

NHS Grampian Hospital Based Prescription (HBP) Pads Prescriber's Responsibilities Card

As a prescriber using a Hospital Based Prescription (HBP) Pad you are responsible for the safety and security of the HBP pad while it is in your possession. You must follow the steps set out in the Guidance on the Storage and Security of Hospital Based Prescription (HBP) Pads in NHS Grampian Authorised Clinics, Wards & Departments in relation to signing the HBP Pad Prescriber's Signature Log and the Record of Issuing Hospital Based Prescription (HBP) Pads to Prescribers in Clinics/Wards.

You must show clinic/ward staff NHS Grampian identification before being issued an HBP pad.

While HBP pads are in your possession they must be either in use or stored in a locked cupboard/drawer.

HBP pads must:

- Never be removed from the location they are assigned to (e.g. the specific clinic or ward)
- Never be left on display
- Never be left unmanned in clinic rooms
- Never be left with unattended patients
- Never be left in consultation rooms overnight.
- Be returned to clinic/ward staff as soon as it is no longer required.

It is not acceptable to remove individual prescription sheets for use; the whole pad must be issued and then returned after use. The 11 digit serial numbers of the first prescription sheet in the HBP pad must be recorded on issue and return.

You are responsible for disposing of the carbon copies of any prescriptions you write in the pink confidential waste bag.

Store this HBP Pad Prescriber's Responsibilities Card with the HBP pads.