

**SINGLE PRESCRIPTION AND ADMINISTRATION RECORD FOR SCOTLAND (SPARS)
WORKING GROUP
8 November 2012, 10:00 – 12:00
Sir John Crofton Room, Royal College of Physicians Edinburgh**

MINUTES OF MEETING

Attendance:

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

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

Neil Dewhurst – President, Royal College of
Physicians of Edinburgh

Ruth Miller – Medicine Management Nurse,
NHS Highland

Beccy Hale – Foundation Year Doctor, NHS Fife

Vicky Tallentire – Fellow in Medical
Education, Edinburgh University

Bryony Jackson – Project Officer, Royal
College of Physicians of Edinburgh

Apologies:

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

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

Laura McIver – Chief Pharmacist, NHS HIS

Charles Sinclair – Scottish
Government/Nursing office: Acute Care

Rose Marie Parr – Director of Pharmacy, NES

Angela Timoney – Director of Pharmacy, NHS
Tayside

Brian Robson – Executive Clinical Director,
NHS HIS

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 20 August 2012 were reviewed and approved by those present as a complete and accurate record last meeting.

3. New Scottish chart – Enclosures 2a and 2b (circulated)

Simon Maxwell noted that his action from the previous meeting to update the new Scottish chart was not completed, as he wished to discuss the feedback before making adjustments. He

emphasised that the chart is not for use as an audit tool where every box must be completed, but for clearer communication.

3.1 Feedback on the New Scottish chart – Enclosures 3a and 3b (circulated)

The group discussed the enclosed document, a compilation of feedback on the initial draft of the new Scottish chart designed by Simon Maxwell, and the following comments were made:

a) General comments

- Many comments referred to the chart's crowded appearance. Simon Maxwell noted that the number of pages could be reduced, but that would also limit content.
- Neil Dewhurst suggested approaching healthcare professionals and specialists for feedback on sections of the chart most relevant to them. This was met by general agreement from those present.
- The group discussed implementing page breaks to define different sections of the chart, providing more space for individual boxes but resulting in more pages.

b) Box 1 (Patient Details)

- In response to the feedback received on the chart, the group discussed amending the addressograph to include space for consultant, ward and hospital. Beccy Hale added that a consultant field can be useful for trainees. Michele Caldwell recommended considering how changes in consultant and ward would be updated on the chart.

ACTION: Simon Maxwell to remove the 'Height' and 'BMI' fields from Box 1 and include 'Consultant' and 'Ward'.

c) Box 2 (Drug Allergy and Sensitivities)

- The group considered Enclosure 3b, a letter from Yellow Card Centre Scotland, which requested a Yellow Card report system is referenced in Box 2.
- Simon Maxwell noted that a cut-away section for Box 2 has not been rejected, but the box could not be increased in size if a cut-away section was implemented.
- Suggestions on moving Box 2 included; changing the width of Box 1 to increase space for Box 2; moving Box 2 to where Box 3 currently sits; minimising Box 3 width wise to make space for Box 2.
- Ruth Miller noted that the NHS Highland chart uses the phrasing 'Known' or 'Suspected', and felt that 'Not possible to assess' may not be as beneficial.
- Michele Caldwell stated that Box 2 could work effectively as a prompt, if people are correctly trained to use it.

d) Box 3 (Other Medicines Charts)

- Simon Maxwell explained he anticipated people would be trained to complete the 'Previous main charts' field. He suggested altering tick boxes to numbers.
- The group discussed saving space in Box 3. Ruth Miller noted that 'Insulin' would not need inclusion if a cut-away section was implemented, or if Box 11 (Insulin) is kept in the new chart. Vicky Tallentire suggested dropping 'Cardiology/cardiac surgery'.

e) Box 4 (Medicines Reconciliation)

- Simon Maxwell emphasised that the SPARS group wants to support medicines reconciliation, but the feedback implied that it was not essential to include Box 4 to do this, as there is already an electronic medicines reconciliation process.

- Michele Caldwell suggested referring the new Scottish chart back to the Medicines Reconciliation Network for consultation.
- Vicky Tallentire recommended that duplication of work is best avoided, but a brief note or tick box is a reasonable request.
- Beccy Hale noted that 'Notes' is a vague term.

ACTION: Simon Maxwell to update 'Notes' to 'Medicines changed' in Box 4 and to update FP10 to a more appropriate term.

f) **Box 5 (Thromboprophylaxis)**

- As thromboprophylaxis is an increasing issue, this section of the chart can function as a prompt, with three opportunities to clarify starting and stopping drug treatment.
- It was noted that the user could be directed with clearer phrasing of 'Start', 'Withhold' and 'Review'.
- The group discussed whether Box 5 be moved to the second page of the chart, but there was general consensus that it should remain in its current position.

g) **Box 6 (Once-Only Medicines)**

- The group discussed removing Box 6 (Once-Only Medicines) from the front page of the chart, but it was decided that its current position would benefit patient safety.
- Michele Caldwell offered to collect data on how many one-only medicines are prescribed to patients on average, to inform the size of Box 6. Simon Maxwell thanked her for this offer and requested similar data for regularly prescribed medicines.

ACTION: Michele Caldwell to collate data on the average number of once-only medicines and regularly prescribed medicines.

h) **Box 7 (Oxygen)**

- The group discussed what information should be included to clearly identify the prescriber. It was decided that space for a printed name rather than a signature would be more appropriate.

ACTION: Simon Maxwell to update 'Bleep' to 'Contact' and delete the 'Pharm' column, leaving extra space for 'Printed Name' rather than 'Signature'.

ACTION: Michele Caldwell to send comments on the chart from a pharmacist's perspective to Simon Maxwell and Bryony Jackson.

Michele Caldwell left the meeting at this time.

i) **Box 8 (Regular Medicines)**

- In Enclosure 2b, 'Frequency' has been removed from this box, and 'Bleep' has been changed to 'Contact'.
- Beccy Hale recommended adding 'Review Date' and 'Comments' to 'Additional Instructions'. This was met my general agreement by the group.

- Ruth Miller and Vicky Tallentire noted that 'TTO' is no longer in use and should be replaced by 'Continue on discharge'.
- In response to feedback, Neil Dewhurst suggested bolding the vertical line for the 'Enter dates below' column to clarify.
- The group discussed how to make the date, month, and year section of Box 8 clearer.
- Ruth Miller stated that the pre-printed time could be easy to misunderstand, but that training people to use the chart will prevent any misinterpretation. She also felt that the pre-printed times were not reflective of nurses' drug administration times.

ACTION: Simon Maxwell to add 'Review Date' and 'Comments' to 'Additional Instructions', and update 'TTO' to 'Continue on discharge'.

ACTION: Simon Maxwell to update the design of Box 8 to clarify the 'Enter dates below' column by bolding the vertical line to the bottom of the chart and rephrase 'Month' and 'Year' to be clearer.

ACTION: Bryony Jackson to contact Charles Sinclair for clarification on nurses' standard drug administration times.

j) **Box 9 (As Required Medicines)**

- The general consensus amongst the group was that 'Max Frequency' is an essential field in Box 9, but that it could move to the current position of 'Review Date', which in turn could be combined with 'Additional instructions/Indication'.
- Ruth Miller stated that 'Route' is a useful field if a patient has later side effects.
- The group discussed whether it was necessary to include the field 'Check', as Box 8 does not include a section for double checking.
- Ruth Miller noted that Charles Sinclair had recommended the inclusion of recording sodium chloride flushes on the chart, but advocated against this.

ACTION: Ruth Miller to discuss the exclusion of sodium chloride flushes on the chart with Charles Sinclair.

k) **Box 10 (Variable Dose Prescriptions)**

- There is currently only space for one medicine. Simon Maxwell reflected on previous discussions to include Warfarin on the chart. Neil Dewhurst recommended removing Box 10 for the next version of the chart and re-implementing it if feedback verifies it is required.

ACTION: Simon Maxwell to remove Box 10 from the chart.

l) **Box 11 (Insulin)**

- Simon Maxwell noted that he is expecting to remove Box 11 and that he has not yet consulted the Insulin Prescription and Administration Record (IPAR) group.
- Ruth Miller stated that she took the chart to her local Diabetes Unit. She said that feedback implied they are happy to keep Box 11 in the chart, but that it must contain more information and guidance if it remains.

- The group decided to remove Box 11, due to the on-going development of the national IPAR.

ACTION: Simon Maxwell to remove Box 11 from the chart.

m) **Box 12 (Infusion Prescriptions)**

- Becky Hale felt that Box 12 was a very good record for fluids and electrolytes, but that junior doctors would require instructions.
- Ruth Miller suggested removing the column for 'Drug Added'.
- Simon Maxwell stated he was keen to include the field 'Volume'.
- Vicky Tallentire recommended clarifying that the chart is not designed for blood infusion. Becky Hale recommended including this in the box title.
- The group decided to keep Box 12 in the draft copy of the chart and consider further feedback during the wider consultation.
- Neil Dewhurst noted that the orientation had changed from portrait to landscape, but it was decided that little could be done to alter this.

ACTION: Simon Maxwell to amend the title of Box 12 to 'Infusion prescriptions excluding blood medicines'.

4. Other prescription chart initiatives

4.1 Insulin Prescription and Administration Record (IPAR)

There was no update regarding the progress of IPAR.

4.2 Royal College of Physicians/All Wales Group Chart

The RCP/All Wales Group Chart has not yet been launched.

4.3 NHS Grampian Chart

Bryony Jackson briefly summarised the correspondence she had received from Susan Healy at Aberdeen Royal Infirmary regarding the NHS Grampian redesign of their chart. It was noted that the NHS Grampian group were unaware that the SPARS group was actively developing a new chart and that they requested the Patient Safety work to be co-ordinated with the Record Standards group.

ACTION: Bryony Jackson to liaise with Susan Healy to acquire a copy of the NHS Grampian chart.

5. SPARS Website Development – Enclosure 4 (circulated)

Simon Maxwell updated the group on the SPARS website development and noted that Laura McIver had placed him in contact with Glenn Miller to discuss the website further. He noted that there was concern from Health Improvement Scotland (HIS) on maintaining their numerous sub-sites, but stated that the SPARS group needs HIS engagement and support to fully progress with the consultation and later implementation of the chart.

ACTION: Simon Maxwell to continue discussions on the SPARS website and improve communications with HIS.

6. SPARS Symposium

Two dates have been set aside at the Royal College of Physicians of Edinburgh for a SPARS symposium.

Post meeting note: The reserved dates are Thursday 19 and Wednesday 25 September 2013.

7. Research programme

7.1 Drug chart usability study – Enclosure 5 (circulated)

The manuscript has been produced and the statistics have been completed.

7.2 Drug chart comparison study

There was no update on the drug chart comparison study.

7.3 Literature review

There was no update on the literature review.

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

Simon Maxwell briefly reviewed the SPARS work programme and noted that the document has been sent to HIS to highlight what help is required to ensure the SPARS project is successful.

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 details to the package have been added, but that Rose Marie Parr is unable to move further forward until the initial consultation has been completed. He clarified that the e-Learning Package would be used by a wide range of people including medical students, nursing schools, etc. Ruth Miller noted that most boards other than NHS Grampian use learnPro as a cost-effective educational platform.

ACTION: Ruth Miller to send Simon Maxwell more information of learnPro.

10. Any other business

There was none.

11. Date of next meeting

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

ACTION: Bryony Jackson to confirm next SPARS meeting date.

SUMMARY OF ACTION POINTS

No.	Action	To be actioned by:
1.	Simon Maxwell to remove the 'Height' and 'BMI' fields from Box 1 and include 'Consultant' and 'Ward'.	Simon Maxwell
2.	Simon Maxwell to update 'Notes' to 'Medicines changed' in Box 4 and to update FP10 to a more appropriate term.	Simon Maxwell
3.	Michele Caldwell to collate data on the average number of once-only medicines and regularly prescribed medicines.	Michele Caldwell
4.	Simon Maxwell to update 'Bleep' to 'Contact' and delete the 'Pharm' column, leaving extra space for 'Printed Name' rather than 'Signature' in Box 7.	Simon Maxwell
5.	Michele Caldwell to send comments on the chart from a pharmacist's perspective to Simon Maxwell and Bryony Jackson.	Michele Caldwell
6.	Simon Maxwell to add 'Review Date' and 'Comments' to 'Additional Instructions', and update 'TTO' to 'Continue on discharge' in Box 8.	Simon Maxwell
7.	Simon Maxwell to update the design of Box 8 to clarify the 'Enter dates below' column by bolding the vertical line to the bottom of the chart and rephrase 'Month' and 'Year' to be clearer.	Simon Maxwell
8.	Bryony Jackson to contact Charles Sinclair for clarification on nurses' standard drug administration times.	Bryony Jackson/Charles Sinclair
9.	Ruth Miller to discuss the exclusion of sodium chloride flushes on the chart with Charles Sinclair.	Ruth Miller/Charles Sinclair
10.	Simon Maxwell to remove Box 10 from the chart.	Simon Maxwell
11.	Simon Maxwell to remove Box 11 from the chart.	Simon Maxwell
12.	Simon Maxwell to amend the title of Box 12 to 'Infusion prescriptions excluding blood medicines'.	Simon Maxwell
13.	Bryony Jackson to liaise with Susan Healy to acquire a copy of the NHS Grampian chart.	Bryony Jackson
14.	Simon Maxwell to continue discussions on the SPARS website and improve communications with HIS.	Simon Maxwell
15.	Ruth Miller to send Simon Maxwell more information of learnPro.	Ruth Miller
16.	Bryony Jackson to confirm next SPARS meeting date.	Bryony Jackson