

## **Administering and Recording Vaccinations Given Under a Patient Specific Direction (PSD)**

[The Human Medicines Regulations 2012](#) do not permit non-qualified prescribers to administer or supply prescription only medicines unless one of three types of instruction is in place:

- a signed prescription
- a patient specific direction (PSD)
- a patient group direction (PGD).

If non-prescribing healthcare professionals administer a medicine on the instruction of a GP, the GP must be able to show that the healthcare professional has authority for that administration via one of the above methods.

A Patient Specific Direction (PSD) can be a way of prescribing for a lot of people, for example a list of individuals to receive a seasonal influenza vaccine during a pre-booked vaccination clinic.

A PSD is a written and authorised instruction to administer a medicine to a list of individually named persons where each person on the list has been individually assessed by that prescriber. The prescriber must have adequate knowledge of each individual's health and be satisfied that the medicine to be administered serves the individual needs of each person on that list.

A PSD must be written and signed by the prescriber as required for all prescriptions. Therefore, this should be done prior to the clinic and is normally a list of people printed out and then signed by the Prescriber.

A PSD legally must include the following information -

- Name of the individual and/or other individual identifiers including age if a child
- Name, form and strength of medicine (generic or brand name where appropriate)
- Route of administration
- Dose
- Frequency
- Date of treatment/number of doses/frequency/date treatment ends as applicable.
- Signature of prescriber and date PSD written.

The SPS website contains full information [Patient Specific Directions \(PSD\) – SPS - Specialist Pharmacy Service – The first stop for professional medicines advice](#)

[GP mythbuster 19: Patient Group Directions \(PGDs\)/Patient Specific Directions \(PSDs\) - Care Quality Commission \(cqc.org.uk\)](#)

Where a PSD is completed for one individual, this needs to be included in their electronic clinical record as this is the legal authorisation for administration (and the administration also recorded). In practice this is most likely to mean that the paper copy needs to be scanned into each individual's clinical record - [Records Management Code of Practice 2021](#) has further advice on scanning documents into clinical records. An example of this would be a PSD for a Covid vaccine that isn't covered within the National Protocol or PGD.

Alternatively, a clinic list of patients could be securely retained and each individual's record refer to it as the authority to administer but there would need to be a clear, auditable trail to be able to locate the original authorisation. This may be helpful for those on EMIS:

[Ardens EMIS Process for PSDs \(Patient Specific Directives\) : Ardens EMIS Web](#)  
[Ardens EMIS Process for PSDs \(Patient Specific Directives\) : Ardens EMIS Web](#)

The entry in both cases should be coded as "Administration of vaccine under patient specific direction".

Records must be retained in line with the [Records Management Code of Practice 2021](#)

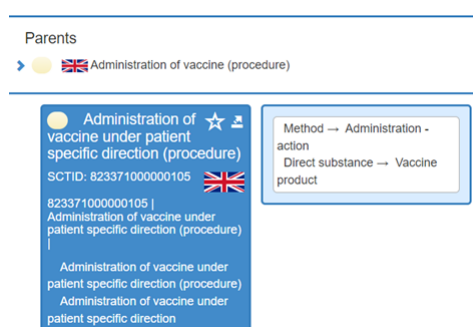
CQC have confirmed (personal communication) that as a regulator they cannot give specific advice for the exact wording for use with PSDs but have provided a link to national guidance [patient-specific-directions.pdf \(england.nhs.uk\)](#) which reiterates that found on SPS.

Additionally, where a vaccination clinic is being held, they have advised that a risk assessment process is carried out if administration of a vaccine cannot be added to patients' clinical records contemporaneously.


A separate policy / SOP (Standard Operating Procedure) will be required for:




- One off vaccines being administered via a PSD
- Vaccines administered via a PSD on a large scale e.g. flu clinics


In either case, the patient record should clearly state that the vaccination was given though the authorisation of the PSD and should be a clear audit trail to go back to the original documentation. There is a SNOMED code for this.



Parents

>  Administration of vaccine (procedure)

 Administration of vaccine under patient specific direction (procedure)  

SCTID: 82337100000105 

82337100000105 | Administration of vaccine under patient specific direction (procedure)

Administration of vaccine under patient specific direction (procedure)

Administration of vaccine under patient specific direction

Method → Administration - action

Direct substance → Vaccine product