

Procedure for making a PAD entry request

(Applicable to CCG-specific resources / PAD content)

Version	1
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1. Introduction

The Surrey Prescribing Advisory Database (PAD) is supported by a Governance Process that has been agreed through the Surrey Medicines Commissioners Group (MCG), the Surrey & North West Sussex Area Prescribing Committee (APC) and the Surrey Medicines Optimisation Oversight Group (MOOG). See The PAD Governance Process document for further information.

Whilst the majority of PAD content is informed through the collaborative recommendations of the APC and MCG, the PAD also supports the recommendations and resources developed / approved by the individual CCGs in Surrey. As such, it is important to employ appropriate governance processes to the PAD content originating from individual CCGs.

This procedure describes the process that must be followed by individuals requesting PAD entries / edits on behalf of their CCG and should be used in conjunction with the PAD Entry Request Template

2. Quality Assurance

- 2.1 Documents intended for upload to PAD must contain an appropriate header and footer or title page that includes:
 - a) Date of issue
 - b) Version number
 - c) Review date
 - d) Source / author / acknowledgements
- 2.2 The CCG name and/or logo should appear at the top of the first page
- 2.3 Documents must not contain any patient identifiable data (PID)
- 2.4 Individual clinician comments will be removed from the document (where applicable)
- 2.5 Documents must be accompanied by a completed PAD Entry Request Template (see section 3)
- 2.6 PAD entry requests must be checked and authorised by the CCG Medicines Management Lead (editors will ONLY accept the requests via email from a nominated team individual – see appendix 1)
- 2.7 Documents will be named by the PAD editor in accordance with the “Document-naming Convention” and may therefore differ from the original document name
- 2.8 Once a PAD entry / edit has been completed, the requestor will be asked by the PAD editor to check the PAD entry for accuracy, accessibility (can they find it) and that any documents are linked and can be opened as intended
- 2.9 PAD entries / edits will be carried out within 2-weeks from the request date
- 2.10 CCGs should employ appropriate mechanisms to ensure prompt review of their PAD content. A document expiry report is available from the PAD editors on request
- 2.11 The removal of PAD content can be carried out by a PAD editor without the need for a PAD Entry Request Template but must only be done on request from the CCG Medicines Management Lead
- 2.12 Minor edits (e.g. the addition of key words, amendment of typing errors) can be requested and made without the need for Lead authorisation. Note – the PAD editor may use their discretion to decline a request or seek Lead authorisation if in any doubt as to the appropriateness or significance of the change being requested
- 2.13 An archive of removed content will be maintained by the PAD editor to ensure that changes to PAD can be audited and former content recovered if necessary

3. Requests for PAD uploads / new content

3.1. CCG-specific documents and PAD content must be requested through completion of the PAD Entry Request Template. In doing so, the requester will be asked to state:

- a) the CCG(s) to which the document / information applies to (this may be more than one CCG if developed in collaboration)
- b) the committee or approving body that the information/document has been authorised by
- c) the CCG Medicines Management Lead (authoriser of the entry)
- d) whether the document or information supersedes any existing PAD entries
- e) the drugs and conditions that the uploaded document / information should be linked to
- f) identify any existing PAD entries or pages to which the requested information should be added
- g) the keywords that may be used when conducting a search
- h) the date of authorisation / issue (usually the committee date) and the review date

3.2. The PAD editor reserves the right to decline requests if the entry template has not been fully completed or the requested document does not contain the header / footer and other requirements as stated in sections 2.1 to 2.4. The requester will be contacted to inform them that their request has been declined, with an explanation and an invitation to provide any further information or evidence to address the gaps identified

Appendix 1

Team nominated individuals

East Surrey CCG	Nikki Smith
Guildford & Waverley CCG	Karine Nash
North West Surrey CCG	Linda Honey / Lis Stanford
Surrey Downs CCG	Helen Marlow / Liz Clark
Surrey Heath CCG	Kevin Solomons / Gemma Tierney

PAD entry requests must be accompanied by a completed PAD Entry Request Template which has been authorised by one of the above before sending to the local PAD editor