

**Peninsula** Medical Practice

Sharing and acting on:  
clinical guidance, formularies,  
medical device alerts and safety alerts protocol

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Practice Policy Document No. 4

V2.0

Adapted from BMA specimen policy of May 2012

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## Purpose

The purpose of the protocol is to set out the procedure for sharing national/local clinical guidance, national/local formularies and acting on drug and safety alerts. This protocol is relevant to anyone who works at the practice.

The individual responsible for the dissemination of guidance/alerts is Dr Diane RUELL.

## Procedure

1) The responsible individual will ensure that they are on local and national information cascades.

These cascade are:

- 1) NICE and other national clinical guidance
- 2) Local clinical guidance
- 3) National and local formularies
- 4) Alerts that would be found on the Central Alerting System from:
  - The Medicines and Healthcare products Regulatory Agency alerts;
  - The National Patient Safety Agency alerts;
  - The Chief Medical Officer
- 2) The responsible individual will determine who to send the guidance/alerts to and send it to them.
  - Appropriate clinical alerts/guidance will be shared with healthcare professionals at the practice;
  - Alerts about medical devices will be shared with the practice manager for investigation;
- 3) The responsible person will decide whether any action needs to be taken to ensure the safety of the practice patients, such as arranging patient re-call for review of medication, and the urgency of such measures;
- 4) If any patient of the practice may have been exposed to harm or sub-optimal care as a result of such information being received by the practice they will be informed under the duty of candour and significant event record will be made.

## Review

This policy will be reviewed within three (3) years of its implementation, or sooner if any significant changes in notification policies or procedures for urgent clinical / safety events are advised by the Department of Health.

## Declaration

This policy will be binding upon all employees of the Peninsula Medical Practice from the 1st October 2012.

We, the partners, have reviewed and accepted this policy.

Dr Diane Ruell  
Dr Michael Bunter  
Dr Nick Gent

1<sup>st</sup> October 2012

Reviewed and amended

1<sup>st</sup> March 2014

Reviewed and amended

1<sup>st</sup> March 2019

NG

