

# Key update to the Buckinghamshire Formulary October 2020

[www.bucksformulary.nhs.uk](http://www.bucksformulary.nhs.uk)

## Amber Protocol

## NEW electronic shared care agreement (SCA) letter and process

A NEW shared care agreement (SCA) letter and process have been developed to facilitate electronic communication between the specialist and GP and reduce delays in transfer of care.

The new process is particularly necessary during the COVID-19 pandemic when virtual clinics are required.

### What are the main differences?

- Sent and returned by email,
- Sent at the point when the patient is stable on treatment and ready for shared care
- Sent with the clinic letter stating the dose of treatment and follow up arrangements
- **Requires NO patient signature.** This is replaced by the specialist's statement confirming that the patient has received counselling and agrees to book and attend necessary blood test monitoring and contact the GP for the results.
- **Requires NO consultant or GP signature**

### Where can I find the new SCA letter?

- Linked [here](#)
- Linked to all shared care protocols (below 'Back up information and advice'). Shared care protocols are on the Bucks formulary guidelines page <http://www.bucksformulary.nhs.uk/docs/sc/>
- On DOCgen (currently for DMARDs only. This will be expanded to include all amber protocol drugs).

### What is the new SCA process and where can I find it?

See the SCA letter linked to the shared care protocols on the Bucks formulary guidelines page. It is summarized below:

#### The Specialist:

When the patient's treatment is stable and ready for transfer to shared care with the GP, the specialist:

1. Counsels the patient and provides written instructions.
2. Dictates an urgent clinic letter to the GP, stating the dose and follow-up arrangements
3. Dictates the SCA to accompany the clinic letter confirming
  - the monitoring requirements
  - The proposed date for GP prescribing to commence.
  - That the patient has been counselled understands his/her responsibilities and has received written instructions. **A patient signature is not required.**
4. Approves the clinic letter and SCA. If on DOCgen, they are automatically sent to the GP. If not on DOCgen, the specialist emails them both together to the GP secretaries
5. Provides a prescription for four weeks' supply, to allow time for transfer to shared care.

#### The GP:

1. Emails the specialist (using the specialty email address noted on the SCA), attaches the SCA, and confirms agreement to shared care or provides a reason why this is not possible.
2. Confirms in the email the name of the GP who accepts shared care. **A GP signature is not required.**

#### Use of the SCA letter on DOCgen / DOCman

1. The letter is generated on DOCgen in secondary care and viewed on DOCman in primary care.
2. The SCA is currently set up on DOCgen for all Disease modifying anti-rheumatic drugs (DMARDs) i.e. azathioprine, ciclosporin, hydroxychloroquine, leflunomide, mercaptopurine, methotrexate, penicillamine, sulfasalazine. This is being expanded to include all other amber protocol drugs.
3. If a drug is not on the DOCgen SCA, the Word version of the SCA should be completed by the specialist, saved as a PDF, and emailed to the GP

#### Records on Evolve

1. If the SCA has been completed on DOCgen, it automatically uploads onto Evolve.
2. If the SCA has not been completed on DOCgen, it is scanned and filed on Evolve
3. The GP reply is also scanned and filed on Evolve

**Any questions - contact the Medicines Resource Centre** by phone, weekdays 9am to 5pm: 01494 425355 or by email [bucks.medicinesresourcecentre@nhs.net](mailto:bucks.medicinesresourcecentre@nhs.net)