



**Guidance For The Use Of Patient Group Directions In Primary And Secondary Care By Qualified Healthcare Professionals Working Within NHS Grampian**

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**Executive Sign-Off**

This document has been endorsed by the Director of Pharmacy and Medicines Management



Signature: \_\_\_\_\_

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**Responsibilities for ensuring registration of this document on the NHS Grampian Information/ Document Silo:**

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Organisational: Operational Management Team and Chief Executive  
 Sector: General Managers, Medical Leads and Nursing Leads  
 Departmental: Clinical Leads  
 Area: Line Manager

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**Responsibilities for review of this document:**

Lead Author/Co-ordinator: Medicines Management Specialist Nurse

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June 2021	2 Yearly Review	
June 2021	Links in resources updated	Resources
June 2021	Appendix 1 and 2 updated in-line with new PGD template for NHSG.	Appendix 1 and 2
July 2021	Flowchart for community pharmacies added	PGD Process – Community Pharmacies

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## **Guidance For The Use Of Patient Group Directions In Primary And Secondary Care By Qualified Healthcare Professionals Working Within NHS Grampian**

### **Introduction**

This document is relevant to all Managers and clinicians who use Patient Group Directions (PGDs) or are responsible for staff that use PGDs.

NHS Grampian has a legal responsibility to ensure that the development and implementation of PGDs complies with the [NHS Quality Improvement Scotland Best Practice Statement ~ March 2006 - Patient Group Directions](#).

This document will support staff to ensure they are following the correct processes when signing off relevant PGDs.

### **Resources**

- [Final Crown report \(1999\)](#)
- [Patient Group Directions NHS QIS and NES \(2006\)](#)
- [Grampian Medicines Management: Patient Group Directions](#)
- [Specialist Pharmacy Service: An Introduction to Patient Group Directions](#)
- [NICE Patient Group Directions Medicines Practice Guideline \(MPG2\) 2013 \(Updated March 2017\)](#)

### **Distribution List: For Onward Dissemination As Appropriate**

All GP Practices

Manager for Quality Governance and Risk Unit

Director of Nursing, Midwifery and Allied Health Professionals

Lead for Professional and Practice Development Unit

General Managers and Chief Officers for the Health and Social Care Partnerships (H&SCP)

Lead Nurses

Lead H&SCP Pharmacists

Principal Pharmacist (Acute Sector)

Pharmaceutical Care Services

## Explanation of Appendices

### Appendix 1

**This is the document the healthcare professional signs agreeing they are competent to administer/supply under PGD.** A copy is to be retained by the Manager and the original retained by the healthcare professional for their Continuing Professional Development (CPD) folder. “The Manager” in this case is the direct line manager of the healthcare professional, and can be either the Senior Charge Nurse/Team Leader or Service Manager/Unit Nurse Manager. Within practices, this role may be undertaken by the Senior Practice Nurse, Practice Manager or nominated GP as appropriate.

### Appendix 2

**This is the document the manager signs to agree authorisation of the healthcare professional to administer/supply, using PGD.** The original is to be retained by the Manager and a copy should be retained by the healthcare professional in their personal CPD folder.

## NHS Grampian Staff PGD Process

All staff have a responsibility to ensure that they are using the most up to date PGDs, these can be found on the NHS Grampian website under [Medicines Management](#).

This process should be completed within one month of the Service Manager (or equivalent) receiving notification of either a new, updated, or amended PGD. This process may require to be accelerated in respect of service demand, for example during a public health emergency.

### Pharmacy and Medicines Directorate

Send alert email with attachment and link to new/updated/amended PGD to relevant Lead Nurse or equivalent. If appropriate with advice that old version(s) **must** be deleted.

### Lead Nurse or equivalent

Forwards email to Service Manager or equivalent.

### Service Manager or equivalent

- Forwards email to Team Leader(s), Service Managers or equivalent.
- On receipt of signed Appendices 1 and 2 the Team Leader maintains database of staff signed up to use PGDs in their area.

### Senior Charge Nurse (SCN) or equivalent

- Forwards email to relevant staff.
- Identifies training needs.
- Signs Appendix 2 when staff member competent.
- Collates Appendices 1 and 2, keeps a copy and sends a copy to Service Manager or equivalent for audit purposes.

**Note:** It is important that SCN or equivalent notify the relevant Service Manager in the event of any staff changes which would affect the PGD database.

### Staff Member

- Reads and understands PGD.
- Identifies training needs and notifies SCN or equivalent of any training needs.
- Signs Appendix 1 when they feel competent to do so.
- Sends a copy of Appendix 1 to SCN or equivalent and keeps original for CPD folder.
- Signs Appendix 2 with SCN or equivalent and retains a copy for CPD folder

### Notes

- Appraisal is a good time to discuss PGDs and ensure the healthcare professional is up-to-date, having signed up to relevant current versions.
- All managers who use bank staff must ensure that the bank staff are competent and signed up to relevant PGDs. This also applies to NHS Grampian employed Practice Nurses, e.g. in Personal Medical Service Practices or where the Team Leaders have the management responsibility for Practice Nurses.

## PGD Process – General Practice Managers/Nurses (Where Process run by Practice)

All staff have a responsibility to ensure that they are using the most up to date PGDs, these can be found on the NHS Grampian website under [Medicines Management](#).

This process should be completed within one month of the Service Manager (or equivalent) receiving notification of either a new, updated, or amended PGD. This process may require to be accelerated in respect of service demand, for example during a public health emergency.



### Practice Manager

Practice Manager receives notification from Pharmacy and Medicines Directorate by email via the Primary Care Contracts team informing them of new or updated PGD.

Practice Manager circulates link/PGD and if it is relevant Practice Nurses read and sign up to it. Practice Managers (or nominated individual) ensure documentation completed as appropriate.



### Senior Practice Nurse or equivalent

- Identifies if there are any training needs within the team and action as appropriate.
- Ensures Appendices 1 is signed by Practice Nurses and retained at practice.
- Signs Appendix 2 when staff member competent.
- Collates Appendices 1 and 2, keeps a copy in practice and also sends copies to Practice Manager for audit purposes. Timescale one month maximum from receipt of update.



### Practice Nurse

- Reads and understands PGD.
- Signs Appendix 1 when they feel competent to do so.
- Signs Appendix 2 with Senior Practice Nurse or equivalent and retains a copy for CPD folder.

### Notes

- Appraisal is a good time to discuss PGDs and ensure the healthcare professional is up-to-date, having signed up to relevant current versions.
- Please note that it is only necessary for Nurses to sign up to the PGDs which they use in clinical practice.
- Training needs usually comprise anaphylaxis and basic life support sessions. Where there are queries, advice can be sought from your Practice Development, Support Manager or Pharmacist or Service Manager.
- Retain copies of all signed documentation at practice level.
- Nurses should retain copies of Appendices 1 and 2 for CPD folder.
- All lists need to be regularly updated (e.g. when staff move).
- Locum Practice Nurses will also need to be signed up to relevant current PGDs. This is the responsibility of the Practice employing the Nurse.
- Practices may choose the Practice Manager, a GP or Lead Practice Nurse to oversee the PGD process.
- It is important to ensure that lists are updated and old PGD (links, saved files etc) are replaced on a regular basis.

**Note: GP Practices must have adopted NHS Grampian PGD for use in their practice**



## PGD Process – Community Pharmacies Delivering NHS Services

All pharmacists have a responsibility to ensure that they are using the most up to date PGDs, these can be found on the NHS Grampian website under [Medicines Management](#).

This process should be completed within one month of the Pharmaceutical Care Services team sending notification of updated / new PGD's to the community pharmacies. This process may require to be accelerated in respect of service demand, for example during a public health emergency.

### Pharmaceutical Care Services

Pharmaceutical Care Services receives notification from Pharmacy and Medicines Directorate by email informing them of new or updated PGD.

Pharmaceutical Care Services circulates link/PGD to community pharmacies

Pharmaceutical Care Services uploads PGD to relevant section of Community Pharmacy Grampian website (e.g. NHS Pharmacy First Scotland)

### Pharmacist (Actions Required)

Pharmacist reads and reviews PGD content.

Pharmacist completes learning modules required for using PGD e.g. TURAS learn modules as well as identifying additional learning gaps for CPD.

Pharmacist discusses this new / amended PGD with staff team to highlight new / changes to service provision for patients and any additional training required from support staff team.

Pharmacist signs and returns PGD authorisation page by email to [gram.pharmaceuticalcareservices@nhs.scot](mailto:gram.pharmaceuticalcareservices@nhs.scot) for recording on central database.

Pharmacist should retain a copy of the authorisation page in each pharmacy they provide the PGD service in.

### Notes

- Appraisal is a good time to discuss PGDs and ensure the pharmacist is up-to-date, having signed up to relevant current versions.
- Please note that it is only necessary for pharmacists to sign up to the PGDs which they will use in clinical practice.
- Training needs usually comprise anaphylaxis and basic life support sessions. Where there are queries, advice can be sought from your Support Manager or Pharmaceutical Care Services Manager.
- Retain copies of all signed documentation within the pharmacy.
- Pharmacists should retain copies of Appendices 1 and 2 for their CPD folder.
- All PGD authorisation databases need to be regularly updated (e.g. when staff move on).

**Appendix 1**

**Healthcare Professional Agreement to **Supply/Administer** Medicine(s)  
Under Patient Group Direction**

**I:** \_\_\_\_\_ (Insert name)

**Working within:** \_\_\_\_\_ e.g. Area, Practice

Agree to **supply/administer** the medicine(s) contained within the following Patient Group Direction:

**Patient Group Direction for the **Supply/Administration of Insert  
Medicine** by Approved Healthcare Professionals Working Within NHS  
Grampian, Highland, Orkney, Shetland, Tayside and Western Isles**

I have completed the appropriate training to my professional standards enabling me to **supply/administer** the medicine(s) under the above direction. I agree not to act beyond my professional competence, nor out with the recommendations of the direction.

**Signed:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Profession:** \_\_\_\_\_

**Professional Registration  
number/PIN** \_\_\_\_\_

**Appendix 2**

**Healthcare Professionals Authorisation to **Supply/Administer** Medicine(s) Under Patient Group Direction**

**The Lead manager/Professional** of each clinical area is responsible for maintaining records of all clinical areas where this PGD is in use, and to whom it has been disseminated.

**The Senior Nurse/Professional** who approves a healthcare professional to **supply/administer** the medicine(s) under this PGD is responsible for ensuring that he or she is competent, qualified and trained to do so, and for maintaining an up-to-date record of such approved persons.

**The Healthcare Professional** that is approved to **supply/administer** the medicine(s) under this PGD is responsible for ensuring that he or she understands and is qualified, trained and competent to undertake the duties required. The approved person is also responsible for ensuring that **supply/administration** is carried out within the terms of the direction, and according to his or her individual code of professional practice and conduct.

**Patient Group Direction for the **Supply/Administration of Insert Medicine** by Approved Healthcare Professionals Working Within NHS Grampian, Highland, Orkney, Shetland, Tayside and Western Isles**

Local clinical area(s) where the listed healthcare professionals will operate under this PGD:

<b>Name of Healthcare Professional</b>	<b>Signature</b>	<b>Date</b>	<b>Name of Manager</b>	<b>Signature</b>	<b>Date</b>