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### Trainer Information

**Alex Hall** has worked in the clinical IT industry since 2002, both with pharmacy IT, and since 2006 with GP surgeries. Having worked as a trainer for the majority of this time, Alex has been involved with all aspects of IT on a practical, working level, whether it's giving one-on-one training to a GP, nurse, or admin member of staff, training a group of surgery/pharmacy staff, or presenting to 300 members of a national user group.

### Booking Information

To book a place/s email

[bookings@networkforpractices.co.uk](mailto:bookings@networkforpractices.co.uk)

*Our acceptance of your booking brings into existence a legally binding contract between us on the following Terms & Conditions - If places are booked but cancelled before payment has been made or a candidate DNAs, the fee will remain due. Cancellations will attract a refund if the course is subsequently fully booked. To avoid any confusion, we ask that Cancellations are by email only. We will make every effort to resell the cancelled place. Where places are free a £25 charge will be applied to cancellations/DNAs. Payment is required within 30 days from date of invoice.*

## Understanding Prescription Medicines

**Date:** 11<sup>th</sup> February 2025  
**Times:** 0930-1230  
**Venue:** Microsoft Teams Online Platform

**Places available:** 10

**Fee/s:**

<b>NfP Members</b>	<b>£60</b>
<b>Non-Members</b>	<b>£105</b>

**This workshop is suitable for: HCAs, Admin & Reception Staff**

### Introduction

This session has been specifically designed for all non-clinical staff – Reception/Admin/HCA's and those dealing with Prescriptions as part of their role as Prescription Clerks, to enable them to understand the prescribing process and be familiar with the associated medical terminology. It is imperative that the process is dealt with by staff who are trained in understanding prescription medicines and the repeat prescribing process and have received training at the work place in their Practice Repeat Prescribing Protocol, to ensure patient safety and efficiency for the organisation.

### Aims & Objectives

By the end of this session Candidates will have gained the necessary knowledge and skills and having completed practical assessment and competencies at their work-place and been trained in the Practice Protocol will be able to carry out their role safely and effectively.

### Learning Outcomes

Candidates will have acquired a general knowledge of the principles of the repeat prescribing process and the associated medical terminology.

### Agenda

- What is a prescription medicine?
- Classifications of medicines
- Trade & Generic drug names
- Effective use of BNF/MIMS
- Understanding prescriptions
- Understanding prescription abbreviations
- Methods of supply
- Routes of administration
- Groups of medicines – examples
- Conditions & medicines used to treat – examples
- Quality & Safety