

# Serial Prescriptions (SRx) Shared Care Agreement

Date:

Revision Date:

This agreement should be developed as a partnership between the GP Practice Multidisciplinary Team and the Community Pharmacy Team(s). It facilitates a collaborative approach to discuss the parameters which will form the foundation of your SRx service. This could be across a one-to-one or one to multiple GP/Community Pharmacy Team and is a useful tool for developing a SRx SOP.

GP practice Name	GP Practice Code
Pharmacy Name(s)	Pharmacy Code(s)

Practice Key Contacts		<i>Shared mailboxes are best when using email.</i>	
Name	Role	Email	Telephone
Pharmacy(ies) Contact details			
Pharmacy Name	Shared mailbox		Telephone

## GP Practice Multidisciplinary Team - Initial set up

How are patients going to be identified as suitable for SRx? <i>(tick all that apply)</i>	STU
	During medication review
	During clinic appointments
	At point of requesting new medication
	Clinical system reports
	Other -

Who is going to identify patients? <i>(tick all that apply)</i>	GPs
	Clinic Nurses
	Pharmacotherapy Team
	Community pharmacy team
	Other -

Who is going to assess suitability? <i>(tick all that apply)</i>	GP
	Clinic Nurses
	Pharmacotherapy Team
	Other -

Who will mark patients as suitable or not suitable? <i>(tick all that apply)</i>	GP
	Clinic Nurses
	Pharmacotherapy Team
	Admin Team
	Other -



**At least a level 1 medication review MUST be undertaken on any patient deemed suitable for SRx.**

Who is going to complete the medication review? <i>(tick all that apply)</i>	GP
	Clinic Nurses
	Pharmacotherapy Team
	Other -

Who will convert the repeat medication to SRx medication? <i>(tick all that apply)</i>	GP
	Clinic Nurses
	Pharmacotherapy Team
	Admin Team
	Other -

The default term for SRx will be? <i>(tick either 56 or 48 weeks)</i>	<input type="checkbox"/>	56 weeks (recommended)
	<input type="checkbox"/>	48 week

**! 24 weeks – will only be applied if there is clinical need. This will be noted on the patient’s record.**

What will be the default dispensing frequency for SRx? <i>(tick only one option)</i> <i>Alternatives can be used dependant on clinical need.</i>	<input type="checkbox"/>	8 weeks
	<input type="checkbox"/>	4 weeks

The maximum number of repeat items that will be considered initially for new patients will be?	<input type="checkbox"/>	No maximum
	<input type="checkbox"/>	8
	<input type="checkbox"/>	6
	<input type="checkbox"/>	4
	<input type="checkbox"/>	2

### PRNs

Will PRNs be included on SRx? <i>(tick only one option)</i>	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	Yes, but only those taken more than 3 times during the year
	<input type="checkbox"/>	No

**! PRNs will be printed on separate forms.**

**! RHS repeats list will be printed if patient’s have non-SRx items.**

### Communication

Who will be responsible for discussing with the patient about moving to a SRx? <i>(Tick all that apply)</i>	<input type="checkbox"/>	GP
	<input type="checkbox"/>	Clinic Nurses
	<input type="checkbox"/>	Pharmacotherapy Team
	<input type="checkbox"/>	Community pharmacy team
	<input type="checkbox"/>	Admin team

How will the patient be informed of a change to SRx? <i>(Tick all that apply)</i>	<input type="checkbox"/>	Initial Letter from GP practice
	<input type="checkbox"/>	Telephone call from: GP/Pharmacotherapy team/Clinic Nurse/ Admin team
	<input type="checkbox"/>	Pharmacist at point of collection of medication

How will Community Pharmacy Team be informed that patient has been moved to SRx? <i>(Tick all that apply)</i>	<input type="checkbox"/>	Email from GP practice
	<input type="checkbox"/>	Phone call from GP practice
	<input type="checkbox"/>	Notification leaflet on front of initial set of SRx

How will the Community Pharmacy Team let the practice know that they think the patient is unsuitable? <i>(Tick all that apply)</i>	<input type="checkbox"/>	Email to GP practice
	<input type="checkbox"/>	Phone call to GP practice
	<input type="checkbox"/>	TSR with comments

How will the Community Pharmacy Team let the practice know that the patient has declined the SRx service? <i>(Tick all that apply)</i>	<input type="checkbox"/>	Email to GP practice
	<input type="checkbox"/>	Phone call to GP practice
	<input type="checkbox"/>	TSR with comments

### Exclusions

Some medications cannot be added to a SRx - controlled drugs, including benzodiazepines, or daily or weekly instalment dispensed.

The following options are possible exclusion criteria that you may wish to use for your SRx service – the list is not exhaustive and you can add your own or make these more specific.

The following patients will be excluded from being marked suitable for SRx  
*(Tick all those that apply to your process)*

<input type="checkbox"/>	Non-compliant patients - STU shows the latest issues of all prescriptions repeat and so highlights issues with non-compliance
<input type="checkbox"/>	Patients with methotrexate, lithium, warfarin, DMARDS on repeat
<input type="checkbox"/>	Patients with lots of "when required" items such as creams, inhalers etc on repeat
<input type="checkbox"/>	Patients on antidepressants
<input type="checkbox"/>	Patients on strong opioid analgesia
<input type="checkbox"/>	Patients who do not attend long term conditions clinics if required to do so
<input type="checkbox"/>	Patients who do not attend for the required monitoring
<input type="checkbox"/>	Patients who appear to be unstable with their medication
<input type="checkbox"/>	Patients with a new diagnosis of a long term condition in the last 3 months
<input type="checkbox"/>	Patients on medication with no clear indication

## Community Pharmacy Team Dispensing, collection and claims

**!** The Community Pharmacist **MUST** create a PCR record and complete a stage 1 review for all new SRx patients within 16 weeks of registration.

**!** SRx medication will be dispensed no more than 5 working days prior to patient's due date.

**!** The Community Pharmacy Team will only dispense PRN's once patient confirms requirement.

**!** Community Pharmacy Team will check if all medication is needed at point of collection.

**!** Community Pharmacy Team will check if the patient is having any problems their prescribed medication.

**!** Claims for medication will be sent on same day as medication is collected.  
*This updates the patient record and the patient's ECS. Any late claims will be explained on the TSR.*

**!** The Community Pharmacy team will contact the GP practice team if the patient is non-compliant.

The Community Pharmacy team will contact the GP practice team if the patient does not collect regular medication within: (add one timeframe)		Weeks after patient's expected due date
		Days after patient's expected due date

## Managing Changes - GP Practice Multidisciplinary Team

**!** If a SRx item is stopped or needs changed the active SRx item will be **CANCELLED** and a reason added.  
*This will record the reason for both GP practice Team and Community Pharmacy.*

How will the Community Pharmacy be informed of cancellations and changes to SRx items? (Tick only one pathway)	<input type="checkbox"/>	Change slip
	<input type="checkbox"/>	Email
	<input type="checkbox"/>	Telephone call

**!** If a new SRx item is added, a full term SRx for that item **ONLY** will be issued.

If new medication needs titrated, it should not be added as a SRx, instead it will be added as: (Tick only one process)	<input type="checkbox"/>	An acute
	<input type="checkbox"/>	As a one issue repeat
	<input type="checkbox"/>	Two issue repeat
	<input type="checkbox"/>	Three issue repeat

Who will the Community Pharmacy Team contact to discuss major medication problems and changes? (Tick any that apply)	<input type="checkbox"/>	Patient's GP
	<input type="checkbox"/>	Patient's key worker
	<input type="checkbox"/>	Pharmacotherapy team
	<input type="checkbox"/>	Patient's nurse
	<input type="checkbox"/>	GP Admin team

How will the Community Pharmacy Team contact the person(s) selected above <i>(Tick one pathway)</i>	<input type="checkbox"/>	SBAR to Clinical mailbox
	<input type="checkbox"/>	Phone call
	<input type="checkbox"/>	Email

## Treatment Summary Reports



**Treatment Summary reports are generally a request to reissue SRx. Requesting TSR's will be sent at least 4 weeks before any new scripts are required.**

Treatment Summary reports will be opened, read and work flowed by? <i>(Tick all that apply)</i>	<input type="checkbox"/>	GP
	<input type="checkbox"/>	Clinic Nurses
	<input type="checkbox"/>	Pharmacotherapy team
	<input type="checkbox"/>	Admin team



**Re-issue/ Reauthorisation of SRx - prompted by a 'requesting TSR', will be issued no later than 5 working days prior to patients due date, as stated on the TSR.**

Who will Re-issue/reauthorisation of SRx prompted by a 'requesting TSR'? <i>(Tick all that apply)</i>	<input type="checkbox"/>	GP
	<input type="checkbox"/>	Clinic Nurses
	<input type="checkbox"/>	Pharmacotherapy team
	<input type="checkbox"/>	Admin team



**TSR's will only be sent when all fully dispensed items have been collected and claimed.**



**A 'requesting' TSR will include comments on the patient's journey over the term of the SRx if applicable.**



**A 'requesting' TSR will include explanation of anomalies with dispensing/claiming dates.**



**A 'requesting' TSR could include information on relevant care issues.**



**An annual Stage 1 review will be completed prior to TSR being sent.**



**Synchronisation of Medication- 'Requesting' TSR's will request ALL the patient's medication, including items which are not fully dispensed. This is important for the management of SRx.**



**Completing the Loop TSR - The Pharmacy will send a TSR without requests for medication but with final comments e.g. when a patient moves practice, patient removed from SRx, patient deceased.**

**This Shared Care Agreement was discussed and agreed by:**

Practice	Role	Name