



Family Nursing & Home Care

Standard Operating Procedures

**Obtaining consumables for the
administration of IV antibiotics by the
District Nursing team**

September 2023

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| August 2023 | 3 | DN teams to hold a small stock of items for out of hours, cost code removed and items added to list Database held by stores to use EMIS number only to identify patient | Tia Hall |
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Introduction

This Standard Operating Procedure has been developed to ensure all staff working within District Nursing team, stores staff and finance staff understand and follow the correct process in obtaining consumables for patients receiving Intravenous (IV) antibiotics in a community setting.

SOP 1 Procedure for the Order and Supply of Consumables

Purpose

To ensure the correct procedure for clinical staff involved in the ordering and administration of specified consumables required for the delivery of IV antibiotics in the community. This includes the collection, delivery to the patient's home and the payment of consumables used.

To ensure stores and finance team comply with Health and Community Service (HCS) requirements on the ordering and supply of IV consumables.

This process is for the use of consumables by The District Nursing Team **only** and **not** the Rapid Response Team.

Scope

All staff involved in the ordering of consumables where permitted. In-hospital wards included in this project are:

- Medical floor
- Surgical floor
- Samares Ward
- Sorel Ward (public patients only)
- Diabetes Centre

Core Requirements

Ordering Process

Consumables should be ordered based on how long the drug is to be administered. They must be ordered from FNHC stores and **charged to HCS**

| Antibiotic Bolus | Antibiotic Infusion |
|-------------------------------------|----------------------------|
| 2L Sharp Box | 2L Sharp Box |
| Red Needles | Red Needles |
| 20ml Syringes | Chloraprep 1ml |
| 10ml Syringes | 20ml Syringes |
| Y Connector | 10ml Syringes |
| Antibiotic Bolus | Antibiotic Infusion |
| Braun single lumen IV extension set | Free flow giving sets |

| | |
|-------------------------------|-------------------------------------|
| Clinell 2% disinfectant wipes | Y Connector |
| Disposable sterile towel | Clinell 2% disinfectant wipes |
| 20g Cannulas | Braun single lumen IV extension set |
| 22g Cannulas | Disposable sterile towel |
| | 20g Cannulas |
| | 22g Cannulas |

Antibiotics, diluents and flushes are to be obtained from pharmacy via a hospital prescription.

A spreadsheet that comprises the list of consumables, order codes and costs is available on Central Filing (District Nursing Services/DN Team IV Consumables). Family Nursing & Home Care will keep this spreadsheet updated.

Process

1. Planned discharge of patient with IV antibiotics.
2. Referral to FNHC to request IV antibiotics to be given in the community.
3. Each team should hold a limited stock of items to safely administer IV therapy out of usual stores hours
4. Patient discharged home with antibiotics, diluents and flush only. **No consumables will be given.**
5. FNHC staff to order/obtain up to 7 days' supply of consumables for the administration of IV antibiotics from FNHC stores to take to patient's home. Use the order form available on Central Filing (District Nursing Services/DN Team IV Consumables)
6. FNHC stores team will inform the Emergency Assessment Unit (EAU) as to the level of stock to be ordered using the order form available on Central Filing (District Nursing Services/DN Team IV Consumables).
7. EAU will raise an order to HCS from which costs will be paid.
8. The stores will be delivered to FNHC stores who will check the delivery order.

9. FNHC stores are to maintain a database of all patients referred from the in-hospital wards cited above for cross-referencing.

Details will include:

- EMIS Number
 - Discharge ward
 - Number of days IV supplies issued
10. FNHC stores to maintain correct levels of stock.
 11. EAU will maintain copies of orders for cross checking against database.
 12. FNHC stores to undertake a stock take every 6 months.

Financial Constraints

Only consumables listed in this document can be ordered through HCS for patients whose IV therapy is instigated by HCS. If there is a required change in procedure or consumables to be ordered, this must be discussed with and agreement sought through the Divisional Lead for Medicine & Emergency Care.