

Standard Operating Procedure for Pharmacists carrying out Clinical Medication Reviews for patients

Arrange a meeting with the Practice Manager and/or GP Prescribing Lead in the practice that has expressed an interest in having Clinical Medication Reviews carried out for their patients.



Once the GPs have agreed that they are happy for the work to go ahead and access to their computer system has been arranged the work can begin. Decide which patients to review first e.g. search for over age 85 on 10 or more medications.



From the medical records compile a list of patients.



Contact the patient to introduce yourself and explain the medication review process and obtain consent. Arrange a convenient time to discuss the issues with the patient and agreed actions: phone or clinic at the practice as agreed with the surgery or inform GP of the issues for them to discuss with patient.



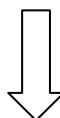
Review one patient at a time and produce a summary printout from the medical records to include: repeat and acute prescriptions, allergies, past medical problems and recent monitoring. Carry out a thorough review of the medical notes (and paper notes if necessary) and record any relevant information on the agreed review paperwork. Make a record on the form of all the issues which need to be discussed with the patient.



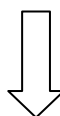
Ensure that all documentation is stored securely throughout the review process in line with Information Governance and Data Protection Rules



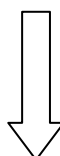
Complete the Medication Review with the patient following the pharmacist medication review checklist; ensure that any relevant information provided by the patient has been documented on the form.



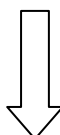
Using the information from the medical notes and any information obtained from the patient put together a list of recommendations for the GP involved in the care of each of the patients using the 'Pharmacist Clinical Medication Review' form. Send these to the GP by the method agreed at the initial visit to the practice.



Once the recommendation forms have been agreed by the GPs they should be returned to you the pharmacist, by a pre-agreed method. Make the changes to the medical records if this has not already been done. Record an entry in the medical notes using the Read code "Medication review completed by Pharmacist". A copy of the signed forms and agreed recommendations including any follow-up plans should be left for scanning into the medical records by practice staff.



Once the changes have been made to the medical records the patient must be informed. A letter should be sent to the patient which includes the agreed recommendations.



Finally, complete an activity log for the cohort of patients reviewed including cost savings and any RIO interventions made. Additionally, these should be documented on the intervention spreadsheet, and any RIO interventions discussed at PST meeting then added to the RIO database after approval.