

Action plan: Set up BRD-W13

Action	How will this be achieved?	Target date
Inform the Health Board of the Practice intention to start the repeat dispensing service.		
Collate information of the contact details of the local community pharmacies.		
Appoint a clinical and administrative lead for the practice.		
Share the information from the Repeat Dispensing (RD) manual with the surgery team to ensure that all prescribers, multidisciplinary team members and the support/admin team understand how the service operates.		
Ensure everyone in the practice is able to promote and explain BRD to patients.		
Ensure the team can complete the responsibilities they will have to keep the administration of the service up to date. (Training Needs Analysis can support this).		
Set your patient criteria to allow easy identification of suitable patients and a smooth running of initiating patients into the service.		
Consider how to set up a routine during annual medication reviews (Birthday patient reviews can support this as recommended by RCGP).		
Consider the procedure for managing PRNs, powders, creams, liquids. Individual RD's with a different interval? My Health Online? Acute scripts or managed repeats for the patient to manage?		
Ensure that a patients total number of RD prescriptions coincide with reviews that are needed or QOF relevant tests.		
Set up an engagement meeting with the local pharmacies about the initiation of the repeat dispensing service.		

Batch Repeat Dispensing Service – Action plan: set-up

Action	How will this be achieved?	Target date
Identify a named RD lead at each pharmacy and agree with them how RD will work with them locally.		
Set up the communication channels for notification of changes, cancellations or referrals to and from the practice and pharmacy.		
Work with the local pharmacy to identify suitable patients who would benefit from RD.		
Review the RD service 6 months after set up to identify any outcomes in patient satisfaction, reduced waste or increased efficiency in the prescription management process.		
Share successes and build on any improvements identified.		

Key contacts

	Contact	Details (telephone/fax/email)
Health Board		
GP practice	Practice manager	
	BRD lead clinician	
	BRD admin lead	
	Cluster/practice pharmacist	
Pharmacy	Pharmacist	
	BRD lead tech	
Pharmacy	Pharmacist	
	BRD lead tech	
Pharmacy	Pharmacist	
	BRD lead tech	