

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

Monday 21 February 2011, 14:00 – 15:30

Duncan Room, Royal College of Physicians Edinburgh

MINUTES OF MEETING

Attendance:

Charles Sinclair – Scottish Government/Nursing officer: Acute Care
Neil Dewhurst – President, Royal College of Physicians of Edinburgh
(‘RCPE’)
Charles Swainson – Chair, Scottish Patient Safety Programme
Simon Maxwell (Chair) – Professor of Student Learning/Clinical
Pharmacology, University of Edinburgh
Vicky Tallentire – Fellow in Medical Education, University of Edinburgh
Angela Timoney (by telephone conference) – Chair, Directors of Pharmacy
Michelle Caldwell (by telephone conference) – Director of Pharmacy, NHS
Ayrshire & Arran
Rose Marie Parr - Director of Pharmacy, NES
Becky Hale, Foundation Doctor, NHS Fife
Korina Leoncio (minute-taker) – Education and Standards Department, RCPE

Apologies:

Laura McIver – Chief Pharmacist, NHS QIS
Brian Robson – Medical Director, NHS QIS

1. Welcome and introductions

The meeting attendees were introduced and noted.

2. Apologies

Apologies were noted.

3. Minutes of previous meeting

Simon Maxwell noted typographical errors at pages 2 and 5. The draft minutes of the last meeting were otherwise approved.

4. Matters arising

Since the last meeting, Neil Dewhurst had made contact with diabetes groups. He said that a document was in production and was expected to be completed by September. Neil Dewhurst noted that the chair of the group was Colin Perry. He also noted that Mark Strachan and Karen Adamson were involved. Simon Maxwell volunteered to contact Mark Strachan to seek further background information on the work of the diabetes groups.

Simon Maxwell said that he had planned to meet with Brian Robson and Laura McIver but Laura has asked for the meeting to be rescheduled to a time a week after next.

Simon Maxwell noted he had not yet considered whether a co-chair or deputy chair was needed. He invited the other working group members to make any nominations.

ACTION: Simon Maxwell to contact Mark Strachan for further background information on the work of diabetes groups.

ACTION: Simon Maxwell to meet with Brian Robson and Laura McIver to discuss the business plan in greater detail.

ACTION: Simon Maxwell to consider whether the appointment of a co-chair or deputy chair is needed.

5. Terms of reference

The working group considered and discussed the proposed terms of reference dated 14 February 2011 drafted by Simon Maxwell.

Simon Maxwell first made some comments. He said that he considered that Angela Timoney would be pivotal in carrying out item 2 of the draft terms of reference. Simon Maxwell then pointed to item 4 of the draft terms and said that forming links would be important to facilitate any future changes to the chart. Simon Maxwell acknowledged that he had omitted reference to education from the draft terms.

There was general agreement that:

- a. Item 3 of the draft terms need not expressly mention VTE prophylaxis or fluid prescriptions and to leave these matters open.
- b. Item 1 of the draft terms should mention the overall objective of enhancing patient safety.
- c. The draft terms need not expressly mention electronic prescribing as it may overcomplicate the project. However there was general

consensus that the issue of electronic prescribing should remain on the horizon.

- d. There would be an addition that would indicate the aim of creating educational materials supporting good practice in prescribing

Simon Maxwell agreed to incorporate the proposed changes to the draft terms of reference and then circulate.

ACTION: Simon Maxwell to incorporate proposed changes to the draft terms of reference and will circulate.

6. Work program

The group then discussed the proposed work programme dated 14 February 2011 drafted by Simon Maxwell. The following comments were made:

- a. Simon Maxwell noted that the issue of funding would need to be eventually addressed.
- b. There was general agreement that the work programme should also include the design of an educational and assessment package.
- c. Vicky Tallentire queried whether the objective of holding a symposium/consensus conference was to consult the delegates or to communicate information. She suggested that smaller consultation meetings could be held earlier in the process. Simon Maxwell agreed and pointed out that a symposium/consensus conference would require approximately 1 year's preparation time, by which time the working group is likely to have already needed to undertake substantial consultations. In his view, it would be critical to the whole process to get these consultations right. These would make information gathering less important as part of any planned symposium/conference.
- d. Charles Sinclair suggested that consultations could be conducted electronically.
- e. Charles Swainson noted that an NHS conference will be held in August where there may be opportunities to have a poster display to showcase the SPARS project. Charles Sinclair volunteered to follow up whether there may be an opportunity to speak at this event.
- f. Neil Dewhurst suggested creating an electronic quarterly newsletter to encourage broader participation.
- g. Simon Maxwell suggested creating a SPARS website through QIS and volunteered to investigate this further.

There were no major objections made to the proposed work programme. Simon Maxwell highlighted that the work programme could be revised later as the project progressed.

ACTION: Charles Sinclair to follow up whether there is an opportunity for the SPARS working group to speak at the NHS conference held in August.

ACTION: Simon Maxwell to contact QIS about developing a website.

7. Attributes of an optimal drug chart

The group considered a draft document entitled 'Attributes of a satisfactory in-patient medication administration record' prepared by the Academy of Medical Royal Colleges ('AoMRC'). The following comments were made regarding the draft document:

- a. Charles Sinclair noted that there should be space to account for variations in weight.
- b. Vicky Tallentire questioned the inclusion of body surface area at point 7 and also the inclusion of pre-medicines at point 14.
- c. Neil Dewhurst highlighted the importance of the layout and form of the chart.
- d. Charles Swainson suggested that CHI numbers should also be included given that the chart is intended to be used Scotland-wide.
- e. Beccy Hale pointed out that the date of admission is also important.

Simon Maxwell noted that the draft document has been revised since this particular version and that many of these observations has now be resolved. He indicated that the final report is likely to be ready by the next week.

Simon Maxwell welcomed any further written comments the SPARS group members may have.

8. Example charts

The group considered and discussed the charts used in the NHS Lothian and Wales.

There was general agreement that the Lothians chart appeared easier to use.

There was some concern that the format of the Welsh chart seemed 'busier', more confusing and likely to be more expensive to produce given the use of colours. Neil Dewhurst was concerned that some parts of the Welsh chart would be obscured when mounted.

Simon Maxwell said that it would be useful to gather copies of other Scottish charts. Angela Timoney, Rose Marie Parr and Michelle Caldwell agreed to approach the other Directors of Pharmacy to request for copies of other charts that are currently in use. There was general agreement that it would be useful to have electronic and hardcopy versions of the charts.

Michelle Caldwell mentioned that the West of Scotland have been working towards creating a single chart. She said that the chart had been recently revised. In her view, she found the revised chart more confusing.

ACTION: Angela Timoney, Rose Marie Parr and Michelle Caldwell will request for electronic and hardcopy versions of other acute charts from all Directors of Pharmacy.

9. Other prescription chart initiatives

The group identified the following prescription chart initiatives which are currently on foot:

- a. As already mentioned, the AoMRC has been tasked with identifying the attributes of an optimal in-patient medication administration record.
- b. The Royal College of Physicians in London have a group on creating a unified chart.
- c. The work of West of Scotland in developing a unified chart.

Michelle Caldwell agreed to follow up the current status of the unified chart used in the West of Scotland.

ACTION: Michelle Caldwell will follow up the current status of the unified chart used in West of Scotland.

10. Group membership

There were general discussions on whether any further individuals ought to be invited into the SPARS working group. There were also discussions on which groups ought to be consulted. The following comments were made:

- a. There was agreement that a representative from West of Scotland should be invited to join the working group.
- b. Rose Marie Parr suggested that input from a medico-legal expert may be useful. Charles Swainson said he would approach Phil Collinson to seek a brief summary of any relevant legal obligations.
- c. Simon Maxwell volunteered to speak with Phil Routledge about identifying a relevant expert on the psychology involved in designing a chart.

- d. There was general agreement that Area Drug and Therapeutics Committees and SMC should be consulted.
- e. There was general agreement that NHS DOTS could provide a useful forum for reaching junior doctors. Simon Maxwell suggested that he work with Beccy Hale to prepare a letter to be posted on NHS DOTS. Rose Marie Parr also volunteered to contact Hazel Scott from DOTS.
- f. Beccy Hale suggested that sample charts be piloted with junior doctors. She suggested it would be useful to produce some sample charts drawing from the views and experiences of more senior practitioners.
- g. Charles Swainson highlighted the need to gain the support of NHS Education as it held important information about trainee doctors and their movements.
- h. There was agreement that Keith Beard from the AoMRC should be invited to join the working group. Simon Maxwell agreed to contact him.
- i. Simon Maxwell also suggested consulting Steve Jackson, the chair of the AoMRC working group.
- j. Charles Sinclair suggested consulting Directors of Nursing in order to capture some non-medical prescribers.

ACTION: Simon Maxwell and Beccy Hale to prepare a letter to be posted on NHS DOTS to encourage interest in the project from junior doctors.

ACTION: Rose Marie Parr to speak with Hazel Scott regarding DOTS.

ACTION: Simon Maxwell to invite Keith Beard to the working group.

ACTION: Simon Maxwell to contact Steve Jackson.

ACTION: Charles Swainson to speak with Phil Collinson to discuss possible legal obligations that need to be addressed in developing a chart.

ACTION: Simon Maxwell to contact Phil Routledge regarding an expert on the design of charts.

11. Any other business

The working group raised the following additional points:

- a. It was mentioned that Simon Maxwell, Charles Swainson and Brian Robson will be attending an NHS event on electronic prescribing on 22 February 2011.
- b. Vicky Tallentire spoke with Kerri Baker regarding a pool of 150 people who have agreed to participate in online surveys four times per year. Vicky Tallentire said that Kerri Baker is willing to permit the working group to take up one of the slots or piggy-back on another survey.
- c. Beccy Hale suggested distributing charts at other events held at the RCPE as a means of gathering feedback from meeting delegates.

12. Date and time of next meeting

It was agreed that the next meeting would be held around mid-April. The group agreed to pencil in tentative dates for the rest of the year, provisionally on a bimonthly basis.

SUMMARY OF ACTION POINTS

Action	To be actioned by:
Contact Mark Strachan for further background information on the work of diabetes groups.	Simon Maxwell
Discuss the contents of a business plan.	Simon Maxwell, Brian Robson and Laura McIver
Consider whether the appointment of a co-chair or deputy chair is needed.	Simon Maxwell
Incorporate the proposed changes to the draft terms of reference and then circulate to the SPARS working group for consideration.	Simon Maxwell
Follow up whether there is an opportunity for the SPARS working group to speak at the NHS conference in August.	Charles Sinclair
Contact QIS about developing a SPARS website.	Simon Maxwell
Request for copies of other prescribing charts in hardcopy and pdf versions from other Directors of Pharmacy.	Angela Timoney, Rose Marie Parr and Michelle Caldwell.
Follow up the current status of the unified chart used in the West of Scotland.	Michelle Caldwell
Speak with Phil Collinson to discuss the legal obligations that may need to be accounted for in developing a chart.	Charles Swainson
Contact Phil Routledge to seek a relevant expert on the design of the chart.	Simon Maxwell
Contact NHS DOTS regarding advertising to encourage junior doctors' interest in the project.	Simon Maxwell and Beccy Hale

Consult Hazel Scott of DOTS regarding the project.	Rose Marie Parr
Invite Keith Beard to the working group.	Simon Maxwell
Consult Steve Jackson of KCL.	Simon Maxwell