



**Dorset
Clinical Commissioning Group**

NHS Dorset Clinical Commissioning Group

Medicines Management

**Overarching Policy for Guidance Associated with Medicines Management
(incorporating the previous published 'Medicines Code' chapters)**



Supporting people in Dorset to lead healthier lives

PREFACE

This policy is the overarching policy which covers all the medicines management guidance. This policy and associated guidance documents replaces the previously published medicine code chapters' policies.

All managers and staff (at all levels) are responsible for ensuring that they are viewing and working to the current version of this procedural document and relevant guidance. If this document is printed in hard copy or saved to another location, it must be checked that the version number in use matches with that of the live version on the CCG intranet.

All CCG procedural documents are published on the staff intranet and communication is circulated to all staff when new procedural documents or changes to existing procedural documents are released. Managers are encouraged to use team briefings to aid staff awareness of new and updated procedural documents.

All staff are responsible for implementing procedural documents as part of their normal responsibilities, and are responsible for ensuring they maintain an up to date awareness of procedural documents.

A	SUMMARY POINTS
	<ul style="list-style-type: none"> The medicines management team have redesigned the way the medicines management policies are formatted, structured, referenced and the process by which the information is approved.
	<ul style="list-style-type: none"> The aim is to produce a more user friendly source of information and guidance, aiding compliance and reducing risk.
	<ul style="list-style-type: none"> Existing medicines management – medicine code chapters / polices have been reformatted to guidance documents sitting under one overarching policy

B	ASSOCIATED DOCUMENTS
	<ul style="list-style-type: none"> Medicine Management – Guidance Documents

C	DOCUMENT DETAILS	
Procedural Document Number	Policy ID 133	
Author	Caroline Simmonite	
Job Title	Medicines Management Technician	
Directorate	Quality	
Recommending committee or group	Medicines Management	
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D CONSULTATION PROCESS			
Version No	Review Date	Author and Job Title	Level of Consultation
1	March 2017		

E VERSION CONTROL					
Date of issue	Version No	Date of next review	Nature of change	Approval date	Approval committee /group
March 2017	1	March 2019	New Policy		Medicines Optimisation Group

F SUPPORTING DOCUMENTS/EVIDENCE BASED REFERENCES		
Evidence	Hyperlink (if available)	Date

G DISTRIBUTION LIST			
Internal CCG Intranet	CCG Internet Website	Communications Bulletin	External stakeholders
✓	✓	✓	✓

CONTENTS		PAGE
1.	Relevant to	5
2.	Introduction	5
3.	Scope	5
4.	Purpose	5
5.	Definitions	6
6.	Roles and responsibilities	6
7.	The overarching policy and constructing the guidance documents	6
8.	Policy structure and guidance matrix	7
9.	Training	8
10.	Consultation	8
11.	Recommendation and approval process	8
12.	Communication/dissemination	8
13.	Implementation	8
14.	Monitoring compliance and effectiveness of the document	9
15.	Document review frequency and version control	9

**Medicines Management:
Overarching Policy for Guidance Associated with Medicines Management
(incorporating the previous published medicines code chapters)**

1. RELEVANT TO

- 1.1. The policy and associated guidance documents are relevant to all staff within the Dorset CCG and associated services that have any involvement with Medicines.

2. INTRODUCTION

- 2.1. The medicines management team at Dorset CCG previously wrote, maintained and published 17 individual medicine code policies, which required updating every 2 years or more frequently if legislation or national guidance required a significant change in practice. These 17 policies subsequently then became agenda items for a number of committees for approval prior to publication.
- 2.2. In June 2016, the policies were re-defined as guidance documents, to be known as 'Medicines Standards'. This means that they can be updated and approved on a more frequent basis if required, and the review and updating process will stay within the Medicines Management Team so will not involve undue delay whilst awaiting approval from committees.
- 2.3. This policy acts as the overarching policy for all the Medicines Standards and associated guidance documents related to medicines management.

3. SCOPE

- 3.1. This policy and associated guidance documents applies to all staff throughout NHS Dorset CCG that are involved in medicines and medicines management.
- 3.2. The guidance documents which sit under this policy cover all aspects of the medicines use process and apply to all medical, nursing, pharmacy and allied health professions involved in medicines management activities in Dorset Clinical Commissioning Group.

4. PURPOSE

- 4.1. The principles of the Medicines Standards documents are to ensure the legal, safe and secure handling of medicines, including prescribing, ordering, dispensing, storage and administration. They aim to ensure the highest standards of medicines management, and thus minimise the risk of medicines errors.

5. THE 'MEDICINES STANDARDS'

- 5.1. Although the Medicines Standards documents are not classified as policies (as the 'Medicines Code' chapters were), they will still retain the same level of information, be referenced appropriately and contain useful and accurate information.

5.2. The Medicines Standards are formatted into shorter documents (no longer containing superfluous headings and information associated with the full policy template) and can be directly linked into the pan Dorset formulary. This facilitates guidance being more accessible, read and adhered to because the majority of prescribers and healthcare professionals involved in medicines use the pan Dorset formulary as their main source of medicines related information.

6. POLICY STRUCTURE AND GUIDANCE MATRIX

6.1. The Medicines Standards guidance documents published by the medicines management team will sit under one of the five topic groups:

- Group A: High Risk Drugs;
- Group B: Medicines Optimisation;
- Group C: Prescribing;
- Group D: CQC standards;
- Group E: DSQS.

6.2. [Appendix 1](#) shows how the medicines standards sit under each of these headings in the new guidance structure.

7. ADDITIONS/DELETIONS TO THE MEDICINES STANDARDS

7.1. If a need is identified for a new Medicines Standard, the need will be agreed within the Medicines Management Team, and a new standards document will be developed and aligned under one of the existing topic groups (see [appendix 1](#)).

7.2. Where appropriate, a Medicines Standard could be retired where the guidance it contains is no longer appropriate or relevant.

8. ROLES AND RESPONSIBILITIES

8.1. It is the responsibility of the medicines management team at the Dorset CCG to ensure the guidance documents are kept up to date. This will include current legislation, changes in procedures and contact information.

8.2. It is the responsibility of the medicines management team to publish the guidance documents on the CCG intranet, CCG internet website and pan Dorset Formulary.

8.3. It is the responsibility of staff involved with medicines or medicines management to ensure they have read the relevant guidance documents associated with their job role and are aware how to access the guidance documents.

9. TRAINING

9.1. All health professionals contracted to provide services to the CCG are responsible for maintaining their own continuing professional development (CPD) and seeking

updates when alerts arise. The CCG will provide direction to suitable CPD resources if appropriate.

10. CONSULTATION

- 10.1. The Head of Medicines Management/Chief Pharmacist at Dorset CCG will communicate with the Risk manager and any relevant health professional group to ensure appropriate CCG actions for risks and alerts about medicines safety are implemented and communicated to member practices.
- 10.2. This policy will be reviewed by the Medicines Optimisation Group. The Head of Medicines Management will present it as an agenda item for full discussion and ratification.

11. RECOMMENDATION AND APPROVAL PROCESS

- 11.1. The Medicines Optimisation Group will approve this overarching policy at least every 2 years or sooner if changes are required as a result of new national guidance or change in practice.
- 11.2. The Medicines Standards will be reviewed and approved internally by the medicine management team.

12. COMMUNICATION/DISSEMINATION

- 12.1. The CCG medicines management team will highlight availability of new or updated guidance documents relating to medicines and medicine management in routine communication to prescribers and practices in the CCG.
- 12.2. The policy and associated guidance documents will be accessible to via the CCG GP Intranet, and the Dorset CCG website.

13. MONITORING COMPLIANCE AND EFFECTIVENESS OF THE DOCUMENT

- 13.1. As now classified as guidance documents, there is no requirement for readers to follow them to standard which could be reported upon in term of compliance.

14. DOCUMENT REVIEW FREQUENCY AND VERSION CONTROL

- 14.1. This overarching policy will be reviewed at least every 2 years or sooner if changes are required as a result of new national guidance or change in practice.
- 14.2. The Medicines Standards will be reviewed and updated internally by the Medicine Management Team at least annually, or sooner if required as a result of new national guidance or change in practice.

APPENDIX 1 – ‘MEDICINES STANDARDS’ GROUPINGS

