# Highfield Assessment



# Pharmacy Services Assistant Mock Simulated Observation with Question and Answer sessions

### **Assessment Brief**

You are required to complete 2 simulated tasks to evidence your knowledge, skills and behaviours. Each task will take approximately 20 minutes. After each task, you will be asked follow-up questions for up to 10 minutes.

#### TASK ONE

#### Dispensing of medicines (to include the dispensing and issuing of medicinal products)

You will be given a prescription with 4 items to be dispensed. You will need to:

- confirm the validity of each prescription
- correctly enter the patient into the Patient Medication Record (PMR), observing organisational security procedures
- accurately calculate all quantities as required
- correctly label all prescribed items
- accurately pick/assemble all prescribed items
- perform in-process accuracy check
- complete the dispensing process and issue the medication

#### TASK TWO

#### Receiving, storing and issuing stock

You will be given an invoice or delivery notice containing 15-20 different medications. You will need to:

- correctly process the delivery information
- safely unpack the items from delivery
- store the items correctly, ensuring stock rotation
- accurately deal with any discrepancies or damaged items if required

If it is not possible for you to simulate the issuing of medication or pharmaceutical stock during the tasks, you will be given the opportunity to explain how you would issue these during the question and answer sessions.



## **Community Prescription**

Pharmacy Stamp		Age	Title, Forename, Surname & A	Address			
<b>To Pay</b> Please don't stamp over the age box		D.O.B	As per the patient details provided by your employer/training provider				
Number of da N.B. Ensure of			NHS Number:				
Endorsement	s	0					
	Amoxic						
	500mg	500mg TDS for 5 days					
	Atorva	Atorvastatin 20mg tablets					
	20mg (	20mg ON					
	28 tabl	28 tablets					
	Omg tablets						
	100 tak	lets					
	Apply t	hinly to leg					
30g							
Signature of Prescriber J Shah			Date Today				
on form		As per the GP details provided by your employer/training provider					
NHS	0230182181 <b>FOR</b>		FP10 C PURPOSES ONLY				

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## **Hospital Prescription**

## PHARMACY TRANSCRIPTION FORM

Ward: A Ward

# TIME REQUIRED: □12PM □12:30PM □3:30PM □5PM □OTHER (PLEASE STATE):

Patient: First Name, Surname & Address D.O.B NHS Number	Medication, Strength & Form:	Dose:	Frequency:	Quantity to be dispensed:	Dispensed by:	Checked by:
As per the patient details provided on the Portfolio Matrix	Amoxicillin 500mg Capsules	500mg	TDS	5 days		
As per the patient details provided on the Portfolio Matrix	Atorvastatin 20mg tablets	20mg	ON	28 tablets		
As per the patient details provided on the Portfolio Matrix	Co-codamol 30/500mg tablets	1 or 2 tablets	QDS PRN	100 tablets		
As per the patient details provided on the Portfolio Matrix	Betamethasone 0.1% cream	Apply thinly to legs	BD	30g		

## Pharmacist/Pharmacy Technician name: **A Pharmacist**

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Date: Today



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