








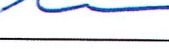



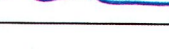








PACT - Dispensing Activity Log - Community Pharmacy

Name: Technician AB

Pharmacy: Pharmacy 2019

Page number: 6

Please photocopy this form as required

Item number	Date	Prescription Number	Item Dispensed	Dispensing Error found by technician (self-checking) (use code in Appendix 2) #	Technician's Signature	Dispensing Error found by Final Checker (pharmacist) (use code in Appendix 2) ^	Final Checker's (pharmacist) Signature
50	26/9/19	123456/0	Laxsol tablets				
51	26/9/19	1234570/1	Lantus Solostar				
52	26/9/19	1234580/1	Metoprolol 95mg tablets	A(C)			
53	26/9/19	1234590/2	Paracetamol 250mg/5mL liq.				
54	26/9/19	1234156/1	Colofac tablets.				
55	27/9/19	1234256/2	Digoxin 62.5mcg tablet				
56	27/9/19	1234257/1	Cilazapril 2.5mg tablets.				
57	27/9/19	1234250/1	Furosemide 40mg tablets			A(E).	
58	27/9/19	1245678/1	Ibuprofen 200mg tablets				
59	27/9/19	1235678/2	Miconazole cream	B(R).			

If dispensing error is found, complete details of error on separate form (Appendix 3).

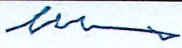


^ If error found by final checker, complete Appendix 4.

PACT - Dispensing Errors Detected (Appendix 3)

Technician Name: Technician AB

Pharmacy: Pharmacy 2019

Details of Dispensing Errors Detected – Please photocopy this form as required

Item No.	Date	Group A (A) or Group B (B)	Details of Error (include drug name and a description of the error)	Signature of Pharmacist
(example) 52	26/9/19	(A)C	Incorrect strength picked. Prescription is for Metoprolol 95mg tablets. I dispensed 47.5mg tablets. Picked up mistake when self-checking. Informed pharmacist and corrected error.	
57	27/9/19	A(E)	Incorrect directions on label. Furosemide 40mg tablet prescription is for 1 tablet twice daily, but I put 1 tablet once daily on label when processing. Pharmacist picked this up when doing final check. Correct medicine & quantity dispensed.	
59	27/9/19	B(R)	Miconazole label processed by another technician. She incorrectly spelled 'Apply' on the label, so it read 'Aply twice daily to affected area'. I picked it up when dispensing and about to stick the label to the cream. Informed technician and asked her to correct the label.	

PACT - Details of Dispensing Errors Detected during Pharmacist Check (Appendix 4)


Pharmacist Name: Pharmacist K.

Pharmacy: Pharmacy 2019

Technician Name: Technician AB

Details of Errors Detected during Pharmacist Check– **Please photocopy this form and complete one for each error.**

Item No.	57	Date	27/9/19	Error Group A or Group B	A	Error Code	E
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Details of Error (include drug name and a description of the error)	Furosemide 40mg tablet - script written for 1 tablet <u>BD</u> , but processed on label as 1 tablet daily.	Reason why the dispensing error occurred	I got interrupted in the middle of putting the item through the computer. I did not use my usual self-check procedure. When I dispensed the item I did dispense off the prescription, but failed to ^{review} my label.
Reason candidate failed to dispense item correctly	Got interrupted during processing. Did not go back to the start when I resumed processing the label to check that I'd done it correctly.	Action to prevent error re-occurring	Always use self-check procedure. Completely finish one item at a time before addressing the next task. When interrupted, go back to the start when coming back.
Potential impact of error on the patient	Patient could have taken half the daily dose they were supposed to have. Underdosing could lead to increase in symptoms, a return to the G.P, or even hospitalisation.	Date this page was reviewed with Pharmacist	27/9/19
		Signature of Pharmacist	

Appendix 2 - Codes

Error Codes

Group A Errors

Incorrect label:

Drug name - A
Drug form - B
Drug strength - C
Patient name/bag label - D
Directions - E
Missing/inappropriate warnings - F
Quantity - G

Incorrect contents:

Drug - H
Drug form - I
Drug strength - J
Quantity - K
Expired contents - L

Other:

Missing or incorrect CAL - M
Missing medication - N
Missing clinical assessment - O
Missing item sundry - Oa

Group B Errors

Incorrect label:

Cost code/ Ward (if required) - P
Batch number (if required) - Q
Spelling/grammar - R
Missing or incorrect additional warnings - S
Incorrect expiry date assigned - T

Other:

Incorrect container or closure - U
Missing necessary device (e.g. syringe) - V
Missing owing information - W
Missing Checking Signature - X
Incorrect prescriber, patient address - Y

Incorrect quantity as per in-house policy
for ward use (HOSPITAL ONLY) (e.g. 5
days supply instead of 3 days supply) -
Z

Hospital Prescription Codes

Prescription Type

I-Inpatient
O-Outpatient
TTO- Discharge

Specialty Code

1. Surgical
2. Medical
3. Paediatric
4. Eyes/ENT
5. Chemotherapy
6. Mental Health
7. HIV
8. Private prescriptions
9. Clinical Trials
10. Miscellaneous

NOTES

- Sometimes you might need to assign more than one code to an error (e.g. Wrong quantity on label and contents: code A (G & K))
- If you are unsure what code to assign, please contact a College Pharmacist.