

**SINGLE PRESCRIPTION AND ADMINISTRATION RECORD FOR SCOTLAND
(SPARS) WORKING GROUP**

20 August 2012, 10:00 – 11:15

Sir John Crofton Room, Royal College of Physicians Edinburgh

MINUTES OF MEETING

Attendance:

Michele Caldwell (by teleconference) –
Director of Pharmacy, NHS Ayrshire &
Arran

Neil Dewhurst – President, Royal College of
Physicians of Edinburgh

Bryony Jackson – Education Assistant,
Royal College of Physicians of Edinburgh

Simon Maxwell – Professor of Clinical
Pharmacology, Edinburgh University (Chair)

Charles Sinclair (by teleconference) –
Scottish Government/Nursing officer: Acute
Care

Apologies:

Alister Maclaren – Lead Pharmacist,
Clinical Governance, NHS Greater Glasgow
& Clyde

Laura McIver – Chief Pharmacist, NHS HIS

Ruth Miller – Medicine Management
Nurse, NHS Highland

Rose Marie Parr – Director of Pharmacy,
NES

Brian Robson – Executive Clinical Director,
NHS HIS

Charles Swainson – Chair of Safe Ambition
Delivery Group, Scottish Patient Safety
Programme

Vicky Tallentire – Fellow in Medical
Education, Edinburgh University

Angela Timoney – Director of Pharmacy,
NHS Tayside

Alice Wilson – Associate Nurse Director,
NHS Dumfries & Galloway

1. Welcome, introductions, and apologies

The Chair welcomed those present at the meeting and apologies were noted.

2. Minutes of previous meeting – Enclosure 1 (circulated)

The draft minutes of the last meeting held on 30 April 2012 were reviewed, with a correction to record Charles Sinclair's attendance at the meeting.

The draft minutes have been corrected and were otherwise approved by those present as a complete and accurate record of the last meeting.

3. Matters arising not covered elsewhere

The group discussed the development of an event to promote the SPARS Group and the New Scottish Chart. It was confirmed that RCPE is prepared to provide administrative support in coordinating the proposed event. Due to the Education, Training and Standards Department's prior commitments and the time needed to develop and advertise a successful event, it was suggested to consider September 2013 as a realistic date to aim for holding the event.

Michele Caldwell noted that HIS is also running a conference for Drug & Therapeutic Committees on 27 September 2012. She suggested it would be an opportunity to promote the SPARS symposium and confirmed that she would be happy to deliver a presentation regarding SPARS at the HIS meeting, if possible.

ACTION: Bryony Jackson to confirm availability in September 2013 for an event at the College.

ACTION: Michele Caldwell to speak with Laura McIver regarding promoting the SPARS event at the HIS meeting.

4. New Scottish chart – Enclosure 2 (circulated)

There was general discussion on the enclosed document, an initial draft of the new Scottish chart designed by Simon Maxwell, and the following comments were made:

- a) Simon Maxwell stated that the sections were entitled "Box 1", "Box 2", etc, for easy reference in an education package.
- b) Key information such as patient allergies, CHI number, and other conditions has been placed at the top of the chart to allow for a potential cut-away model.
- c) Simon Maxwell noted that he would like input from pharmacists in the SPARS Group on Box 4: Medicines Reconciliation. Michele Caldwell said that there was the potential of running out of space in this box, resulting in charts needing to be rewritten. She suggested the chart should be presented to the Medicine Reconciliation Network for feedback and improvement, which was met with agreement from those present.
- d) Further to discussions at previous SPARS meetings, Box 5: Thromboprophylaxis has been included on the chart to provide an area to show that thromboprophylaxis has been considered.
- e) Charles Sinclair queried which box fluid prescription would apply to. Simon Maxwell suggested that there would be potential for its inclusion in Box 3: Other Medicines

Charts, but that it might become too complex to include a whole box dedicated to fluid prescription within the SPARS chart.

- f) In relation to Box 5: Regular Medicines, Michele Caldwell said that she felt daily evaluation of patients is a good thing. She noted that the All Wales Group chart provides an opportunity for pharmacists' comments, as well as supply, and approved of the similar space in the SPARS draft chart under "Additional Instructions".
- g) Those present discussed the benefits of a flexible chart design, reducing the number of times the chart would potentially have to be rewritten. Charles Sinclair praised the options available, but noted that the chart was more complicated due to the flexibility provided for nurses in the "As Required" box. Simon Maxwell emphasised that the final page is designed for educational guidance in filling out the form and would therefore reduce errors.
- h) Neil Dewhurst encouraged the group to consider how the chart will be suitable for electronic prescription in the future.
- i) At present, there is no defined area for saline, which had been discussed at previous SPARS meetings.

ACTION: All SPARS Group members to feedback to Bryony Jackson and Simon Maxwell with comments on the draft design of the new Scottish chart.

ACTION: Simon Maxwell to update the draft design of the new Scottish chart in response to SPARS Group members' comments.

5. Other prescription chart initiatives

5.1 Insulin Prescription and Administration Record (IPAR)

There was no update regarding the progress of IPAR.

ACTION: Simon Maxwell to continue a dialogue with the IPAR Group.

5.2 Royal College of Physicians/All Wales Group Chart – Enclosure 3 (circulated)

Simon Maxwell summarised the RCP/All Wales Group Chart development, stating that he was impressed with the resulting educational package but concerned that the consultation that the group undertook during the chart's development was too limited and will therefore not fully meet the multidisciplinary needs of healthcare professionals.

6. SPARS Website Development – Enclosure 4 (circulated)

Simon Maxwell summarised his meeting with Laura McIver regarding the development of a SPARS website and the group discussed the resulting enclosed document, which highlights some of the content and functionality expected from the proposed website. He emphasised the value of an open access website and those present agreed to avoid members-only and password-protected content. Simon Maxwell added that he hoped to see the SPARS website developed as a separate entity, rather than becoming a part of the HIS website on medicine reconciliation.

ACTION: Simon Maxwell to speak further with Laura McIver regarding the development of the proposed SPARS website.

7. Research programme

7.1 Drug chart usability study – Enclosure 5 (circulated)

The first paper has been drafted by Vicky Tallentire and Beccy Hale, and will be sent to the British Journal of Pharmacology for publishing. Michele Caldwell suggested aiming for a wider audience and approaching other journals with a focus on drug safety and pharmacy. An abstract of the study was also presented at the ASME Annual Scientific Meeting in July 2012.

7.2 Drug chart comparison study

There was no update on the drug chart comparison study.

7.3 Literature review

The review is gradually becoming out of date, due to the publication of new literature. Simon Maxwell said he felt a return to the review to update content would be needed.

8. SPARS work programme for review – Enclosure 6 (circulated)

Simon Maxwell briefly reviewed the SPARS work programme.

9. Development of an education package – Enclosure 7 (circulated)

The group discussed the development of the e-Learning Package in respect of the enclosed document. Simon Maxwell stated that there had been some progress in research into in-the-field prescription errors, which would help inform both the development of the new Scottish chart and the e-Learning Package.

10. Any other business

- a) Michele Caldwell queried how the development of the new Scottish chart would progress in the run up to the proposed SPARS event. Simon Maxwell clarified that he would anticipate two months of refining the chart, then initiating a consultation period. He hoped that HIS would support a pilot of the chart in early 2013, the results of which would be ready for the event. He added that there was the potential for a follow-up study by Vicky Tallentire and Beccy Hale, using the same approach

and methodology as the initial drug chart usability study. Michele Caldwell suggested a pre-pilot of the chart, focusing on one doctor and one patient before expanding the trial.

- b) Neil Dewhurst recommended branding the proposed SPARS event as a Symposium, rather than a Consensus Conference, as the traditional two-day format of a Consensus Conference would be less appropriate for the SPARS event than a single day symposium conference.

11. Date of next meeting

No date was set for the next SPARS meeting date, but it was suggested that a late October/early November date would be best.

ACTION: Bryony Jackson to confirm next SPARS meeting date.

SUMMARY OF ACTION POINTS

No.	Action	To be actioned by:
1.	Bryony Jackson to confirm availability in September 2013 for an event at the College.	Bryony Jackson
2.	Michele Caldwell to speak with Laura McIver regarding promoting the SPARS event at the HIS meeting.	Michele Caldwell
3.	All SPARS Group members to feedback to Bryony Jackson and Simon Maxwell with comments on the draft design of the new Scottish chart.	All SPARS Group members
4.	Simon Maxwell to update the draft design of the new Scottish chart in response to SPARS Group members' comments.	Simon Maxwell
5.	Simon Maxwell to continue a dialogue with the IPAR Group.	Simon Maxwell
6.	Simon Maxwell to speak further with Laura McIver regarding the development of the proposed SPARS website.	Simon Maxwell
7.	Bryony Jackson to confirm next SPARS meeting date.	Bryony Jackson