South West London Interface Prescribing Policy 2017-19
Appendix 5A: SWL Principles of Shared Care (version 2)

Updated and approved by SWL Medicines Optimisation Group: 24th November 2016
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SWL Principles of Shared Care

1. Introduction
The purpose of these principles of shared care is to provide a framework for the seamless transfer of care from the hospital or specialist service setting to general practice, where this is appropriate and in the best interests of the patient.

Shared care prescribing guidelines are local policies to enable general practitioners (GPs) to accept responsibility for prescribing and monitoring of medicines/treatments in primary care, in agreement with the initiating specialist service.

Where possible, shared care will be ‘disease specific’ rather than ‘drug specific’ and will link into and complement local integrated care pathways and shared care policies.

Application of the following principles will facilitate effective shared care. However, it should be remembered that the provision of shared care prescribing guidelines does not necessarily mean the GP has to agree to and accept clinical and legal responsibility for prescribing; he or she should only do so if they feel confident in managing that condition.

2. Principles of Shared Care
   ▪ Best interest of the patient
     The best interest, agreement and preferences of the patient should be at the centre of any shared care agreement and their wishes followed wherever possible. Patients should be able to decline shared care if, after due consideration of the options, they decide it is not in their best interests. Involvement of carers may be critical, especially in circumstances when it is not possible for the patient to make a decision e.g. mental capacity; where appropriate they should be included in discussions about shared care. Arrangements should never be detrimental or inconvenient for the patient.

   ▪ Individual, patient by patient arrangements
     Patients should be at the centre of any shared care arrangements. Individual patient information and a record of the patient’s (or if appropriate their carer(s)’s) preferences should accompany shared care prescribing guidelines, where appropriate.

   ▪ Reasonably predictable clinical situation
     Transfer of clinical responsibility to primary care should only be considered where a patient’s clinical condition is stable or predictable.

   ▪ Willing & informed consent of all parties, including patients and carers
     All parties must have sufficient, accurate, timely information in an understandable form. Consent must be given voluntarily.

Consultants and general practitioners (GPs) are encouraged to communicate directly where questions arise around shared care for a particular patient. If issues remain, after these discussions, the Chief / Senior Pharmacist at the Clinical Commissioning Group (CCG) and/or the provider (e.g. Hospital Trust) should be contacted for advice.
- **Clear definition of responsibility**
  The areas of care for which each partner has responsibility should be clearly defined and should be patient specific. The guideline should include details of any specialist resources that may be available.

- **Communication network & emergency support**
  Telephone contact details and (if appropriate) secure email addresses of both parties should be exchanged and recorded. This will enable the GP practice to access timely advice, guidance and information if problems arise, and also enable secondary/tertiary care clinicians to easily contract the GP if necessary. This should include out-of-hours contact numbers e.g. how to access the on-call duty doctor. Patients and their carers should also be provided with contact details for support and help if required; both in and out of hours.

  The guideline should state how often the patient will be reviewed; and provide a 'route of return' should the patient’s condition become less predictable (such as a return of symptoms or development of adverse effects). Progress reports should be produced to an agreed timescale. As part of the consent process, patients must be made fully aware of all monitoring requirements in line with national guidelines.

- **Clinical information**
  This should include a brief overview of the disease and more detailed information on the treatment(s) being transferred including (as a minimum):
  - Summary of NICE, BNF, SPC or other guidance, where applicable (and a web link to access the full guidance)
  - Licensed indications & therapeutic class
  - Dose, route of administration and duration of treatment
  - Adverse effects (incidence, identification, importance and management)
  - Cautions and contra-indications
  - Monitoring requirements and responsibilities
  - Clinically important drug interactions and their management
  - Peer reviewed references for product usage
  - Contacts for more detailed information

- **Training**
  The commissioner of the service pathway should, in liaison with the secondary/tertiary care provider, ensure that adequate training and educational support is in place for the primary care multidisciplinary team, e.g. managing the disease, administration of the drug etc. Information on how to access this should be provided in the shared care prescribing guideline.

- **Review**
  Shared care prescribing guidelines will be reviewed every 3 years or sooner if indicated.

3. **Circumstances where shared care is not appropriate**
  Hospitals/specialists would normally retain responsibility for prescribing in the following instances:
  - Medicines requiring on-going specialist intervention and specialist monitoring.
  - Patients receive the majority of on-going care, including monitoring, from the provider and the only benefit of transferring care would be to provider costs.
  - Medicines which are unlicensed or are being used outside of product license (e.g. licensed medicine used for unlicensed indication or at an unlicensed dose), unless there is a recognised evidence base and/or it is standard treatment. In terms of paediatric medicines, inclusion of dosage guidance in the children's BNF provides a suitable evidence base—see sections 11.1 and 11.2 of SWL Interface Prescribing Policy.
  - Medicines which are only available through the provider i.e. are not available on FP10, including any ‘borderline’ products when used outside approved indications.
• Medicines used as part of a provider-initiated clinical trial or the continuation of a provider-initiated clinical trial or compassionate use, where no arrangement has been made in advance with the commissioner to meet the extra cost of treatment.
• The GP has insufficient information to participate in a shared care prescribing arrangement where applicable.
• No shared care prescribing agreement exists and the GP does not feel competent in taking on clinical responsibility for the prescribing of a specialist medicine.
• Medicines and other prescribable products which have not been approved for addition to the provider’s formulary.
• PbR-excluded drugs and devices where shared care prescribing is not agreed.
• All anti-cancer medicines except where shared care prescribing or other agreements exist.
• Drugs subject to High-tech Hospital at Home guidance (EL(95)5).
• Specified packages of care
• All other treatments funded by NHS England unless specifically agreed to be provided through a shared care prescribing agreement or other agreed process.
• Without collaboration and agreement with the patient and/or carer(s).

4. Checklist for GPs when considering sharing care
GPs should only agree to prescribe if, after reading the shared care prescribing guideline, they can answer YES to the following questions:

• Is the patient’s condition predictable or stable?
• Do you have the relevant knowledge, skills and access to equipment to allow you to monitor treatment as indicated in this shared care prescribing guideline?
• Have you been provided with relevant clinical details including monitoring data?

If the answer is NO to any of these questions, the GP should not accept prescribing responsibility and should write to the consultant within 14 days, outlining the reasons for NOT prescribing. If the GP does not have the confidence to prescribe, this should be discussed with the local Trust/specialist service, who will be willing to provide training and support. If the GP still lacks the confidence to accept clinical responsibility, they still have the right to decline. CCG pharmacists will assist GPs in making decisions about shared care.

5. Involving the patient (or his/her carer(s) if appropriate)
The consultant should only obtain the consent of the patient (and his/her carer(s) if appropriate) after the GP has agreed in principle to sharing care. Clinicians should clearly explain what a shared care arrangement means for the patient and why it might be an option in their case. The patient or their carer(s) should have the opportunity to ask questions and explore other options if they don’t feel confident that shared care will work for them. They should be fully involved in, and in agreement with, the decision to move to a shared care model for their ongoing care.

Patients should never be used as a conduit for informing the GP that prescribing is to be transferred, nor for informing the consultant that shared care is declined. Patients must not be placed in a position where they are unable to obtain the medicines they need because of lack of communication between primary and secondary/tertiary care.

6. Process for approval of shared care prescribing arrangements (see page 6)
When an Acute / Mental Health Trust* or other specialist centre wishes for a drug to be prescribed in primary care, the suitability of this should in the first instance be assessed by members of the local Acute Trust / CCG Drugs and Therapeutics Committee, Medicines Management Committee, Mental Health Interface Prescribing Forum (MHIPF) or equivalent committee. This committee should always consider place of prescribing using SWL Decision Support Tool (SWL Interface Prescribing Policy 2017/19 App 3) for any new drug application and drugs already in use and this discussion...
should involve **primary and secondary/tertiary care clinicians and pharmacists** with the following possible outcomes:

- Hospital (or specialist) prescribing only (note that defined specialists may prescribe in primary care settings)
- Suitable for development of a shared care prescribing guideline
- Drugs suitable for GP prescribing. This may be supported by an or information sheet or “Transfer of Care form” (see also SWL Interface Prescribing Policy 2017/19, section 14 and appendix 6). The process for developing information sheets or transfer of care forms is similar to the development of shared care prescribing guidelines shown in step 3-8 of the “Process for approval of SWL shared care prescribing arrangements” (page 6).

Recommendations on place of prescribing should be clearly documented in the minutes to allow sharing of decisions across the sector and a record should be kept of path followed using SWL Interface Prescribing Policy 2017/19 - App 3.

Any proposals for new shared care prescribing guidelines will require consideration of impact on the total care pathway, including any financial implications. As such providers will be expected to present relevant data as part of any new proposals before these can be considered. Anything with significant financial implications cannot be implemented unless considered and approved as part of the prioritisation round for the following year. SWL CCGs will endeavour to ensure that any prescribing is in the most appropriate setting and that financial implications will be considered but should not normally be a barrier to achieving this.

The CCG and provider should then share their joint recommendation and their rationale (using SWL Interface Prescribing Policy 2017/19 - App 3) with the CSU ISPS (Interface Secondary Care Prescribing Support) team, other CCGs and providers in the sector through the SWL Medicines Optimisation Group or alternative method if the decision falls in between committee meetings.

In instances where shared care prescribing guidelines is required ideally all, but as a minimum 3, SWL CCGs should agree that this is appropriate (using SWL Interface Prescribing Policy 2017/19 - App 3) after consideration of position of relevant SWL CCGs. Where 2 or less CCGs agree, the drug should remain to be classed as hospital (or specialist) prescribing only and hence prescribing responsibility remains with the Trust or specialist service.

Before any shared care prescribing guidelines are developed, the SWL Medicines Optimisation Group should record in meeting minutes:

- Participating providers and CCGs. The aim is to develop one document that covers all relevant providers and CCGs that are using a particular drug.
- Nominated provider and coordinating CCG or CSU ISPS pharmacist (hereafter referred to coordinating pharmacist) to lead the development of the shared care prescribing guideline. For non-mental health drugs this is usually the ISPS pharmacist unless there are mitigating circumstances.

Once it has been agreed that shared care prescribing would be appropriate, the Acute / Mental Health* Trust or other specialist centre is responsible for producing the shared care prescribing guideline using the SWL Shared Care Prescribing Guideline template (see SWL Interface Prescribing Policy 2017/19-App 5B) with full engagement from the provider’s Pharmacy department, colleague clinicians that are affected by the guideline, CSU ISPS team, CCG Chief / Senior Pharmacist and CCG nominated healthcare professional (usually a GP).

Once all above parties are in agreement, the coordinating pharmacist will subsequently circulate the shared care prescribing guideline to all relevant CCGs in the sector or the Mental Health Interface Prescribing Forum for comments (deadline for response max 2 months even if “no comments”). The document will have a version control (action control sheet) managed by the coordinating pharmacist and all participating organisations will be required to acknowledge the action control sheet and use tracked changes to indicate comments in the document.

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Adapted from:  
‘Effective Shared Care Arrangements’ Midlands Therapeutic Review & Advisory Committee  
The coordinating pharmacist will circulate the second draft with any outstanding issues or final version for subsequent approval and sign off through the relevant Acute Trust / CCG Drugs and Therapeutics (or Medicines Management) Committee, Mental Health Interface Prescribing Forum (MHIFPF) or equivalent committee. CCG Chief Pharmacists are responsible to coordinate sign off for own organisation and host provider and provide written (e-mail) confirmation back to the coordinating pharmacist. Note that documents should be signed off by CCG and provider’s Chief Pharmacists who will take the ultimate responsibility for accuracy of the document.

Coordinating pharmacist will circulate final signed off version to all participating CCGs and providers. CCG/provider’s Chief Pharmacists will ensure that all relevant clinicians are informed, ensure implementation and mediate / intervene in cases of non compliance.

Any non-participating providers subsequently seeking shared care arrangements for the same intervention can adapt the agreed shared care prescribing guideline for local use and agree this with their host CCG who will have to follow step 8 of the process described on page 6 (if no change other than adding contact details) or step 4-8 (if changes are made to the original document).

Each shared care prescribing guideline should be reviewed every 3 years or sooner if indicated.

* Please note that shared care prescribing guidelines produced by South West London and St. Georges (SWL, StG) Mental Health Trust through the Mental Health Interface Prescribing Forum will only apply to NHS Kingston CCG, Merton CCG, Richmond CCG, Sutton CCG and Wandsworth CCG. NHS Merton CCG is the lead commissioner for the SWL and St. George's Mental Health Trust.

7. Agreement of shared care between consultant and GP
Prescribing responsibility will only be transferred when the consultant and the GP are in agreement that the patient’s condition is stable or predictable. The patient will only be referred to the GP once the GP has agreed in each individual case and the hospital or specialist will continue to provide prescriptions until successful transfer of responsibilities as outlined below.

The signature section on the front cover of each shared care prescribing guideline can be used to confirm that shared care has been agreed between all parties. It is suggested that the consultant will send a signed agreement to the GP. If agreeable, the GP should confirm the agreement and acceptance of the shared care prescribing arrangement, that supply arrangements have been finalised and that all appropriate monitoring requirements will be fulfilled by signing and returning a copy of the front cover to the consultant. The secondary/tertiary provider must supply an adequate amount of medicines to cover the transition period. The patient should subsequently be informed to obtain further prescriptions from the GP.

8. Resources
It should be recognised that resources available in practices are not uniform, and there may be impacts on both primary and secondary/tertiary care. Commissioners should take account of the operational and resource implications of shared care, and of the fact that this should also extend to the requirements and sustainability of hospitals in situations where shared care is not accepted. If ongoing monitoring and prescribing are part of the shared care agreement, then the resources and capacity to ensure consistent delivery need to be determined before any shared care is implemented.

9. Documentation of agreements
The “SWL Hospital/Specialist only drug list” and the list of “SWL Shared Care Prescribing Guidelines in place” can be found on www.swlmcg.nhs.uk. Both lists are being updated on a bimonthly basis. The presentation of these lists is subject to change.
Process for approval of SWL shared care prescribing arrangements

Provider’s/Clinical Commissioning Group (CCG) Drugs and Therapeutics (or Medicines Management) Committee, Mental Health Interface Prescribing Forum (MHI PF) or other equivalent committee will consider place of prescribing for all drugs discussed and approved as follows:

1. For any drug discussed, place of prescribing should be considered using SWL decision flow chart (App 3) with the following possible outcomes:
   - Hospital (or specialist) prescribing only *(note that defined specialists may prescribe in primary care settings)*
   - Suitable for development of shared care prescribing guidelines
   - Drugs suitable for GP prescribing *(may be supported by an information sheet and/or “Transfer of Care form”)*

   Recommendation on place of prescribing should be clearly documented in the minutes and a record should be kept of path followed using App 3.

   Please note that this decision should have input from primary and secondary/tertiary care clinicians and pharmacists.

2. Relevant CCG and provider to share their joint recommendation with the CSU ISPS team who will share with other CCGs and relevant providers in the sector.

   **Hospital (or specialist) only prescribing:**
   - To be submitted to SWL MOG for consideration and addition to SWL /Specialist only drug list.

   **Suitable for development of shared care prescribing guideline:**
   - Each provider/CCG to consider recommendation and respond to ISPS team within 2 months (using App 3 to substantiate (alternative) position). ISPS pharmacist to collate responses for submission to SWL MOG. Shared care prescribing guidelines will only be developed if 3 or more SWL CCGs have agreed it is appropriate (using App 3) after consideration of position of relevant SWL CCGs. Participating providers/CCGs, lead-provider and CCG/CSU coordinating pharmacist (hereafter called coordinating pharmacist) who will develop document to be confirmed at SWL MOG.

   **Drugs suitable for GP prescribing:**
   - CCGs to consider and respond within 2 months if recommendation is considered inappropriate (using App 3).

3. If suitable for development of shared care prescribing guideline.
   - Nominated Acute / Mental Health* Trust(s) or specialist service provider produces draft shared care prescribing guideline (using template in App 5B) with full engagement from:
     - ISPS team Pharmacist
     - Provider (e.g. Hospital Trust) Chief Pharmacist
     - Colleague clinicians that are affected by the guideline
     - Healthcare professional from a nominated CCG (usually a GP)

4. Coordinating pharmacist to circulate the draft shared care prescribing guideline directly to participating CCGs and relevant providers in the sector or the Mental Health Interface Prescribing forum for comments (deadline for response max 2 months even if “no comments”).

5. Coordinating pharmacist to submit draft 2 with any outstanding issues (e.g. commissioning arrangements or other incompatibilities) for discussion and resolution to SWL Medicines Optimisation Group or Mental Health Interface Prescribing Forum.

6. Coordinating pharmacist to circulate final version to all participating CCGs and providers for sign-off.

7. Approve shared care prescribing guideline through the relevant Acute / CCG Drugs and Therapeutics (or Medicines Management) Committee, Mental Health Interface Prescribing Forum or equivalent committee.
   - Sign off by participating CCG and provider Chief Pharmacists and lead clinicians. CCG Chief Pharmacists to coordinate sign off for own organisation and host provider and provide written (e-mail confirmation) back to coordinating pharmacist.

8. Coordinating pharmacist to circulate final signed off version to all participating CCGs and providers. Chief Pharmacists to ensure that all relevant clinicians are informed. Guideline published via website.

Each shared care prescribing guideline should be reviewed every 3 years or sooner if indicated.
See also www.swlmcg.nhs.uk for South West London Interface Prescribing Policy 2017-19

- Appendix 2: SWL Shared Care Prescribing Guidelines and Transfer of Care Agreements in place
- Appendix 3: Decision Support tool to determine place of prescribing
- Appendix 5B: Shared Care Prescribing Guideline template
- Appendix 6: Transfer of Care template