



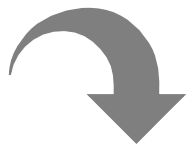
# Receipt of Medicines Checklist



## Ordering medicines



- 1 Re-order the monthly medicines in the usual way as per policy
- 2 Count and carry forward any new medicines prescribed mid-cycle, and reorder sufficient supplies to get the new medicines in line with the upcoming monthly cycle
- 3 Count the PRN (when required) medicines and reorder if needed
- 4 Ensure records are kept for all the medicines ordered



## Following Receipt of Medicines



- 5 Check the medicines received match the medicines prescribed, including dosages and quantities, by comparing them to a copy of the prescription/ record of ordered medication as per policy

### NOTE:

If the medicines do not match contact the pharmacy immediately to query why, and to rectify any potential errors



## Following Receipt of Medicines

*(Continued)*



- 6 Check the medicines are correctly listed on the CURRENT MAR sheet
- 7 Compare the current MAR sheet to the previous month's MAR sheet as follows:
  - a) Check if any medicines are missing on the new MAR sheet compared to the previous month
  - b) Check if there are any medicines that have been discontinued in the previous month and have been included in error on the current MAR sheet
  - c) Check for any dose changes
  - d) Check the medicine has not been duplicated on the MAR sheet e.g. listed by both generic name and brand name as TWO separate entries.

### NOTE:

Make sure you communicate to the pharmacy when medicines have been discontinued to make sure the records are kept up to date.

## NOTE:

When you receive medication and sign them in make sure the following is clear on the MAR sheet:

- The date
- Name of medicine
- Strength
- Form
- Quantity received (and any quantity carried forward)
- Your initials





### Consider


Is there a need for someone else suitably qualified to deal with medicines, to double check and sign this information once it has been recorded?

**Check your organisation's policy**

## Contact us:

 0333 939 0053

 [info@opuspharmserve.com](mailto:info@opuspharmserve.com)

 [www.opuspharmserve.com](http://www.opuspharmserve.com)

