

## PAD Entry Request Flowchart – CCG requests

The following process is applicable for PAD entry requests arising from individual CCG MOGs (or equivalent). For full details please refer to the **PAD Entry Request Procedure**

*Entries resulting from the APC or MCG are managed separately – see APC / MCG PAD Entry Flowchart.*

Complete the appropriate page of the PAD Entry Request Template either:

Drug entry request

Or

Non-drug request

**REMEMBER:**

- To check for any PAD entries that already exist that may relate to your request
- To think carefully about the narrative you wish to have displayed with your entry. What message are you trying to convey
- To provide any key words (search terms) that you think users will search for
- To include a review date (commonly 3 years but does it need to be sooner)
- Only documents that have been approved through MOG or an equivalent governance process will be uploaded to PAD
- To include an appropriate header / footer on your documents
- Read the prompts included within the entry template – they will help you complete the template!

A blank template can be found at:

<S:\Medicines Management\Shared Area\Software Solutions\PAD\PAD Governance\SOP for PAD entries>



PAD Entry Request Template to be checked  
and authorised by a nominated team member



Completed template to be sent to the  
local PAD editor



PAD editor to notify the requestor  
once the PAD entry has been made



PAD entry to be checked by the requestor to ensure that the  
entry can be found, the information is correct and that any  
documents or links can be opened