|  |
| --- |
| NHS TRUST/ORGANISATION LOGO TO GO HERE |

**IN USE PRODUCT SAFETY ASSESSMENT REPORT FOR X**

|  |
| --- |
| **SUMMARY OF ASSESSMENT AND ITS FINDINGS** |
| BACKGROUND  To include very brief details as to why the product (s) is/are being assessed. |
| DETAILS OF PRODUCT (S) ASSESSED  To include: generic and brands names as appropriate; form; strength; manufacturer; and supplier |
| CONCLUSION FOLLOWING APPLICATION OF VALIDATED ASSESSMENT TOOL  To cover mainly the points addressed in sections K1, K2, and K3 of the tool. It should therefore cover: whether the product introduces risks, or whether it has the potential to address current risks; whether, when considered against the status quo, the risks are reasonable; and, where there are new risks, whether these are outweighed by potential clinical benefits against alternatives. |
| POTENTIAL NEXT STEPS AND MITIGATION ACTIONS  This can cover both next steps that it may be useful to flag nationally (for example, through the medication safety officer networks) as well as potential local/trust level measures that may need to be pursued more quickly. |

**FULL ASSESSMENT REPORT**

**[THIS SECTION IS OPTIONAL – CONSIDER COMPLETING IT IN PARTICULAR IF THERE ARE COMPLEX AND MULTIPLE ISSUES]**

1. **BACKGROUND**

Similar to what’s in the summary but with more detail and context as necessary.

1. **THE PRODUCT (S)**

Again, similar to what’s in the summary but with more detail and context as necessary/appropriate.

1. **ASSESSMENT FINDINGS**

Detailed description of the findings from the assessment. Ideally bullet pointed and following roughly the same structure as the assessment. Therefore it should include details of findings for each of the elements of the assessment tool: i.e. licensed status; name, packaging, and labelling; information with product; prescribing risks; known risk and management; preparation, labelling, calculation, and information; administration; supply chain; disposal; and impact of setting.

1. **CONCLUSIONS, RECOMMENDATIONS, AND THEIR BASIS**

Something here that draws together conclusions based on the “Summary of the assessment” part of the report. There will be some repetition with the summary of the report here, but this section will allow for additional information to be included, in particular in relation to the basis for recommendations.

**PROCESS STATEMENT**

This report was produced in/by <insert date & name> using *[state whether photographic images or actual products were used, and the exact details of the products assessed]*.

*[If appropriate include the following]* Images were obtained primarily from pharmaceutical companies, but also from the Commercial Medicines’ Unit PharmaQC database (<http://cmu.dh.gov.uk/medicines/pharmaqc-database/>) and from various sources within the NHS.

This report summarises product assessments undertaken by: *[insert name]*

For comments email *[insert email address]*