“How to”…. Evaluate the safe transfer of patients from an acute care setting to a community IV service

-To help an acute Trust pharmacist follow up a small cohort of patients who were discharged to receive a course of IV therapy in the community.
- **Aims**
  - To prospectively assess the quality of discharge information/prescriptions for patients referred for community IV therapy
  - To identify problems with supplies of medicines
  - To identify any problems with the process for clinical review of patients, post-discharge
  - To provide assurance of the quality of care for these patients and make recommendations for improvements, where appropriate.
Outlines all the stages and task of this small project: Provides method, action planning tool, data collection tool, report writing tool

1. Read the Specialist Pharmacy Services audit report
2. Gather local background information
3. Identify a cohort of patients
4. Identify the lead in the community service and administer questionnaire by ‘phone
5. Collate, analyse data and write report
6. Make recommendations to improve safety of Trust processes
DATA COLLECTION FORM
Community Intravenous Therapy

Please complete this form once for:
THIS BOX
PATIENT IDENTIFIER: ____________________________

ACUTE PHARMACIST TO COMPLETE
DATE OF DISCHARGE:

SECTION 1: PRESCRIPTION DETAILS
COMMUNITY STAFF TO COMPLETE THE REST OF THE FORM

Please state Name of Drug(s) to be administered:

Are the following included on the prescription (e.g. referral form or other written authorisation)? (Please answer each question)

- The patient allergy status [Yes/No]
- Full name of the drug [Yes/No]
- Dose of drug to be administered [Yes/No]
- Route of administration [Yes/No]
- Number of times a day [Yes/No]
- Please give number of times a day (if known) ____________
- The time(s) at which dose is to be given [Yes/No]
- Over how long the drug should be administered e.g. 30min [Yes/No]
- Finish date or maximum number of doses to be given [Yes/No]
- Further dilution for infusion (Please tick) [Yes/No]
- Does the drug need to be diluted further for infusion? [Yes/No]
- If yes, is the name of the diluent specified? [Yes/No]
- If yes, has the volume been specified on the prescription? E.g. 100ml [Yes/No]
- How was the diluent prescribed/authorised? (Please tick one)
  - By the initial prescriber
  - PGD
  - Local protocol
  - Not Known
  - Other (please specify)
Appendix 2: Report Template

There may be an organisational corporate format for committee papers. Speak to the secretary of the committee and review previous papers presented to the committee. You may have to complete a ‘front sheet’ to summarise your key findings and recommendations. Your line manager will also be able to advise you.

Introduction

Explain the local care pathway for community IV therapy and any local policies, guidelines and procedures. Summarise the National standards as above. Explain the local Antimicrobial stewardship arrangements.

Aims

- To assess the quality of discharge information/prescription for patients referred for community IV therapy
- Identify problems with supplies of medicines and the process for review of patients, post-discharge
- Provide assurance of the quality of care for these patients and make recommendations for improvements, where appropriate.

Method

Explain how the patients were identified, which wards departments were involved and how the data collection was completed. If you are working with a small cohort of patients, then acknowledge this.

Results

Explain your findings under the following headings:

1. Patient profiles – briefly explain the conditions and therapies use. You may want to comment on choice of antimicrobial e.g. antimicrobial with once or twice daily dosing may not be 1st line in the acute setting but are more convenient for community nurses to administer.
### Appendix 3: Action Plan for Assessment of Community IV therapy

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<th>Week 3</th>
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<td>1. Background reading</td>
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<td>2. Relevant policies/procedures that are in place</td>
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<td>3. Identification of cohort of patients</td>
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<td>4. Data collection</td>
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<td>5. Collation of results and report writing - including obtaining comments from stakeholders on recommendations</td>
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<td>6. Presentation of report at relevant governance groups</td>
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Questions?