York Foundation Trust R&D Unit
Standard Operating Procedure
Pharm/S101

Completion and Analysis of the Prescription Audit Tracker (Clinical Trials)

IT IS THE RESPONSIBILITY OF ALL USERS OF THIS SOP TO ENSURE THAT THE CORRECT VERSION IS BEING USED

All staff should regularly check the R&D Unit's website and R&D Newsletter for information relating to the implementation of new or revised versions. Staff must ensure that they are adequately trained in the new procedure and must make sure that all copies of superseded versions are promptly withdrawn from use unless notified otherwise by the SOP Controller.

The definitive versions of all R&D Unit SOPs appear online. If you are reading this in printed form check that the version number and date below is the most recent one as shown on the R&D Unit website: www.northyorksresearch.nhs.uk/sops.html

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	Date:	2nd February 2016
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	Date:	2nd February 2016

This SOP will normally be reviewed every 2 years unless changes to the legislation require otherwise

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Version History Log

This area should detail the version history for this document. It should detail the key elements of the changes to the versions.

Version	Date Implemented	Details of significant changes
1.0	1st March 2016	

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1 Introduction, Background and Purpose

This SOP describes the process for completing and analysing the clinical trials prescription audit tracker.

Whenever a prescription is received by the Pharmacy clinical trials team the member of staff dispensing that prescription will need to record information relating to the dispensing process on the Clinical Trials Prescription Audit Tracker Form (Pharm/F103). The information collected from the audit will be used to improve the Pharmacy service to clinical trials hosted and/or sponsored within York Teaching Hospital NHS Foundation Trust.

2 Who Should Use This SOP

This SOP should be followed by all members of the pharmacy clinical trials team at York and Scarborough hospitals, which form part of York Teaching Hospital NHS Foundation Trust.

3 When this SOP Should be Used

This SOP should be followed each time that a prescription is received by the Pharmacy clinical trials team at either York or Scarborough Hospital and each time the monthly analysis document is produced.

4 Procedure(s)

The following procedures must be followed to ensure that the information we are recording is accurate and complete so that a true representation of the dispensing activity that occurs within the Pharmacy clinical trials service is gathered.

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4.1 Completing the audit tracker

1. Complete the Clinical Trials Prescription Audit Tracker Form (Pharm/F103) for each clinical trials prescription dispensed in Pharmacy. A paper copy of the form is located in the clinical trials dispensary:

2. Complete the comments column on the form if you want to note any additional information e.g. if the prescription was incorrect, note what was wrong or omitted. .

3. The information from the paper form will be transferred onto the electronic spreadsheet weekly by a member of the Pharmacy clinical trials team. The electronic spreadsheet can be found on the X drive (X:\ClinicalTrials\ADMIN FILE\Clinical Trials Audit Spreadsheets).

4.2 Analysis of data

Once a month a member of the Clinical Trials Team will use the data collected to produce a document with the results of the audit. As a minimum we will report the following:

- The total number of prescriptions dispensed.
- The proportion of the work received in the morning, afternoon and after 4pm.
- For prescriptions received after 4pm - the name of the relevant trial. The percentage of prescriptions we knew about in advance.
- For prescriptions received that were unexpected - we will report which trial were they for.
- The percentage of prescriptions dispensed where there was a patient waiting.
- The proportion of prescriptions which were incorrect.
- For prescriptions containing errors - report which trial they were for and what the errors were.
- The average time taken to dispense a prescription.
- The average time taken to complete the prescription; from receipt to the end of the accuracy check.

The results will be discussed within the pharmacy clinical trials team and feedback may be given to the R&D department/Research teams (if appropriate).

The results may be used to implement actions to improve the pharmacy clinical trials service.

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5 Related SOPs and Documents

Pharm/F103	Clinical Trials Prescription Audit Tracker

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