



How to streamline your dispensary and maximise your dispensing profits

DD&P Training Services are a leading training and education provider to healthcare professionals. We provide interactive courses of the highest standards, ensuring all delegates receive up to date information and are provided with an opportunity to raise their concerns and have their issues addressed.

This interactive workshop is aimed at dispensary managers, new dispensers and experienced dispensers. It may also be beneficial for dispensing doctors responsible for the dispensary.

It covers all aspects of running a dispensary from the Health and Safety at Work act through to writing of SOP's. It also covers best use of the BNF and Drug Tariff; and touches on key aspects of the Dispensary Services Quality Scheme (DSQS).

The focus of this workshop is very practical. We minimise and clarify jargon and bring in real life practice situations. There will be several scenarios and group work sessions to help you make the learning applicable to your work.

Workshop Agenda:

- 09.30 Registration and Coffee
- 10.00 Introduction
- 10.15 Dispensing and the Acts of Parliament & EU legislation
 - Health & Safety
 - Prescription labelling
 - COSHH
 - Good dispensary practice (premises, equipment, technique)
- 11.30 Coffee
- 11.45 Essential knowledge
 - The difference between a dispensary and a pharmacy
 - Legal categories of medicines
 - Prescription and prescriber types - who can prescribe what
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- 12.15 Important reference sources and how best to use them in the dispensary
 - BNF / MIMS / Internet
 - The Drug Tariff – important information you should be aware of.
 - Group work exercise
- 13.00 Lunch
- 13.30 Introduction to the DSQS
 - What are the requirements
 - Why you should take part
 - Key things your practice must do to obtain maximum payment
 - A set of template DSQS forms will be provided
- 14.30 SOP group work exercise
 - A full set of dispensing SOP's will be provided
- 15.00 Dispensary purchase management
 - The importance of effective purchasing & Manufacturer Discount Schemes
 - Importance of prescribing cost effectively – Annex 8 of the nGMS contract
 - Importance of endorsing effectively
 - Endorsing group work exercise
- 15.45 Question and answer session
- 16.00 Close



Dispenser Foundation Training

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Workshop booking form

Workshop Date:

Venue:

Only a limited number of places are available on each workshop. To reserve your place please complete the form below and fax the whole sheet back to DD&P Training Services on: 0116 2413508

Reservation form

Practice Name		Contact Name	
Address		Telephone /fax	
		Please reserve.....(insert number) of spaces for us at the workshop	
Post Code		Workshop date	
E-mail address:			

Please list the names and job titles of all those attending this workshop

Full Name	Job title	Number of years / months worked in a dispensary