

Signed Orders: Guidance for POM-S Annotated Podiatrists



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For further information:

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Review and Amendment Log

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Version no	Type of change	Date	Description of change
V2	Update	April 2024	Update to branding and layout of signed order
V3	Review by Medicines and Medical Devices Committee	December 2024	Update to wording to reflect current legislation names

Signed Order Provisions (“written orders”)

Currently, podiatrists who possess the relevant annotations on the Health and Care Profession Council (HCPC) register have rights to the sale and supply of various prescription only medicines and pharmacy only medicines, alongside rights to administer certain prescription only medicines.

Details of the full list are available on the Medicines and Healthcare products Regulatory Agency (MHRA) website at <https://www.gov.uk/government/publications/rules-for-the-sale-supply-and-administration-of-medicines/rules-for-the-sale-supply-and-administration-of-medicines-for-specific-healthcare-professionals>

The Order in accordance with parts 1 and 3 of Schedule 17 to the Human Medicines Regulations 2012 (SI 2012 No. 1916) states to:

“provide that persons lawfully conducting a pharmacy business are able to sell or supply a specified range of medicines on receipt of a signed order from a chiropodist or podiatrist”

The pharmacist must receive sufficient information and advice to enable the safe and effective use of the medicine by the patient. The podiatrist, when issuing a signed order, should also ensure that the pharmacist receives an adequate indication of the quantity, form, strength of the preparation, dosage required and any labelling directions. It is advisable for members to provide the patient with a separate information sheet detailing the medicines ordered, their strength, dosage and other instructions for the safe and effective use of the medicine as the written order itself will be retained by the pharmacist and not available to the patient. In addition, the medicine requested must be a medicine on the sale or supply exemption list, not from the administration list (which the pharmacist cannot supply under a signed order). Members should ensure they retain an electronic copy of the completed written order for their records.

Where the podiatrist has issued a signed order in the private sector, the patient must pay for the medicine. It is strongly advised that a relationship with your local pharmacy is established prior to



requesting a patient attend with a signed order to minimise disruption to the patient accessing the requested medications.

Practitioners should be aware that the use of a signed order does not constitute a prescription; only podiatrists qualified as Supplementary Prescribers or Independent Prescribers, and registered as such by the HCPC, may prescribe medicines. A signed order merely allows a podiatrist to issue to a patient a medicine currently on the podiatrists' exemption lists via a pharmacist, without the need to hold a stock of the medicine at their practice.

Further information is available on the College website at

<https://membersarea.rcpod.org.uk/podiatric-practice/medicines>

Signed Order Template

The Medicines and Medical Devices Committee recommends use of the provided template of a signed/ written order. An editable version is also available.



Signed Order Template

Podiatrist name:

Practice name and address:

Practice phone number:

The above named podiatrist holds registration with the Health and Care Professions Council (HCPC) and holds POM-S annotation - Registration Number: CH

Order in accordance with parts 1 and 3 of Schedule 17 to the Human Medicines Regulations 2012
(SI 2012 No. 1916)

To the Pharmacist

Please supply to:

Patient name:

Patient address and postcode:

Patient date of birth:

Medicine(s) to be dispensed against the written order (specify quantity, form, strength dosage and any required labelling directions):

Signed:

Print name:

Date:

Note to Pharmacists:

HCPC Registration can be checked at <https://www.hcpc-uk.org/check-the-register/>

Royal Pharmaceutical Society guide to supplying medicines to podiatrists and their patients

<https://www.rpharms.com/resources/pharmacy-guides/supplying-medicines-to-podiatrists-and-their-patients>

