

## JUNIOR MEDICAL STAFF-PHARMACY REFERENCE SHEET

### Pharmacy service

- Pharmacy open 9-5pm weekdays (contact own pharmacy ward team preferentially); weekends and bank holidays also 9-5pm (more limited service) Ext: 2484(RPH) or 5253 (CDGH)
- There is always a pharmacist in the department during opening hours
- A pharmacist is available on-call at all other times, via switchboard (for advice and urgent supply problems)

### Reference sources

- BNF (available via any Trust PC)
- Pharmacists- each ward / area has own pharmacist. There are also specialist pharmacists for each area and prescribing pharmacists (NMPs)
- Trust policies / formularies are available on the Trust intranet
- Antibiotic guidelines on intranet or via the APP ('Tap on the Bugs')
- Medusa IV guidance via pharmacy homepage (user name: lthward1 password: ra1nbow)
- National guidelines e.g. NICE / SIGN
- Other prescribing help via Quadramed 'Online Resources' tab.

### The Trust Medicines Management (general) Policy

Provides a procedural guide for the prescribing, storage, supply, disposal and administration of medicines to ensure legal requirements and Department of Health guidelines are fulfilled.

All staff who handle medicines must adhere to it.

It includes:

- General principles of prescribing
- Prescribing details specific to this Trust
- Types of prescriptions
- Approved abbreviations
- Information on: unlicensed medicines, staff / private prescriptions / patient group directions (see below)

Note there are also separate Trust policies on [Controlled Drugs](#) and the [Self Administration of Medicines](#)

## Trust Formulary

The Trust stocks a range of medicines (as agreed by the Medicines Governance Committee) and these are detailed in the Trust formulary; this helps the Trust standardise care which is best practice and manage the medications budget. It can be accessed via the Pharmacy homepage on the intranet and also as an APP- 'netFormulary' (Central Lancashire Formulary).

Only consultants can request medicines not stocked in the Trust. The introduction of new medicines is subject to both clinical and financial scrutiny.

Applications, which must be agreed by the relevant clinical director and directorate manager need to be approved by the Trust Medicines Governance Committee (see Medicines Management (general) Policy for further details)

## Unlicensed medicines

The use of unlicensed medicines and licensed medicines for unlicensed indications is approved and monitored by the Medicines Governance Committee. Please refer to the Procedure for the prescribing, supply and use of unlicensed medicines.

## Staff and private prescriptions

- Prescribing for staff (unless they are a bona fide NHS patient) is not allowed. Staff should be referred to occupational health or the emergency department where appropriate.
- Private prescriptions are not dispensed at LTHTR
- Staff must not prescribe for themselves or family members
- Self-medication with medicines that are the property of the Trust is strictly prohibited

## PGDs (Patient Group Directions)

A PGD is a specific written instruction for the supply or administration of named medicines in an identified clinical situation to an identified patient population / cohort, by registered health professionals. They allow non-medical staff to supply or administer medications without a prescription. (See the Medicines Management general Policy)

## Other information

Please refer any medicine-related questions to your ward or specialist pharmacist. If you need further assistance please contact pharmacy on 01772 522220 and you will be directed to the appropriate person.

Ruth Fleet, Specialist Pharmacist, Medicines Education. February 2020.

