

Standard Operating Procedures Templates



Standard Operating Procedures are mandatory for community and hospital pharmacies. Our SOP's templates comply with the Royal Pharmaceutical Society's recommendations.

The implementation of SOPs form part of the requirements for the Dispensary Services Quality Scheme. They will assist practices to:

- Establish a point of reference
- Allow continued improvements to standards of service

Costs

- Buy 1 for **£8.51** + VAT
- Buy any 3 for **£22.98** + VAT
- Buy any 6 for **£43.40** + VAT
- Buy any 10 for **£68.09** + VAT
- The complete set of 18 for **£119.15** + VAT

SOPs marked with a * are also suitable for prescribing practices

Each of our SOPs Templates are supplied with an Objective, Scope and Process.

Title	Code	Quantity	Paper	CD
Equipment Cleanliness and Hygiene	SPS-D1	<input type="text"/>	<input type="checkbox"/>	or <input type="checkbox"/>
Personal Hygiene Standards *	SPS-D2	<input type="text"/>	<input type="checkbox"/>	or <input type="checkbox"/>
Dispensing Stock	SPS-D3	<input type="text"/>	<input type="checkbox"/>	or <input type="checkbox"/>
Stock Control, Cleaning Shelves and Expiry Dates *	SPS-D4	<input type="text"/>	<input type="checkbox"/>	or <input type="checkbox"/>
Dispensary Hatch	SPS-D5	<input type="text"/>	<input type="checkbox"/>	or <input type="checkbox"/>
Reception Hatch *	SPS-D6	<input type="text"/>	<input type="checkbox"/>	or <input type="checkbox"/>
Prescribing Medication	SPS-D7	<input type="text"/>	<input type="checkbox"/>	or <input type="checkbox"/>
Dispensing a Prescription	SPS-D8	<input type="text"/>	<input type="checkbox"/>	or <input type="checkbox"/>
Dispensing Schedule 2 Controlled Drugs	SPS-D9	<input type="text"/>	<input type="checkbox"/>	or <input type="checkbox"/>
Checking a Prescription *	SPS-D10	<input type="text"/>	<input type="checkbox"/>	or <input type="checkbox"/>
The Repeat Prescription *	SPS-D11	<input type="text"/>	<input type="checkbox"/>	or <input type="checkbox"/>
Message Log *	SPS-D12	<input type="text"/>	<input type="checkbox"/>	or <input type="checkbox"/>
The Prescription Reverse	SPS-D13	<input type="text"/>	<input type="checkbox"/>	or <input type="checkbox"/>
Receiving Prescription Charges	SPS-D14	<input type="text"/>	<input type="checkbox"/>	or <input type="checkbox"/>
The Private Prescription *	SPS-D15	<input type="text"/>	<input type="checkbox"/>	or <input type="checkbox"/>
Dispensing for Care Homes	SPS-D16	<input type="text"/>	<input type="checkbox"/>	or <input type="checkbox"/>
Dispensing Errors	SPS-D17	<input type="text"/>	<input type="checkbox"/>	or <input type="checkbox"/>
Education and Training *	SPS-D18	<input type="text"/>	<input type="checkbox"/>	or <input type="checkbox"/>



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