

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

**28 March 2011, 14:00 – 15:30**

**Sir John Crofton Room, Royal College of Physicians  
Edinburgh**

## **MINUTES OF MEETING**

### **Attendance:**

Simon Maxwell – Professor of Clinical Pharmacology, Edinburgh University  
Rose Marie Parr (by telephone conference) - Director of Pharmacy, NES  
Beccy Hale - FY Doctor, NHS Fife  
Alister Maclaren – West of Scotland  
Korina Leoncio – Administrative Assistant, Royal College of Physicians of  
Edinburgh

### **Apologies:**

Neil Dewhurst – President, Royal College of Physicians of Edinburgh  
Brian Robson – Medical Director, NHS QIS  
Vicky Tallentire – Fellow in Medical Education, Edinburgh University  
Laura McIver – Chief Pharmacist, NHS QIS  
Charles Sinclair – Scottish Government/Nursing officer: Acute Care  
Charles Swainson – Chair, Scottish Patient Safety Programme  
Michelle Caldwell – Director of Pharmacy, NHS Ayrshire & Arran  
Angela Timoney – Chair, Directors of Pharmacy

---

### **1. Welcome and introductions**

The meeting attendees were introduced.

### **2. Apologies**

Apologies were noted.

### **3. Minutes of previous meeting – Enclosure 1**

No issues were raised regarding the draft minutes of the last meeting.

Simon Maxwell then addressed some of the matters arising from the last meeting in turn:

- a) Simon Maxwell said that he spoke with Mark Strachan to obtain further information on the work of diabetes groups. He said that the diabetes group is creating a unified Scottish approach to prescribing insulin. The chart is due to be launched in the second half of the summer this year. Simon Maxwell does not believe that the work of the diabetes group should interfere with the SPARS project as the SPARS project focuses on adult inpatient charts.
- b) Simon Maxwell welcomed any volunteers to assume the role of co-chair. He did not otherwise consider it was necessary to appoint a co-chair due to the informal nature of the group.
- c) It was unknown whether Charles Sinclair had followed up whether there were any opportunities for the SPARS working group to speak at the NHS conference in August.
- d) Some sample charts have been gathered but there are still a number of charts to be obtained. Angela Timoney, Rose Marie Parr and Michelle Caldwell to continue gathering further charts in both hardcopy and pdf versions.
- e) Alister Maclaren gave a summary of the status of the chart produced and used in West of Scotland. He said that in the process of designing a unified chart, Directors of Pharmacy were consulted. Alister Maclaren said that approximately 80 to 90 percent of the chart was standardised but each board had tailored some aspects of the chart according to their individual needs. He said the charts were similar but not identical.

Simon Maxwell queried what process of piloting, auditing and feedback was used. Alister Maclaren said that a lengthy consultation process was conducted, predominantly electronically. Proofs were designed and piloted in hospitals. These charts were then refined based on feedback and re-released. He said that they would need to look further into the review process.

- f) It was unknown whether Charles Swainson had spoken to Phil Colinson to discuss the legal obligations that may need to be accounted for in developing a chart.
- g) Simon Maxwell and Beccy Hale have agreed to defer writing to NHS Dots to a later time as they would prefer to include a questionnaire to be forwarded to junior doctors.

Beccy Hale considers it may be too early to contact junior doctors. She suggests first looking at the attributes of an optimal chart and then asking what else is necessary. She also made the point that she is currently working at Fife and is finding the Fife chart simple and easy to use.

- h) Rose Marie Parr agreed that the SPARS working group needs to be more clear on what will be asked of junior doctors before approaching Hazel Scott of DOTS.

Rose Marie Parr offered to speak with Ann Wales of the knowledge and skills network.

- i) Simon Maxwell invited Keith Beard to be involved with the SPARS working group.
- j) Simon Maxwell said he spoke with Phil Routledge to seek advice on a design expert. Simon Maxwell reported that Phil Routledge had not consulted any well-recognised expert in design.

Alister Maclaren agreed that the SPARS working group should consult a relevant design expert. He recounted that in the West of Scotland experience, they obtained input from their printers. He confirmed that the input was helpful but was not sure of the extent of their expertise.

Simon Maxwell agreed to continue looking for a relevant expert.

<b>ACTION:</b> Rose Marie Parr to speak with Ann Wales of the knowledge and skills network.
---

#### **4. Terms of Reference – Enclosure 2**

The group reviewed the revised terms of reference.

Simon Maxwell highlighted that the terms of reference have been updated to include a reference to an education package. Rose Marie Parr agreed that the wording captured the reference to education well. There was general agreement that the revised terms of reference offered a reasonable starting point.

#### **5. Work Program update – Enclosure 3**

The group then reviewed the revised work program.

Simon Maxwell pointed out that the only major addition was reference to the development of an education package. Simon Maxwell also indicated that he had included a proposed line of responsibility for each task. He invited

comments on the suggested allocation of tasks and said that the line of responsibility would need to be confirmed.

Rose Marie Parr agreed that the work program had progressed since the first draft. She agreed that the work program should not expand too much.

Alister Maclaren agreed that the work program covered the essential points and offered a good starting point. He said that the work program appears to broadly cover two stages. He said the first stage seems to concern the content of the chart and the second stage looks at the format of the chart.

Simon Maxwell mentioned that QIS had already begun consulting the literature to gather evidence concerning the impact of unifying prescribing documentation. Beccy Hale quoted a report which mentioned that variations in drug charts may contribute to junior doctor errors.

## **6. Business Case**

Simon Maxwell mentioned there may be scope for obtaining resources from QIS and NES. He is to meet with Laura McIver to develop a business case.

## **7. Attributes of an Optimal Chart – Enclosure 4**

The group then considered the report entitled the 'Academy of Medical Royal Colleges in collaboration with the Royal Pharmaceutical Society and the Royal College of Nursing report on standards for the design of hospital in-patient prescription charts'. Simon Maxwell invited the group to make comments and mentioned that the group was not bound to follow the findings of the report.

Alister Maclaren said the report offered a good starting point. He proposed that the report could provide useful guidelines when comparing different charts. There was general agreement on this point.

Beccy Hale commented that the chart should also include in the allergies section, space to sign, date and write the source. She also suggested that the chart should include prompts or alerts if medication has not been administered.

<p><b>ACTION:</b> Korina Leoncio is to confirm that the report of the Academy of Medical Royal Colleges may be circulated to others. All members of the SPARS working group are then asked to share the report with others and gather feedback.</p>
---

## **8. Survey of Variation of Scottish Charts – Enclosure 5**

The group considered the draft survey form produced by Simon Maxwell.

He said the survey is still currently a work in progress. He identified that the size of boxes to fill in information may need to be included in the survey. He also mentioned the survey could look at the placement of logos.

There was general agreement that the survey appears comprehensive and seems at first glance to cover the major issues.

**ACTION:** All members of the SPARS working group are asked to consider the proposed survey and forward their views to Simon Maxwell or Korina Leoncio in the next 2 weeks.

## **9. Other prescription chart initiatives**

Simon Maxwell mentioned there may be scope for further collaboration with other groups UK wide. Simon Maxwell mentioned there seems to be interest in the issue from Keith Ridge of the Department of Health, Alister Rutherford and the Royal College of Physicians.

He also mentioned that the group may consider looking at work done in Australia.

## **10. Group Membership**

There was general agreement that Paul Wilson, Chair of the Director of Nursing group should be invited to join.

## **11. Consensus Conference**

Korina Leoncio said that no particular date had yet been set for the proposed symposium/consensus conference. She will follow up with the head of the relevant department to determine what information is needed from the SPARS working group to initiate the organisation of the SPARS event.

**ACTION:** Korina Leoncio to speak with Jeanette Stevenson, Head of the Education and Standards Department of the RCPE.

## **12. Any other business**

Simon Maxwell mentioned the Association for the Study of Medical Education Scientific Meeting at RCPE in July may provide an opportunity for the SPARS working group to advertise its work.

Simon Maxwell also mentioned that the Royal Pharmaceutical Society of Great Britain is currently conducting a consultation on the principles relating to the transferring of care of a patient. Simon Maxwell said that this consultation may be indirectly related to the SPARS project.

## SUMMARY OF ACTION POINTS

<b>Action</b>	<b>To be actioned by:</b>
Discuss the contents of a business plan.	Simon Maxwell, Brian Robson and Laura McIver
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
Follow up copies of other prescribing charts in hardcopy and pdf versions from other Directors of Pharmacy.	Angela Timoney, Rose Marie Parr and Michelle Caldwell.
Speak with Phil Collinson to discuss the legal obligations that my need to be accounted for in developing a chart.	Charles Swainson
Research 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
Consult Steve Jackson of KCL.	Simon Maxwell
Speak with Ann Wales of the knowledge and skills network.	Rose Marie Parr
Confirm the report of the AoMRC may be circulated.	Korina Leoncio
Share the AoMRC report with others and gather feedback.	All
Consider the proposed prescription chart analysis questionnaire and provide feedback to Korina Leoncio in the next two weeks.	All
Speak with Jeanette Stevenson, Head of the Education and Standards Department of the RCPE regarding the proposed SPARS event.	Korina Leoncio