Ashford Business Services Ltd

Patient counselling checklist

Cover every essential point when handing out medicines - consistent, safe advice for every patient.

Session details

Patient name	Sarah Mitchell
Medicine	Sarah Mitchell
New or repeat	New / repeat supply
Date	9 November 2026
Counselled by	Sarah Mitchell

Counselling points

Point covered	Done
What the medicine is for	
How and when to take it (dose, timing, with/without food)	
How long to take it / when to expect benefit	
What to do if a dose is missed	
Common side effects and what to do about them	
Serious side effects - when to seek help	
Interactions (other medicines, alcohol, food)	
Storage instructions	
What not to do (e.g. stop suddenly, share with others)	
Follow-up - when to return or see the prescriber	
Patient questions answered	
Written information leaflet supplied	

Notes

JOB-1042

Sign-off

Pharmacist signature	Date	