



**BNSSG**  
Training Hub

# IP ANNUAL AUDIT GUIDE

Lily Dixon

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V1





# Background

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Auditing prescribing practices serves as a critical tool for ensuring high standards of care, compliance with legal and professional guidelines, and the promotion of safe, effective, and patient-centered prescribing.

The **Royal Pharmaceutical Society (RPS)** has established clear prescribing governance guidelines to ensure that healthcare professionals prescribe within their **scope of practice** and **competence** ([RPS LINK](#))

Furthermore, the **Care Quality Commission (CQC)** may request evidence that governance systems are in place within a clinical practice to assess whether staff have the necessary skills, knowledge, and experience to prescribe safely and effectively ([CQC LINK](#))



# Why Audit Our Prescribing Practice?

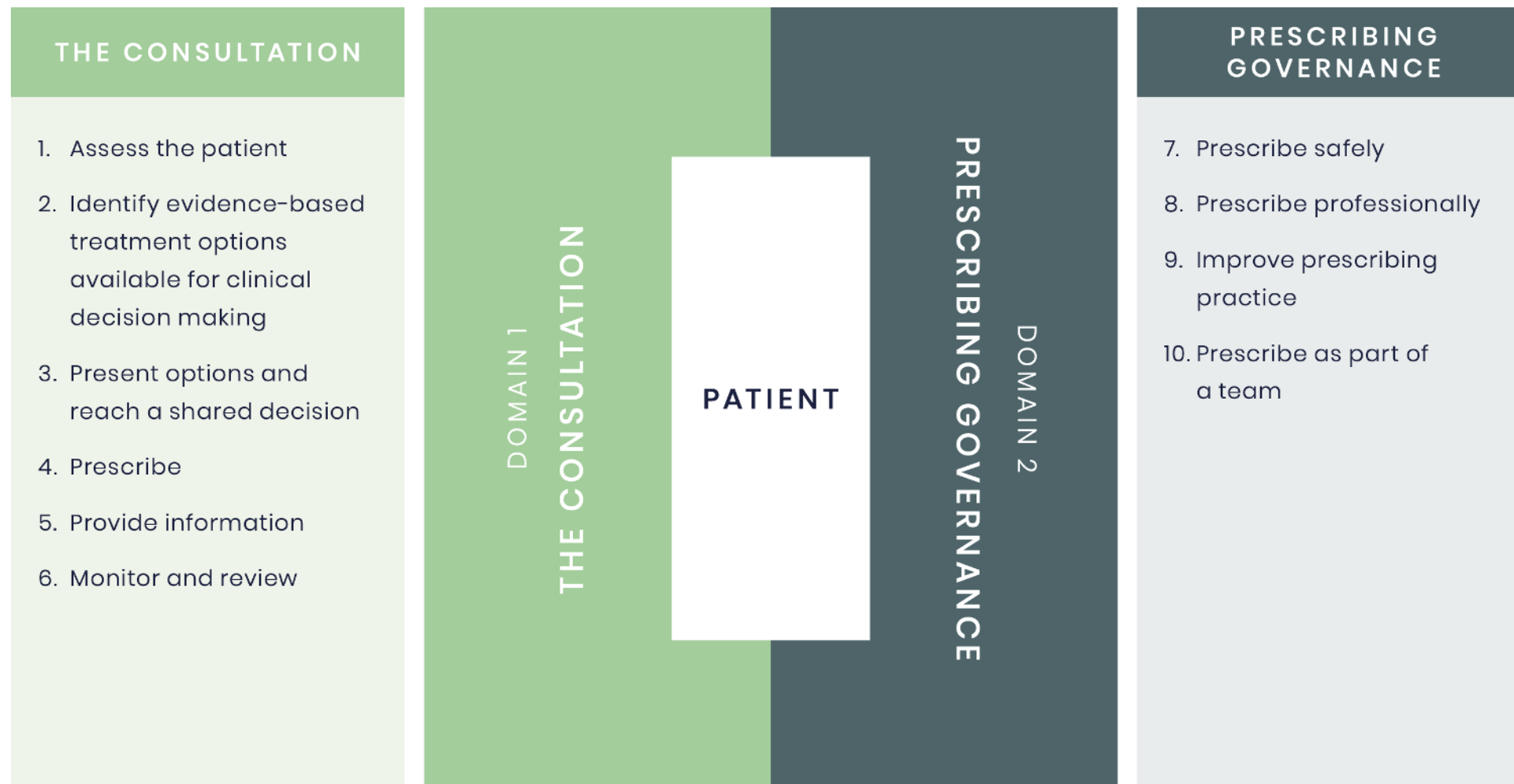
Regular auditing ensures:

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- ✓ **Patient Safety.**
- ✓ **Improves Treatment Outcomes**
- ✓ **Promotes Adherence to Guidelines**
- ✓ **Reduces Costs**
- ✓ **Identifies Training Needs**
- ✓ **Supports Continuous Improvement**
- ✓ **Regulatory Compliance**



## The Competency Framework for all Prescribers





# What are we auditing?

- 1. RIGHT DRUG (s)**
- 2. RIGHT DOSE**
- 3. RIGHT DOSAGE INSTRUCTIONS**
- 4. RIGHT FOLLOW UP**
- 5. RIGHT DOCUMENTATION**
- 6. RIGHT REVIEW**
- 7. GOOD PRESCRIBING PRACTICE ?**
- 8. ANY PRESCRIBING ERRORS**



# Right Drug (s)

## CONSIDER

- Evidence for use in the indication
- Allergies
- Contra-indications/Cautions
- Interactions with co-prescribed medication
- Local and national prescribing guidelines
- Local formulary
- Social issues (e.g. carers, inclusion in a monitored dosage system)
- Formulation
- Duplication or omissions in therapy
  
- Correct use of brand prescribing for safety reasons



# RIGHT DOSE

## CONSIDER

- Renal or hepatic function
- Age / weight
- Local and national prescribing guidance (including MHRA)
- Is the dose correct for the indication?
- Has increasing or reducing dosing been done appropriately?
- Most appropriate strength of tablet prescribed for the required dose.



# RIGHT DOSAGE INSTRUCTIONS

## CONSIDER

- Clear and unambiguous (avoiding “as directed”)
- Up to date (according to current usage/latest letters)
- Include route of administration/area of application/treatment eye or ear
- Are the instructions able to be read and understood by the patient?





# RIGHT FOLLOW UP

## CONSIDER

- Has the necessary monitoring been planned/taken/acted upon e.g. blood tests, BP.
- Has the item been placed on repeat appropriately so that it cannot be continued without a necessary review?



# RIGHT DOCUMENTATION

## CONSIDER

- Is the indication for prescribing clear and relevant?
- If prescribing does not follow standard guidance is the reason documented?
- Is the plan for any necessary monitoring or follow up documented



# RIGHT REVIEW

## CONSIDER

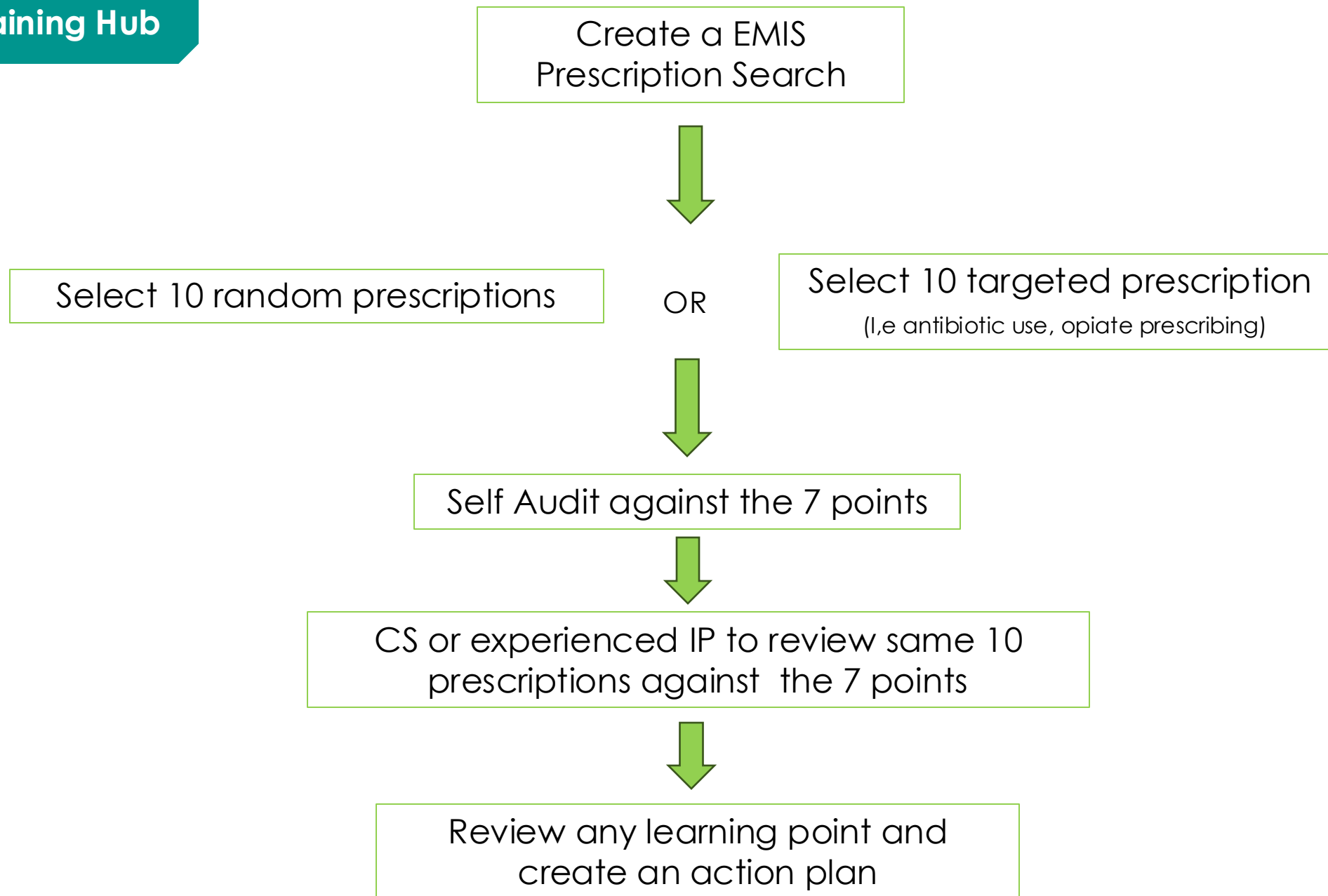
- Where the medication has been used before, has under or over-ordering been addressed before supplying (adherence to therapy)?
- Have any necessary discussions taken place before continuing medications with risks



# GOOD PRESCRIBING PRACTICE

## CONSIDER

- Does prescribing show that local guidelines have been referred to e.g. antimicrobial guidelines?
- Is the prescribing plan in the notes and thought process accurate and clear for the next clinician to follow?
- Is the OTC advice that has been given very clear with regards to medication dosage and further advice?





# EMIS Search

The EMIS search will produce the following Excel report that gives you:

- **EMIS Number**
- **Full Name**
- **Age**
- **DOB**
- **Gender**
- **Drug name, Dosage , Quantity**
- **Issue date**
- **Any linked problem**

<b>Report Name:</b> Micky Mouse NMP Audit Auto Report											
<b>Parent Population:</b> Micky Mouse NMP Audit											
<b>Last Run:</b> 30-Aug-2024 10:38											
<b>Population Count:</b> 1137											
<b>Males:</b> 577											
<b>Females:</b> 560											
Patient Details					Medication Courses						
EMIS Number	Name	Age	Date of Birth	Gender	Name, Dosage and Quantity	Course Status (Current, Past etc)	Most Recent Issue Date in Course	First Issue Date in Course	User Details' User	Linked Problems' Code Term	
89	*****	57	07-Jun-1967	Male	Allopurinol 100mg tablets	Current	31-Jul-2024	31-Jul-2024	Mickey Mouse	Gout	
108	*****	41	03-Aug-1983	Male	Miconazole 2% cream	Past	18-Oct-2023	18-Oct-2023	Mickey Mouse	Tinea cruris	
153	*****	72	02-Jul-1952	Female	Amoxicillin 500mg capsules	Past	21-Dec-2023	21-Dec-2023	Mickey Mouse	Lower respiratory tract infection	
249	*****	76	20-Feb-1948	Male	Amoxicillin 500mg capsules	Past	20-Oct-2023	20-Oct-2023	Mickey Mouse	Acute exacerbation of chronic obstructive airways disease	
403	*****	83	22-Apr-1941	Female	Mometasone 50micrograms/dose nasal spray	Past	12-Oct-2023	12-Oct-2023	Mickey Mouse	Eustachian tube dysfunction	

# IP Audit

[illegible]



## Example

No	Patient number	age	Gender	Issuing user name	Date of issue	medication	Dosage (as written)	quantity	linked problem
1	*****	22	F	L DIXON	12/11/2024	Phenoxymethylpenicillin 500mg tablet	Take one tablet four times a day for 5 days	20	Tonsilitis

Right Drug	Right Dose	Right Dose Instructions	Right Follow up	Right Documentation	Right Review	Good prescribing	Prescribing error?	Sub-optimal prescribing
No reported allergies, correct abx as per BNSSG infection guidelines	correct dose for age as per BNF	correct instructions as per BNF	red flags advised	Centor score used to determine abx use. Safety netting for red flags given	worsening advice given and advice on when to follow up	use of local infection guidelines, use of scoring tool to determine abx need, good safety netting	N/A	N/A





- Reflection
- Action plan
- Annual Declaration



## Next plan:

- The Annual Audit guide will undergo a peer review before being shared
- The Final Guide will be in a Excel spreadsheet format along with a picture guide on how to set up a EMIS search