EPA-1 Dispensing Pharmaceutical Products: Dispensing and error log

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| **Intern name** | Click or tap here to enter text. | **Ahpra registration** | Click or tap here to enter text. | **Setting** | Hospital  Community  Other (describe): Click or tap here to enter text. |

About this form

This form is to be used to provide information about the intern’s ability to dispense prescriptions accurately from a legal, ethical and technical perspective. Interns should reflect on the factors that contribute to dispensing errors and demonstrate agency in minimising their occurrence and maximising their detection. Prior to commencement of dispensing activities, it is important that consensus is reached between the intern, the preceptor, and all supervising pharmacists as to the dispensing procedure to be adopted as the standard against which intern performance is assessed.

Instructions for interns

Use the form below to record prescriptions (scripts) that you dispense as soon as you are rostered for dispensing activities. Enter the date, number of items dispensed and the therapeutic class of items on the script. Refer to the Australian Medicines Handbook (AMH) as a general guide for therapeutic class. Please note that you do not need to record the names/dose/directions of medicines on each script. Follow agreed procedures for dispensing and ask the checking pharmacist to check the medicines dispensed and enter their initials in column D. Indicate if any errors are found and complete column G to J as part of your reflection. From time to time, ask your supervisor to observe you dispensing the prescriptions you log. Ensure that you ask them to observe you dispensing different therapeutic classes, different age groups etc to give them a better picture of your ability to dispense. These are called Short Practice Observations (SPOs).

Instructions for supervisors

Check all prescriptions dispensed by the intern and initial under Column D. Ask the intern to reflect on errors (if applicable) and ask the intern to complete Columns G to J. Set time to observe the intern dispensing some of the prescriptions they log. Observe dispensing for a range of different medicines. These are called Short Practice Observations (SPOs). Discuss your feedback with the intern and document in the ***Assessment of EPA-1 Dispensing Medicines Form.***

**Definitions**

* CRITICAL ERROR: an error detected when checked by a supervisor.
* NEAR MISS is an error which is detected by the intern prior to subsequent checking by a supervisor.
* Therapeutic Class: Refer to the Australian Medicines Handbook as a general guide.

While the previous requirement to log a minimum of 10 prescriptions in different medicine categories has now been removed, Interns are encouraged to dispense a diverse range of medicines in the workplace.

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| Date | Number of items dispensed on script | Therapeutic class of each item dispensed on this script (Refer to AMH for guide on Therapeutic class) | Checking pharmacist initials | Check if applicable | | Intern to complete columns E to J if there is critical error and/or near miss error | | | |
| **Near miss**  **Error** (detected by intern before supervisor check) | **Critical error** (detected by supervisor) | Error description | Potential consequences for patient | Why did this happen? | How can this be avoided in the future?  (Actions or education needed) |
| A | B | C | D | E | F | G | H | I | J |
| Example  01/01/2024 | 2 | Antibiotic, Oral contraceptive | JM |  |  | Wrong antibiotic product strength. Doxycycline 50mg instead of 100mg. | Poor efficacy – prolonged infection. Repeat visits to doctor. Additional cost | Pharmacy was very busy and I forgot to scan product | I must scan all products and also manually double check as part of my dispensing practice |
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