

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

30 April 2012, 14:30 – 16:30

Sir John Crofton Room, Royal College of Physicians Edinburgh

MINUTES OF MEETING

Attendance:

Geraldine Brennan – IPAR, Ninewells Hospital, Dundee

Rose Marie Parr (by teleconference) – Director of Pharmacy, NES

Beccy Hale – Foundation Year Doctor, NHS Fife

Colin Perry (by teleconference) – IPAR, Ninewells Hospital, Dundee

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

Charles Sinclair – Scottish Government, Nursing officer: Acute Care

Alister Maclaren (by teleconference) – Lead Pharmacist, Clinical Governance, NHS Greater Glasgow & Clyde

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

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

Vicky Tallentire – Fellow in Medical Education, Edinburgh University

Ruth Miller – Medicine Management Nurse, NHS Highland

Debbie Voigt (by teleconference) – IPAR, Ninewells Hospital, Dundee

Apologies:

Michele Caldwell – Director of Pharmacy, NHS Ayrshire & Arran

Angela Timoney – Director of Pharmacy, NHS Tayside

Neil Dewhurst – President, Royal College of Physicians of Edinburgh

Alice Wilson – Associate Nurse Director, NHS Dumfries & Galloway

Brian Robson – Executive Clinical Director, NHS HIS

1. Welcome and introductions

The meeting attendees introduced themselves and the Chair clarified that members of the Insulin Prescription and Administration Record (IPAR) initiative would be joining the meeting at 15:30.

2. Apologies

Apologies for absence were received from Neil Dewhurst, Michele Caldwell, Brian Robson, Angela Timoney, and Alice Wilson.

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

The draft minutes of the last meeting held on 6 February 2012 were reviewed, with a correction noted by Simon Maxwell and Beccy Hale in 6.1 (f).

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

[Vicky Tallentire joined the meeting at this time.]

4. Matters arising not covered elsewhere

The group briefly reviewed the action points arising from the last meeting minutes dated 6 February 2012 and the following comments were made:

- a) Further to action point 3, Simon Maxwell confirmed that the Chief Pharmacists are aware of the SPARS Group and its work. He added that he would like to develop a full dialogue with the Chief Pharmacists and Nurses group to increase awareness of SPARS even further.
- b) Further to action point 4, Simon Maxwell also confirmed that he has made preliminary inquiries into the review and redesign of charts by different boards. He confirmed that the Royal Edinburgh Hospital is considering redesigning their chart, but that a majority of other areas are waiting for the results of the SPARS Group. He requested for other members of the group to update him if they hear of any other redesigning chart initiatives being developed within Scotland.

5. Other prescription chart initiatives

5.1 Insulin Prescription and Administration Record (IPAR) – Enclosure 2 (circulated)

[This point was discussed when Debbie Voigt, Colin Perry, and Geraldine Brennan joined the meeting at 15:30.]

Simon Maxwell welcomed Geraldine Brennan, Colin Perry, and Debbie Voigt to the meeting and introductions were made. Geraldine Brennan gave a brief outline how IPAR was developed as a subgroup of the Scottish Diabetes Group. She said that the Scottish Patient Safety Programme (SPSP) developed a prototype of IPAR in 2005, which was initially trialled

on two patients, then an entire ward. IPAR is presently implemented into 2 wards in Ninewells Hospital, Dundee.

Geraldine Brennan stated that they have sought the opinions of junior doctors and nurses on these wards to further progress IPAR. Debbie Voigt said that there has been a 100% compliance rate with use of the chart, but that the result needs auditing. She added that the result was very positive from a teaching perspective, but that it did not necessarily test the effectiveness of the chart.

Debbie Voigt explained that the IPAR has not yet been trialled outside of Ninewells Hospital, but that they would welcome the opportunity to test its effectiveness outside of Tayside. Vicky Tallentire praised the initiative but said she was disappointed to see some of the chart's content was Tayside-specific, though she felt the chart could easily be adapted for a national approach. Geraldine Brennan said that the group is aware that IPAR needs to be flexible for other hospitals.

Colin Perry said he was aware that in the West of Scotland, some wards did not have any insulin prescription charts. He felt that there would be little resistance to the introduction of an insulin chart, but that it must be suitable for national usage.

It was confirmed that an NHS Diabetes module is currently available for educational purposes.

Colin Perry said that the next steps would be to pilot the chart in a non-Tayside centre, with Ninewells-specific content removed, and gain further consultation. There was discussion on how IPAR could do this, with suggestions of approaching both diabetes networks and non-diabetes specific networks including surgeons and nurses. Beccy Hale suggested sharing the SPARS Group consultation contacts with IPAR.

Simon Maxwell said he would be delighted if IPAR could establish a closer link with SPARS, as the two initiatives reflected one another's aims.

[Debbie Voigt, Colin Perry, and Geraldine Brennan left the meeting after discussing this item.]

ACTION: Bryony Jackson to send list of consultation contacts to Debbie Voigt, Colin Perry, and Geraldine Brennan.

5.2 Other UK development

- a) Simon Maxwell confirmed that a group has been established to consider chart redesign in the Royal College of Physicians, London, but that they had not progressed beyond general discussions. [Postscript: The RCP group has met with the All Wales Group and agreed in principle to adopt the Welsh chart in England.

However, it appears that this decision has yet to be put out to stakeholders for consultation.]

- b) Simon Maxwell also highlighted the unified chart developed in Wales around 2004. He added that it was easier to design and implement due to the fewer number of hospitals throughout Wales.
- c) Those present at the meeting were not aware of any chart developments in Northern Ireland.

6. SPARS relationship with HIS

6.1 SPARS website development – Enclosure 3 (tabled)

Simon Maxwell summarised the enclosed document by The Knowledge Network and NHS Education for Scotland (NES), which presents two potential solutions for the SPARS Group to consider while developing a website.

There were general discussions on how to progress with a SPARS website in light of this document and the following points were made:

- a) Simon Maxwell said that he was keen to see a portion of the website dedicated to different regions' charts, accessible to everyone. He also felt that the website would provide a valuable opportunity to highlight the research work of the SPARS Group and its longer term objectives.
- b) Charles Swainson felt the Shared Space model was good, but was concerned over the password-protected element of the model. He referred to previous use of the Athens Network, but added that he felt it received a mixed response. He highlighted the need to make any website easily accessible for external opinions; something which he felt would be reduced by a password-restricted website. This was met with general agreement by those present.
- c) It was suggested that Simon Maxwell or Bryony Jackson could upload material to the website to keep it up-to-date.
- d) There was general agreement that the whole project must have educational value and link in with NES. Rose Marie Parr suggested that the website could be extremely inclusive, with appeal to specialist interest groups and for prompting other collaborations. Simon Maxwell agreed that it would be a longer term goal to work with NES to include everyone from consultants, to nurses, to students, but that the initial aim should be to highlight the work of SPARS to interested parties.
- e) Simon Maxwell stated that the website would need an area for comments. Rose Marie Parr added that an interactive Shared Space may be more informal and encourage discussion and collaboration.

- f) Charles Swainson highlighted monitoring issues if a discussion board is constantly live and accessible. He raised the issue of administering the website to avoid the potential of repetition, too much activity, or no activity.
- g) Beccy Hale suggested a discussion board could be beneficial for feedback on different charts, but Vicky Tallentire reiterated Charles Swainson's points on moderation of any discussion. She said that she would not keen to see this developed unless it was appropriately staffed.
- h) There was general discussion on what domain the website should be part of, or whether it should be a high-level separate website of its own. It was suggested that the project could be dwarfed if the SPARS website was a part of the Medicines Reconciliation Network. Vicky Tallentire suggested establishing a separate website, but providing links to HIS and the Royal College of Physicians of Edinburgh (RCPE) website. She emphasised the necessity of having the simplest URL possible. Charles Swainson suggested the possibility of the SPARS website existing with the RCPE website, which Simon Maxwell agreed with. Rose Marie Parr said that she would be keen to see a digital link between the Scottish Patient Safety Programme (SPSP) and the Spars website, as this would benefit both organisations.
- i) Charles Swainson suggested the SPARS website could be a directed link under an HIS platform. He raised the possibility that HIS could use their experience with other websites to help maintain the SPARS website.
- j) Simon Maxwell stated that he was thankful to Laura McIver for her help with taking the first steps towards developing a website.

ACTION: Simon Maxwell to feedback the points discussed to Laura McIver.

7. Research programme

7.1 Drug chart usability study

Beccy Hale updated those present on the progress of the usability study. She stated that statistics on the study are now completed and that they have revealed a statistically significant difference in error rate between familiar and unfamiliar charts. She added that clearly familiarity is the key to avoiding errors. Simon Maxwell stated that the results highlight how important the work of the SPARS Group is.

Vicky Tallentire highlighted the pressures she and Beccy Hale are experiencing in their full time working positions and stated that it would take a long time for them to write up the results of the usability study. She suggested applying to the Chief Scientist Office (CSO) for funding for a research assistant. This was met by general agreement by those present and thanks were given to Vicky Tallentire and Beccy Hale for the time they have dedicated to the usability study.

There was general discussion on the potential research opportunities for a research assistant to undertake and the following points were made:

- a) Beccy Hale suggested that a study into prescription errors within Scotland both before and after designing a chart would be useful for comparison. Charles Swainson stated that each region will currently do its own research into prescription errors, but agreed that it would be a good backing for an initial pilot. Simon Maxwell highlighted a methodology currently in use for studying prescription errors.
- b) Simon Maxwell said that he would like to see research into prescribers with dyslexia and reading issues.

ACTION: Simon Maxwell to assist Vicky Tallentire and Beccy Hale with writing up the results of the usability study and seeking wider publicity.

ACTION: Simon Maxwell to meet with Vicky Tallentire and Beccy Hale to develop a portfolio of research as part of a funding application to the CSO for a research position.

7.2 Drug chart comparison study

Simon Maxwell said that the drug chart comparison study is presently being written and he hopes to see it published soon.

7.3 Literature review

Simon Maxwell provided a brief background to the literature review, stating that in 2011 Laura McIver arranged for staff to research existing publications on prescription error and charts. He stated that they found little published on the topic.

8. SPARS work programme for review – Enclosure 4 (circulated)

The group then discussed the updated work programme dated 1 February 2012, which was reviewed at the previous meeting. The following comments were made:

- a) Simon Maxwell suggested the inclusion of a large scale event, similar to the UK Consensus Conference. He suggested the event could take place in early spring 2013. This was met with general agreement from the group, with the alternative suggestion of a symposium held at the RCPE.
- b) Charles Swainson said that it would be beneficial to acquire feedback from interested parties, such as Heads of Pharmacy, regional NHS bodies, and lead patient safety organisations, prior to holding an event. He recommended taking questions to existing networks for fast responses, rather than hosting an event to gain valuable consultation. He said that this consultation feedback could be completed as soon as October 2012.

- c) Beccy Hale added that asking existing networks would be increase interest in the SPARS Group and raise the profile of the new chart to future facilitators.

ACTION: Bryony Jackson to explore what opportunities would be available for the SPARS Group to develop an event at RCPE in early 2013 and feedback to Simon Maxwell.

ACTION: Simon Maxwell to establish how to approach other committees and existing networks for consultation prior to an event in early 2013 and discuss the development of this with Neil Dewhurst.

9. New Scottish Chart – Enclosure 5 (circulated)

There was general discussion on the enclosed document, St George's Healthcare Prescription and Administration Record, and the following comments were made:

- a) Simon Maxwell said that the chart contained many points that the SPARS Group had decided were essential for inclusion on any new Scottish chart. However, he drew attention to the chart's inclusion of infusion prescriptions, which the SPARS Group had decided against.
- b) Charles Swainson approved of the chart and said he would like to see a similar draft of the new Scottish chart to begin consultation with relevant parties. There was general agreement to this by those present.

[Ruth Miller gave her apologies and left the meeting during this discussion.]

- c) Alister Maclaren praised the cut away section at the top of the chart and noted the benefit of a portrait layout. He suggested using the chart as a template for the new Scottish chart.
- d) Beccy Hale said that she thought the St George's Healthcare Prescription and Administration Record was a good chart, but felt that a chart of 20 pages was unnecessarily long, particularly the section dedicated to venous thromboembolism. She added that evidence from the drug chart usability study revealed that people did not mind separate charts for certain prescriptions. There was general agreement to this from those present.
- e) Simon Maxwell noted that the information boxes were smaller than the NHS Lothian and suggested that space could be saved with a smaller cut away section of the chart.
- f) Simon Maxwell noted the cost implications of printing such a long and colourful chart.

ACTION: Simon Maxwell to begin a draft design of a new Scottish chart.

10. Development of an education package – Enclosure 6 (circulated)

The group discussed the draft e-Learning Package and the following comments were made:

- a) Rose Marie Parr said that she had presented the SPARS Group to an NES business group meeting, who were supportive of the SPARS work. She said that all were keen to see an educational package developed around prescription error and that NES would like to establish when the SPARS Group would like to move forward with the development of this.
- b) Simon Maxwell noted that, irrespective of which chart is in use, there are a number of other issues surrounding prescription errors. He said that the SPARS Group may have to delay in the development of an education package until the new chart is being piloted, but that the group could make use of this time by researching materials.
- c) Charles Swainson offered to ask leads in pharmacy and patient safety for feedback on educational material. This was met with general agreement.
- d) Beccy Hale stated that it was unlikely any existing guidelines and educational material would be 100% relevant, due to the unique work of the SPARS Group. Simon Maxwell agreed and felt there was potential to establish an online Wiki-style discussion to gain more content.

ACTION: Simon Maxwell to collate material on prescription error.

ACTION: Charles Swainson to ask leads in pharmacy and patient safety for input on educational materials.

11. Any other business

Charles Swainson raised the query of whether to include a section for cannula saline flush on the new Scottish chart. Beccy Hale suggested that it could be a small, pre-printed box on the chart and would not require much space. Simon Maxwell said that this would be included on the next meeting agenda for discussion.

12. Date of next meeting

No date was set for the next SPARS meeting date, but it was suggested that a late August/early September 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 send list of consultation contacts to Debbie Voigt, Colin Perry, and Geraldine Brennan.	Bryony Jackson
2.	Simon Maxwell to feedback the points discussed in 6.1 to Laura Mclver.	Simon Maxwell
3.	Simon Maxwell to assist Vicky Tallentire and Beccy Hale with writing up the results of the usability study and seeking wider publicity.	Simon Maxwell, Vicky Tallentire and Beccy Hale
4.	Simon Maxwell to meet with Vicky Tallentire and Beccy Hale to develop a portfolio of research as part of a funding application to the CSO for a research position.	Simon Maxwell, Vicky Tallentire and Beccy Hale
5.	Bryony Jackson to explore what opportunities would be available for the SPARS Group to develop an event at RCPE in early 2013 and feedback to Simon Maxwell.	Bryony Jackson
6.	Simon Maxwell to establish how to approach other committees and existing networks for consultation prior to an event in early 2013 and discuss the development of this with Neil Dewhurst.	Simon Maxwell and Neil Dewhurst
7.	Simon Maxwell to begin a draft design of a new Scottish chart.	Simon Maxwell
8.	Simon Maxwell to collate material on prescription error.	Simon Maxwell
9.	Charles Swainson to ask leads in pharmacy and patient safety for input on educational materials.	Charles Swainson
10.	Bryony Jackson to confirm next SPARS meeting date.	Bryony Jackson