

Procedure for registered healthcare practitioners working under Patient Group Directions



Purpose of this procedure:

Patient Group Directions (PGDs) provide a legal framework that allows the supply and/or administration of a specified medicine(s), by named, authorised, registered healthcare practitioners, to supply and administer specified medicines to pre-defined groups of patients, without a prescription or an instruction from a prescriber. A PGD is defined in Health Service Circular (HSC 2000/026) as: 'Written instructions for the supply or administration of medicines to groups of patients who may not be individually identified before presentation for treatment.'

Registered healthcare practitioners supplying and/or administering medicines under a PGD must follow their professional code of conduct and ensure their competence to supply and/or administer medicines under a PGD.

This procedure outlines the responsibilities of registered healthcare practitioners working under PGDs within NHS Lothian.

The Procedure

1.0 Before practicing under a PGD, registered healthcare practitioners should ensure they:

- Are familiar with NHS Lothian policy regarding safe use of medicines [Safe Use of Medicines Policy](#)
- Are familiar with the NHS Lothian safe use of medicine procedures
- [Administration of medicines in hospital and NHS Lothian Healthcare Premises Procedure.pdf Practitioners authorised to administer medicines](#)
- Have up-to-date knowledge relating to the clinical situation covered by the PGD.
- Have undertaken the appropriate training to practice under the PGD.
- Have been assessed to have the appropriate level of experience and competence to work under the PGD by the lead registered healthcare practitioner for the service.
- Are working under the most recent and in date version of the PGD.
- Are working under a legally valid PGD which is fully signed by a doctor, pharmacist, lead healthcare practitioner and NHS Lothian Board Signatories.

2.0 When practicing under a PGD, registered healthcare practitioners should:

- Not delegate their responsibility /authority to use a PGD.
- Ensure that they can determine that the patient meets the inclusion criteria detailed within the PGD.
- Ensure that they can determine that no exclusion criteria apply to the patient.
- Discuss alternative options for treating the patient's condition, when appropriate.
- Assess each individual patient's circumstances and preferences.
- Recognise when signposting or referral to another health professional or service is needed, as specified in the PGD.
- Understand relevant information about the medicine(s) included in the PGD, such as:
 - How to administer the medicine
 - How the medicine acts within the body
 - Dosage calculations
 - Potential adverse effects and how to manage them
 - Drug interactions, precautions and contraindications
 - Storage requirements, including maintenance of the 'cold chain'
 - Follow-up arrangements
- Be able to advise the patient or their carer about the medicine(s), as appropriate.

3.0 When supplying medicine(s) under a PGD healthcare practitioners must:

- Provide the medication to the patient in a suitably over labelled pack.
- Provide a full pack of medication to the patient as the health care professional cannot split over labelled packs.
- Ensure that the patient receives a manufacturer's patient information leaflet with each medicine.

4.0 There must be appropriate documentation when working under a PGD and healthcare practitioners must:

- Record information about the clinical assessment and supply and/or administration as detailed in the PGD.
- Include a statement that supply and/or administration is by using PGD (number and version) where possible. Where local IT systems do not allow this the service should provide the PGD committee with details of measures put in place to allow an audit trail of individual PGD use.

- The name and signature (ink or electronic as appropriate) of the healthcare practitioner supplying or administering the medicine must be included.
- Document patient consent to treatment under the PGD.
- Document any additional information and/or advice that was provided to the patient or their carer.
- Include any additional information that is required to be recorded as detailed in the PGD.

5.0 Authorisation and record keeping requirements:

- Healthcare practitioners working under a PGD must complete the Individual Authorisation for each PGD they are working under.
- Healthcare practitioners should have an individual copy (or have direct access to a copy) of both the clinical content of the PGD and the Individual Authorisation form.
- Healthcare practitioners are advised to keep a list of the PGDs they are authorised to use in a professional portfolio.
- Healthcare practitioners must be authorised by name, under the current version of the PGD, before attempting to supply and / or administer medicines according to the PGD.

6.0 Reporting adverse events and pharmacovigilance:

- Healthcare practitioners working under PGDs must report any adverse event using local procedures detailed within the PGD and Yellow Card Reporting as detailed within the PGD.

7.0 Audit of use of PGDs:

- Healthcare practitioners using PGDs must participate in regular audit of practice as detailed within the PGD and/or associated checklist.

Associated materials/references:

[NHS Lothian Safe Use of Medicines Policy](#)

[Safe Use of Medicines – Policy Online](#)

[Administration of medicines in hospital and NHS Lothian Healthcare Premises Procedure.pdf](#)

[Practitioners authorised to administer medicines](#)

NHS Education for Scotland (2025). *NHS Lothian TURAS Module Patient Group Directions* [online]
Available at : [Search Results](#) | [Turas](#) | [Learn](#)

NHS Education for Scotland (2025). *NHS Grampian TURAS Module Patient Group Directions* [online]
Available at : [Patient group directions \(PGDs\)](#) | [Turas](#) | [Learn](#)

NICE (2017). *Overview | Patient group directions | Guidance | NICE*. [online] Nice.org.uk. Available at: <https://www.nice.org.uk/Guidance/MPG2>.

GOV.UK (2016). [Patient group directions: who can use them - GOV.UK](#)

[Patient Group Directions Procedure](#)

[Procedure for Lead Registered Healthcare Practitioners and Service Managers using Patient Group Directions within their service](#)

[Retention of NHS Lothian Patient Group Direction documentation](#)