

Care Quality Commission

Inspection Evidence Table

Park Surgery (1-537742893)

Inspection date: 13 November 2018

Safe

Appropriate and safe use of medicines

Medicines Management	Y/N
Staff had the appropriate authorisations in place to administer medicines (including Patient Group Directions or Patient Specific Directions).	Y
<p>Explanation of any answers:</p> <p>The patient group directions (PGDs) that had been adopted by the practice to allow nurses to administer medicines in line with legislation were now kept up to date. The practice had drawn up a policy that outlined the procedures for reviewing and keeping PGDs up to date and signed. A designated nurse was responsible for ensuring the policy was put in to practice.</p> <p>There were fail safe systems and processes in place that ensured the PGDs that were due to expire, were renewed in time and signed by relevant staff. This included monthly meetings between the designated nurse and the assistant practice manager, to review current PGDs and check they were in date and signed. We also saw that PGDs were filed in expiry date order so that it was clear which ones were due for renewal first. Updated, signed versions were kept on the practice's shared drive so that all relevant staff could access them when they needed to. The practice contacted Public Health England in advance of the expiry dates to ensure revised versions were received on time. PGDs were a standard agenda item at monthly nurse team meeting.</p> <p>We saw that all that clinical staff who were administering vaccinations had signed the appropriate PGDs and were therefore were legally authorised to do so.</p>	