

**SINGLE PRESCRIPTION AND ADMINISTRATION RECORD FOR SCOTLAND (SPARS)
WORKING GROUP
24 January 2013, 14:30 – 16:30
Sir John Crofton Room, Royal College of Physicians Edinburgh**

MINUTES OF MEETING

Attendance:

Neil Dewhurst – President, Royal College of Physicians of Edinburgh

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

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

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

Laura McIver (by teleconference) – Chief Pharmacist, NHS HIS

Ruth Miller – Medicine Management Nurse, NHS Highland

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

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

Apologies:

Michele Caldwell – Director of Pharmacy, NHS Ayrshire & Arran

Beccy Hale – Foundation Year Doctor, NHS Fife

Rose Marie Parr – Director of Pharmacy, NES

Brian Robson – Executive Clinical Director, NHS HIS

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 8 November 2012 were reviewed and approved by those present as a complete and accurate record last meeting, with the correction of one spelling error on Page 6.

3. Matters arising not covered elsewhere

Further to reviewing the previous meeting's minutes, Simon Maxwell highlighted the results of Michele Caldwell's action to collate data on the average number of once-only medicines. The average number was 18.

4. New Scottish chart – Enclosure 2 (circulated)

Simon Maxwell guided the group through the new Scottish chart, drawing attention to updates and alterations informed by feedback and the previous meeting.

4.1 Discussion and Feedback

The group discussed the chart box-by-box and the following points were made:

a) **Box 1 (Patient Details)**

- 'Consultant' and 'Ward' fields have been prioritised, leaving reduced space to include 'Height' and 'Weight' fields.
- Alister Maclaren and Ruth Miller recommended including a 'Weight' field, as past experiences have shown this to be useful when considering patient safety.
- It was decided that 'BMI' and 'Height' are not required on the chart.

ACTION: Simon Maxwell to add 'Weight' field into Box 1.

b) **Box 2 (Drug Allergy and Sensitivities)**

- The group agreed that Yellow Card Centre Scotland's instructions for using a Yellow Card report system should be referenced in the Instructions.
- The group discussed a more appropriate phrasing for 'Not possible to assess', as it was felt this may encourage people to avoid correctly checking patients' drug allergies and sensitivities. Charles Swainson stated that a prompt is required and recommended seeking advice from the ECS.

ACTION: Simon Maxwell to add ECS as a reference point for completing Box 2.

c) **Box 3 (Other Medicines Charts)**

- Charles Swainson noted that chemotherapy is now recorded in an entirely electronic format in some health boards and may not be easily accessible in printed record. He recommended including a prompt for the 'Chemotherapy' field.

d) **Box 4 (Medicines Reconciliation)**

- The group discussed patients' medicines reconciliation being recorded in electronic format and its impact on signing off this section of the chart.
- Ruth Miller noted that the NHS Highland chart currently has no prompt for this section and recommended including one in Box 4.

e) **Box 5 (Thromboprophylaxis)**

- The group agreed this is an important inclusion on the chart. No changes were suggested.

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

- Simon Maxwell drew the group's attention to the 12 spaces available to record difference once-only medicines, which the group felt was a suitable number.
- The group discussed adding both 'Signature' and 'Name' fields, as the current version of the draft chart does not include a space for a signature. The group did not reach an agreement on whether both fields should be included.

ACTION: SPARS group members to decide if both 'Signature' and 'Name' fields are required in Box 6.

g) **Box 7 (Oxygen)**

- Simon Maxwell noted that most charts currently in use do not include Oxygen, but the group agreed it is an important addition.

- Neil Dewhurst suggested including flow rate by mass.
- Ruth Miller noted that it was unclear where the date should be recorded. Simon Maxwell explained that the dates from Box 8 would also be used for Box 7.

ACTION: Simon Maxwell to contact Peter Brown (Perth Royal) for a respiratory specialist's opinion.

h) **Box 8 (Regular Medicines)**

- Simon Maxwell drew the group's attention to the updated defining lines, the removal of the 'Frequency' field, and the replacement of the phrase 'TTO' with 'Continue on discharge'.
- Neil Dewhurst recommended updating 'Month' to 'Months'.
- The group agreed that feedback from the pilot should inform whether to keep pre-printed times on the new Scottish chart.

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

- Suggestions for this box from the previous draft chart's feedback were implemented.

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

- This box has been updated to clarify that it is not to be used to record blood medicines.

ACTION: Simon Maxwell to update 'Bleep' to 'Contact' and make the width of 'Name' wider.

k) **Instructions**

- Simon Maxwell explained that this section of the new Scottish chart has not been updated yet, as it would be beneficial to first receive feedback from nurses, pharmacists and prescribers on the updated chart.

4.2 Piloting Strategy

The group discussed piloting the new Scottish chart and the following points were made:

- It was suggested that the pilot should initially be small-scale on a single ward, before expanding.
- The group agreed that the first pilot should take place in March.
- Bryony Jackson suggested distributing the draft chart to participants of the AoMRC report and requesting they complete an online survey for feedback prior to the first pilot.

ACTION: Bryony Jackson to create an online survey for feedback on the draft chart and to circulate this to the same consultees who responded to the previous survey on the AoMRC report.

- The group agreed to approach NHS Fife with a request to host the initial pilot programme. Ruth Miller offered NHS Highland as a host site, which was welcomed by the group.

ACTION: Neil Dewhurst to contact Kerri Baker and John Wilson in NHS Fife to request hosting an initial pilot of the new Scottish chart.

ACTION: Charles Sinclair to forward Bruce Wilkie's contact details to Bryony Jackson and Simon Maxwell, who will then approach to request hosting an initial pilot of the new Scottish chart.

Laura McIver joined the meeting.

- Laura McIver offered some short-term project funding from Health Improvement Scotland. Simon Maxwell suggested using these finances to support a pharmacist, nurse and/or doctor supervising the pilot.

ACTION: Laura Mclver to confirm when the project funding must be used by and discuss its best use with Simon Maxwell.

- The group agreed that consultation with the Medicines Reconciliation Network would be useful and informative for launching a pilot. This will be raised at the next Medicines Reconciliation Network meeting on 6 March 2013.

5. Other prescription chart initiatives

5.1 Royal College of Physicians/All Wales Group Chart

Simon Maxwell stated that he had been contacted by the All Wales Group with a request to see the final revised chart for the pilot. The group decided that the results of the first pilot should be acquired before openly circulating the chart.

5.2 Insulin Prescription and Administration Record (IPAR)

There was no update regarding the progress of IPAR.

6. SPARS Website Development – Enclosure 3 (circulated)

Laura Mclver suggested the SPARS website could link into the NHS community space design, but the group agreed that this would not be suitable, as users would have to login to access content. It was suggested that the short-term project funding from HIS could be used to develop a new website, but Neil Dewhurst recommended that the group consider developing a website in-house at RCPE.

ACTION: Neil Dewhurst to contact George Tait at RCPE to discuss the in-house development of a SPARS website.

Rose Marie Parr joined the meeting.

7. SPARS Symposium – Enclosure 4 (circulated)

The group discussed the enclosed programme of the SPARS Symposium and the following points were made:

- The programme will be returned to the Symposium Committee on 5 February 2013 for further consideration.
- The group discussed what topic would be most suitable for Session 2 and suggested 'Incident Reporting & Feedback' and 'Distractions & Time Pressures'.
- Neil Dewhurst recommended considering the speakers from the 2012 UK Consensus Conference on Atrial Fibrillation for speakers in Session 3: Warfarin Chart.

ACTION: Ruth Miller and Charlie Sinclair to initially approach a speaker for Session 1: The Nurse's Perspective.

ACTION: Alister Maclaren to initially approach a clinical pharmacist for Session 1: The Pharmacist's Perspective.

ACTION: Bryony Jackson to approach Vicky Tallentire as a speaker for Session 1: The Junior Doctor's Perspective.

ACTION: Group to consider topics for Session 2 and feedback with suggestions.

ACTION: Bryony Jackson to initially approach members of the IPAR group as speakers for Session 3: IPAR Chart.

ACTION: Bryony Jackson to initially approach Peter Calverley as a speaker for Session 3: Oxygen Chart.

ACTION: Bryony Jackson to initially approach Andy Longmate as a speaker for Session 4: Scottish Patient Safety Programme.

ACTION: Bryony Jackson to initially approach Michele Caldwell as a speaker for Session 4: Electronic Prescribing.

Ruth Miller left the meeting.

8. Drug chart usability study

Simon Maxwell noted that this has been sent to the British Medical Journal Quality and Safety for publishing.

9. SPARS work programme for review – Enclosure 5 (circulated)

Simon Maxwell briefly reviewed the updated SPARS work programme.

10. Development of an educational package

The group agreed to delay the development of an educational package until the new Scottish chart is further progressed. Rose Marie Parr stated that she is happy to begin work on the modules.

11. Date of next meeting

The next SPARS meeting was suggested for late March.

ACTION: Bryony Jackson to confirm next SPARS meeting date.

SUMMARY OF ACTION POINTS

No.	Action	To be actioned by:
1.	Simon Maxwell to add 'Weight' field into Box 1.	Simon Maxwell
2.	Simon Maxwell to add ECS as a reference point for completing Box 2.	Simon Maxwell
3.	SPARS group members to decide if both 'Signature' and 'Name' fields are required in Box 6.	All group members
4.	Simon Maxwell to contact Peter Brown (Perth Royal) for a respiratory specialist's opinion	Simon Maxwell
5.	Simon Maxwell to update 'Bleep' to 'Contact' and make the width of 'Name' wider.	Simon Maxwell
6.	Bryony Jackson to create an online survey for feedback on the draft chart and to circulate this to the same consultees who responded to the previous survey on the AoMRC report.	Bryony Jackson
7.	Neil Dewhurst to contact Kerri Baker and John Wilson in NHS Fife to request hosting an initial pilot of the new Scottish chart	Neil Dewhurst
8.	Charles Sinclair to forward Bruce Wilkie's contact details to Bryony Jackson and Simon Maxwell, who will then approach to request hosting an initial pilot of the new Scottish chart	Charles Sinclair/ Bryony Jackson/Simon Maxwell
9.	Laura McIver to confirm when the project funding must be used by and discuss its best use with Simon Maxwell.	Laura McIver
10.	Neil Dewhurst to contact George Tait at RCPE to discuss the in-house development of a SPARS website.	Neil Dewhurst
11.	Ruth Miller and Charles Sinclair to initially approach a speaker for Session 1: The Nurse's Perspective.	Ruth Miller/Charles Sinclair
12.	Alister Maclaren to initially approach a clinical pharmacist for Session 1: The Pharmacist's Perspective.	Alister Maclaren
13.	Bryony Jackson to approach Vicky Tallentire as a speaker for Session 1: The Junior Doctor's Perspective.	Bryony Jackson/Vicky Tallentire
14.	Group to consider topics for Session 2 and feedback with suggestions.	All group members
15.	Bryony Jackson to initially approach members of the IPAR group as speakers for Session 3: IPAR Chart.	Bryony Jackson
16.	Bryony Jackson to initially approach Peter Calverley as a speaker for Session 3: Oxygen Chart.	Bryony Jackson
17.	Bryony Jackson to initially approach Andy Longmate as a speaker for Session 4: Scottish Patient Safety Programme.	Bryony Jackson
18.	Bryony Jackson to initially approach Michele Caldwell as a speaker for Session 4: Electronic Prescribing.	Bryony Jackson
19.	Bryony Jackson to confirm next SPARS meeting date.	Bryony Jackson