat medicines and/or appliances via their prescriber still applies, and is the mechanism by which repeat medicines and/or appliances should be obtained.

The pharmacist should also explain that a second successive supply of the medicine and/or appliance received cannot be made under this PGD.

Urgent Provision Of Current Repeat Prescribed Medicines And Appliances.

**STEP 7**

The pharmacist will stamp and endorse the CP(US) as required.

**STEP 8**

The pharmacist will forward a copy of the CP(US), preferably by fax, or GPO, to the patient's prescriber at the first available opportunity to allow their staff to update the patient's notes.

**STEP 9**

The completed and dispensed CP(US) should be returned to the PPD, as a separate bundle, within the normal dispensed prescriptions for processing.