


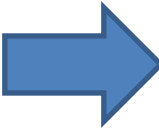
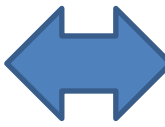



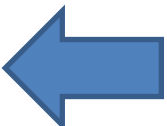






Procedure Flow Chart for New Medicines Related Guidelines

1. Identification of need for new/updated guidance:		
1.1	Need for guideline identified	
1.2	Proposal template completed and forwarded to LPCN Medicines Management Lead	
1.3	Proposal Reviewed by Medicines Management Lead	 <p>Final proposal form circulated to LPCN Group for comment /agreement of need. Comments returned to Medicines Management Lead</p>
1.4	Proposal and comments discussed by LPCN Exec Members  Decision to add to Workstream Projects  	 <p>Medicines Management Lead informs project proposer and LPCN Group of decision</p>
2. Production of medicines related guidance:		
2.1	Medicines Management Lead and Executive Team Members identify project lead	
2.2	Project lead forms task & finish group	 <p>Project Lead updates Medicines Management Lead and completes LPCN monthly Programme plan when requested by LPCN Manager</p>
2.3	Project Group members liaise with own organisations throughout process	 <p><b>Project group members ensure all views and opinion are included and that own organisation understands impact and remit of guideline.</b></p>
2.4	Project lead sends final draft of guideline to LPCN Administrator	
3. Ratification of Medicines Related guidance		
3.1	Administrator formats and circulates to LPCN wider circulation group for comment	 <p>LPCN wider circulation Group comments or confirm they have no comments with 3 weeks.</p>



3.2	Administrator collates comments and forwards to the project lead and Medicines Management Lead		
3.3	<p>Project Lead and Medicines Management Lead review comments</p> <p>Major review of guideline in response to comments needed?</p> <p style="text-align: center;"></p>	<p style="text-align: center;"></p> <p style="text-align: center;"></p>	<p>Project Lead reconvenes task &amp; finish group to discuss comments and agree changes if needed</p> <p>Feedback will be provided by Project Lead or Medicines Management Lead If comments requiring major review have not been incorporated.</p> <p>(Repeat from 3.1 if required)</p> <p>Final Version Agreed</p>
3.4	<p>Final version is submitted to LPCN Executive Team for ratification.</p> <p>Ratified guideline is to be used city wide?</p> <p style="text-align: center;"></p>	<p style="text-align: center;"></p>	<p>Guideline goes to relevant organisation for own ratification procedures.</p>
3.5	Medicines Management Lead liaises with chair of SMON or LAPC for approval.		
<b>4. Dissemination of medicines related guidance.</b>			
4.1	LPCN Administrator sends guideline including links to online versions to LPCN members to cascade within own organisations		
4.2	LPCN Administrator uploads guideline to website		
4.3	LPCN Administrator liaises with LAPC Administrator to ensure all approved palliative care guidelines are uploaded to Leeds Health Pathways.		
<b>5. Review of medicines related guidance</b>			
5.1	Medicines Management Lead will review guidelines on website annually.		
5.2	A full review of guidance will be undertaken every 3 years.		
5.3	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.		