

[Insert your name and address]

[Insert chief executive name]

[Add hospital address]

[Insert date]

Dear [Insert name of chief executive]

**Re: Parkinson's UK – Get It On Time campaign meeting**

I am writing to ask if you could arrange a meeting with your trust's hospital manager, medication safety officer, chief nurse or director of nursing, me **[and/or]** a person affected by Parkinson's to discuss keeping people with Parkinson's safe and well.

It is vital that people with Parkinson's in hospital get their medication on time, every time. Late or missed medication can have serious consequences for a person with Parkinson's. Their symptoms can get out of control quickly, causing distress for everyone involved. Sometimes the deterioration they experience can be irreversible. They can also end up needing to stay in hospital longer if their medication is not given on time.

Yet the majority of people with Parkinson's who go into hospital do not get their medication on time. In the 2015 Parkinson's UK audit, just over 50% of Parkinson's patients reported not receiving their medication in hospital on time, every time.

**[Insert any local examples you may have here]**

It is vital that medicines administration is done efficiently and effectively to ensure people with Parkinson's remain in control of their condition, and also to minimise the financial impact on NHS trusts due to excess bed days.

There are three actions that hospitals can take to improve the safety of people with Parkinson's:

- Having a self-administration policy, so that those who can take their own medication are able and supported to do so.
- Allowing carers to stay outside visiting hours and, if they choose to do so, support the person with Parkinson's to take their medication.
- Encouraging professionals to access the UK Parkinson's Excellence Network's free training and resources on the condition to stay better informed.

I would be grateful if you would arrange a meeting as soon as possible to discuss the above and other possible solutions to ensure people with Parkinson's get their medication on time when in hospital.

I look forward to hearing from you.

Yours sincerely,

**[Add your name]**