

## STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

<b>Title</b>	<b>Aintree Primary Care Streaming – Medicines Store Room Access</b>		<b>CL060</b>
<b>Scope</b>	<b>Clinical Directorate</b>	<b>Operational</b>	
<b>Purpose</b>	Accessing prescriptions and equipment during weekday Primary Care Streaming (PCS) daytime service.		
<b>Guidelines</b>	To inform the clinicians attending site how to access for prescriptions and equipment, and procedure to follow in the case that access to the PC24 drugs trolley is required.		
<b>PROCEDURE</b>			<b>RESPONSIBILITY</b>
<b>1</b>	When reporting to Aintree to attend for the PCS daytime service first present to the A&E reception desk. The receptionists will guide you to your room.		Primary Care 24 Clinician / Aintree Receptionist
<b>2</b>	<p>Prescriptions and equipment - These are located in a built in cupboard that is situated next to the room to the right when you exit via the second door. This leads you out into an access corridor with a nurse's station etc.</p> <p>To access this cupboard you will need the code for the key safe This is a small grey key cabinet on the wall next to the doors, to be able to get the code to access the room you will need to call into PC24 Wavertree HQ, if you use the phone in the room please dial 0151 254 2553 option 1 and ask to speak with a service manager who will be able to give you the code.</p> <p>This code is to be kept confidential and not given to any other non-PC24 staff member and is for PC24 access only. This is due to the items contained within the cupboard and to reduce risk of unauthorised staff accessing. There are several keys when you open the safe. Please make sure you leave / place all keys back in the key cupboard and do not remove all when accessing.</p> <p>A note will be made of who the code has been given out to, if working more than one shift please note the number for future reference.</p>		Primary Care 24 Clinicians / Service Managers / Medicines Management Team
<b>3</b>	<p>Within the cupboard are all the items you require for your session:</p> <ul style="list-style-type: none"> <li>Equipment (basic)</li> </ul>		Primary Care 24 Clinicians / Service Managers / Medicines

	<p>All the equipment needed for face to face consultations is kept in a clear box. A list of the equipment is kept in the box. Please ensure that all items are placed back at the end of the day.</p> <ul style="list-style-type: none"> <li>• Prescriptions</li> </ul> <p>Prescriptions: PC24s prescriptions are located on the first shelf of the cupboard, in a white plastic folder. Prescriptions marked Aintree PCS are the only prescriptions that should be used.</p> <p>The daily sign off sheet for the prescriptions is keep in the folder. This is to be completed at the start and the end of each session.</p> <p>If you have any problems setting up with printer or computer problems please report to the A&amp;E receptionists who should be able to help you.</p>	Management Team / Aintree Receptionist
4	<p>There is a medication trolley but this is not to be utilised throughout the day. Only in cases of emergency would we authorise access and use of the medications, but this must only be utilised by the clinician on session at the time and no other persons.</p> <p>In the event of the drugs trolley needing accessing please ensure you notify PC24 Wavertree HQ of the access, reason why and items utilised as soon as possible.</p> <p>Dial 0151 254 2553 option 1 please ask for the medicines management team.</p>	Primary Care 24 Clinicians / Service Managers / Medicines Management Team/Aintree Receptionist
5.	<p>If you have any problems setting up with printer or computer problems please report to the A&amp;E receptionists who should be able to help you.</p>	Aintree Receptionist
6.	<p>Appendix – Equipment List.</p>	Information Only

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<b>Title</b>	<b>Aintree Primary Care Streaming – Medicines Store Room Access</b>		<b>Doc. No.</b>	<b>CL060</b>
Version	V2			
Supersedes	V2			
Approving Managers/Committee	Head of Service			
Date Ratified	29.01.2018			
Department of Originator	Integrated Urgent Care			
Responsible Executive Director	Director of Service Delivery			
Responsible Manager/Support	Logistics Service Manager			
Date Issued	Sept 2019			
Next Review Date	Sept 2022			
Target Audience	Aintree PCS Team			
<b>Version</b>	<b>Date</b>	<b>Control Reason</b>	<b>Accountable Person for this Version</b>	
<b>V1</b>	29.01.2018	To allow clinicians to access the store cupboard for non-uc24 reception led sessions on the request of Aintree Hospital	Logistics Manager	
<b>V 2</b>	<b>September 2019</b>	Reviewed and Update	Service Manager	
<b>Reference documents</b>		<b>Electronic Locations</b>	<b>Locations for Hard Copies</b>	
		Primary Care 24 Intranet	Standard Operating Procedures File in the Call Centre	
<b>Document Status:</b> This is a controlled document. Whilst this document may be printed, the electronic version maintained on the UC24 Intranet is the controlled copy. Any printed copies of the document are not controlled.				