

Standard Operating Procedure (SOP)

Document name: Sexual Health MPSO requests to Community Pharmacy

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Reviewed by: Ben Firestone

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Purpose

To ensure that the process of ordering of medicines by Medical Practitioner's Supply Order (MPSO) for Sexual health clinics is carried out accurately and efficiently according to best practice.

Excluded medicines to be ordered from HBDHB Hospital Pharmacy:

- Clotrimazole
- Fluconazole

Personnel

Requests for medicines should be undertaken by a registered nurse or primary care practice assistant (PCPA) under the authority of a prescriber¹ nominated on the form who will sign the required pharmacy generated MPSO. The medication will be dispensed only by a pharmacist or pharmacy technician.

Procedure

Medications will be requested directly from the Sexual Health MPSO request form (see appendix one). The quantity requested should be how many courses are required (for example azithromycin is a course of 2 tablets as a single dose. If the request is for 3 this would equate to 6 tablets). Medications will be packaged and labelled per course with the standard instructions as set out by the sexual health request form with any required cautionary advisory labels as stated by the Pharmaceutical society of New Zealand.

From the request form the community pharmacy will generate an electronic MPSO form using their dispensing software. This is to be sent to the clinic with the requested medicines and will be signed by the medical/nurse practitioner and returned to the pharmacy within seven days.

Note:

PHARMAC restrict the amount of each medicine provided on an MPSO (see PHARMAC website Practitioners supply order for more detail). Due to PHARMAC's restrictions, the pharmacy may need to generate multiple MPSO forms to fill the request, all forms will need to be signed and may have the same date on the form.

Created by: Ben Firestone

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Approved by: Brendan Duck

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¹ See section A part 10 of the PHARMAC community schedule for definition of a prescriber