

Candidate Name:

Candidate No:

Section 4. Record keeping and audit processes for medication administration and storage

Question 1.1

Describe the requirements for medication transactions and stock levels in relation to:

The role of the pharmacist:

Manufacturer's instructions:

Organisational policies:

Inspection and external audit:

Legal requirements:

Question 1.2

Explain how medication is recorded on:

Receipt:

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Administration:

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Disposal:

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Question 2.1

Describe the key aspects of record keeping in an environment where medicine is used in relation to:

Documentation:

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Correct recording:

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Signatures:

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Question 2.2

Outline the requirements of the regulatory authorities in relation to medication record keeping.

Question 2.3

Identify what information needs to be recorded when compiling a medicine profile for a client.

Question 2.4

Explain why all records relating to medicines must be kept up-to-date.
