Welsh Registered

Accredited Checking Pharmacy Technician Training Scheme

(Community Pharmacy, Dispensary & Technical Services)

Version 12

This scheme conforms to the:

- Nationally recognised framework for Final Accuracy Checking of Dispensed Items
- Nationally recognised framework Pre and In-process checking within Technical Services for Registered Pharmacy Technicians
Areas of work........................................................................................................................................4
Introduction........................................................................................................................................4
Aims of the scheme .................................................................................................................................5
Organisational Issues ............................................................................................................................5
Learning outcomes for the programme .................................................................................................6
Entry Criteria..........................................................................................................................................6
Training and Accreditation scheme ......................................................................................................6
Pre-scheme preparation ...........................................................................................................................7
E-learning knowledge programme & Live interactive workshop .......................................................7
Practice Activities.................................................................................................................................8
Use of the Diary/Log ...............................................................................................................................8
ACPT working in Technical Services ....................................................................................................9
ACPT working in Dispensary ................................................................................................................9
Candidate Review ..................................................................................................................................9
Error Reports .........................................................................................................................................9
Classification of errors ..........................................................................................................................10
Checking Assessment Test ..................................................................................................................11
Accreditation Process ...........................................................................................................................10
Review of the portfolio ..........................................................................................................................11
Local assessment panel interview with trainee .......................................................................................11
Certification............................................................................................................................................12
Role Deferral .........................................................................................................................................12
Re-accreditation of checking technicians .............................................................................................12
Moving base/transfer between specialities .............................................................................................13
Technicians who have completed the Welsh Scheme in a different area of work .............................13
Periods of absence / lapsed re-accreditation .........................................................................................14
Clinical / Professional Checker ...........................................................................................................15
Roles and Responsibilities ....................................................................................................................15
Clinical / Professional Checking Checklist ..........................................................................................15
Dispenser/Labeller ...............................................................................................................................16
Accredited Checker .............................................................................................................................16
Double Checker ....................................................................................................................................17
In house facilitator ...............................................................................................................................17
Practice Supervisor ..............................................................................................................................18
Definition of an item check for technical services .............................................................................19
Appeals..................................................................................................................................................20
Acknowledgements

Glossary

Guidelines for Dispensary / Technical Services Managers

Frequently Asked Questions

Welsh Technician Training Scheme

ACPT 1

ACPT 2

ACPT 2a

ACPT 2b

ACPT 3

ACPT 4

ACPT 5

ACPT 6

ACPT 7

ACPT 8

ACPT TS
Introduction

The scheme was developed and introduced in 2000 at the request of the Welsh Chief Pharmacists Group to help facilitate the changing roles of pharmacists and Registered Pharmacy Technicians. Although originally developed to support service changes in hospital pharmacy it has been extended to include community pharmacy and to include aseptic preparation of medicinal products. This scheme has now been revised to conform to the nationally recognised framework for Final Accuracy Checking of dispensed items (dispensary) and Pre and In-process checking within technical services for Registered Pharmacy Technicians, which has been developed by the NHS Pharmacy Education and Development Committee, Support Staff Group.

The scheme is dependent on Standard Operating Procedures being in place which take into account all prescription formats.

(Please note this scheme allows final accuracy checking for electronic prescriptions and orders for one stop dispensing, which may not have been clinically approved providing the Registered Pharmacy Technician is transcribing the information from Kardex that has been clinically approved by a pharmacist).

This training scheme has been developed with the assumption that ‘professional/clinical checking’ will be carried out by a pharmacist and all prescriptions / medication charts / worksheets or relevant documentation will be annotated to indicate that they have been authorised for dispensing or manufacture.

The use of accredited checking pharmacy technicians will not reduce the responsibility of all persons dispensing or manufacturing items to carry out their own personal checks before the ‘final check’ in dispensary or ‘pre and in-process check’ in technical services is carried out. There will also be occasions when a pharmacist will be asked to or will ask to carry out these checks. This request could come from the checking technicians or the pharmacist who carried out the professional/clinical check, there will also be times when the checking technician will query clinical aspects of the prescription or chart.

This scheme has been designed for Registered Pharmacy Technicians but could be used or adapted locally for other members of the pharmacy team e.g. pre registration pharmacists.

Throughout the scheme the trainee will be referred to as the ACPT candidate.

Areas of work

At the present time this training scheme has been designed for one of the following areas:

1. "Accredited Checking Registered Pharmacy Technicians" (ACPT) in the dispensary, pre packing in non licensed areas and extemporaneous dispensing. An ACPT could check all items supplied from these areas including cytotoxics, CDs and Clinical Trials.

2. "Accredited Checking Registered Pharmacy Technicians" (ACPT) working in Technical Services pre and in-process checking. This includes radio pharmacy but it does not include over labelling.
Aims of the scheme

- To provide Registered Pharmacy Technicians with the skills and knowledge to confirm the dispensing accuracy of any prescription (dispensary) or confirm the production accuracy of any prescription / worksheet (technical services) previously clinically screened / approved and annotated by a Registered Pharmacist or Accountable Officer (exclusions in introduction).

- To develop the Registered Pharmacy Technician's professional awareness of pharmacy practice and to encourage best practice.

- To encourage the further development of effective communication skills.

- To develop a professional interaction within the pharmacy department, patients, colleagues and other healthcare professionals.

- Support appropriate skill-mix within pharmacy departments.

Organisational Issues

Before new ways of working can be introduced the roles and responsibilities of each member of the pharmacy team must be agreed at an appropriate level and standard operating procedures (SOPs) must be in place. These SOPs must include labelling and endorsing standards that all members of the pharmacy team work to. This also meets the requirement of the General Pharmaceutical Council (GPhC) – ‘From the 1st January 2005 written Standard Operating Procedures (SOPs) must be in place within individual pharmacies, covering the dispensing process’ (Medicines, Ethics and Practice July 2007 page 107).

Each member of the team is responsible for working within SOPs. The chief / supervising pharmacist or accountable officer (technical services) has responsibility for ensuring that dispensing or manufacture is performed under a safe and appropriate working system. A local document which states the responsibilities of all those involved in the dispensing process, which is signed by those pharmacists and accredited checking Pharmacy Technicians providing the ‘final check’ is recommended to be put in place (dispensary). A local document which states the responsibilities of all those involved in the manufacturing process, which is signed by those pharmacists and accredited checking Pharmacy Technicians providing the ‘pre and in-process checking is recommended to be put in place (technical services).

Each ACPT candidate must be allocated a work-based facilitator / mentor. Each site must have an 'local assessment panel' or access to one.
Entry Criteria

The training scheme will normally be open to technicians with:

- Are registered with the General Pharmaceutical Council.
- A minimum 2 years post qualification experience, one year of which must be in their current sector e.g. hospital or community. (Some Registered Pharmacy Technicians may be eligible for entry onto the scheme 12 months post qualification if they have met the agreed competencies and have the approval of their chief pharmacist / senior supervising pharmacy manager. A copy of the ACPT Dispensary or Technical Services Competencies checklist can be obtained from WCPPE).
- Have an allocated work-based ACPT facilitator / mentor or practice supervisor
- A minimum of six months dispensing experience in current dispensary or technical services unit within the 12 months prior to commencing the scheme.
- Have demonstrated the ability to consistently dispense or aseptically prepare accurately over a period of time according to locally agreed standard operating procedures.
- Have demonstrated a good working knowledge of local SOPs to senior pharmacy manager / accountable officer or an ACPT facilitator.
- Recommendation and support to join the scheme from the senior supervising pharmacy manager or designated deputy.

Training and Accreditation scheme

The programme will consist of a blended learning approach incorporating an e-learning knowledge programme, a live interactive workshop, numerous practice based activities and a quality assured accreditation mechanism. In addition the scheme also details probation periods for staff changing bases or roles and mechanism of re-accreditation every two years.

Learning outcomes for the programme

By the end of the scheme the qualified ACPT will be able to:

- Describe the legal requirements for dispensing (dispensary) or manufacture (technical services) of medicines and medicinal products.
- State the laws and guidance relating to the dispensing of medicines and medicinal products, including how they relate to aseptic dispensing.
- Discuss the legal and ethical implications of technician ‘final checking’ (dispensary) and ‘pre-and in-process checking’ (technical services).
- Describe the consequences of dispensing/checking errors.
- Discuss the communication skills required in the process of final checking (dispensary) or pre and in-process checking (technical services).
- Explain the necessity of referral to colleagues in the ‘final accuracy’ or ‘pre and in-process’ check.
- Perform the final accuracy check of dispensed items (dispensary) or pre and in-process check (technical services) according to local procedure.
- Demonstrate ability to recognise own limitations and make appropriate referrals.
- Work within the parameters of the scheme and have no input into the dispensing process.
- Work with standard operating procedures and recognise the importance of adhering to them.
Pre-scheme preparation

Prior to starting on the scheme Registered Pharmacy Technicians are required to:

- Demonstrate their own working accuracy within the required field of practice.
- Familiarise self with the workplace copy of “Medicines Ethics and Practice: The professional guide for pharmacists.”
- Familiarise self with appropriate SOP’s.
- Familiarise self with Rules and Guidance for Pharmaceutical Manufacturers and Distributors (Orange Guide) (Technical services only)
- Review errors that may have been recorded within your pharmacy, looking at the range and type of errors.

E-learning knowledge programme & Live interactive workshop

The e-learning programme must be completed prior to attending the live workshop and will provide the underpinning knowledge for this scheme. Topics that will be covered are:

- Introduction
- Legal and professional framework for dispensing
- Packaging and labelling requirements
- Good practice for checking technicians & prevention of dispensing errors

Upon completion of the programme candidates must successfully complete a multiple choice questionnaire to check understanding of knowledge covered and print off their own certificate.

The live workshop will cover the practical aspects of checking dispensed items against a prescription or medication chart (dispensary) or checking pre and in-process manufactured items against a prescription, medication chart or work sheet (technical services). Candidates must complete all the workshop required sessions for their chosen speciality (dispensary or technical services).

Candidates are allowed to collect evidence of accuracy in both areas simultaneously as long as they have been qualified for two years, been working in both areas for the required period of time and collect 1000 items in each area. If candidates wish to collect evidence in dispensary and technical services simultaneously they must also attend a locally run workshop at their base, in the area that they did not cover at WCPPE training event, prior to collection of evidence. Workshop would involve a facilitated look at a previous checking assessment test and discussion of common errors and how to prevent them occurring in the required area. The date of this additional training event organised by the candidate’s base, needs to recorded on their training record (ACPT 4).

If the technician is going to continue with the training after the live workshop then the scheme application form (ACPT1) must be completed along with details of the “assessment panel” and returned to WCPPE.
Practice Activities

If a candidate does not complete the practice activities within 2 years of attending the tutorials or 1 year of starting their diary/logs they must redo the online knowledge programme and undergo locally organised practice sessions before recommencing the programme. Please note that there is no longer a requirement to re-attend the live workshops. Candidates must undertake the collection of 1000 accurately checked items and record their experience in a portfolio.

The purpose of the portfolio is to document the checking that has been undertaken; to ensure that a breadth of experience has been covered which covers the whole range of items normally dispensed / prepared from worksheets within their workplace and highlight areas where further training is required.

The portfolio forms part of the assessment. All evidence collected must be included in the portfolio for review and discussion with the assessment panel as part of the summative assessment. The portfolio can be called in, for verification, by WCPPE at any time.

The portfolio consists of four elements:

- A diary log of a minimum of 1000 accurately checked items
- Curriculum Vitae
- Reports of dispensing / checking errors found
- A minimum of 2 progress reviews of the candidate by the work based ACPT facilitator / practice supervisor

Use of the Diary/Log

The diary/log will normally be completed over a period of 2 to 12 months (dispensary) or 4 to 10 weeks (technical services) and will record a minimum of 1,000 items.

- In the dispensary - one item is one prescribed item, irrespective of the number of containers necessary to supply the required quantity.
- In technical services – see section 16 for a definition of what constitutes one item.

The prescription / work sheet must be clinically pre-screened / approved by a Registered Pharmacist or Accountable Officer prior to the dispensing or manufacture process and annotated according to local procedure. These items must be second accuracy checked by a Registered Pharmacist or a currently accredited checking Registered Pharmacy Technician before being released.

The minimum period of time for completion of the diary/log is 4 weeks (technical services) or 8 weeks (dispensary). When completing the diary/log all items checked, during each checking period, must be recorded. The activity is recorded on the numbered diary/log forms (ACPT2; ACPT2a or ACPT2b) issued to each candidate. All diary/log forms must be issued by the work based facilitator and numbered sequentially on issue. All forms must be accounted for at the end of training.

Once the Registered Pharmacy Technician has started collecting checking figures for their ACPT award, all checking practice must be recorded and any errors which are made will count against the ACPT candidate. The diary/log must include items from across the whole range normally dispensed within the workplace to reflect current practice. In addition, in completing the diary/log, the candidate must demonstrate that they have checked items that reflect the split of workload within their workplace.
If the ACPT candidate has been given guidelines regarding the workload split by their line manager, then these must be followed. This may mean that the candidate ends up with more than 1000 items if they have collected more than the allocated number in an area of work.

If for any reason a candidate does not cover an area in their original assessment e.g. no outpatient dispensing or no cytotoxic preparation, but are then subsequently required to check in this new area, they must undergo a local competency assessment for this area, determined by the needs of their workplace. The amount of items collected to prove competency will be determined by the individual Health Boards or supervising pharmacist in community pharmacy depending on the breadth of service of each workplace. The ACPT may carry out their ACPT role once their line manager and the ACPT feels competent to work within this new area.

The trainee will only provide and record the final accuracy check on work from others and must have played no part in the dispensing or labelling of any item they check.

*The diary / log provides a record of the:* -
- number of items checked
- the type of prescription and specific area from which the prescription arose
- any dispensing error noted by the ACPT candidate and the action taken
- a record of any dispensing errors the ACPT candidate had failed to identify (this includes critical volume for technical services).

**Candidate Review**

Once training has started ACPT candidates are required to complete the monthly log (ACPT3a) to summarise progress. ACPT candidates are required to fax the monthly log to WCPPE at the end of each month, even if no items have been collected that month. This assists in monitoring the ACPT candidate’s progress and as an audit tool for the scheme.

In association with the practice activity, the candidate’s progress must be reviewed at regular intervals and on a minimum of two occasions. Candidates must be counselled after any checking error has occurred and a period of reflection is recommended.

At the completion of the practice activity of 1000 items, a summative review must take place.

**Error Reports**

**ACPT working in Technical Services**

All errors are deemed ‘serious’ when working in technical services, so if a candidate makes an error they must start the 1000 item diary /log again. A candidate working in technical services should be aware that an error is defined as a deviation from the approved methodology, which has not been identified by the check. Deviations in the approved methodology identified by in-process checks must be managed in accordance with the deviations SOP.

**ACPT working in Dispensary**

In recognition that a level of error is normal within a dispensary and that the candidate is in training, the candidate will be allowed to accumulate some errors while completing the diary/log. The portfolio should contain reports of any dispensing /checking errors that have occurred during the practice activity.
Errors will be classified as 'less serious' and 'serious'. **A candidate will be allowed a maximum of 3 less serious errors. No serious errors are allowed.**

If a candidate makes: -

1 less serious error  -  continue collecting 1000 checks.
2 less serious errors -  continue collecting 1000 checks.
3 less serious errors -  continue collecting 1000 checks.
4 less serious errors -  restart collecting 1000 checks

One serious error at any stage means the ACPT candidate must start their diary/log again. Candidates will normally be expected to redo the online knowledge packages after two unsuccessful attempts at completing the collection of 1000 accurately checked items.

If a candidate fails to complete the scheme more than twice, the ACPT candidate’s supervisor in conjunction with the accreditation panel will determine a suitable course of action. It will be a local assessment panel decision as to whether the candidate is allowed another attempt following re-completion of online package, reflection on cause or errors or to stop the candidates training.

**Classification of errors**

All of the following must be covered by a SOP. ACPT candidates must ensure they fully understand their local policies.

**Serious error**

*Incorrect label:* wrong drug name, wrong drug strength, wrong drug form, wrong dosage directions, incorrect patient’s name, missing or inappropriate use of cautionary BNF warnings i.e. 1-33,

*Incorrect contents:* wrong drug, wrong drug strength, wrong drug form or incorrect quantity cytotoxic drugs only

*Other:* expired contents, no clinical / professional check on prescription / order, missing or incorrect patient information leaflet or missing medication

**Less serious error**

*Incorrect label:* incorrect cost code, incorrect expiry date, incorrect batch number, incorrect spelling of the patient’s name, missing additional warnings or incorrect ward (hospital only)

*Incorrect contents:* incorrect quantity (for non cytotoxic drugs)

*Other:* incorrect container/closure, missing signature or missing owing information sheet (community only)

**Accreditation Process**

ACPT candidates must satisfactorily complete an assessment process that is in three parts:

- A checking assessment test of 20 dispensed items with a range of errors
- A review of the portfolio
- An interview
Once the assessment and the portfolio of evidence have been completed, the local assessment panel should normally meet within 2 weeks to interview the candidate in order to determine the candidates’ competence. The local assessment panel should comprise of 3 members of the pharmacy staff selected by the supervising pharmacists. It is suggested that these include the dispensary manager / technical services manager; a senior technician and one member from outside the dispensary / technical services, but who has dispensary / technical services knowledge. This could be a member of the checking technician project team. Following a successful interview, the candidate is then eligible to carry out the final check on dispensed items.

**Checking Assessment Test**

This simulated final accuracy checking test assesses the candidate’s professional skills and application of knowledge.

Candidates will check:
- 20 items, typical of the range normally dispensed which will contain 6-8 dispensing errors.
- length of time allowed for test, 40-60 minutes.
- the ACPT candidate must identify all errors.

If the ACPT candidate fails the checking test they must complete a diary/log of a further 100 items without any errors and re-sit a checking test. Candidates will be able to re-sit the checking test once (a total of 2 attempts at the test). If a candidate fails the second test they must restart the whole framework, minus the tutorials. It is advised that before restarting the whole programme again, there is a period of reflection, as well as local practice workshops.

If the candidate is working within a community pharmacy setting a WCPPE representative will visit to quality assure the checking assessment test and check the paperwork is all correct. Please note that if a candidate has collected their diary log of items over a period of less than eight weeks WCPPE will not conduct the checking test or panel board but the site will be charge for the visit.

**Review of the portfolio**

The assessment panel will review the candidate’s portfolio which will comprise of:
- Completed diary/log (at least 1000 items) to include details of all checking errors detected
- Reviews carried out by the ACPT workplace facilitator on at least two occasions, at completion of 500 and 1000 checked items, as well as after any incidence when an error occurred.
- Curriculum vitae including job description and a summary of role
- Summary of achievements

**Local assessment panel interview with trainee**

This interview is designed to assess the candidate’s ability to accept responsibility as an accredited checking Registered Pharmacy Technician and will be conducted by the local assessment panel.

The interview will look at:
- Any errors that the ACPT candidate has failed to identify.
- At least 3 of those they had identified along with the action taken.
- Results of the checking test.

The candidate will be encouraged to discuss any areas where they were unsure of the action to be taken or had any concerns.
Certification

On successful completion of the whole scheme, the training summary form, ACPT4 must be completed, signed by the “local assessment panel” and sent to WCPPE. On receipt of this form the ACPT will be awarded a certificate of competence identifying area of current competence (either dispensary or technical services).

Please note that WCPPE certificates will no longer list the scope of practice on the back of certificates. It is recommended that candidates keep their portfolios as a source of evidence of their scope of practice in the event of moving work place and that the workplace document the range of evidence collected for each ACPT candidate as well.

Role Deferral

Role deferral is no longer required for Registered Pharmacy Technicians who have completed the training programme but whose current responsibilities do not include accredited checking responsibilities.

If an ACPT has not checked for a period of time they can re-establish their competence via the period of absence route, where they will need to familiarise themselves with the SOPs and complete a checking log of a set number of items determined by length of time they have not accuracy checked.

Re-accreditation of checking technicians

At two yearly intervals the ACPT will undertake re-accreditation and be confirmed by their line manager as retaining the competence to carry out final checks on dispensed items.

It is the responsibility of the ACPT to ensure their competence and certificate are kept current. The ACPT will receive a reminder letter 1 month before their accreditation expires.

In order to re-accredit the ACPT needs to:

- **Either** compile a self-reflective log of any final accuracy checking errors which the ACPT has made over the two year period, or compile a CPD record related to their ACPT role that clearly demonstrates reflection on practice and how they have adapted their practice. Any error must be reflected upon using their pharmacy error recording documentation or the ACPT6 form. These logs must be reviewed and discussed periodically with ACPT facilitators or line manager.

- Submit a supporting statement from senior pharmacy manager / designated deputy or ACPT facilitator stating that they are maintaining their ACPT competence by checking regularly, in line with Health Boards guidelines. **The national framework recommends a minimum of 8 hours accuracy checking a month.** It is the pharmacy technician’s professional responsibility to determine their own competence to execute any specified task.

A new certificate will be issued by WCPPE on successful completion of the re-accreditation form (ACPT 5). A reaccreditation panel does not need to be convened for ACPT reaccreditation, as the line manager can act as the sign off for continuing competence, following a meeting with the ACPT.
Although accreditation is for 2 years if a problem is identified where an ACPT is no longer competent, then a discussion meeting between the local assessment panel and the candidate must be held. This will result in an agreed course of action.

**Moving base/transfer between specialities**

The nationally recognised ACPT scheme is intended to be a transferable skill across Health Boards and trusts. It is recommended that when an ACPT moves base or transfers between pharmacies or Health Boards the final accuracy checker undergoes a period of probation of up to three months but this is only necessary if SOPs are different or if the specialities / prescription types that are to be checked are different, before assuming their final accuracy checking role.

If an ACPT who has undertaken an ACPT scheme requires a probation period (normally a period of up to 3 months) at the new base, they must:

- familiarise themselves with the relevant SOPs.
- collect a diary/log of up to 100 items double-checked, with no errors (items should reflect work practice), to allow the line manager and the ACPT to determine competence.
- if an error is made, additional number of items must be collected with NO errors
- complete an interview with their line manager or 'assessment panel'.

The ACPT must inform WCPPE of the move. Form ACPT7 must be completed stating the new base and the ACPT7 must be signed by the 'assessment panel' or line manager and returned to WCPPE.

If an ACPT who has undertaken an ACPT scheme that does not follow the National Framework moves base WCPPE must be informed. The training will be considered by the ACPT group and an appropriate action plan given.

**Technicians who have completed the Welsh Scheme in a different area of work**

If a technician has gained ACPT accreditation in technical services and wants to transfer to the dispensary or vice versa they must:

- Notify WCPPE.
- Complete the online e-learning package and pass assessment
- Attend a practice workshop session associated with the speciality they wish to move into. (This workshop can be delivered locally by approved trainers using a WCPPE produced training package to ensure quality assurance)
- Complete a diary log of 1000 double checked items with no more than the allowed less serious errors identified by the specific scheme (no errors in Technical services).
- If unacceptable level of errors occurs they must restart the collection.
- Interview with local assessment panel.
- Return completed ACPT 4 to WCPPE.
Periods of absence / lapsed re-accreditation

If an accredited checking Registered Pharmacy Technician has not checked for a period of time for any reason or their certificate has expired they must collect a checking log which is double checked and familiarise themselves with SOPs and return a completed ACPT8 form to WCPPE.

If the absence from checking is:

<table>
<thead>
<tr>
<th>Period</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 6 months</td>
<td>Familiarise themselves with SOPs and complete a 100 item checking log which are double checked. The health board will determine local guidelines to state when a candidate would be required to prove competence to take into account service needs. Both the line manager and the ACPT should be responsible for determination of competence to restart the role following absence. <strong>Candidates must collect a 100 item log with no errors.</strong></td>
</tr>
<tr>
<td>6 to 12 months</td>
<td>Familiarise SOPs and complete a 200 item checking log which are double checked. <strong>Candidates must collect a 200 item log with no errors.</strong></td>
</tr>
<tr>
<td>13 to 24 months</td>
<td>Familiarise SOPs and complete a 500 item checking log which are double checked. <strong>Candidates must collect a 500 item log with no more than 1 less serious error. No serious errors would be allowed.</strong></td>
</tr>
<tr>
<td>Over 2 years</td>
<td>Pharmacy technician will need to re-enter the ACPT scheme from the beginning.</td>
</tr>
</tbody>
</table>

Candidates returning to practice after a period of absence or lapsed accreditation who make unacceptable errors during their collection will be required to restart their collection log and reflect on the error made. Candidates who repeatedly fail to collect error free logs will be referred back to their line manager for discussion on whether they are still suitable to work as an ACPT.
Clinical / Professional Checker

Professional checkers are pharmacists who have received suitable training that identifies the roles and responsibilities of the “professional checker”. Pre registration graduates who have undergone training and assessment may at the discretion of the pre-registration tutor and Chief Pharmacist take on the role of the professional checker.

Clinical / Professional Checker Responsibilities

1. To scrutinise prescriptions and requests for medicines or products to be supplied from the pharmacy department to ensure they are safe and appropriate with respect to clinical, pharmacological and pharmaceutical criteria e.g. drug interactions (both with other drugs and disease states), formulation choice and course length.

2. To obtain additional information (such as age, weight, electrolyte results) as necessary to perform the above task.

3. To annotate the prescription to confirm that it is considered safe, correct and ready to dispense.

4. To annotate the prescription accordingly if the professional checker wishes to see the prescription after it is dispensed but before it is released from the pharmacy.

5. To cover all the points in the professional checking list.

Clinical / Professional Checking Checklist

1. Ensure the minimum required for patient's identification, as appropriate to local standards and prescribe signature are present. The date should be added if omitted.

2. If a controlled drug is prescribed, ALL legal requirements should be met before the professional checker endorses the prescription.

3. Ensure the date of birth or age is present (e.g. for children).

4. Ensure weight and/or surface area is present (e.g. for paediatric doses).

5. Check for legibility. Clarify and rewrite any points, which are not absolutely clear.

6. Check all doses and frequencies and duration of supply. If a dose etc. is unusual but acceptable, for whatever reason believed necessary by the Pharmacist, the prescription should be endorsed appropriately.

7. Check for drug interactions.

8. Check for appropriateness of therapy including specifying appropriate formulation.

9. Brands should be stated if appropriate.

10. If a non-formulary drug has been prescribed, the "professional checker" must either make absolutely clear if it is to be supplied or make absolutely clear what it is to be changed to.
11 Ensure any changes to the prescription sheet are copied on all supplementary sheets.

12 If it is necessary to contact the prescriber, nursing staff, patient or patient’s representative, to clarify anything, the prescription must be endorsed accordingly.

13 If using patient’s own drugs, endorse the prescription “Patient’s own”.

14 The prescription must be clearly endorsed if additional information is to appear on the label, additional patient information leaflets to be supplied or additional counselling points to be given to the patient.

15 If, for any reason, the professional checker wishes to final check the prescription personally, the prescription must be annotated appropriately.

16 If you wish to see the prescription and medicines after the final check, (e.g. for patient counselling), write on the prescription “Your name to see when finished”.

17 The prescription / work sheet should be signed and endorsed as professionally / clinically checked only when you are completely satisfied that all of the above conditions apply.

**Dispenser/Labeller**

Pharmacist, Registered Pharmacy Technicians, students technician, pre-registration pharmacist, dispensary assistant, dispenser, pharmacy assistant and assistant technical officers (ATO where this is part of their identified role) may perform the role of dispenser/labeller.

*Dispensing Responsibilities*

1 To label/dispense prescriptions and drug orders marked as having been professionally checked. Standard Operating Procedures (SOPs) for dispensing must be followed at all times.

2 To refer any problem arising during the labelling/dispensing procedure to the professional checker.

**Accredited Checker**

The accredited checker may be a pharmacist, a pre registration pharmacist who has undergone training and assessment or a Registered Pharmacy Technician who has completed the Welsh training and assessment programme for ACPTs.

*Accredited Checkers Responsibilities*

1 To ensure that the dispensing procedure has been carried out correctly working to local SOPs with respect to:

   - label (including additional labels as per BNF guidelines)
   - critical volumes (technical services)
   - container and closure
   - contents of container
   - recording of dispensed amounts and dispensers signature on prescriptions.
2 To refer any problems with the prescription or drug order back to the clinical checker.

3 To record and rectify any dispensing errors in accordance with SOPs.

4 To pack and place completed prescription in the appropriate place. (In agreement with local procedures, this may mean issuing the prescription).

    N.B. During the training of an ACPT the prescription must be left for double-checking

5 To file prescription.

**Double Checker**

*This could be a pharmacist or an ACPT*

1. To double check the work of the candidate ACPT

2. To ensure that the dispensing procedure has been carried out correctly working to local SOPs with respect to:
   - label (including additional labels as per BNF guidelines).
   - critical volumes (technical services)
   - container and closure.
   - contents of container.
   - recording of dispensed amounts and dispensers signature on prescriptions.

3. To record any dispensing errors not detected by the candidate ACPT and to discuss these with them. To ensure that these errors are rectified.

4. To complete diary/log and issue dispensed items in accordance with SOPs.

5. To file prescription.

**In house facilitator**

*Facilitators must fulfil the following criteria:*

- Be a Registered Pharmacist or a currently accredited checking Registered Pharmacy Technician
- Have at least 3 years post basic qualification experience
- Have experience of facilitating staff
- Be able to meet regularly with the candidate (ideally working in the dispensary team to ensure maximum support)
- Have a good understanding of the current Welsh ACPT training scheme.

*Role:*
- The facilitator is required to offer support, guidance and feedback to the candidate whilst they undertake the practice activity.
• To facilitate the local implementation of the Welsh training scheme and carry out formative appraisals in the workplace.

• It is recommended that the facilitator is given time within work to support their candidates.

• The facilitator is responsible for numbering and signing each blank diary log before issuing to the candidate.

• To ensure the monthly log (ACPT3a) is faxed to WCPPE each month.

• To plan and monitor the probationary period.

• To ensure relevant documentation is sent to WCPPE prior to accreditation.

Practice Supervisor

Practice supervisors must fulfil the following criteria:

• Be the Accountable pharmacist for the unit, or a person accredited to undertake pre and in process checking in aseptic services with at least two years post basic qualification experience in pharmacy technical services, including aseptic services;

• Be able to meet regularly with the candidate.

• Additionally it is preferable that the assessor has experience of mentoring staff.

• Have a good understanding of the current Welsh ACPT training scheme.

Role

• The Practice Supervisor is required to offer support, guidance and feedback to the candidate whilst they undertake the practice activity, to facilitate the local implementation of this Framework and carry out formative appraisals in the workplace.

• It is recommended that the Practice Supervisor is given time within work to support their candidates.

• The Practice Supervisor is responsible for numbering / issuing each page of the assessment documentation and signing each blank page before issuing to the candidate.

• The Practice Supervisor should complete the candidate review. This may be based on comments from other colleagues who have worked closely with the candidate during the practice activity. The assessment panel will review this information, as appropriate.

• All documentation including the nomination forms must be submitted prior to final assessment

• Where appropriate, the Practice Supervisors must plan the probationary period in line with regional requirements.
What is an item check?

Chemo / CIVAS (individual)
1 check for worksheet
1 check for labels
x checks for x number of ingredient products, as well as consumables (syringes, filters etc) to be in completed product. If more than one of the same product, that is one item, eg 2 vials amikacin for one dose, is one item.
x critical volume checks
2 reconciliation checks (labels and ingredients)

Aseptic / sterile production / over-labelling batch
1 check for worksheet
1 check for labels
x checks for x number of ingredient products to be in completed batch
x critical volume checks (where appropriate)
2 reconciliation checks (labels and ingredients)

Worked example:
in a batch of 60 Cefotaxime 1g bags, made by reconstituting each of 60 Cefotaxime vials 1g with a 50ml minibag of glucose 5% using a “transfer device”, the ingredients would be:
- 60 vials
- 60 bags
would count as
1 worksheet, 1 label check, 2 ingredient checks, no critical volume checks and 2 reconciliation check (labels and ingredients)

For PN:
1 check for worksheet
1 check for labels
x checks for x number of ingredient products to be in completed product
x critical volume checks
2 reconciliation checks (if applicable)

Worked example:
In a PN solution where there was
- 1 amino-acid container
- 1 bottle of fat
- 2 bags of different strength glucose solution
- 1 trace element vial
- 2 x amps of sodium chloride 30%
- 5 x amps of potassium chloride 15%;
- 1 vial of vitamins
- 1 ampoule of water for injection diluent,
would count as
1 worksheet, 1 label check, 10 ingredient checks, 10 critical volume checks and 2 reconciliation checks
It is important that all candidates are treated fairly, equally and with respect in relation to their assessment.

If any candidate is dissatisfied with their final assessment they must within 5 working days contact WCPPE and give notice of their dissatisfaction and of their intent to forward an appeal.

The formal appeal procedure must then be followed:

1. All appeals against the conduct, adequacy or outcome of an assessment must be forwarded in writing to WCPPE within 10 working days after the candidate has given notice of their intent.

2. On receipt of notification of an appeal WCPPE will:
   - Set a date for the appeal to be heard by an appeals panel
   - Decide how and by whom the appeal will be heard.

3. The appeal panel will meet within 20 working days of receipt of the written notification of the appeal.

4. The appeal panel will consist of:
   - A representative of WCPPE.
   - Dispensary manager- not otherwise involved in the appeal.
   - Chief Pharmacist or a representative of the Chief Pharmacist's Group – not otherwise involved in the appeal.

   The candidate will be offered the opportunity to be accompanied by any person of their choice to help them present their case.

5. The appeals panel will reach a decision and all involved parties will receive verbal notification on that day and written notification within 3 working days.
Acknowledgements

The programme was developed by the Welsh Checking Technician Group in consultation with the Welsh Chief Pharmacist Group. The programme was updated in 2004 to meet the standards set out in the Nationally Agreed Framework for Checking Dispensed Items, developed by the NHS Pharmacy Education and Development Committee – Pharmacy Support Staff Specialist Group.

Welsh Checking Training Group

Debra Roberts WCPPE

Mark Francis Singleton Hospital

Helen Dalrymple Wrexham Maelor Hospital

Barbara Davies Neville Hall Hospital

Jenny Harries Royal Glamorgan Hospital

Sarah Wilcox University Hospital of Wales

Wendy Penny WCPPE

Paul Evans WASPP group & University Hospital of Wales

We would also like to acknowledge the support and advice given by Douglas Hancox, previously at South Thames Pharmacy Education and Training.
Accountable pharmacist
The person responsible for all aspects of the services, within an aseptic preparation unit. The duties of the Accountable pharmacist include the approval of all systems of work and documentation used in the unit. In a licensed unit this role is performed by the person named on the licence as Responsible for Quality Control.

Assessment Panel
The group at the base hospital, community pharmacy or WCPPE, that facilitate the practice element of the programme. This will consist of at least three people with knowledge of the dispensing process (usually the dispensary or aseptic unit manager, a senior Registered Pharmacy Technician and one member from outside the dispensary).

Batch Supervisor
A suitable trained individual (usually a technician) with delegated authority whose task is to ensure that a batch is manufactured in accordance with defined standards (e.g. SOP) as recorded on a worksheet.

Control
Personal control is a separate and distinct concept from supervision, which allows for the absence of a pharmacist from the dispensary but is contactable for matters of referral and information. The sale and supply of medicines is not allowed under personal control when the pharmacist is absent. In the case of Hospital pharmacy, Outpatient prescription and any OTC sales must be performed under the direct supervision of a pharmacist.

Critical Volume
Is a volume measuring step that is integral to producing the correct concentration of the final product.

Errors
Serious errors are:

| Incorrect label:                  | Wrong drug name  |
|                                  | Wrong drug strength |
|                                  | Wrong drug form  |
|                                  | Wrong dosage directions |
|                                  | Incorrect patient’s name |
|                                  | Missing or inappropriate use of cautionary BNF warnings i.e. 1-33 |
| Incorrect contents:              | Wrong drug |
|                                  | Wrong drug strength |
|                                  | Wrong drug form |
|                                  | Incorrect quantity cytotoxics only |
| Other:                           | Expired contents |
|                                  | No clinical / professional check on prescription / order |
|                                  | Missing or incorrect patient information leaflet |
|                                  | Missing medication |

Less serious errors are:

| Incorrect label:                  | Wrong cost code |
|                                  | Wrong expiry date |
|                                  | Incorrect batch number |
|                                  | Incorrect spelling of the patient’s name |
|                                  | Missing additional warnings |
|                                  | Incorrect ward (hospital) |
| Incorrect contents:              | Incorrect quantity (for non cytotoxic drugs) |
| Other:                           | Incorrect container/closure |
|                                  | Missing signature |
|                                  | Missing owing information sheet (community) |
Evidence
Written proof of work that has been carried out, for example it can be a completed diary log.

Formative assessment
On-going assessment that is used during the course to identify areas for improvement and development, e.g. portfolio.

In-process check
In-process check is carried out during the preparation process including the accuracy checking of volumes.

Interview
The student will be questioned by a panel on their experience during the course, and on all aspects of the practice activities and the assessment process.

Portfolio
A file of evidence used to document the checking that has been undertaken, ensure that a breadth of experience has been covered and highlight areas where further training is required.

Practice Supervisor
The person responsible for mentoring the framework candidates, administration of documentation and workplace review of candidate progress.

Pre-check
Pre-check is the accuracy check undertaken on starting materials, product type e.g. disposables, worksheets and labels before the product is prepared.

Professional / Clinical Check
A review of the prescription / work sheet by a qualified pharmacist prior to issue to the patient to assess appropriateness of drug, dose, form and strength, and any legal requirements. The Pharmacist must clearly endorse with any action or information required and sign to say this screening process has occurred. Pre registration graduates who have undergone training and assessment may at the discretion of the pre-registration tutor or Chief Pharmacist take on the role of the professional checker.

Summative assessment
Final assessment that takes place at the end of a course, e.g. Checking Assessment and Interview

Supervision
The person supervising personally oversees the undertaking of the task, i.e., so that he is aware of what is going on and can ensure the task is carried out in the prescribed manner. In relation to community pharmacy, supervision means that the pharmacist must be aware of the sale or supply of medicines and be in a position to intervene.

Vicarious Liability
"He who acts through others acts for himself"; the employer assumes ultimate responsibility for the actions of its employees and accepts this by vicarious liability. In terms of the ACPT scheme, given that the dispensary SOPs clearly describe the procedures of prescription checking and that these have been accepted by the Trust, then the Trust which carries indemnity insurance, will accept liability for the consequences of any errors- so long as the accepted SOPs have been followed. Failure to follow SOPs and accepted professional standards of behaviour could lead to the individual being liable.

NB It is the responsibility of the Chief Pharmacist or Senior Pharmacy Manager to ensure that all Pharmacy procedures and policies are in place and approved by the Trust board to ensure that the vicarious liability requirements are met.
Any member of the ACPT management panel will be happy to discuss any issues and supply copies of their SOPs as examples.

1. Agree concept with senior pharmacy managers and check litigation aspects have been fully discussed at both pharmacy and Trust level.

2. Read the training scheme book - this should not be changed in any way, if there are specific problems these should be reflected in your SOPs and/or check with the ACPT management panel.

3. Set up a staff meeting and explain to all members of staff the process, the benefits to the pharmacy and action to be taken.

4. Ensure SOPs are in place, these must cover, dispensing, labelling, endorsing and clinical checking. Ensure all staff are working to these SOPs and any training necessary has been carried out.

5. Set up the local assessment panel.

6. Ensure ‘professional checkers’ understand and are happy with their role in the scheme and have undertaken any necessary training. If professional checking is not already in place a practice period would be helpful, before introducing the ACPT training.

7. Identify staff to be trained as ACPTs, consider how any ACPTs should be in training at any one time. For most departments two trainee ACPTs will be the maximum workloads will allow.

8. Register trainee ACPTs on the WCPPE tutorial programme.

9. Organise a monitoring meeting with each trainee ACPT every two weeks will help keep the programme on course.

10. Issue trainees with the Accredited Checkers recording sheets, remember to number the sheets.

11. Send the completed ACPT application form to WCPPE (ACPT1)

12. Ensure the monthly log form is faxed to WCPPE at the end of each month (ACPT3)

13. Send a copy of the checking test to WCPPE once your trainee has completed the course.

14. Send the completed training record (ACPT4a) to WCPPE, when your trainee has successfully completed the scheme. WCPPE will then issue a certificate.


A problem shared is a problem halved…………

We have had so many queries relating to the ACPT scheme lately that we felt it would be a good idea to feedback to everyone via a FAQ page. If you don’t find the information you need here please contact Debra Roberts directly at the WCPPE offices.

Q. If an ACPT has collected their reaccreditation figures and is waiting for the new certificate to arrive, can they still work as an ACPT?
A. Yes, even though the ACPT is waiting for an updated certificate they still remain a qualified checking Registered Pharmacy Technician.

Q. If a candidate ACPT has finished collecting the 1000 practice items with no errors but has not completed the collection of items for a particular area (e.g. 400 inpatient scripts), what would happen if an error is then made during completion of figures for that area?
A. The Welsh Accredited Checking Scheme handbook states that you must accurately check a minimum of 1000 items reflecting the workload split. Therefore, if an error occurs after the 1000 figure has been reached but the ACPT candidate is still officially collecting items then this will be classed as an error.

Q. Does the local assessment panel need to be involved with the ACPT candidate after each error that is made during the collection of evidence?
A. No. The facilitator / mentor is responsible for encouraging the ACPT candidate to self reflect if an error is made. There should be clear records that the facilitator has discussed each error made by the ACPT candidate as soon as possible after the event. The local assessment panel will become involved if there is serious concern over the ACPT candidates practice or if the scheme is to be restarted.

Q. How many times can the ACPT scheme be attempted?
A. This decision will be made by the in-house panel with the advice of the WCPPE. Many factors and circumstances may be taken into account. If an ACPT candidate has failed to complete the scheme after 2 attempts then the WCPPE must be informed.

Q. Can an ACPT candidate change the area of work they are working towards qualification in after they have started collecting figures?
A. No. The scheme is not transferable between dispensary and Technical Services.
Welsh Technician Training Scheme

Accredited Checking Pharmacy Technicians

Application Form

Name of trainee: ..............................................................................................................................................

GPhC number: ......................................................................................................................................................

Work base address: ....................................................................................................................................................

........................................................................................................................................................................

Telephone: ..............................................   Fax:.................................................................

e-mail: ......................................................................................................................................................................

Area where you plan to work as ACPT:                   Dispensary    ☐     Technical Service    ☐

Technician Qualification:  BTEC Pharmacy Services ☐
NVQ Level III Pharmacy Services ☐
Other, please state: ..............................................................................................................................................

Date of qualification: ................................................................................................................................................

Fast track evidence enclosed / attached (if less than 2 years post qualified)   Yes ☐   No ☐

Work place supervisor name ........................................ Job Title: .................................................................

Supervisor’s signature: ................................................................................................................................................

Names of workplace assessment panel:

1 (Name) ................................................................. (signature) .............................................................

2 (Name) ................................................................. (signature) ..........................................................

3 (Name) ................................................................. (signature) ..........................................................

I confirm that SOPs for dispensing, including labelling are in place and are operational within the department.

I confirm that the above ACPT candidate has met the dispensing accuracy requirements of our local procedures.

Employer/Chief Pharmacist: ........................................... Date: ..................................................
For WCPPE use ONLY

Date received at WCPPE

Date completed form received at WCPPE

Date Certificate issued

Date of re-accreditation

Date of re-accreditation certificate issued

Comments

........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
**Accredited Checker’s Recording Sheet (managed care)**

- Basic training
- Re-accrreditation
- Re-start / additional items
- Return to practice

| Name: | ............................................. |
| Base Pharmacy: | ............................................. |

| Sheet Number: | Mentors Name: | ............ | .......... |

<table>
<thead>
<tr>
<th>Date</th>
<th>No of items</th>
<th>Ward / Dept</th>
<th>Type / order</th>
<th>Details of any Dispensing Errors and action Taken</th>
<th>Double checked by</th>
<th>Details of any unidentified errors</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Type of Order**

- IP Inpatient
- DIS Discharge
- P Patient Own Drugs
- MS Multi-dose system
- OUT Outpatient
- S Dispensed stock
- O Other
- CD Controlled drugs
- COM Community NHS prescription

**Total**

ACPT 2
Please make a record of any additional information that will help with the assessment e.g. copy labels.

<table>
<thead>
<tr>
<th>Date</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Accredited Checker's Recording Sheet (technical services)

Name: 

Base Pharmacy: 

Sheet Number: 

Mentors Name: 

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Type of Order</th>
<th>Details of any Errors and action taken</th>
<th>Double checked by</th>
<th>Details of any unidentified errors</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| TOTAL |

<table>
<thead>
<tr>
<th>Item</th>
<th>W</th>
<th>Worksheet</th>
<th>L</th>
<th>Label check</th>
<th>I</th>
<th>Ingredient check</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td></td>
<td>Reconciliation</td>
<td>C</td>
<td>Critical volume check</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Type of CYTO: Cytotoxic

Type of ORDER: NS Non Sterile manufacturing

AS Aseptic Manufacturing

CIVA Terminally Sterilized products

PN Parenteral Nutrition

WCPPE ACPT Dispensary & Technical Services version 12 February 2013
Please make a record of any additional information that will help with the assessment e.g. copy labels.

<table>
<thead>
<tr>
<th>Date</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Accredited Checker’s Recording Sheet (community pharmacy)

<table>
<thead>
<tr>
<th>Name:</th>
<th>.................................................................</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Pharmacy:</td>
<td>.....................................................................................</td>
</tr>
<tr>
<td>Sheet number:</td>
<td>........... Mentor initials: ..........................</td>
</tr>
<tr>
<td>Date</td>
<td>No of items</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total</th>
<th>Type of Order</th>
<th>FP10</th>
<th>FP14</th>
<th>FP10 (MDA)</th>
<th>FP10 (HP) ad</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- FP10 (HP)
- CD Controlled Drugs
- MS Multidose Systems
Please make a record of any additional information that will help with the assessment e.g. copy labels.

<table>
<thead>
<tr>
<th>Date</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Accredited Checking Pharmacy  
Technician (ACPT) Scheme – monthly log

This form should be completed by the dispensary manager / aseptic unit manager / ACPT supervisor and sent by fax to the number below. The information will help to determine the progress of the ACPT training programme and with the planning of workshops.

Name of candidate: ................................................................................................................................................

Work base: .............................................................................................................................................................

Start date of log book collection: ...............   End date of logbook collection:............

Date of attending live workshops: ................................................................................................................................

Date of starting diary/work log: ..................................................................................................................................

<table>
<thead>
<tr>
<th>Month please add year</th>
<th>Number of items checked</th>
<th>Number of checking errors you made</th>
<th>Type of error please tick</th>
<th>Tutors signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current month</td>
<td>Running total</td>
<td>Serious</td>
<td>Less serious</td>
</tr>
<tr>
<td>January</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>March</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>August</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>October</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When you have completed your ACPT checking log (1000 items) please indicate the date of your checking test    _______ / _______ / _______

At the end of each month please complete and send by fax to 029 2087 4540

Caroline Evans  
WCPPE, 8 North Road  
Cardiff, CF103DY
Accredited Checking Pharmacy Technician Training Record

Name: ........................................................................................................................................
Grade: ........................................................................................................................................
Work base: ...................................................................................................................................
Name of Supervisor / mentor: ...........................................................................................................

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Supervisor / mentor's signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Read and understand all dispensing and checking Standard Operating Procedures.
2. Successfully complete the online resource.
3. Attend training workshops
   - WCPPE one day workshop
   - Additional locally run workshop (if collected evidence in both areas simultaneously)
4. Completed dispensing/checking diary log with 1000 items.
5. Successfully completed the first 20 item test. Y / N
6. If ‘NO’ please indicate date of 2nd test ___ / ___ / ___
7. Successfully completed 2nd test Y / N

Start date for ACPT role: .................................................................
Area of competence:  Dispensary  ☐  Technical Service  ☐
Candidate’s signature: ................................................................................................................

Local assessment panel

1. ........................................................................................................ 1  ........................................................................................................
   Name  Signature
2. ........................................................................................................ 2  ........................................................................................................
   Name  Signature
3. ........................................................................................................ 3  ........................................................................................................
   Name  Signature

Date: ......................................................................................................................

WCPPE ACPT Dispensary & Technical Services version 12 February 2013
Re-accreditation of Accredited Checking Pharmacy Technician
Training Record

Name: ..........................................................................................................................

Work base: .............................................  GPhC number: ..................................

- Self reflective account completed (and attached)  Yes / No
- CPD record  Yes / No

Declaration by candidate:
I have maintained competence by regularly performing final accuracy checks for
dispensed items or manufactured products in line with my health board’s local guidelines.

Signature of candidate: .............................................  Date: .........................

Declaration by manager:
This ACPT has been actively engaged in checking practice and their performance has
been to a satisfactory standard. I support them being reaccredited for a further 2 year
period.

Name & signature of manager: .............................................  Date: .........................

If competence has not been maintained over the 2 year period the ACPT will not be eligible
for reaccreditation. (See return after a period of absence - in the handbook for further guidelines)

Declaration by manager:
This candidate has not maintained competence by regular accuracy checking over the
two year period and is not eligible for reaccreditation as an ACPT.

Name & signature of manager: .............................................  Date: .........................
## Accredited Checking Pharmacy Technician Reflective Log for dispensing errors

<table>
<thead>
<tr>
<th>Date of error:</th>
<th>Time of day that error occurred:</th>
<th>Work base:</th>
</tr>
</thead>
</table>

**Brief description of error**
(Please attach any relevant information, e.g. copy of labels, prescription, etc.)

---

**What factors may have contributed to this error when checking / dispensing? E.g. unfamiliar drug.**

---

**Rate the error in terms of severity, please tick**

- Minor or no risk  
- Moderately serious risk  
- Serious effect risk  
- Very serious/fatal risk

---

**What would have been the implications of this error on the patient?**
<table>
<thead>
<tr>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>What would have been the implications of this error on you and the department?</td>
</tr>
<tr>
<td>What have you learnt from this error?</td>
</tr>
<tr>
<td>What steps will you take to limit this error occurring in the future?</td>
</tr>
<tr>
<td>Further training needs</td>
</tr>
</tbody>
</table>

Signature……………………………….. Date…………………………

This form has been adapted from the Pre-Reg PACE programme and forms used in Royal Glamorgan Hospital
Accredited Checking Training Record

(Technician moving between Health Boards / pharmacy departments with different SOPs)

Name: .................................................................................................................................
Grade: .................................................................................................................................
Work base: ............................................................................................................................
Original training base: ..........................................................................................................  
(Please send a copy of original certificate)

Name of Supervisor / mentor: ................................................................................................

<table>
<thead>
<tr>
<th>Date</th>
<th>Supervisor / mentor Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Read and understand all dispensing and checking Standard Operating Procedures.

2. Completed up to 3 months probation period working in the dispensary / aseptic unit demonstrating good dispensary practice.

3. Proof of completion of an ACPT programme (copy of original certificate to be sent to WCPPE)

4. Completed dispensing diary/log with up to 100 items. (copy of log to be sent to WCPPE)

5. Demonstrated good checking technique while completing the diary / log

Area of competence:  Dispensary ☐  Technical Service ☐

I agree to the above named being accredited as an ACPT under the Welsh Scheme

Employer/Chief pharmacist: .................................................. Signature: .................................

Date: .................................................................................................................................
Accredited Checking Pharmacy Technician Training Record

(Periods of absence)

Name: .................................................................................................................................

Grade: .................................................................................................................................

Work base: .............................................................................................................................

Name of Supervisor / mentor: ...............................................................................................-

<table>
<thead>
<tr>
<th>1. Date</th>
<th>Supervisor / mentor Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Read and understand all dispensing and checking
   Standard Operating Procedures.

2. Completed Checking log with required items
   - Up to 6 months – 100 items
   - 6 – 12 months – 200 items
   - 13 – 24 months – 500 items
   (copy of log to be sent to WCPPE)

3. Demonstrated good checking technique while
   completing the checking log

4. Completed interview with line manager / assessment
   panel

Area of competence:  
Dispensary [ ]  Technical Service [ ]

Line manager or local assessment panel

<table>
<thead>
<tr>
<th>1</th>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2</th>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3</th>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date: .................................................................................................................................
# Reporting of errors undetected by ACPT candidate - Technical Services

<table>
<thead>
<tr>
<th>Date error occurred</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Item number (e.g. 250 /1000)</td>
<td></td>
</tr>
<tr>
<td>Details of error :</td>
<td></td>
</tr>
<tr>
<td>Consequences of error not being detected :</td>
<td></td>
</tr>
<tr>
<td>Supervisor / mentor name &amp; signature</td>
<td>Date:</td>
</tr>
<tr>
<td>Panel comments:</td>
<td></td>
</tr>
<tr>
<td>Panel decision</td>
<td>Continue</td>
</tr>
<tr>
<td>Panel signature</td>
<td></td>
</tr>
</tbody>
</table>

A copy of this form will be sent to the candidates' line manager for reference