**Benefits and Tips for Introducing Serial Prescriptions**

**Acute Prescribing Learning Network**

Standard Operating Procedure (SOP) template

|  |  |
| --- | --- |
| **Team** |  |
| **SOP title** |  |
| **Version**  |  |
| **Author** |  |
| **Date last updated** |  |
| **Review Date** |  |

|  |
| --- |
| **Purpose and scope** |
| *What is the SOP for and who does it apply to?**Who is responsible for implementing and updating?*  |
|  |
| **Specific procedures and responsibilities** |
| **Initiation** *Who does what when the drug is initiated?**Is a prescribing plan documented?*  |
|  |
| **Request***Who does what when the drug is requested?**A process map may be useful.* |
|  |
| **Prescription Management***What needs recorded in the clinical system? I.e. Prescribing plan.* *What count should be put on the permissible/limited repeat?**What medication review date should be added?*  |
|  |
| **Exclusions** *Any exclusion criteria. E.g. any scenarios where the SOP doesn’t apply such as age restrictions, overriding secondary care instructions, palliative care needs etc.*  |
|  |
| **Review Format***Questions and monitoring required at review.* |
|  |
| **Supporting procedures/protocols** |
| [ ]  Medication review policy [ ]  Permissible/limited repeat policy[ ]  Serial prescription policy[ ]  Chronic Disease Management protocol[ ]  Community Treatment & Care (CTAC) process[ ]  Other (please give details below): |
|  |
| **Clinical guidelines and references** |
| *Clinical guidelines etc to support the clinician or to offer the patient. Eg NICE guidelines or patient leaflets.*  |
|  |
| **Forms/templates to be used** |
| *EMIS templates/Vision guidelines to be completed.* *Assessment questionnaires etc.* |
|  |
| **Definitions** |
| *Explanation of abbreviations.* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version**  | **Updates to template** | **Author** | **Effective date** | **New version**  |
|  |  |  |  |  |
|  |  |  |  |  |

**Published September 2022**



This document is licensed under the Creative Commons Attribution-Noncommercial-ShareAlike 4.0 International Licence. This allows for the copy and redistribution of this document as long as Healthcare Improvement Scotland is fully acknowledged and given credit. If the material is remixed, transformed or built upon in any way the new creation must be distributed under the same licence terms as the original work. To view a copy of this licence, visit <https://creativecommons.org/licenses/by-nc-sa/4.0/>

**www.healthcareimprovementscotland.org**

You can read and download this document from our website.
We are happy to consider requests for other languages or formats.
Please contact our Equality and Diversity Advisor on 0141 225 6999
or email his.contactpublicinvolvement@nhs.scot

**Improvement Hub**
**Healthcare Improvement Scotland**

|  |  |
| --- | --- |
| Edinburgh OfficeGyle Square1 South Gyle CrescentEdinburghEH12 9EB0131 623 4300 | Glasgow OfficeDelta House50 West Nile StreetGlasgowG1 2NP0141 225 6999 |

**www.ihub.scot**