

Emergency Palliative Care Prepacks (Schedule 2 Controlled Drugs and POMs)

1. GP from PCN hub/practice requisitions Palliative Care Prepack for emergency use from NHS Regional Stores (Segensworth) using WHCCG Standard Requisition form for non CDs or using the standard Controlled Drug Requisition FP10CDF.
2. GP/practice sends all Requisition forms to WHCCG.Medicines-Information-Enquiries@nhs.net (with PREPACK ORDER in the subject for the email) for collation and arrangement of delivery of supplies.
3. The routine order day is Monday for delivery by the end of the week. Non-routine or urgent orders should be sent in with URGENT added to the email title and efforts will be made to address the need from other local stocks immediately or through an URGENT order as soon as possible.
4. WHCCG MOT sends collated WHCCG Summary Order Form and electronic copies of all requisitions to NHS Regional Stores along with intended collection date.
5. Regional Stores dispatches stocks to nominated GP practice via WHCCG MOT (or courier) on agreed collection date.
6. WHCCG MOT delivery team will be emailed the current requisitions for that week's deliveries so they have copies of them (on phones) for the practices they are delivering to and to allow checks to be made if there are queries.
7. WHCCG MOT (or courier) with appropriate I.D. collects stocks from NHS Regional Stores and signs for Controlled drugs as required by the Stores.
8. WHCCG MOT (or courier) delivers requisitioned stocks to practices / PCN hub and leaves them with either a Practice Nurse, GP or Practice Manager (POM) or Practice nurse or GP (CDs) from the requisitioning GPs practice to log and put away into appropriate medicines cupboard.
9. For Controlled Drugs, receipt must be acknowledged same day in a signed email from the practice.

On day of delivery:

1. Practices will be informed of delivery and estimated delivery time by MOT
2. Agree who will receive the stocks (practice nurse, GP or practice manager for non CDs / practice nurse or GP for CDs) and their contact details at the time.
3. Ideally stocks will be handed over outside the practice to reduce footfall between practices.
4. A note will be made of the person receiving the prepacks at the practice (may be a photograph for CDs to maintain social distancing)
5. It is up to the person who receives the order to check the items in to the practice stock
6. Receiving practice member informs the requisitioning GP that their order has been received.