

**Dr Jim Livingstone**  
Director of Safety, Quality and Standards

**Dr Norman Morrow**  
Chief Pharmaceutical Officer

## **Best Practice Circular**



Department of  
**Health, Social Services  
and Public Safety**

[www.dhsspsni.gov.uk](http://www.dhsspsni.gov.uk)

AN ROINN  
**Sláinte, Seirbhísí Sóisialta  
agus Sábháilteachta Poiblí**

MÁNNYSTRIE O  
**Poustie, Resydènter Heisin  
an Fowk Siccar**

### **Subject:**

- Regional templates for Long Stay In-patient Medicine Prescription and Administration Record; and
- Syringe Driver Prescription and Administration.

### **For action**

- Chief Executive HSC Board for cascade to:
  - Directors of Pharmacy
- Chief Executives of HSC Trusts for cascade to:
  - Chief Pharmacists

### **For Information to:**

- Medical Directors HSC Trusts for cascade to all relevant staff
- Medical Director NIAS
- Chief Executive, Public Health Agency for cascade to:
  - Director of Public Health
  - Director of Nursing
- NI Medicines Governance Team
- Regulation and Quality Improvement Authority for cascade to:
  - relevant regulated establishments
  - independent hospitals, clinics and hospices
- Professor D Woolfson, Head of School of Pharmacy, QUB
- Prof. L Johnston, Head of Nursing & Midwifery, QUB
- Prof. H McKenna, Head of Life and Health Sciences, UU
- Dr Owen Barr, Head of School of Nursing, UU
- Dr Terry McMurray, Postgraduate Dean, NIMDTA
- Regional Medicines Information Service
- Director, Safety Forum
- Chief Executives NIMDTA, NICPPET, NIPEC

### **Summary of Contents:**

The purpose of this Circular is to disseminate a regional template for Long Stay In-patient Medicine Prescription and Administration Record ('kardex')

### **Enquiries:**

Any enquiries about the content of this Circular should be addressed to:

Safety & Quality Unit  
DHSSPS  
Room D2.4  
Castle Buildings  
Stormont  
BELFAST  
BT4 3SQ

**Tel:** 028 9052 2239

[qualityandsafety@dhsspsni.gov.uk](mailto:qualityandsafety@dhsspsni.gov.uk)

**Circular Reference: HSC(SQSD) 27/09**

**Date of Issue: 5 June 2009**

### **Related documents**

Cph2/06 Regional Kardex Template

### **Superseded documents**

### **Status of Contents:**

Best Practice Guidance

### **Implementation:**

Ongoing

Dear Colleague

**Status: Best Practice Guidance**

**Regional templates for Long Stay In-patient Medicine Prescription and Administration Record and Syringe Driver Prescription and Administration.**

In 2006 the Northern Ireland Medicines Governance Team (the Team) led a collaborative project to develop a regional Kardex template for use across the acute sector. This was endorsed by DHSSPS as part of good practice with a request that it be introduced at the earliest possible time.

This has been very positively received and resulted in a number of requests to the Team from long stay facilities both in primary and secondary care to develop a Regional Long Stay Kardex. A request was also made to consider development of templates for prescription and administration of medicines via subcutaneous syringe driver.

The Team has worked with colleagues in long stay in-patient facilities to produce a regional template for a Long Stay In-patient Medicine Prescription and Administration Record ('kardex'). Consultation was conducted and focus groups held in long stay in-patient facilities across Northern Ireland, where it is anticipated the template will be used.

A multidisciplinary sub group of the Northern Ireland Cancer Network (NICaN) Pharmacy Group and the NICaN Supportive and Palliative Care Group, with representation from the Team, has worked on syringe driver documentation. An initial scoping exercise identified at least sixteen different syringe driver charts in use and widespread support for development of a consistent approach. An extensive programme of consultation, focus groups and piloting was conducted within the primary, secondary and independent hospice care sectors. The templates have been produced and endorsed by the NICaN board.

Training materials have also been produced to support implementation of each of the templates.

These templates offer the opportunity for a comparable approach across HSC. This is especially important for staff moving between organisations in terms of familiarity with the requisite documentation and for patients as they move between care sectors. It is, of course, acknowledged that some adaptation may be necessary in individual situations but this should be minimal.

Again, the Department would wish to commend and endorse this approach to the HSC as part of good governance for the safe use of medicines and ask that they are introduced at the earliest possible time. The templates are designed to improve patient safety; a number of serious adverse incidents have highlighted the importance of clear documentation and record keeping in relation to medicines, particularly in their prescribing and administration.

The templates, supporting documentation and presentations are available using the following links:

**Regional Long Stay In-patient Medicine Prescription and Administration Record**

- Templates
- Explanatory notes
- Training presentations for use in Elderly care

- Training presentation for use in Mental health

Available at DHSSPS website and Medicines Governance Team website:

<http://www.dhsspsni.gov.uk/index/phealth/sqs/sqsd-circulars.htm>

and

[http://www.medicinesgovernanceteam.hscni.net/kardex/index.html#P-1\\_0](http://www.medicinesgovernanceteam.hscni.net/kardex/index.html#P-1_0)

For support and advice on implementation, contact members of the Medicines Governance Team:

Angela Carrington	<a href="mailto:angela.carrington@belfasttrust.hscni.net">angela.carrington@belfasttrust.hscni.net</a>
Daryl Connolly	<a href="mailto:daryl.connolly@westerntrust.hscni.net">daryl.connolly@westerntrust.hscni.net</a>
Anna Lappin	<a href="mailto:anna.lappin@northerntrust.hscni.net">anna.lappin@northerntrust.hscni.net</a>
Sharon O'Donnell	<a href="mailto:Sharon.odonnell@belfasttrust.hscni.net">Sharon.odonnell@belfasttrust.hscni.net</a>
Fiona O'Neill	<a href="mailto:Fiona.O'Neill@setrust.hscni.net">Fiona.O'Neill@setrust.hscni.net</a>
Jillian Redpath	<a href="mailto:jillian.redpath@southerntrust.hscni.net">jillian.redpath@southerntrust.hscni.net</a>

### **Regional Syringe Driver Prescription and Administration**

- Template
- Explanatory Notes
- Training presentations for use in primary care
- Training presentation for use in secondary care

Available at NICaN website:

<http://www.cancerni.net/networkservices/networkproductsandresources/regionalsyringedrivertemplates>

For support and advice on implementation, contact:

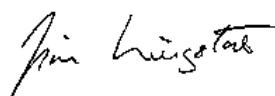
Maire McGrady, Regional Co-ordinator Cancer Services Pharmacist (job share)  
(02890 329241 ext 5775)  
Jillian Redpath, Medicines Governance Pharmacist (028 38613737)

### **Required Action**

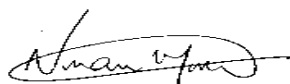
You will wish to bring the contents of this document to the attention of staff, particularly those involved in governance and risk management within your organisation. Organisations need to be aware of this best practice circular in order to assist in complying with the Quality Standards for Health and Social Care –

- Criteria 4.3(i) and 5.3.1(a) (the appropriate management of risk);
- Criterion 5.31(f)(viii) (ensuring safe practice in medicines management); and
- Criterion 5.3.3(f) (implementation of evidence-based practice through guidance).

Yours sincerely



**DR J F Livingstone**  
Safety, Quality and Standards Directorate



**Dr Norman C Morrow**  
Chief Pharmaceutical Officer