

**Time critical medication, on time, every time. Ten recommendations for your hospital**

**Benchmarking template**

**Organisation:**

**Contact name:**

**Email:**

**Key**

* Green - This recommendation has fully implemented this recommendation and the outcomes are being monitored.
* Amber - Some progress has been made to implement this recommendation but further work is required.
* Red - No progress has been made to implement this recommendation

|  | **Recommendation Description** | **RAG Rating** **(Red / Green / Amber)** | **Please comment here to describe progress and actions against this recommendation.** |
| --- | --- | --- | --- |
| **1** | Parkinson’s medication is time critical medication. Time critical medications must be given within 30 minutes of when they are due, highlighted as a risk to patient safety and added to every hospital risk register. | This recommendation has been fully implemented and the outcomes are being monitored. |  |
| **2** | All staff within hospitals are made aware of time critical medication. Make this 3 minute video [Time Matters : It's Critical](https://vimeo.com/805944594/22c9f8169e) mandatory viewing for all staff.  | No progress has been made to implement this recommendation. |  |
| **3** | Hospitals identify which staff are to undertake further Parkinson’s medication training. | Some progress has been made to implement this recommendation but further work is required. |  |
| **4** | Hospitals develop, maintain and update a self-administration policy for those patients who can administer their own medication. The Policy should be reviewed regularly | Please select your RAG rating here |  |
| **5** | Hospitals identify all patients on time critical medication when they arrive in the Emergency Department (ED) or through an elective or emergency admissions unit. | Please select your RAG rating here |  |
| **6** | EDs and admissions units develop and update an agreed list of time critical medication visible to patients when they arrive so they feel empowered to inform staff that they take time critical medication. For elective admissions, people with Parkinson’s will have prepared themselves.  | Please select your RAG rating here |  |
| **7** | Hospitals have a designated pharmacist who is responsible for ordering and stocking the time critical medications in the ED and on appropriate admissions units and wards to ensure they are always available.  | Please select your RAG rating here |  |
| **8** | Where appropriate the prescribing of a patient's time critical medication should reflect their normal daily schedule and should continue during the full admission period. Hospital systems, including electronic prescribing where available, should be maximised to support this.  | Please select your RAG rating here |  |
| **9** | Ensure that hospitals have a Standard Operating Procedure / guideline for all time critical medication, including those patients who are nil by mouth (NBM) or require a nasogastric (NG) tube. This should signpost to one of the [NBM medication calculators.](https://www.parkinsons.org.uk/professionals/resources/nil-mouth-medication-dose-calculators-and-guidelines?gclid=CjwKCAiAleOeBhBdEiwAfgmXf3tT1FpT3EMTQ6ajZHpsUsw5JdtJ9DzTaIIFZjsrXzV2fIbtLHMNZBoCR30QAvD_BwE&gclsrc=aw.ds) | Please select your RAG rating here |  |
| **10** | Ensure hospitals devise and implement a system so that staff can administer all time critical medications outside of the normal medication rounds if self-administration is not appropriate. | Please select your RAG rating here |  |

**Further information**

For further information please contact: Jean Almond, Programme Manager ‑ Time Critical Medication, Parkinson's UK. jalmond@parkinsons.org.uk / 020 7963 9365

Discover [information and resources for professionals](https://www.parkinsons.org.uk/professionals/resources/time-critical-medication-and-get-it-time-campaign-resources) to support the campaign to make sure everyone with Parkinson's in hospital gets their medication **on time, every time**