



## Injectable medications for community patients procedure

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### Procedure summary

This procedure explains the process for arranging 'anticipatory' injectable medications and authorisation charts for community patients under the care of St Joseph's Hospice Community Palliative Care Team.

### Statement of Purpose

St Joseph's Hospice aims to deliver high quality specialist palliative care which includes the practical, emotional and social support of patients, families and significant others. In all activity, the Hospice aims to provide services in a way, which is consistent with its Mission and core values of human dignity, compassion, justice, quality and advocacy.

A significant number of our patients are cared for in the community setting and wish to remain in the community for end of life care. For those patients who are actively deteriorating and are in the last weeks of life it is good practice to provide 'anticipatory' or 'just in case' subcutaneous medication in the home for symptom control in the last days of life.

## Procedure

### IN ALL CASES:

- A St Joseph's CNS giving advice to GP's about injectable medications **MUST ALWAYS** seek advice from a prescriber at St Joseph's if they are not competent to advise independently.
- Injectable authorisation charts **MUST ONLY** be completed by St Joseph's staff who are trained prescribers (medical or non-medical).
- A St Joseph's CNS who is not a prescriber **MUST NOT** complete any part of an authorisation chart. Non-prescriber CNS's can give prescribing advice to GP's using the letter templates on Crosscare.
- When a prescriber (medical or non-medical) at St Joseph's completes an authorisation chart, they **MUST ALWAYS** sign it. Authorisation charts **MUST NOT** be partially completed by St Joseph's staff for signing by a GP.
- Non-medical prescribers at St Joseph's **MUST ONLY** complete or sign authorisation charts for patients they have met in person.

When the request is for **JUST IN CASE** injectables, i.e. the patient is not currently requiring them;

- A St Joseph's CNS will ideally give face-to-face advice to the GP to support prescribing and completion of the authorisation charts at the monthly GP meetings. If completed in person, the CNS must return a copy of the signed charts to the hospice for scanning into Crosscare.
- If face-to-face advice to the GP is not possible, the St Joseph's CNS will provide written advice for the GP using the Crosscare template. The CNS **MUST NOT** complete any part of the authorisation charts unless they are a non-medical prescriber **AND** have met the patient.

If the request is **URGENT\*** and during the day, between 9am and 9pm, 7 days per week:

- If the patient has neither the drugs nor the charts in the house and the usual GP practice is open, the St Joseph's CNS will provide same-day advice (either written or face-to-face) for the usual GP practice to complete both a prescription and authorisation chart.
- If the patient has neither the drugs nor the charts and the GP 111 service is required to issue a prescription, then a prescriber at St Joseph's will complete **AND** sign the authorisation charts and the St Joseph's CNS will arrange for these to be sent to the GP 111 service, the usual GP practice and the district nursing team. This may require the on-call junior doctor to attend the hospice site during evenings and weekends.
- If the patient has the drugs but no charts /expired charts / incorrect charts and needs the drugs administering immediately, then a prescriber at St Joseph's will complete **AND** sign the authorisation charts and the CNS will arrange for these to get into the patient's home. This may require the on-call junior doctor to attend the hospice site during evenings and weekends.

If the request is **URGENT\*** and overnight, from 9pm to 9am, 7 days per week:

There is no duty CNS or home visiting service from St Joseph's after 9pm at night. If authorisation charts and/or prescribing advice are required overnight, the GP 111 service should be asked to complete them under telephone guidance from the on-call doctor.

*\*an URGENT request is any request where the patient is considered likely to require the medications before the end of the next working day. This may be up to 72 hours away for Friday afternoon requests, or longer on bank holiday weekends.*