

SOP Number: CP R&D_014

SOP Title: Named Patient Supplies

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Review History

Effective Date	Review Undertaken/Significant Changes	Date Approved
	Initial Version	

STANDARD OPERATING PROCEDURE (SOP)

CP R&D_014 Named Patient Supplies

VERSION CONTROL

Version No	Valid From	Valid To	Approved By	Date Approved
1.0			David Jones Chief Pharmacist	

1. PURPOSE AND CONTEXT

Provide clear procedures for the medicines management of named patient drugs including ordering, receipt, dispensing and issuing medication to patients.

2. DEFINITIONS

Medicines Management – this term covers all activities relating to IMPs

Named patient supplies – medication supplied by the manufacturer specifically for an individual named patient

3. PROCEDURE

Responsibility	Undertaken by	Activity
1 Chief Pharmacist	Clinical Trials Pharmacist	Ensure appropriate systems in place for dispensing named patient drugs
2 Clinical Trials Pharmacist	Trained staff	Pharmacists, medicines management technicians, doctors, and research nurses who have undergone training may order, receipt in drugs, dispense and issue to patients. Only pharmacists and doctors can perform the final check in the dispensing process.

3.1 Ordering

- Drugs are ordered using the appropriate order form for the supplying company.
- Complete the order form.
- Drug should usually be ordered the month prior to when it will be required in order to ensure continuity of supply for the patient.
- Fax the order through to the supplying company.
- File the faxed order in the Named Patient Folder.

3.2 Receipt of drug

- Check the contents of the package against the delivery invoice.
- Enter the receipt of the drug in the appropriate section of the Named Patient Folder completing the sections of date, quantity received, batch number, expiry date and balance.
- Lock drug in drug cupboard.
- Complete and sign documentation to confirm receipt and fax through to supplying company.

3.3 Dispensing

- Check that the prescription has been completed and signed by the prescriber.
- Select the packs allocated to the patient.
- Check the strength and expiry date.
- Select the appropriate labels checking the drug name and strength.
- Add the patient's name and date to the label and attach to the pack.
- Add a dispensed by/check by label and sign the dispensed by section
- Enter details in the named patient folder and sign the dispensed by section.
- Sign the dispensed by section of the prescription form

3.4 Final check

- Check that everything in Section 3 has been completed correctly.
- Sign the checked by sticker, prescription form and named patient log.
- Place prescription and packs in a plastic bag and store in drug cupboard ready for collection.

3.5 Issuing to patient

- Collect prescription and drugs from cupboard.
- Check name and address of patient against the prescription.
- Counsel the patient about the medication:
 - check if there have been any problems or changes in other medication which may interact
 - confirm that the patient understands how to take the medication
 - highlight any special cautions eg with food
 - check if the patient has any questions
- Hand the drugs to the patient and file the prescription in the named patient folder.

4. SUPPORTING MATERIAL

CP 41 Medicines Control, Administration and Prescribing Policy
Named Patient Dispensing Log Form

