

Sent via email

FOI 2016/086

Xxx 2016

Dear [REDACTED]

Information Governance

Christopher Ward, West Pavilion
St Charles Centre for Health & Wellbeing
Exmoor Street
London
W10 6DZ

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foi.request@clch.nhs.uk

Freedom of Information Act 2000 request: Controlled Medications

With reference to your request for information, dated 8th June 2016, made under section 1(1) of the Freedom of Information Act, I am writing to inform you of the outcome of your information request.

You asked the following:

I have been asked to do a piece of research/investigating into whether there are any units where there is a one nurse/RGN checking of controlled medications and wondered if you could tell me your procedures. Also whether you are aware of anywhere that allows this. If you do or are aware of anywhere do you/they have a policy to cover this.

Our response:

In our inpatient palliative care unit, we have a system in place for single checking of controlled drugs.

RGNs have to have been in post for a minimum of 3 months before they are considered for single checking. We have a set of criteria that need to be met. They then undergo a test covering both the legal aspects of controlled drugs and practical aspects around calculations of opioid doses and opioid conversions. They have to pass this test.

Please see Attached the Criteria for single checking and also the individual nurse's checklist.

This completes our response to your request for information. If you are unhappy with our response, please write to us giving your reasons and we will address them. If you remain dissatisfied you are entitled to appeal to the Information Commissioner:

Customer Contact
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow SK9 5AF
Tel: 0303 123 1113
http://ico.org.uk/concerns/getting/report_concern_foi

Yours sincerely,

Jonathan Walmsley
Information Governance Facilitator
Central London Community Healthcare NHS Trust

Pembridge Palliative Care Centre
Criteria checklist for single checking of Controlled Drugs by RNs

Nurse	
Grade	
Mentor	

Nos	Criteria	Date achieved	Mentor's signature	Comments
1	Length of service Band 5 and above in post for minimum of 3 months			
2	To be familiar with: CLCH medicines policy PPCC local procedure for administration of medicines			
3	Completion of non-CD assessment with 100% passmark			
4	Completion of CD assessment with 100% passmark			
5	To be familiar with CLCH procedure for the use of subcutaneous infusions in patients with palliative care needs			
6	Completion of the CME Medical T34 competency checklist within 3 months of being in post			
7	Completion of CD orders x 3			
	Taken receipt of CDs x3			
	Completion of 9am drug rounds that include CDs x 5			
	Completion of 9pm drug rounds that include CDs x 5			
	Administration of PRN CDs x 10			

The Pembridge Palliative Care Centre
Criteria for Single Checking Controlled Drugs by RNs

1. Length of Service at Pembridge Palliative Care Centre prior to being able to single check CDs.
 - For band 5 or above – staff should be in post for a minimum of 3 months
2. to be familiar with the CLCH Medicines Policy and Pembridge Palliative Care local procedure in the administration of medicines.
3. To have been assessed as competent in the administration of non-CDs and completed the non-CD assessment with a 100% pass mark. Failure to obtain 100% pass mark will require a retest and reassessment.
4. To have been assessed a competent in the administration of CDs and completed the CD assessment with a 100% pass mark. Failure to obtain a 100% pass mark will require a retest and reassessment.

6. To be familiar with the CLCH Procedure for the use of subcutaneous infusions in patients with palliative care needs and to have completed the CME Medical T34 competency checklist within 3 months of being in post. An assessment shall be completed with the nurse concerned either by the Team Leader or Ward Manager and is part of the Pembridge Induction Programme and Appraisal Process.
7. To have been deemed and assessed as being competent in the administration of medicines by their mentor, Team Leader or Ward Manager
 - Completed x 3 CD orders
 - Taken receipt of CDs x 3
 - Completed 5 x 0900 drug rounds (that include CDs)
 - Completed 5 x 1700 drug rounds (that include CDs)
 - Administered x 10 PRN CDs
8. Following a CD drug error the nurse concerned will recommence double-checking of all drugs for a minimum of 1 month. The Ward Manager/Team Leader will review this on an individual basis. Prior to recommencing single checking of any CDs the nurse must pass the CD Single Checking Assessment with a 100% pass mark.

Cathy Saraby, Senior Nurse Manager
Jo Noble Gresty, Palliative Care Pharmacist