

STANDARD OPERATING PROCEDURE DOCUMENT

Title		Community IV Therapy Service		Doc. No.	CL036
Scope		Clinical Directorate	Operational Directorate		
Purpose		For patients in Knowsley and Halton areas who are assessed as requiring IV antibiotics or fluids by an Primary Care 24 clinician.			
Guidelines		For patients who are assessed as requiring IV antibiotics or IV fluids, if safe and appropriate to treat in the community. Primary Care 24 clinician maintains clinical responsibility for the patient. The community IV therapy team administer a wide range of intravenous medications in the patients’ own home or in a community clinic.			
PROCEDURE				RESPONSIBILITY	
1	Once a patient has been identified as being suitable for community IV therapy the clinician should call a team member to discuss the patient. The telephone number is shown in the ‘Agency’ section of Adastra. The IV therapy lead nurse is named Pam McGrail. Tel: 01744 626702 Text-phone: 18001 01744 626702 Fax: 01744 605951 A team member is available between the hours of 07:00 and 22:00, seven days per week. Referrals made after 22:00 hrs will be dealt with the next day.			Primary Care 24 Clinician	
2	Types of conditions suitable for referral are: cellulitis, bronchiectasis, multi-resistant urinary tract infections, hypercalcaemia, dehydration, iron deficiency, anaemia. This list is not exhaustive, if you are unsure please discuss with an IV Therapy team member.			Primary Care 24 Clinician	

3	<u>Referral Process</u> 1. Contact an IV therapy team member to discuss the patient and discuss prescribing all the correct diluents, further diluents and flushes 2. Complete the two IV referral forms and sign them. Pass to the shift manager to be scanned and then email them to both the IV nurses as follows: Pam.mcgrail@bridgewater.nhs.uk Paul.hodgkins@bridgewater.nhs.uk During out-of-hours these will need to be emailed to the district nurses covering Halton and Knowsley. Both email addresses are listed under the 'Agency' section of Adastra. 3. Complete the FP10 for the appropriate medication and preferably send via EPS though fax may still be used in an emergency if EPS not possible. Two known pharmacies which stock IV drugs and deliver into Knowsley are St Helens Millennium Centre and Asda, Huyton. Alternatively the IV team will collect the medication from the pharmacy and take it to the patient's home 4. The IV team will attempt to treat the patient within an hour after receiving the referral if the medication is in stock	Primary Care 24 Clinician
4	The referral forms, drug and diluent guidance and IV therapy pathway flow chart are held on the intranet under Templates & Forms / Community IV Therapy Service referral forms.	Primary Care 24 Clinician

STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

Title		Community IV Therapy Service		Doc. No.	CL036
Version			V2		
Supersedes			All previous versions		
Approving Managers/Committee			Clinical Governance and Risk Committee		
Date Ratified			January 2014 (original)		
Department of Originator			Operational Directorate		
Responsible Executive Director			Medical Lead for Out-of-Hours		
Responsible Manager/Support			Service Manager		
Date Issued			29/01/2014 (original)		
Next Review Date			August 2022 (or when there is a change in procedure)		
Target Audience			Clinicians / Receptionists		
Version	Date	Control Reason		Accountable Person for this Version	
V1 – V1.2	2014 – 2015	New & Updated SOP		Various	
V1.3	20.06.17	Minor update of contact details for specialist nurses		Medical Lead	
V2	8.8.19	Update to include change of process and company name change		Medical Lead IUC	
Reference documents		Electronic Locations		Locations for Hard Copies	
		Primary Care 24 Intranet		Standard Operating Procedures File in the Call Centre	
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