

Patient Group Directions (PGDs) Process

PGDs are usually reviewed on a bi-annual basis. When the updated PGDs are sent to the relevant wards/teams a letter will also be sent advising the ward/team manager of what their responsibilities are as follows:

1. PGDs are the legal documents which allow supply/administration of prescription only medicines, to a group of patients who cannot be individually identified prior to presentation without a prescription, under the circumstances specified in each PGD.
2. The updated PGD is now the legal document, **please ensure that copies of all the old PGD mentioned above is securely destroyed** and replaced with the enclosed
3. Prior to operating under these arrangements staff must have successfully completed the Trusts PGD training session.
4. The Manager should arrange for members of staff who have successfully completed the training requirements and have been assessed as competent to operate under a/the PGD(s) to also sign the front sheet of each relevant PGD. If there are more members of staff operating under a PGD than there are lines on the front sheet to sign then the reverse can be used.
5. Once signed by the staff member a copy of the front sheet should be made for inclusion in their personnel file. Please note individuals may have signed front sheets of PGDs in their personal files with more than just their own signature on.
6. The original should be kept with the manager in a secure location (these are the legal documents). Copies of each PGD, which do not contain the Trust signatures, together with an up-to-date list of staff authorised to operate each PGD should be made available for reference purposes to all members of staff operating under them. Electronic copies can be downloaded from the Trust Website at:
<http://www.sssf.nhs.uk/services/pharmacy/information-for-professionals/patient-group-directions-pgds>. **NB:** the documents on the Trust Website can be used for reference purposes only, they are not the legal documents as they do not contain the Trust signatures of the Medical Director, Director of Pharmacy, Director of Quality & Clinical Performance and the Nursing Director.
7. It is important to remember that PGDs are inflexible and can only be used for those patients that fit the inclusion/exclusion criteria outlined in each PGD.