

How to record approval to prescribe blacklisted items		
Reference	How To Guide 61	
Version	1.2	
Approval date	01.02.2019	Approved by
Review date	01.02.2020	

Purpose

Approval to prescribe should be sought from Stockport CCG for all blacklisted items, the review panel meet monthly to consider each approval request. It is essential to ensure that all approvals to prescribe a blacklisted item are documented, coded and visible in the patient's medical record. This prevents unnecessary work for all involved in the prescribing process and prevents upset to the patient when prescriptions are challenged and/or delayed. Correct coding provides the ability to search for, and audit approved items.

Procedure

- If the drug has already been issued by the practice, the Stockport Integrated Care (SIPS) pharmacist should speak to the patient to gain consent to send the appeal to the CCG. If the drug has not been issued, the patient should be contacted to explain the process and inform them that the item cannot be prescribed by the practice until a decision has been made by the CCG approvals panel and approval to prescribe is granted. If the patient has been receiving prescriptions for the item from the practice then prescribing may continue until a decision has been made and documented.
- When approval to prescribe is granted by the CCG a letter confirming this is sent to the practice usually electronically. The lead CCG Pharmacist for the locality will also receive a copy of their cases and where they are up to following each panel meeting.
- If the approval to prescribe is granted the letter should be saved (or scanned if the paper copy sent) in the patients record and named 'approval to prescribe 'add drug name' which is currently on the NHS Stockport blacklist.
- The approval should be coded in the patient's medical record as 98D1 (Request for individual funding granted) with the wording 'approval to prescribe a blacklist item' and drug name added in free text.
- A note should also be added to the dosage directions which states 'CCG approval to prescribe'. This ensures that the approval is always visible when a new prescription request is received

NB.

If approval to prescribe has not been granted, the item should be stopped or changed to a suitable alternative using the NHS Stockport CCG standard operating procedure (SOP). The decision should be coded in the patient's medical record as 98D2 (Request for individual funding declined) and drug name added in free text.

