

Entrustable professional activity (EPA) 1: Dispensing and error logs

Intern name

Ahpra registration

Intern training program

Stage of internship

0-3
months

3-6
months

6-9
months

9-12
months

Date of dispensing

Category of prescription

About this form

This form is to be used to provide information about the intern's ability to assess whether the prescription is appropriate for the patient, and then to dispense it accurately from a legal, ethical and technical perspective. **Refer to definitions of Critical Error and Near Miss Error.**

Instructions for interns

Complete the Dispensing Log for ten consecutive prescriptions in one of your selected categories; use a separate form for each category. If a critical error or near miss is detected, complete the **Critical Error and Near Miss** log, using the numbers (1 to 10) to identify the prescription. After each prescription is dispensed, ask a supervisor to check the prescription and initial in the **Checked by** column. An additional page is provided if you wish to attach a duplicate dispensing label (optional – if you attach labels, please ensure the patient details are deidentified). You should also arrange with your supervisor to carry out Short Practice Observations (SPO) when you are dispensing some of these prescriptions.

Instructions for supervisors

After the intern has dispensed each of the 10 consecutive prescriptions in the selected category, review and check the dispensing for appropriateness and accuracy, and initial the Dispensing Log under Checked by. If a critical error occurs ask the intern to restart the count. Near misses do not require the restart of the count. These logs are part of sources of information to inform your entrustment decision for this EPA. Use the **Reflection, discussion and development** box to explore both the cognitive and technical/process elements of dispensing.

Dispensing log

No.	Date	Medication name, strength, quantity, directions	Check box in relevant column			Checked by
			No error	Critical error	Near miss	
1						
2						
3						
4						

Dispensing log

No.	Date	Medication name, strength, quantity, directions	Check box in relevant column			Checked by
			No error	Critical error	Near miss	
5						
6						
7						
8						
9						
10						

Space for duplicate dispensing labels (Redact any patient identification details)

1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

Critical Error and Near Miss Log

A CRITICAL ERROR is an error which is not detected by the intern, but is detected when checked by a supervisor. A NEAR MISS is an error which is detected by the intern prior to subsequent checking by a supervisor.

Item number	Details of error/near miss	How, when, and by whom detected	Consequences for patient	Why did this happen?*	How can this be avoided in the future?*	Actions or education needed by intern*	Supervisor comments

*Intern Reflection

Reflection, discussion, and development

Use this space to record intern reflections and/or discussions with supervisor either during or after the 10-item task. Consider the cognitive aspects of dispensing – including clinical reasoning and decision-making regarding the appropriateness of the prescribed medication – and technical/process aspects of dispensing a prescription. This is an appropriate place to record the thinking processes of both intern and supervisor, and any areas where the intern could develop additional expertise.

Supervisor Name:

Date:

Signature:

Intern Name:

Date:

Signature: