

Care Quality Commission

Inspection Evidence Table

Southgate Surgery (1-541992831)

Inspection date: 18 September 2018

Date of data download: 17 September 2018

Safe

Appropriate and safe use of medicines

Medicines Management	Y/N
The practice had a process and clear audit trail for the management of information about changes to a patient's medicines including changes made by other services.	Y
Explanation of any answers: We reviewed a sample of ten patient records who had changes to their medicines in the last three months following secondary care reviews. All the records we saw had a detailed summary of the changes and the rationale for these changes. These entries were supported with a scanned copy of the letter from the secondary care clinician. The practice had reviewed its medicines management system. For example, the practice made a change to the way in which it dealt with urgent requests from patients presenting in the practice with hospital letters requiring a change in medicines. These letters were now prioritised for urgent scanning and the changes in medicines were then dealt with by the Duty Doctor. The practice had employed a pharmacist who will be undertaking the review of prescription changes and supporting the practice with medicines management.	

Safety Alerts	Y/N
There was a system for recording and acting on safety alerts	Y
Staff understand how to deal with alerts	Y
Comments on systems in place:	

The practice had a central record in place and a delegated member of the management team who reviewed and circulated all alerts. A detailed spreadsheet was maintained to track all alerts received in the practice. This included the checks to see that staff had read and responded to alerts. The spreadsheet was cross referenced to the practices meetings where alerts were discussed and actions logged.