**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.* |

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