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[redacted]

RE: Freedom of Information Request

25th July 2024

Dear Mr Howie

With reference to your request for information received on 25th October 2023, I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do hold some of the information you have requested. A response to each part of your request is provided below. Please accept our sincere apologies for the delay.

In your request you asked:

1. **General Information: How many active Patient Group Directions (PGDs) does the Trust currently have in place?**
   73.
2. **In which departments or services within the Trust are PGDs most used?**

Urgent care, endoscopy, ophthalmology, sexual health, radiology.

3. **Usage of PGDs: Over the past 3 years, how many patients have been treated under a PGD in the Trust?**
   Unfortunately, we are unable to proceed with this section of your request as the information is held in paper records by the 73 Patient Group Directions.
4. **How does the Trust ensure that PGDs are only used by those healthcare professionals competent to do so?**
   Records are maintained in each clinical area using the PGD. Staff approved to use the PGD are listed on the PGD copy and each staff member has a training record confirming the training, and approval to use the PGD, the training they have had and the approval to do so. This is audited within each PGD cycle.

3a. Types of Medications: Please provide a list of all medications currently administered under a PGD within the Trust.

Entonox	Ibuprofen	Paracetamol
Sodium chloride 0.9%	Proxymetacine	Co-codamol
Fluorescein	Revaxis	Flucloxacillin
Chloramphenicol	Co-amoxiclav	Phosphate enema
Midazolam	Plenvu	Moviprep
Lidocaine	Phytomenadione	Lidocaine with adrenaline
Flumazenil	Lidocaine/prilocaine	Tropicamide
Oxybuprocaine	Cyclopentolate	Lidocaine & Fluorescein
Atropine	Povidone Iodine	Phenylephrine
Pilocarpine	Proxymetacine	Doxycycline
Clotrimazole	Levonorgestrol	Metronidazole
Gadovist	Omnipaque 300	Iomeron
E-ZS-HD	Gadoteridol	Adenosine
Furosemide	Hyoscine Butylbromide	Combined oral contraceptive
Progesterone only contraceptive	Ulipristal Acetate	Medroxyprogesterone
Combined hormonal transdermal patch	Etonogestrel	Triamcinolone
Levonorgestrel 52mg; 20 micrograms	Inactivated influenza vaccine QIVc	diphtheria, tetanus, acellular pertussis vaccine
Citanest	Lignospan	

3b. Are there specific medications that the Trust has deemed unsuitable for PGD use? If so, which ones?

In the past four years no medicine has been deemed unsuitable but PGDs have not been progressed if the service model demonstrates an alternative mechanism such as prescribers can be utilised instead.

4a. Audit Policy: How frequently does the Trust audit the use of PGDs?

Each PGD is audited once within its cycle before expiry.

4b. What measures are in place to ensure the safe and appropriate use of PGDs, based on audit findings?

Each PGD is revalidated by the PGD lead author with support from senior nurses and consultant colleagues. This includes reviewing audit data for patients who have received the medicine via the PGD, and the staff trained to use the PGD in each clinical area. This revalidation is submitted to the drugs and therapeutics committee (DTC) for review.

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4c. Have there been any adverse events or incidents in the past 3 years related to the use of PGDs? If so, how many and what were the main issues identified?

0.

5a. Review and Update: What is the Trust's policy on the regular review and update of PGDs?

All PGDs have a review and expiry date. PGDs are audited, reviewed, and submitted for approval:

- Review & Resubmission
- Twelve months before expiry commence monitoring & review using PGD audits.
- Led by PGD working group should consider results of review & any appropriate actions needed.
- Six months before expiry consider if PGD is still required If not, notify DTC secretary.
- If yes, update PGD and submit to DTC four months before expiry with results of monitoring.

5b. How often are PGDs typically reviewed and updated within the Trust?

Every 2-3 years (1 year for vaccines).

5c. Who is responsible for the creation, review, and update of PGDs within the Trust?

Each PGD has a lead author who works with a PGD development group to develop, review, and update each PGD. All PGD review and authorisation is completed by the Drugs and Therapeutics committee.

6a. Training: What training does the Trust provide to staff regarding the use of PGDs?

All staff complete competency pack and are signed off by leads in their clinical area prior to using the PGD. This is audited as part of PGD review and revalidation.

6b. How frequently is this training provided and updated?

Each PGD specifies the training needs and the competency pack requirement.

I trust this information answers your request. Should you have any further enquiries or queries about this response please do not hesitate to contact me. However, if you are unhappy with the way in which your request has been handled, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to: Sally Brook Shanahan, Director of Corporate Affairs, King's Mill Hospital, Mansfield Road, Sutton in Ashfield, Nottinghamshire, NG17 4JL or email sally.brookshanahan@nhs.net.

If you are dissatisfied with the outcome of the internal review, you can apply to the Information Commissioner's Office, who will consider whether we have complied with our obligations under

the Act and can require us to remedy any problems. Generally, the Information Commissioner's Office cannot decide unless you have exhausted the internal review procedure. You can find out more about how to do this, and about the Act in general, on the Information Commissioner's Office website at: https://ico.org.uk/your-data-matters/official-information/.

Complaints to the Information Commissioner's Office should be sent to FOI/EIR Complaints Resolution, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone 0303 1231113, email casework@ico.org.uk.

If you would like this letter or information in an alternative format, for example large print or easy read, or if you need help with communicating with us, for example because you use British Sign Language, please let us know. You can call us on 01623 672232 or email sfh-tr.foi.requests@nhs.net.
Yours sincerely

Information Governance Team

All information we have provided is subject to the provisions of the Re-use of Public Sector Information Regulations 2015. Accordingly, if the information has been made available for re-use under the Open Government Licence (OGL) a request to re-use is not required, but the licence conditions must be met. You must not re-use any previously unreleased information without having the consent from Sherwood Forest Hospitals NHS Foundation Trust. Should you wish to re-use previously unreleased information then you must make your request in writing. All requests for re-use will be responded to within 20 working days of receipt.