

## Sunderland CCG guidance: patient specific directions (PSDs)

### What is a PSD?

A PSD is a documented instruction from a doctor or non-medical prescriber, for medicines to be supplied or administered to a **named patient**; after the prescriber has assessed the patient on an individual basis.

The prescriber must have adequate knowledge of the patient's health, and be satisfied that the medicine serves the individual needs of the patient.

### Can a PSD be produced for a group of patients?

A PSD can be an instruction to administer a medicine to a list of named patients where each patient on the list has been individually assessed by that prescriber.

Again the prescriber must have knowledge of each person's health and be satisfied that the medicine serves the needs of each patient on the list.

For example, if a healthcare assistant runs an influenza immunisation clinic, the prescriber would assess the list of patients that are planned to attend and produce a list of those that they authorise to be immunized.

### Who can supply or administer the medicine in line with the PSD?

In law, anyone whom the prescriber has assessed as competent, has the necessary knowledge and skills, and has been delegated the task may follow a PSD.

### What are the responsibilities of the prescriber who writes the PSD?

The prescriber has a duty of care and is professionally and legally accountable for the care he/she provides, including tasks delegated to others.

The prescriber must be satisfied that the person to whom a task is delegated has the qualifications, experience, knowledge and skills to provide the care or treatment involved

### What are the responsibilities of the delegated staff?

A person who supplies or administers a medicine is accountable for their own practice and must be trained and competent to undertake such tasks.

They must act according to their level of competence and in accordance with the directions of the prescriber.

### Does a PSD need to be written?

A PSD must be written and signed by the prescriber, and recorded in the patient's notes.

This can be done by hand or electronically (provided that the entry on the electronic clinical system is identifiable to the prescriber, and uniquely linked to the patient.)

For electronic entry on the GP clinical system the code added must be identifiable to the authorising prescriber, and uniquely linked to the patient.

The recommended READ code for use when authorising PSDs is:

9NgM – Has authorisation for medication under PSD

Details of which medication is to be authorised should be added to the descriptive text when electronically READ coding the patient.

READ coding patients may be done in bulk once a cohort has been identified via an EMIS search. See appendix 1 for details.

#### How long is a PSD valid for?

There is no validity period defined in legislation for a PSD.

It is good practice to include a start and finish date in the direction to ensure it is acted on within a time frame appropriate to the needs of the patient.

#### What if a patient brings in prescribed medicines that have been dispensed for them elsewhere?

There may be occasions when the practice issues a prescription to a patient to be dispensed at a pharmacy and then administered in the practice.

For example, the patient may obtain Zoladex from a community pharmacy through an FP10 then return to the practice for it to be administered by the practice nurse. In these circumstances, the accountabilities and responsibilities of the prescriber, and the delegated member of staff administering the medicine will be same as for PSDs.

#### What does not constitute a PSD?

There are several misconceptions surrounding PSDs.

It is not possible to list them all but the following are examples that do not meet the requirements of a PSD and are, therefore, not a legal authority for the administration or supply of medicines:

- A Patient Group Direction (PGD) template that has been renamed a “PSD”
- A generic instruction to be applied to any patient who may be seen by a healthcare professional or who has an appointment on any particular day, for example, an instruction to administer a “flu vaccine” to any patient who fits the criteria attending clinics on a specific day
- A verbal instruction

#### References:

- Patient Group Directions and Patient Specific Directions in General Practice - January 2016, British Medical Association. Available online at: <https://www.bma.org.uk/advice/employment/gp-practices/service-provision/prescribing/patient-group-directions>

- Patient group directions(PGDs)/Patient specific directions (PSDs), CQC, 5th October 2015. Available online at: <http://www.cqc.org.uk/content/nigels-surgery-19-patient-group-directions-pgds-patient-specific-directions-psds>

- Patient specific directions, Sue Mulvenna, NHS England, 12th April 2016. Available online at: <https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2016/04/patient-specific-directions.pdf>

## Appendix 1 - Batch Add Clinical Code

1. Access Batch Data Manager.

Click , point to **Reporting**, and then select **Batch Data Manager**.

The Batch Data Manager screen is displayed.

2. On the ribbon, click **Add** and select **Clinical Code**.
3. In the Clinical Code to Add to Patient Record section of the Add Batch Data screen:
  - a. Click  beside the Batch Add field, and then use the Add a Code screen to find and select the required clinical code.
    - Ensure you add a description of the medication authorised for administration via PSD to the descriptive text box. E.g. influenza vaccination
  - b. In the Description field, type a description for the clinical code.

Any description you add here is only displayed on the Batch Data Manager screen.

4. In the List of Patients to Add Data to section:
  - a. Click the List Type field and select one of the following:
    - Search Population (Included)
  - b. Beside the next field, click , and then complete the screen displayed, which depends on the list type you selected. If you selected:
    - Search Population Included, the Select Search screen is displayed; select the required search, and then click **OK**.
5. In the Batch Scheduling section, select one of the following:
  - **Immediately**, if you want to run the batch straight away.
  - **Schedule**, if you want to use the calendar and time fields to set a date and time for the batch to run.

6. Click **OK**.

The code is batch-added at the selected time.