

## **Standard Operating Procedure for the Identification, Production, Ratification Dissemination and Review of LPCN Medicines Related Guidance**

### **Purpose:**

To provide clear procedures for the whole process of medicines related guideline production by LPCN from identification of need to ongoing review.

To ensure all medicines related guidelines are produced following clear pathways with input from all organisations

To ensure the consistent production of high quality relevant medicines guidance by LPCN

### **Scope:**

This procedure covers all medicines related guidance produced by LPCN or adopted by LPCN.

### **Related Documents:**

Flow chart of process Appendix 1; Proposal Form Appendix 2

### **Responsibility:**

The Medicines Management Work Stream Lead for LPCN has responsibility for this Standard Operating Procedure (SOP) and ensuring that all medicines related documents ratified/disseminated by LPCN have been written according to this SOP.

All LPCN partner members have a responsibility to follow this guidance with respect to the production of citywide guidance.

### **Procedure:**

#### **1. Identification of need for new guidance:**

Any member of LPCN can identify the need for new city wide guidance by completing a proposal form (Appendix 2) and sending it to Medicines Management Work Stream Lead for LPCN or LPCN Administrator.

The proposal form will be reviewed by Medicines Management Work Stream Lead for LPCN for clarity and completeness.

The final proposal form is circulated to LPCN group members for comment/agreement of need.

Proposal and comments are discussed by LPCN Executive Members and a decision is made, if appropriate, to add to Medicines Management Work Stream Projects.

Medicines Management Work Stream Lead for LPCN with LPCN Executive Members support identify a project lead.

If at any point in this process a decision is made not to take the proposal forward the Medicines Management Work Stream Lead for LPCN will provide feedback to the project proposer and the LPCN group.

## **2. Production of medicines related guidance:**

Project Lead forms a task and finish group which includes representation from key stakeholders in the production of city wide guideline. This group is responsible for the production of the guideline and assessing any education needs, other resource issues surrounding the implementation of the guideline. As a minimum this must include representation from Leeds Teaching Hospital Trust Palliative Care Team, Leeds Community Healthcare Trust, Wheatfields Hospice and St Gemma's Hospice, but may also include clinicians from other specialties.

The project lead will be supported by LPCN Administrator and Medicines Management Work Stream Lead for LPCN

The project lead will update Medicines Management Work Stream Lead for LPCN and provide monthly updates for the LPCN Executive Members by completing the LPCN Work Stream project plan when requested to by the LPCN Manager.

The group members will liaise with their organisation throughout the production of the guideline to ensure all relevant views and opinion are included during the process and that each organisation understands the remit and impact of the guideline on their service delivery and workforce.

Project lead sends final draft of guideline as agreed by task and finish group to LPCN Administrator.

LPCN Administrator formats document as appropriate including addition of LPCN logo.

## **3. Ratification of medicines related guidance:**

LPCN Administrator circulates document to LPCN group members for comment or to confirm that they have received the document and have no comments. The timescale for this would usually be 3 weeks.

LPCN Administrator collates comments received and forwards to Project Lead and Medicines Management Work Stream Lead for LPCN.

Project Lead and Medicines Management Work Stream Lead for LPCN to review comments and agree minor changes to guideline. If comments indicate that a major review of the guideline is indicated the task and finish group is re-convened to consider these.

If comments requiring major change to guideline are not accepted then the project lead or Medicines Management Lead for LPCN will provide feedback to the person who has raised those issues as to why this is the case.

Once all comments have been incorporated/issues resolved the final guideline is ratified by the LPCN Executive Committee.

If the guideline is intended to be used across the city by a range of healthcare providers then Medicines Management Work Stream Lead for LPCN will submit the document to Chair of Safer Management of Medicines (SMOM) Committee if related to specific medications or to the Chair of Leeds Area Prescribing Committee (LAPC) if scope of guideline is more general medicines advice.

The SMOM committee is a sub group of LAPC so any guidance agreed by SMOM committee would be submitted to LAPC for final ratification for City Wide use prior to addition to Leeds Health Pathways.

If the guideline is to be governed by one particular organisation then once the document has be ratified by the LPCN Executive the individual organisations ratification procedures are followed.

## **4. Dissemination of medicines related guidance:**

Once any new guidance has been ratified by LPCN Executive Committee and LAPC/partner organisation as appropriate LPCN Administrator circulates final document via email to all LPCN group members for them to circulate within their organisations. LPCN administrator also includes detail as to where electronic copies of guideline can be accessed.

LPCN Administrator uploads guideline to LPCN Website

LPCN Administrator checks that all guidance approved by LAPC has been uploaded to Leeds Health Pathways Palliative Care Guidance and liaises with LAPC administrator to ensure this is done.

#### **5. Review of medicines related guidance:**

Medicines Management Work Stream Lead for LPCN will review all guidelines on LPCN website yearly to ensure advice is still current.

A full review of guidance will be undertaken every 3 years as per this SOP.

LPCN Administrator will inform Medicines Management Work Stream Lead for LPCN when any medicines related guidance on LPCN website falls within 6 months of its review date