**Patient Specific Directions Policy**

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| **Version:** | **Review date:** | **Edited by:** | **Approved by:** | **Comments:** |
| v1.3 | 21/02/2024 | Sultan Mohamed | Elisabeth Hawkey |  |
|  | March 2026 |  |  | Next review |
|  |  |  |  |  |
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# Introduction

## Policy statement

A Patient Specific Direction (PSD) is an instruction to supply and/or administer a medicine written and signed by the prescriber. It could be an electronic record made in the patient’s notes where it is identifiable by the prescriber. A PSD can also be an instruction to administer a medicine to a list of patients.[[1]](#footnote-1)

At Sheerwater Health Centre, PSDs will be used to permit non-prescribers to administer prescription-only medicines. Where a PSD exists, there is no need for a Patient Group Direction (PGD).

## Status

Sheerwater Health Centre aims to design and implement policies and procedures that meet the diverse needs of our service and workforce, ensuring that none are placed at a disadvantage over others, in accordance with the [Equality Act 2010](https://www.legislation.gov.uk/ukpga/2010/15/contents). Consideration has been given to the impact this policy might have with regard to the individual protected characteristics of those to whom it applies.

This document and any procedures contained within it are non-contractual and may be modified or withdrawn at any time. For the avoidance of doubt, it does not form part of your contract of employment.

# Issuing and using PSDs

## Issuing a PSD

In practice, a PSD is commonly referred to as a prescription by those who write and follow them because this indicates that it is written by a prescriber. Good practice principles for prescribing are the same for all prescribers and professional codes of conduct should always be referred to.[[2]](#footnote-2)

The following is an example of a PSD:

A written and authorised instruction to administer a medicine to a list of individually named patients where each patient on the list has been individually assessed by that prescriber. The prescriber must have adequate knowledge of each patient’s health and be satisfied that the medicine to be administered serves the individual needs of each patient on that list. An example would be a list of patients to receive a seasonal influenza vaccine during a pre-booked vaccination clinic.

A PSD must be written and signed by the prescriber as is required for all prescriptions.

## Pro forma

Sheerwater Health Centre has devised a pro forma that will be used by all staff involved in the PSD process. This pro forma can be found at [Annex A](#_Annex_A_–).

OR

[This pro forma is available as a template on SystmOne/EMIS/Vision and will be completed electronically by the prescribing clinician.]

## Content of the PSD

The information required in a PSD for the administration of a medicine, at a minimum, should include:2

* Name of patient and/or other individual patient identifiers including age if a child
* Name, form and strength of medicine (generic or brand name where appropriate)
* Route of administration
* Dose
* Frequency
* Date of treatment/number of doses/frequency/date treatment ends as applicable
* Signature of prescriber and date PSD written

A PSD is individually tailored to the needs of a single patient so more information may be required to enable the safe supply and administration of some medicines and to manage identified risks.

## Responsibility and accountability of the prescriber

The prescriber is responsible for the assessment of the patient and the decision to authorise the supply/administration of the medicine(s) in question. The prescriber has a duty of care and is professionally and legally accountable for the care they provide. The prescriber must be satisfied that the person to whom the administration is delegated has the qualifications, experience, knowledge and skills to provide the care or treatment involved.[[3]](#footnote-3)

## Responsibility and accountability of delegated staff

A person who supplies or administers a medicine is accountable for their own practice and must be trained and competent to undertake such tasks. They must act according to their level of competence and in accordance with the directions of the prescriber.3

## Validity

There is no legally valid period for a PSD for the administration of a medicine. As detailed at section [2.3](#_Content_of_the), the PSD should include a start and finish date as appropriate within the direction to ensure it is acted on within a time frame following the assessment that is appropriate to the needs of the patient.3

## Remote prescribing of a PSD

Prescribers should refer to their professional regulatory body for advice if they are considering the need to write a PSD remotely during their practice. The General Medical Council provides guidance for remote prescribing via telephone, video-link or online.[[4]](#footnote-4)

## SNOMED codes

When annotating the approval/authorisation to use a PSD, the following SNOMED code is to be used:

*822701000000109 – Has authorisation for medication under PSD*

# Staffing and PSDs

## Healthcare staff who can use a PSD

PSDs do not limit those who can support or administer a medicine. However, Sheerwater Health Centre will ensure that staff who support or administer under a PSD are appropriately trained and undertake only those responsibilities specified in agreed job descriptions.3

# PSD use within the organisation

## When to use a PSD

PSDs must only be used when the prescriber has assessed the person to whom administration is delegated to be competent and has the necessary knowledge and skills to complete the task safely and effectively.

# Summary

There is an expanding workforce across primary care with new roles being developed to support existing clinicians. These staff members provide invaluable support to the clinical team at Sheerwater Health Centre and help the organisation to ensure that the needs of the various patient groups are met in line with national standards.

Support from the clinical team will ensure that they are able to deliver a safe, effective service in a timely manner.

# Annex A – Patient Specific Directions (PSDs)

|  |
| --- |
| **Administration of [insert drug] at Sheerwater Health Centre by a**  **non-prescribing clinician** |

|  |  |
| --- | --- |
| Patient details – To be completed by the authorised prescriber | |
| Full name |  |
| NHS number |  |
| Address |  |

|  |  |
| --- | --- |
| Medication information – To be completed by the authorised prescriber | |
| Name |  |
| Form |  |
| Strength |  |
| Route of administration |  |
| Dose |  |
| Frequency |  |
| Start date |  |
| End date |  |

|  |  |
| --- | --- |
| Prescriber details – To be completed by the authorised prescriber | |
| Full name |  |
| Role |  |
| GMC/NMC number |  |
| Signature |  |
| Date |  |

|  |  |
| --- | --- |
| Vaccine information – To be completed by the person administering the vaccine | |
| Name of vaccine |  |
| Batch number |  |
| Expiry date |  |
| Strength |  |
| Dose |  |
| Injection site |  |
| Date administered |  |
| Comments |  |

|  |  |
| --- | --- |
| Staff details – To be completed by the staff member administering the vaccine | |
| Full name |  |
| Role |  |
| Signature: |  |
| Date: |  |

1. [CQC GP Mythbuster 19: PGDs/PSDs](https://www.cqc.org.uk/guidance-providers/gps/gp-mythbuster-19-patient-group-directions-pgdspatient-specific-directions) [↑](#footnote-ref-1)
2. [SPS Questions about PSDs](https://www.sps.nhs.uk/articles/questions-about-patient-specific-directions-psd/#:~:text=Patient%20Specific%20Directions) [↑](#footnote-ref-2)
3. [www.sps.nhs.uk](https://www.sps.nhs.uk/articles/questions-about-patient-specific-directions-psd/) [↑](#footnote-ref-3)
4. [www.gmc-uk.org](https://www.gmc-uk.org/-/media/documents/prescribing-guidance-updated-english-20210405_pdf-85260533.pdf?la=en&hash=716B06E30FA2D9CA7700B94B3F55173B10F3058A) [↑](#footnote-ref-4)