

INFORMATION FOR GPs COMPLETING NEW JUST IN CASE (JIC) FORMS ON EMIS

This information is to support the rollout of the new JIC forms available on EMIS library which are accessed via the F12 Key (EMIS protocol launcher) on the EMIS clinical system. The following information will help you to identify the correct forms for use.

Background

Following the Gosport Inquiry [The Panel Report - 20th June 2018 \(independent.gov.uk\)](https://www.independent.gov.uk) a number of recommendations were made about the prescribing and administration of medicines, which prompted a redraft of the JIC administration forms locally. These new forms have successfully been piloted in the SE Shropshire PCN for the past 7 months, the old forms will be deleted and replaced by the Midlands and Lancashire CSU team who will update each practice EMIS F12 protocol library.

The distribution of the new forms will begin on the week commencing **Monday 12th September**. **A member of the MLCSU DQ Team will email and confirm installation of the protocol. Once notified please remove the old forms from Documents, F12 option and desktop shortcuts once the new forms are available on your EMIS system to ensure the correct versions of the JIC forms are used.** When using the forms remember to save to Patient Records as well as printing off for use in patient home (Appendix 1: Steps to update F12 for each user including locums)

Due to a national shortage of diamorphine national guidance has been issued that it should be replaced by morphine. So, any forms with diamorphine on are outdated and should be deleted.

The Authority to Administer forms have been developed as part of integrated care led by the End-of-Life Committee and have involved GPs, ShropDoc, SCHAT (chief pharmacist, lead nurses and district nurses), ICB medicines management team pharmacists, and Severn Hospice (consultants and palliative care pharmacist)

Key changes to the new forms

The new JIC forms are interactive for EMIS prescribers and are now in landscape to include a section for nurses to record administration. **The nurse administration section are the rows which align with each medicine and on the right-hand side of the forms, there are fourteen spaces to record medicines administration.**

This new layout is to make it is easier for doctors and nurses to see at a glance when reviewing the patient what the patient has been administered over the past 24 hours and last few days. This should save time for GPs visiting patients at home, take no longer to complete, and improve safety. At the top of each form there is clear advice for prescribers and nurses and these new forms replace all other previous JIC forms.

The changes are:

There are now seven administration forms to select from on F12:

- Two MORPHINE forms (subcut PRN and syringe pump)
- Two OXYCODONE forms (subcut PRN and syringe pump)
- Two BLANK forms (subcut PRN and syringe pump)
- Regular sub-cut medicines form

And a useful guidance document developed in the pilot called EOL Prescribing information for Pain and Symptom Control

This will allow prescribers to choose which opioid they want to authorise administration of and also allow other medicines e.g. sub-cut haloperidol to be authorised in a similar way, when needed. **The grey areas on the prescriber section are simply to denote they are interactive in EMIS and will not print off grey.**

Please open the icon below to see what the **new JIC form for subcut PRN medicines** looks like. It can be found on EMIS forms-via documents and/or F12 button in the usual way. Please note that it is called **EoL2023 Morphine PRN Authority to administer** and **EoL2023 OXYCODONE PRN Authority to administer** and does not show as an icon on EMIS.



EoL2023 Morphine
PRN 0823 Final.pdf



EoL2023
OXYCODONE PRN 08

Only the 'as required' prn form should be issued in anticipation of need as the syringe pump dose will be determined later. The subcut PRN dose is valid for 3 months from date of issue – see form. Do not issue the syringe pump form until it is actually needed and a dose for the individual patient has been established i.e. not weeks in advance.

Please open the icon below to see what the **NEW SYRINGE PUMP AUTHORITY TO ADMINISTER FORM** looks like. Please note that this form is called **EoL2023 Morphine Syringe Pump Authority to administer** and **EoL2023 OXYCODONE Syringe Pump Authority to administer** and does not show as an icon on EMIS.



EoL2023 Morphine
Syringe Pump 0823 I



EoL2023
OXYCODONE Syring

Please open the icon below to see the BLANK PRN and BLANK Syringe Pump forms for authorising administration of other subcut medicines e.g. Haloperidol



EoL PRN BLANK
form 08_23.pdf



EoL Syringe
Pump_blank form 08

- 1) **THERE IS NOW AN INFORMATION SHEET TO SUPPORT PRESCRIBING FOR PAIN AND SYMPTOM CONTROL**
Please open the icon below. It is available on Emis F12 along with the other JIC forms.

Please note that this form is called **EoL PRESCRIBING INFORMATION FOR PAIN and SYMPTOM CONTROL**. It also has a copy of the opioid conversion chart and other relevant information.



Prescribing
Information for Pain

- 2) **THE DILUENT IN THE JIC PACKS AND LISTED ON THE FP10 TEMPLATE HAS CHANGED TO NORMAL SALINE.** This is because there is an intermittent unavailability of dexamethasone injection, and normal saline as a diluent creates a solution as close to normal tonicity as possible and helps to reduce site reactions. **All JIC medicines (other than cyclizine)** are soluble in normal saline. A copy of the drugs and diluent list can be found on the Severn Hospice website link for Healthcare Professionals <https://www.severnospice.org.uk/for-healthcare-professionals/gp-info-hub/>

- 3) **Authorisation to Administer forms for other drugs** are available to copy/download from the Severn Hospice GP HUB (link as above). This includes a form for **AUTHORISING ADMINISTRATION OF REGULAR SC MEDICINES** which may be needed in palliative care e.g. dexamethasone injection.



EoL Regular subcut
medicines 08_23.pdf

For any queries/concerns about the forms please contact Andrew Riley at Shropshire and Telford and Wrekin ICB or Trish Campbell at Severn Hospice

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Appendix 1: Steps to update F12 for each user including locums

The previous version of the **EOL Just in Case** protocol attached to the F12 key has been deactivated in STW GP practices, as requested by the medicines management team.

There are eight new protocols that need to be added to F12 and this has to be repeated for each GP

1. **EoL2023 Morphine PRN Authority to administer**
2. **EoL2023 OXYCODONE PRN Authority to administer**
3. **EoL2023 Morphine Syringe Pump Authority to administer**
4. **EoL2023 OXYCODONE Syringe Pump Authority to administer**
5. **EoL PRN Blank from 08_23**
6. **EoL Syringe Pump blank form 08_23**
7. **EoL Regular subcut medicines blank form 08_23**
8. **EoL PRESCRIBING INFORMATION FOR PAIN and SYMPTOM CONTROL**

The process for uploading to F12 is the same for them all;

An updated version named **EoL2023 Morphine PRN Authority to administer** has been created and added to your EMIS library.

Each clinician will need to update their own F12 key (on their own EMIS user account)

Updating the F12 key

Select the F12 key on the keyboard and right click the previous entry to launch the 'JIC' protocol and select edit. Navigate to the CCG folder in the right column and click on the + sign to view the subfolders.

Select the *Just in Case'* folder. Select the **EoL2023 Morphine PRN Authority to administer** protocol.

Adding the protocol to the F12 key (if there isn't a previous version to edit)

Select the F12 key on the keyboard, right click a spare letter and select add. Navigate to the CCG folder in the right column and click on the + sign to view the subfolders. Select the *JIC* folder. Select the protocol.

Please can you ensure that all previous versions are deactivated and archived. Only the new updated version **EoL2023 Morphine PRN Authority to administer** in the CCG folder should be used. The older versions of the forms in the CCG folder are deactivated but if you have created your own protocols and stored them in other folders please deactivate and archive them.

If you have any issues with the protocol or the documents embedded in the protocol, please do not hesitate to contact us.

Here is a short video guide to help you too:

<https://www.youtube.com/watch?reload=9&v=4aGk2hMuZyA&si=wsmuwTusoqMsp9Wx>.

<https://support-ew.ardens.org.uk/support/solutions/articles/31000161287-creating-a-protocol-to-add-to-f12>