

Toolkit No 11 – REQUIREMENTS FOR LOCUM FOLDER

(to be kept in an obvious place!)

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Dear Locum,

Welcome to our pharmacy!

This folder has been compiled to make your time here go smoothly and to give you some essential tips about the pharmacy. We have tried to make it as informative as possible, but if you have any comments please write them in the back on the communications page.

Regards

.....

About the Staff...

Manager:..... Contact Tel. No.....

In the Dispensary:

.....
.....
.....

On the Counter:

.....
.....
.....

Other contact numbers in case of emergency:

.....
.....
.....

Opening Hours are:

Mondayto.....
Tuesdayto.....
Wednesdayto.....
Thursdayto.....
Fridayto.....
Saturdayto.....
Sundayto.....

The pharmacist usually takes a lunch break close from

.....to.....

Where will I find...

- CD keys
- CD Cupboard
- CD Register
- Methadone Register
- Private Rx book
- Fridge
- Contact Telephone numbers
- Computer Manual
- Till Manual
- Standard Operating Procedures (SOPs)
- References e.g. BNF, DT, Martindale
- Signposting Details

(Please add more)...

The Computer System

The computer system we use is.....

Any essential passwords and instruction manuals are kept

.....

Special Instructions:

.....

.....

.....

.....

If you experience any problems, please call.....

SOPs

These are up to date and kept

Please read them and if you decide not to use our SOPs, let the staff know this and tell them what you would like done differently. Please also use the 'Communication Page' to comment on the SOPs

Health and Safety

Please familiarise yourself with the fire exits and procedures. Ask

..... for more information.

The services we supply:

Prescription Collection Service

We collect Prescriptions from the following Surgeries on the following days:

Surgery

Days

The Rxs usually takedays from when they are collected from the surgery to when they are ready for the patient to pick up.

Delivery Service

Our delivery driver is

Who works fromtoon Mon/Tues/Weds/Thurs/Fri/Sat/Sun

and can be contacted on.....

we chargefor each delivery

Repeat Dispensing – See SOP

Our repeat dispensing prescriptions are kept

.....

Extra details

.....

Methadone/Subutex – See SOP

The Local Clinic for addiction is:

Address –

Telephone No –

Key Contact –

We have about addicts at present. Their details/contracts/photographs can be used to identify them and these are located:

.....

The addicts' Rx are made by.....

Extra details

.....

.....

.....

MDS/Compliance Aids – See SOP

We havepatients using MDS/compliance aids.

Community Patients:

Care Homes:

Contact telephone numbers for Care Homes are kept.....

.....

(Name of team member)oversees the dispensing for the patients.

EHC

If you are happy to supply EHC, Levonelle is available here.

It is kept

and the questionnaires are kept

If you are accredited to supply EHC under PGD, the forms are kept

.....

If you are not happy to sell EHC, please advise the patient that the nearest available service is

Any other Services:

Please list...

e.g. Minor ailments, smoking cessation, needle exchange

Ordering

Name of Suppliers			
Key Contact			
Contact Telephone No.			
Account Number			
Cut off time for pm Order			
pm Delivery time			
Cut off time for am Order			
am Delivery time			

Please see page.....in the computer manual for instructions as to how to place an order.

About our Surgeries...

Our local surgeries are:

Name of Surgery	Address	Tel Number	Practice Manager	Regular GPs

COMMUNICATIONS PAGE
(please include your name and the date)