

**Oxfordshire County Council**

**4th Floor, County Hall**

**New Road**

**Oxford**

**OX1 1ND**

**John Jackson, Director for Social & Community Services**

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**331 October 2013**

**Home Support Providers (Oxfordshire)**

Dear Provider

**Re: Changes to the Shared Care Protocols, MAR charts in domiciliary care**

From 4th November 2013, Oxfordshire GPs are withdrawing from the provision of Form Bs to support the providers of domiciliary care with recording administration of medicines which are not in a Monitored Dosage System (MDS).

As a result, changes are required in the shared care protocols (2011) between Oxford Health NHS FT and Oxfordshire County Council, to ensure that administration of medications outside an MDS continue to be recorded in a clear and consistent way.

This new process will not change the care provider’s obligation to check if administration of a particular medication requires the carer to receive training before administration to the client. This check can be carried out by contacting the client’s GP, district nurse or the shared care team. This check happens under the current process.

From 4th November, providers of domiciliary care will be asked to record administration of medicines outside an MDS on a new MAR chart which will be issued by the community pharmacist at the same time that the client’s medications are dispensed. If no MAR chart is issued by the pharmacist, the domiciliary care provider will be able to complete a risk assessment and temporary MAR chart to enable medications outside the MDS to be administered and recorded.

**If a care provider does not feel confident to complete a risk assessment and temporary MAR, they should contact the prescriber to alert them that the medication will not be given by the carers until a MAR chart has been provided by a healthcare professional.**

**If on completing the risk assessment the care provider does not feel confident to give the medication, they should contact the prescriber to alert them that the medication will not be given until a MAR chart has been provided.**

The following documents are available to support this new process

* Flow chart detailing the new process for administration of medicines outside the MDS
* Pharmacy Introduction Letter template
* Risk assessment to be completed if a temporary MAR is to be used
* Aide memoir to help with completion of a temporary MAR

A MAR tear-off pad will be distributed to all domiciliary care providers prior to 4th November, to be used to provide temporary MAR charts.

If you have any queries about this new arrangement, please contact

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| **Quality & Contracts Team** | Oxfordshire County Council,  Tel: 01865 323581 |
| **Catherine Harker** | Community Services Support Pharmacist, Oxford Health NHS FT, Tel: 01235 205562 |

Many thanks for your support with this matter.

Yours sincerely

Graham Ablett

(On behalf of Andrew Colling)

Quality and Contracts

Joint Commissioning

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