Interim Accredited Checking Pharmacy Technician (ACPT) Scheme Guidance

Please note; this scheme is currently under review following the merging of London, Kent, Surrey and Sussex. The reviewed scheme guidance will be available from January/February 2017.
Accredited Checking Pharmacy Technician (ACPT) Scheme

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The Scope of the ACPT Scheme

This ACPT Scheme conforms to the Nationally Recognised Framework for Final Accuracy Checking of Dispensed Items for Pharmacy Technicians.

We accredits pharmacy technicians who have:
   a. Satisfactorily completed the checking of 1000 prescription items (under supervision)
   b. Demonstrated the skills required to undertake the final checking of dispensed items as per the ACPT Scheme guidelines
   c. Performed to the required standards at the ACPT Assessment on the date assessed
   d. Recognised their limitations and demonstrated they know when to refer

Should the accredited checking pharmacy technician’s standards fall below local Standard Operating Procedures for checking dispensed items, the trust is advised to withdraw the pharmacy technician from his/her checking role, and contact the course lead for advice.

Whilst undertaking the ACPT role the pharmacy technician must have no part in the labelling and dispensing of medications that they are checking.
Introduction

This document contains the updated guidelines for the Accredited Checking Pharmacy Technician Scheme. It has undergone a thorough review in consultation with Chief Pharmacists in London. The scope of the ACPT scheme is detailed on page 2.

Please read this document carefully to ensure that any changes to the scheme are implemented within your organisation.

Pharmacy technicians in NHS organisations are increasingly undertaking more complex roles in order to ensure that skill mix is optimised and that patients’ needs are met.

This ACPT scheme enables accredited pharmacy technicians to carry out the final check on items labelled and dispensed by another person against a prescription which has been clinically screened for dispensing by a pharmacist, and annotated according to local procedure.

The final check on dispensed medicines was traditionally conducted by a pharmacist but the introduction of accredited checking pharmacy technicians has meant that pharmacists can concentrate on extended roles (such as prescribing) and other patient-focused activities.

The scheme does not exclude any type of prescriptions, but organisations may wish to apply local exclusions.

The ACPT scheme must have approval from the Chief Executive of the NHS organisation or the No.1 Governor of Her Majesty’s Prisons, before it is implemented locally and is dependent on Standard Operating Procedures (SOPs) being in place. It is the responsibility of the Chief Pharmacist to ensure that the Chief Executive and No.1 Governor are notified.

It is recommended that organisations prepare a local document which states the responsibilities of all those involved in the ACPT scheme, which is signed by those pharmacists and accredited checking pharmacy technicians providing the ‘final check’ to indicate their agreement.

Responsibilities and accountabilities for pharmacy technicians

Pharmacy technicians must ensure that they adhere to the General Pharmaceutical Council’s (GPhC) standards for conduct, ethics and performance.

‘You are professionally accountable for your practice. This means that you are responsible for what you do or do not do, no matter what advice or direction your manager or another professional gives you. You must use your professional judgement when deciding on a course of action.’

Ref: www.pharmacyregulation.org

Throughout this document, a pharmacy technician undertaking the ACPT scheme will be referred to as the ‘candidate’ to avoid any confusion.

The Accredited Checking Pharmacy Technician Scheme will be referred to as the ‘ACPT scheme’.
ACPT Scheme Contact List

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Accredited Checking Pharmacy Technician (ACPT) Scheme

Candidate Pathway

Successfully complete the dispensing accuracy log (200 consecutively dispensed items with no errors)

Nominated for the ACPT Scheme by work-based facilitator and Chief Pharmacist / Designated Deputy

Attend ‘ACPT Scheme Training for Candidates’ Study days

Successfully complete the checking log (minimum of 1000 items)

Nominated for ACPT Scheme Assessment

Sit the ACPT Scheme Assessment

If Unsuccessful

Period of reflection (Before nominated for re-sit)

If Successful

Accredited for 2 years

Optional probationary period (If requested up to a maximum of 2 weeks)

Re-accredited every 2 years as per ACPT Scheme guidance
Accredited Checking Pharmacy Technician (ACPT) Scheme

Entry Criteria

Entry criteria for the ACPT facilitator
The ACPT facilitator must fulfil the following criteria:

- be a registered pharmacist with the GPhC
- have at least two/three years post basic qualification experience
- have experience of facilitating staff
- has attended the ACPT facilitator study day
- be able to meet regularly with the candidate (ideally working in the dispensary team to ensure maximum support)
- undertakes ACPT facilitator update training every 2 years

OR

- be a registered pharmacy technician with the GPhC
- have successfully passed the ACPT Assessment and maintains currency of ACPT
- have a minimum of one year’s post ACPT Assessment experience
- have at least two/three years’ post basic qualification experience
- have experience of facilitating staff
- has attended the London ACPT facilitator study day
- be able to meet regularly with the candidate (ideally working in the dispensary team to ensure maximum support)
- undertakes ACPT facilitator update training every 2 years

OR

- be registered with the GPhC as a pharmacy technician working as an educational supervisor who has experience of the ACPT scheme but is not a current ACPT (they would be able to facilitate the ACPT process at base but not check)
- have at least two/three years’ post basic qualification experience
- have experience of facilitating staff
- has attended the London ACPT facilitator study day
- be able to meet regularly with the candidate
- undertakes ACPT facilitator update training every 2 years

Entry criteria for the ACPT candidate
The London ACPT scheme is open to pharmacy technicians working within NHS organisations or Her Majesty’s Prisons (HMPs) in London who have:

- a minimum of two years relevant work-based experience completed in the UK under the supervision, direction or guidance of a pharmacist to whom have been directly accountable for not less than 14 hours per week
- one year post qualification experience
- registered with the GPhC as a pharmacy technician
- 6 months dispensary experience within the last 2 years
- worked in their current dispensary as a pharmacy technician for a minimum of 3 months
- familiarised themselves with local dispensing Standard Operating Procedures (SOPs)
- been allocated a work-based ACPT facilitator
- completed the ACPT scheme dispensing accuracy log (Appendix B) of 200 items, with 100% accuracy, that is valid for 3 months from the date of the first entry

A candidate is allowed TWO attempts only at completing the ACPT scheme dispensing accuracy log. If they fail the second attempt they should have a break of 3 to 6 months from the ACPT scheme and undertake in-house training before re-starting the ACPT scheme.
Accredited Checking Pharmacy Technician (ACPT) Scheme

Responsibilities

Responsibilities of the Chief Pharmacist or Designated Deputy

The Chief Pharmacist or Designated Deputy must ensure that:

- the Chief Executive within their NHS organisation or the No. 1 Governor within Her Majesty’s Prison are informed of and is in agreement with the change in working practice within the pharmacy department
- the extension to the pharmacy technician’s role is documented in their current job description to ensure they are covered by the vicarious liability of the employing organisation following accreditation
- current Standard Operating Procedures are in place and that the candidate is familiar with and works competently within these
- mechanisms are in place to support candidates

Each Trust/NHS Organisation must have an ACPT facilitator.

Responsibilities of the facilitator:

- is nominated by the Chief Pharmacist/Designated Deputy
- must attend the ACPT Facilitator study day to have a working knowledge of the ACPT scheme and be aware of their responsibilities
- ensures that correct and current recording paperwork is used
- facilitates the local implementation of the ACPT scheme
- must ensure that they keep up to date with and implement any revised changes to the ACPT scheme
- must ensure that local dispensary SOPs are in place and that the ACPT candidate is familiar with and works consistently within them
- informs the course lead of the name of the candidate they will be facilitating
- meets with the candidate following the 2nd study day and then every 250 checked items to discuss and document progress (Appendix D and E provide some useful paperwork)
- numbers and signs each of the log forms for quality assurance purposes before giving them to the candidate
- assesses the candidate’s dispensing accuracy log (Appendix B)
- completes the online nomination form (Appendix C) for the ACPT Candidate study day and uploads the dispensing accuracy log to the HEE LaSE website
- offers support, guidance and feedback to the candidate
- contacts the course lead for guidance on how to class any errors made by the candidate and the appropriate action to take
- assesses the candidates checking log (Appendix G)
- forwards the nomination form for the ACPT Scheme Assessment (Appendix H), checking log, sample checking signatures and progress reports (Appendix F) to the course lead
- undertakes ACPT facilitator update training every 2 years to ensure knowledge of the ACPT scheme is up to date
Accredited Checking Pharmacy Technician (ACPT) Scheme

Responsibilities of the candidate:

- must be familiar with and work consistently within the local dispensary SOPs
- must complete the dispensing accuracy log (Appendix B) without any errors
- must attend both the ACPT Candidate study days
- must complete the work that is set on Day 1 and submit on Day 2
- must record ALL his/her checking activities using the log forms provided by the ACPT facilitator
- must notify the ACPT facilitator each time they make a checking error
- must meet with the facilitator following the 2nd study day and then every 250 checked items to discuss and document progress (Appendix E and F provide some useful paperwork)

If a candidate is found to have falsified/deliberately tampered with a checking log in any way, they will be withdrawn from the ACPT scheme. The subsequent course of action must be discussed between the course lead and the Chief Pharmacist/Designated Deputy.
Accredited Checking Pharmacy Technician (ACPT) Scheme

The ACPT Scheme Candidate study day

The candidate must attend both the ACPT Candidate study days before they may start the 1000 item checking log. The candidate will be expected to complete homework that is set on Day 1 and this must be returned on Day 2.

Day 1 covers the following areas:

- the responsibilities of the checking pharmacy technician
- the role and responsibility of the ACPT Facilitator
- the legal and professional framework for dispensing
- packaging and labelling requirements
- develop self-checking procedures
- how to complete ACPT paperwork

Day 2 is a morning session only and covers the following areas:

- the consequences of errors
- the importance of standard operating procedures
- how to give feedback to other members of pharmacy staff when checking their work

KSF Dimensions

These study days link to the following KSF Dimensions:

- C1 – Communication
- C2 – Personal & People Development
- C5 – Quality
- HWB10 – Products to meet health and wellbeing needs
Portfolio of evidence

After the 2nd study day, the candidate will compile a portfolio of evidence. The purpose of the portfolio is to:

- document all checking that has been undertaken
- ensure that a breadth of prescription types and dosage forms have been covered (to reflect current practice within the department)
- highlight areas where further training is required
- provide evidence of reflection on any errors identified and/or missed

The portfolio forms part of the assessment. All evidence collected must be included in the portfolio for review as part of the summative assessment.

Before the candidate starts collecting evidence and embarking on their checking log they should reflect on what was learnt from both study days and meet with their ACPT facilitator. This meeting must be documented and submitted in the candidate’s portfolio of evidence on the Progress Meeting Paperwork (Appendix F). The ACPT facilitator then meets with the candidate every 250 checked items to discuss and document progress (Appendix D and E provide some useful discussion points).

Upon completion the portfolio should be checked by the facilitator and submitted for validation. The completed portfolio should include:

- the completed assessment nomination form (Appendix I)
- the original candidate’s 1000 item checking log
- all the completed progress meeting paperwork (Appendix F) – this will be a minimum of 4 records
- the completed checking signatures list (Appendix A)
- checking error reflection logs (Appendix H) or CPD record of and error/s
Accredited Checking Pharmacy Technician (ACPT) Scheme

The ACPT Scheme Checking Log

The candidate must successfully complete a checking log as part of their portfolio of evidence. The checking log should record a minimum of 1000 dispensed prescription items (Appendix G).

Completing the Log

- For the purpose of quality assurance the ACPT facilitator must consecutively number and sign each log sheet before giving them to the candidate.
- The checking log must contain all items checked by the candidate.
- The items checked must be labelled and dispensed by another person.
- The items checked must have first been clinically screened/approved for dispensing by a pharmacist and annotated according to local trust policy.
- The candidate should check items under normal working conditions.
- Transcription item scripts written by a pharmacy technician can only be checked where there is a current SOP within the NHS organisation or HMP.
- The final check must be carried out by a pharmacist or a currently accredited checking pharmacy technician, both of whom are familiar with the dispensing SOPs and the ACPT scheme.
- The log should cover a breadth of prescription types and dosage forms to reflect current practice within the department. It should include 30 dispensed items without administration instructions for a named individual, i.e. in-patient medications. The remainder of the 1000 item checking log should contain items dispensed with administration instructions for a named individual, i.e. out-patient medications, discharge medication, One Stop Dispensing (or 'in possession' or court medication for HM Prisons).
- Each item checked on the log must be signed by the candidate and the final checker so it is clear each item has been checked.
- Bracketing of items for signing in the signature columns on the logs will be allowed, but the 1st and last item must be signed. If this is not done it will result in the log being returned to the candidate for completion.
- The currency of evidence of the checking log is 12 months from the date of the 2nd study day.
- Logs should not be completed in less than 3 months.
- If the candidate identifies a dispensing error, then this must be documented fully on the log forms. The item should be re-dispensed. If re-dispensed by the original dispenser or another staff member, the candidate can complete the checking of this item. They should sign only when the item is complete and ready for the final check. This is counted as ONE item.
The ACPT Scheme Checking Log

Exclusions to this scheme are:
- Extemporaneously prepared items (sterile or non-sterile)
- Batched pre-packed items
- Cardiac arrest boxes
- TTA ward stock packs
- Stock Controlled Drugs
- Patients Own Drugs (unless sent back to pharmacy for relabeling with an endorsed prescription)

Useful information
- The candidate may have more than one log sheet in use at a time
- Allocate a collection tray and/or specified area for the final checker to file the log sheets to ensure they do not get lost
- If there is more than one candidate collecting their 1000 item checking logs then it is advisable to photocopy the checking log sheets on different coloured paper. Do not use dark colours as they will not photocopy
- The ACPT facilitator must inform the ACPT candidate who within their department is allowed to final check their 1000 item checking logs. A template has been provided to enable the candidate to keep a record of who has checked their work (appendix A)
- It is suggested that candidates start checking in-patient items without administration instructions (acute medical items in HM Prison) first before progressing to discharge or out-patient prescriptions (in-possession or court medication prescriptions for HM Prisons)
- If multiple containers of the same medication item are dispensed to fulfil the prescription this is counted as one item only on the log form i.e. two bottles of lactulose for the same person equals one checked item
- If a candidate checks three packs of Warfarin and they are three different strengths then this will count as three separate items on the log form
- A complete list of prison codes will be held by the course lead and all candidates working in HMPs should use these and not the hospital codes as listed on the log forms. For example:
  
  CRT = Court Medication
  NIP = Not In-possession
  IP = In-possession
The ACPT Scheme Checking Log

If the candidate makes a checking error (i.e. does not detect a dispensing error)

If the final checker identifies that the candidate has made a checking error (not detected a dispensing error) full details must be recorded on the back of the log form. The final checker should also print their name next to their signature for this item.

The candidate should stop checking and the ACPT facilitator must be informed. The ACPT facilitator must then contact the course lead for guidance on how to class the error and the appropriate action to take.

Errors will be classed as ‘less serious’ or ‘serious’ and the following scope for error will apply:

1st attempt at 1000 item checking log
If a serious error or 3 less serious are made the candidate should have a period of reflection and check 250 additional items

Further checking errors
If a 2nd serious error or a further 3 less serious are made the candidate should have a period of reflection and restart the 1000 item checking log from the beginning.

After an error, the candidate should reflect on how the error occurred and complete either a CPD log or a Checking Error Reflective Log (appendix H). If the candidate does not have a CPD portfolio then they can access the GPhC CPD recording paperwork from the GPhC website www.pharmacyregulation.org.

The following points should be considered, documented and reviewed by the facilitator:
- Description of error
- Corrective actions taken
- The cause of the dispensing / checking error
  - Was it due to similar packaging?
  - Was it due to distractions?
  - Were they not feeling well?
- How can they prevent a recurrence of this error?
- Does their self checking process need amending?
- Potential outcome and impact of the error to the patient

A candidate should not make more than 2 SERIOUS errors or 6 LESS SERIOUS errors in total. If the candidate makes more checking errors than this, they should have a break of 3 to 6 months from the ACPT scheme before re-starting from the beginning. This will include the 200 item dispensing log and re-attending the study days.

Extension requests
Extension requests will only be considered in extreme circumstances. All requests must come from the ACPT facilitator and be in writing giving details of why an extension is needed.
The course lead should be informed if:

- **the candidate moves/rotates to a different dispensary within the same Trust**
  If Standard Operating Procedures (SOPs) differ in the new dispensary, it is recommended that the individual not recommence their checking log until they are familiar with these SOPs. The time frame for this should be a local decision between the individual and the Chief Pharmacist/Designated Deputy.

- **the candidate moves to another NHS organisation**
  It is recommended that the candidate should spend 3 months working in the new dispensary before they recommence their checking log.
Accredited Checking Pharmacy Technician (ACPT) Scheme

The ACPT Scheme Assessment

Nomination for assessment

When the candidate has successfully completed the 1000 item checking log, the ACPT facilitator must return the following to the course lead:

- the completed assessment nomination form (Appendix H)
- the original candidate’s checking log
- a minimum of 4 progress meeting records (Appendix F)
- the completed checking signatures list (Appendix A)
- checking error reflection logs (Appendix H) or CPD record of error

*It is recommended that the information is sent by recorded or special delivery and that a photocopy is retained by the candidate.*

Once received:

- The ACPT Facilitator is informed by email or by telephone that their candidates log has been received
- The log is verified by the course lead and one other member of the team who has experience with the ACPT scheme

If satisfactory, the candidate will be informed of the date of the ACPT assessment, given further information about the assessment including assessment guidelines, sample prescriptions, labels and log forms

If not satisfactory, *the course lead will inform the ACPT facilitator and suggest an appropriate course of action.*
The ACPT Scheme Assessment

The assessment is comprised of two parts:

**Part A**

**Practical Checking Exercise** – (maximum time allocated 60 minutes)
- 20 dispensed items to be checked.
- To pass, **ALL** dispensing errors must be detected, fully recorded and signed

**Part B**

**Oral assessment posed by the ACPT Assessment Panel** – (up to 20 minutes)
- 10 questions, the candidate must justify their answers
- To pass, **ALL** questions must be answered to the satisfaction of the ACPT Assessment Panel

The ACPT prescriptions and medications are validated prior to each ACPT Scheme Assessment practical checking exercise.

The ACPT Assessment Panel will normally consist of:
- the course lead
- an ACPT Facilitator
- a Dispensary Manager or Senior Pharmacy Manager with experience of the ACPT scheme

The candidate must pass **both** parts A and B in order to become accredited

The candidate should arrive **15 minutes before** the start of their practical assessment. They will then sit in the waiting area where a member of the Health Education England (HEE) team will come and collect the candidate and take them into the assessment room.

If the candidate experiences delays in getting to the venue they must contact the course lead or course administrator on one of the following numbers who will be able to advise them further.

020 7089 5910
0774 123 8699

**If the candidate fails to arrive on time for the start of their ACPT Assessment they will be removed from that days’ ACPT Assessment and will need to reapply for another date.**
The ACPT Scheme Assessment

The ACPT assessment process is in the following order:

**Part A - Practical Checking Exercise**

- Candidates have a maximum time of **60 minutes** to carry out a final accuracy check on the **20 dispensed items**.

- If the candidate has any questions or if there is anything they wish to clarify about this exercise on the day then they should ask a member of the Health Education England team **before** entering the practical assessment.

- Candidates must not write on the prescriptions or the medicines

- The candidate should assume that all **prescriptions** have been:
  - Clinically validated by a pharmacist and that all relevant allergies have been recorded
  - Signed by the doctor
  - Signed by the dispenser

- There may be more than one error per item and more than one item on a prescription

**During the assessment:**

- There will be an **invigilator** in the room who will be there to monitor the timings and provide quality assurance. **They are not there to answer questions on the assessment.**

- An assessment log form will be provided to record each item that the candidate checks. Each prescription **item** must be clearly written on a **separate line** and endorsed so that it is clear that they have checked 20 prescription items. The recording log has been modified from the 1000 item checking log so that only the data which is relevant for the purposes of the assessment is collected

- The candidate should ensure that the item number on the log form corresponds to the number of the dispensed item that they are checking

- The candidate must record full details of **EVERY** error they detect. For example ‘wrong drug’ is not acceptable.
  
  Example: Amlodipine 5mg tablets prescribed and labelled but Amiloride 5mg tablets dispensed.

Any information written on the candidates answer sheet will be taken into account when marking their assessment. Everything the candidate writes must be clearly legible and the meaning clear and unambiguous.
Accredited Checking Pharmacy Technician (ACPT) Scheme

The ACPT Scheme Assessment

Before the end of the assessment the candidate must check that they have fully completed all the necessary details on the log sheet.

The candidate should check that they have:

- recorded all details of all the errors they have detected
- indicated clearly for each of the test items whether or not there is an error
- completed full details of each error by stating what the error is and what should have been done to dispense the item correctly
- signed each box confirming their check is complete
- put all medicines back in their containers with the correct PIL and left them tidily on top of the corresponding prescription with any sundry items (spoons, record cards etc.).
- left the prescriptions in numerical order

If the candidate fails to sign the ‘sign when check complete’ box, it will be considered that they have not checked the item and therefore not completed the ACPT assessment and they will be unsuccessful.

Part B - Oral Questions

The questions are about the candidate’s responsibilities as a final accuracy checker, when to refer to a pharmacist and their experiences whilst checking. The interview is designed to assess their ability to accept responsibility as an accredited checking pharmacy technician. Members of the panel will make comprehensive notes of the candidate’s answers.

Informing the candidate and Chief Pharmacist of the result

- The candidate will not be informed of the result on the day of the assessment.
- A detailed report will be emailed to the candidate and Chief Pharmacist / Designated Deputy within 2 weeks of the assessment.

If the candidate is unsuccessful

- A period of reflection is recommended before re-sitting the ACPT assessment
- The candidate should discuss the report on the failed assessment with their Chief Pharmacist/Designated Deputy/ACPT facilitator
- If remedial action, such as further training is agreed to be required before the candidate applies for reassessment, this should be addressed locally
- The candidate only needs to re-sit the part of the assessment they failed and not the whole assessment process (e.g. if they miss an error on the practical assessment the candidate will just need to re-sit Part A)
- The candidate must re-sit the ACPT assessment within 3 months of the failed assessment

A candidate is allowed TWO attempts at the ACPT Assessment. A further attempt must be authorised in writing by the Chief Pharmacist and any details of interim work should be included.

If the candidate fails a third attempt (second attempt if not supported by their Chief Pharmacist) they should have a break of 3 to 6 months from the ACPT scheme before re-starting from the beginning. This will include the 200 item dispensing log and re-attending the study days.
Accredited Checking Pharmacy Technician (ACPT) Scheme

The ACPT Scheme Assessment

Please note: it is expected that the candidate will successfully pass the assessment within 6 months of completing their checking log.

If the candidate passes the ACPT scheme assessment
- The candidate will receive an accreditation certificate that will be posted out within 2 weeks from the ACPT assessment
- The certificate is valid for 2 years from the date of accreditation
- It is the candidates responsibility to ensure they are re-accredited before their certificate expires
- The candidate must agree with their Chief Pharmacist/Designated Deputy the date on which they may start practising as an accredited checking pharmacy technician

NB:
A probationary period is no longer compulsory but may be included if thought appropriate after discussion with the Chief Pharmacist or Designated Deputy. This can be up to a maximum of TWO weeks only.

Responsibilities of the Accredited Checking Pharmacy Technician

Whilst accredited, the pharmacy technician is able to carry out the final check on items labelled and dispensed by any other authorised member of staff against a prescription which has first been clinically screened and approved for dispensing by a pharmacist and annotated according to local procedure.

Departments must ensure policies are in place should an accredited checking pharmacy technician make a checking error.

Should the pharmacy technician’s standards fall below local Standard Operating Procedures for checking dispensed items, the trust is advised to withdraw the pharmacy technician from their checking role, and contact the course lead for advice.

The pharmacy technician must check for a minimum of 8 hours per month within the dispensary and/or at ward level to maintain their ACPT competency.

It is the individual’s responsibility to ensure that they are re-accredited before their accreditation expires. If accreditation expires, the scheme cannot support checking by the individual.
Accredited Checking Pharmacy Technician (ACPT) Scheme

Medicines Management and ACPT

ACPTs that have a medicines management role may find they are asked to final accuracy check an order form or one-stop supply sheet that they have transcribed on the ward. Local policy and risk management strategies must dictate whether it is safe practice for the ACPT to perform the final accuracy check on these prescriptions.

If the Chief Pharmacist permits ACPTs to undertake the final accuracy of these items there must be a SOP in place which clearly states the process and responsibilities of those involved.

Changes in Circumstances Once Accredited

Once accredited through the ACPT scheme, pharmacy technicians are personally responsible for informing the course lead if they change employment (by moving to a different NHS organisation or they leave the NHS). This ensures that the ACPT database is accurate and that new information and advice can be sent out and will be received promptly.

Moving to a different NHS Organisation within London

Before taking on the responsibilities of an accredited checking pharmacy technician in the new organisation, the individual must have worked in the new dispensary for a **minimum of 3 months** and completed a checking log with 100% accuracy. The amount of items to be checked will depend how long the pharmacy technician has not checked for and is explained on page 21 of this guidance.

The ACPT facilitator/Chief Pharmacist/Designated Deputy and ACPT should complete Appendix L at the end of the 3 months and post it along with the checking log for validation.

Moving to a different dispensary within the same Trust

If SOPs differ in the new dispensary, it is recommended that the individual does not undertake checking activities until they are familiar with these SOPs. The time frame for this should be a local decision between the individual and the Chief Pharmacist/Designated Deputy.
Expired ACPT Certificate or Extended Leave from the Scheme e.g. Career Break, Maternity Leave

If accreditation has expired, the scheme cannot support checking by this individual. If an ACPT continues to check after their certificate has expired they may not be covered by vicarious liability by their NHS Trust.

If the accredited checking pharmacy technician has not been checking in the dispensary the following must be followed:

**If the accreditation has expired or the pharmacy technician has not checked:**

**A. for up to 6 months**
The pharmacy technician should:
- reflect on their checking process
- familiarise themselves with the local dispensary SOPs
- complete a 100 item checking log with 100% accuracy

**B. for 6 up to 12 months**
The pharmacy technician should:
- reflect on their checking process
- familiarise themselves with the local dispensary SOPs
- complete a 200 item checking log with 100% accuracy

**C. for 12 months to 2 years**
The pharmacy technician should:
- reflect on their checking process
- familiarise themselves with the local dispensary SOPs
- complete a 500 item checking log with 100% accuracy

**D. for more than 2 years**
The pharmacy technician must start the complete ACPT Scheme from the very beginning (e.g. dispensing log stage).

Once completed the checking log should be sent to the course lead for validation. The ACPT facilitator will receive confirmation by email once the paperwork has been validated that the ACPT may start checking again.
Re-accreditation of Accredited Checking Technicians

In order for an ACPT to be re-accredited the Chief Pharmacist must write a letter of support on Trust/Organisation headed paper stating the ACPT regularly checks for a minimum of 8 hours per month in the dispensary and/or at ward level in accordance with local trust policy and that they support them checking under the London ACPT scheme for a further 2 years.

A statement of support is acceptable by email on condition that it is sent directly from the Chief Pharmacists work email account and not forwarded from another email account/address.

Alternatively, a template for the letter/statement of support has been provided (Appendix M).

Once completed and signed by the Chief Pharmacist the letter or statement of support should be sent to the course lead for validation. Upon receipt and successful validation a certificate will be issued.

It is the responsibility of the accredited checking pharmacy technician to ensure they have been re-accredited before their ACPT certificate expires. Pharmacy technicians whose ACPT certificate has expired should refer to page 21 or contact the course lead for guidance.

If accreditation has expired, individual is not supported to check. If an ACPT continues to check after their certificate has expired they may not be covered by vicarious liability by their NHS Trust.

Once expired, even if by only one day, in order to re-accredit the ACPT will need to complete a checking log (refer to page 21).

ACPTs Accredited With a Different Provider

In order to support the checking of an ACPT who has completed an accuracy checking scheme with another provider, it is necessary to verify the scheme has been mapped to the National Framework.

A copy of the current ACPT certificate should be provided and in some circumstances the original portfolio may be requested for validation to ensure it can be mapped to the National Framework.

If an ACPT with a certificate from another provider joins your organisation please contact the course lead for guidance.
Accredited Checking Pharmacy Technician (ACPT) Scheme

Appeals Procedure

ACPT Scheme Candidates are able to appeal against the decision or conduct of an assessment process in this ACPT scheme. The procedure for making an appeal is as follows:

1. A candidate wishing to appeal against a decision or assessment process must inform the course lead of their intention to forward an appeal by email or telephone. This must be done within 5 working days of the assessment or 5 working days of receipt of the result.

2. The appeal must be forwarded in writing to the Appeals Officer within 10 working days of the candidate giving notice of the intention to appeal and this must be countersigned by the Chief Pharmacist.

3. On receipt of the appeal, the Appeals Officer will:
   a. set a date for the appeal
   b. convene an appeal panel. The panel members will be from a bank of senior pharmacy staff - a quorate of 3 panel members must be met to hold an appeal (convened panel members must have no interest in the appeals being made).

4. The appeal panel will meet within 20 working days of the Appeals Officer receiving written notification of the appeal. The appeal panels are convened on set dates throughout the year. If this is not convenient for the candidate then they will be allocated the next available date.

5. The candidate has the option to represent themself before the panel. He/she may be accompanied by an NHS colleague of his/her choice to help with the presentation. If the candidate wishes to take this option, the Appeals Officer must be informed in writing within 10 working days of the candidate giving notice. The candidate will not be present when the appeal decision is made.

6. The appeal panel will reach a decision on the day of the hearing.

7. The candidate and Chief Pharmacist / Designated Deputy involved will receive verbal notification of the decision on the day of the appeal, wherever possible, or on the next working day. Written notification will be posted within 3 working days.

8. The decision of the appeal panel is final.

9. It is recommended that all documentation is sent by special or recorded delivery.
The appendices listed below may be downloaded from the London Pharmacy Education & Training website at [www.lasepharmacy.hee.nhs.uk](http://www.lasepharmacy.hee.nhs.uk). If you are experiencing problems accessing or downloading these documents please contact 020 7089 5910.

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