Template SOP3 MCA - Ordering Prescriptions, Dispensing and Checking

**Ordering prescriptions**

Follow pharmacy’s repeat prescription ordering (or prescription collection) SOP.

Remember to cross reference with the individual patient’s file to ensure no changes have occurred since the last repeat order.

Ensure that only those medicines required for the next cycle are ordered with particular note to ‘as required’ medications which should be ordered by patient/carer.

To assist the practices identify these patients, it is suggested that pharmacy staff annotate repeat request slips with “MCA” at the time they are sent to the practice.

Template SOP3 MCA - Ordering Prescriptions, Dispensing and Checking

**Dispensing MCA Prescriptions**

Not all medicines can be put into an MCA due to stability, formulation or when the medication is taken e.g. prn medicines. Ensure the prescription has been clinically checked before dispensing and the suitability of medicines to be placed in the pack has been carried out.

Dispense ALL medicines on the prescription confirmed as being required by the patient including those being included in the MCA. This should be accuracy checked BEFORE filling the MCA. If the complete prescription is NOT being blistered in one dispensing process, any remaining stock must be labeled for the patient.

Ensure all MCA dispensing is carried out in a quiet area and the operator is not interrupted.

The operator should wash and dry hands and either wear gloves or use tweezers to fill the MCA. The medicines should not be directly handled by the operator.

Check the MCA is clean and free from any debris before filling.

Dispense ONE medicine at a time – place the tablet/capsule in the corresponding day/time compartment of the MCA in accordance with the written prescription.

EACH medicine in the MCA must be labelled and a description of the tablet/capsule written in the space provided on the MCA or MAR sheet produced,specific to the PMR provider, which details all medicines in the pack, the description of medicines and their times of administration. Annotate those items that are not included in the tray with “not in box/blister”.

Leave the MCA unsealed with all original containers and the other medicines on the prescription not in the MCA together for checking.

Template SOP3 MCA - Ordering Prescriptions, Dispensing and Checking

**Checking Compliance Aid Patients Prescriptions**

This checking process should be done in accordance with the pharmacy’s Prescription Checking SOP.

Ensure all MCA dispensing is carried out in a quiet area and the operator is not interrupted.

Check ONE medicine at a time checking: patients name, drug, strength, dose, frequency and that the appropriate day/time box has been filled with the correct number and type of tablets/capsules. Check the label is correct including all additional labelling and directions and an accurate description of the drug has been completed on the MCA/label or MAR sheet.

Once all the medicines in the MCA have been checked the MCA must be sealed in accordance with the manufacturer’s guidance.

Pack ALL the patient’s medication with their MCA pack in a suitable container for collection/delivery. Store in a cool place, protected from light, to await collection/delivery and in area where patient details cannot be seen from pharmacy shop floor area.