

Memorandum

To: All medical, nursing and pharmacy staff (Acute)
From: Dr David McGrane, Consultant Diabetologist
 NHSGGC Infusion Prescription Chart(s) Review Group
Date: April 2015
Re: **NEW ADULT PRESCRIPTION CHARTS**

The following 3 prescription charts have been standardised across NHSGGC and approved for use in ADULT patients in clinical areas within Acute.

Type of chart	Chart name	Pack size	PECOS code
Fluid chart	Adult Fluid and Additive Prescription and Administration Chart	200 charts	225192
Infusion pump chart	Adult Prescription and Administration Chart: For Medicines Given by Syringe or Infusion Pump	100 charts	224682
** Subcutaneous insulin chart	Adult Insulin Prescription and Administration Form	250 charts	223169

****Maternity Services: this new chart should NOT be used. Please continue to use current insulin chart.**

The new charts will be managed as controlled stationery and ordered via PECOS. Samples of the charts are available on [StaffNet](#). Please note: the samples are for information only and **must not** be printed or used for prescribing.

Ward managers are asked to action the following:

- On receipt of this memo, order the new charts via PECOS.
- Introduce the new charts within your clinical area as soon as possible; there is no need to use up existing supplies of old charts.
- Remove old charts and dispose of them in the confidential waste bin.
- Ensure that all colleagues working in your clinical area are aware of the new charts.

Infusion pump chart

-[Guidance](#) on how to use this chart is available on StaffNet.

-Infusion charts such as the palliative care subcutaneous infusion chart, PCA charts or epidural charts should continue to be used; the new infusion pump chart does **not** replace these charts.

Subcutaneous insulin chart

-[Guidance](#) on how to use this chart is available on StaffNet.

-As with other supplementary charts, nursing staff should continue to record administration of insulin BOTH on the Kardex and on the new chart (the new chart is currently being updated to reflect this policy).

New medicines prescription chart homepage on StaffNet

All NHSGGC approved prescription charts, with their associated PECOS code, are now listed on [StaffNet](#) (accessed via the 'Clinical Info' homepage). Examples include: vancomycin and gentamicin. Please ensure that, where appropriate, these charts are available within your clinical area.

******ATTENTION ALL WARD MANAGERS OF CLINICAL AREAS MOVING TO THE NEW SOUTH CAMPUS******

To minimise the risk of wards from different sites merging with different prescription charts in use, please order the 3 new charts outlined above as soon as possible. Please also check that your ward is currently using the appropriate NHSGGC approved charts listed on the new [StaffNet](#) page.

Please feedback any comments or queries to lorna.rankine@ggc.scot.nhs.uk (fluid chart and infusion pump chart) and david.mcgrane2@ggc.scot.nhs.uk (subcutaneous insulin chart).