Accuracy checking pharmacy technician (ACPT) programme

Dispensing accuracy log

CPPE
CENTRE FOR PHARMACY POSTGRADUATE EDUCATION

ACPT trainee name:

Name of organisation:

Educational supervisor name:

ES signature:

Consecutive item number	Date	Prescription type eg FP10, TTA, Private	Drug name, form and strength	Dispensing error detected Yes/No	Error code	Checker's signature

Error codes:
1. Incorrect label
1a. Drug name
1b. Drug form
1c. Drug strength
1d. Quantity
1e. Patient name
1f. Directions
1g. Missing or inappropriate *BNF* warnings
1h. Missing or inappropriate additional warnings
1i. Spelling
1j. Batch number
1k. Expiry date
1l. Cost code or ward (hospital only)
2. Incorrect contents
2a. Drug
2b. Form
2c. Strength
2d. Quantity
2e. Expired
3. Other
3a. Incorrect container or lid
3b. Missing additional label
3c. Missing signature
3d. Unacceptable presentation
3e. Missing or incorrect patient information leaflet
3f. Local procedure not followed
3g. Incorrect or missing oral measuring device
3h. Missing medicine
3i. Missing sundry item eg warning card
3j. Missing owing information
3k. Prescription not screened