

Reference Number: UHB 299 Version Number: 1	Date of Next Review: 18 th Feb 2019 Previous Trust/LHB Reference Number: N/A
Procedure for supply of medicines when patient is transferring to another hospital (secondary or tertiary care facility) in Wales	
Introduction and Aim This document supports expedited patient transfer between hospital sites in Wales, and will reduce waste and duplication.	
Objectives <ul style="list-style-type: none"> • <i>Defines actions of medical, nursing, and pharmacy staff necessary to ensure appropriate transfer of medicines with a patient to another secondary health care establishment in Wales</i> • <i>Reduces the risk of transcription error related to prescribed medicines</i> • <i>Ensures continuity of medicines supply to support ongoing patient care</i> 	
Scope This procedure applies to all of our staff in all locations including those with honorary contracts	
Equality Impact Assessment	<i>An Equality Impact Assessment has not been completed (procedure)</i>
Health Impact Assessment	No negative health impact has been identified.
Documents to read alongside this Procedure	Policy on writing prescriptions
Approved by	Medicines Management Group February 16

Accountable Executive or Clinical Board Director	Medical Director
Author(s)	Clinical Board Pharmacist, Specialist Services
<u>Disclaimer</u> If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the Governance Directorate .	

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Summary of reviews/amendments			
Version Number	Date of Review Approved	Date Published	Summary of Amendments
1	18/02/2019	26/04/2016	New document

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Background

Accepted practice has been to produce a Discharge Advice Letter (DAL) for patients being transferred from CAVUHB hospitals to other hospitals. This ensures that a full supply of current medicines accompanies patient. Sometimes these medicines are not used by destination institution. The practice is wasteful of medical, nursing, and pharmacy time and may contribute to delayed transfer of care.

CAVUHB MMG recommend that **completion of DAL is no longer necessary**, provided that there is appropriate handover of care and that steps are taken to ensure doses of essential medicines are not missed. The following actions are for communication and implementation.

Actions

Consultant team:

- Communicate and document in the medical notes details of agreed transfer of care. (Action unchanged by this procedure)
- Ensure that Medicines Administration Record (aka Drug Chart) is accurate, up to date, and legible. (Action unchanged by this procedure)

Pharmacy team:

- Ensure that non-stock medicines (POMs or named supply) are labelled per current prescription on Medicines Administration Record. (Action unchanged by this procedure)
- Consider range of prescribed medicines and likelihood of availability at destination – take appropriate actions to minimise delayed/omitted doses.
- Liaise with named nurse to supply adequate quantity of any medicine identified as not available in receiving hospital. (Current action, modified by this procedure). This medicine must be prescribed on Medicines Administration Record.

Named nurse (i.e. nurse caring for patient and arranging transfer)

- Communicate to identify any medicines not available in receiving hospital for time of next dose. (Current action, modified by this procedure)
- Communicate with pharmacy team to ensure adequate access to prescribed medicines when patient arrives at receiving hospital. (Current action, modified by this procedure)
- Ensure that all current medicines labelled with patient's name (including part-used POMs packs) are bagged and transferred with patient. (Do not forget fridge items, other medicines not stored in patient locker). (Current action, modified by this procedure)
- Record medicines transferred with patient in the transfer letter addressed to receiving nurse
- Return all patient's own medicines brought in from home unless have patient's permission to discard. This includes patient's own Controlled Drugs (check CD register), and Medicines Compliance Aids ("blister packs"). (Action unchanged by this procedure)

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- Make appropriate arrangements for transfer of patient's medical record (to include current Medicines Administration Record) – originals or copies as necessary. (Action unchanged by this procedure)