SOP: Prescription Verification and Medication Review

This SOP details the process of **prescription verification and medication review**, encompassing the systematic checking of prescriptions for accuracy, appropriateness, and potential drug interactions. It includes verifying patient information, medication dosages, administration routes, and allergy considerations. The objective is to ensure patient safety, optimize therapeutic outcomes, and prevent medication errors through thorough and timely review by qualified healthcare professionals.

1. Purpose

To establish a standardized procedure for verifying prescriptions and conducting comprehensive medication reviews, ensuring the accuracy, safety, and appropriateness of all medications dispensed to patients.

2. Scope

This SOP applies to all pharmacists, pharmacy technicians, and relevant healthcare staff responsible for the handling and review of prescriptions in the facility.

3. Responsibilities

- **Pharmacists:** Perform in-depth verification of all prescriptions and complete medication reviews before dispensing.
- **Pharmacy Technicians:** Assist with preliminary prescription data entry and alert pharmacists to potential issues.
- **Prescribers:** Respond to queries or clarifications raised during the verification process.

4. Procedure

1. **Prescription Receipt**
   - Receive prescription via electronic, written, or verbal order.
   - Ensure the prescription is legible and contains all required information (patient name, DOB, prescriber details, date, medication details).
2. **Patient Information Verification**
   - Verify patient identity using at least two unique identifiers (e.g., full name, date of birth, medical record number).
   - Confirm allergy status and document any reported allergies or sensitivities.
   - Review patient's medical history as appropriate.
3. **Prescription Validation**
   - Confirm that the medication, dosage, route, frequency, and duration are appropriate for the patient's age, condition, and comorbidities.
   - Check for duplicate therapies or therapeutic overlaps.
   - Assess the potential for drug-drug, drug-disease, and drug-food interactions.
   - Ensure no contraindications exist.
4. **Clinical Review**
   - Evaluate clinical appropriateness based on current guidelines and best practices.
   - Review laboratory results if applicable (e.g., renal/hepatic function).
5. **Clarification and Communication**
   - Contact the prescriber for any ambiguities, incorrect, or missing information.
   - Document interventions and communications.
6. **Documentation**
   - Complete all required documentation in the pharmacy information system or patient's chart.
   - Sign and date the verification and review completion.
7. **Dispensing and Counseling**
   - Dispense medication only after verification is complete.
   - Provide patient counseling, highlighting administration instructions, potential side effects, and monitoring parameters.

5. Documentation

Maintain accurate records of all verification steps, interventions, clarifications, and communications in accordance with facility policies and regulations.

6. References

- Facility policies and procedures
- National and international clinical guidelines
- Standard drug information resources (e.g., Lexicomp, Medscape, Micromedex)

7. Review & Revision

This SOP shall be reviewed annually or as needed to ensure compliance with current standards and regulations. Revisions must be approved by the pharmacy manager or designated authority.

8. Approval

Name	Title	Date	Signature