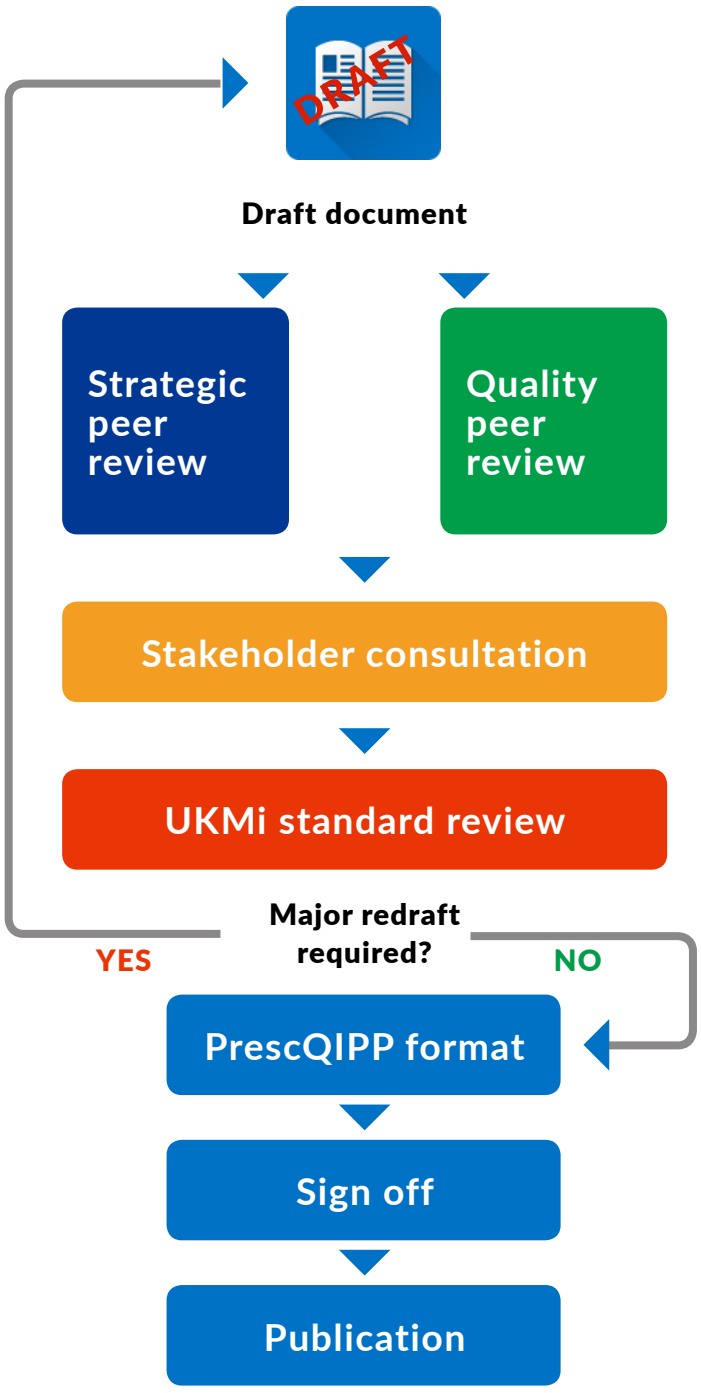
PrescQIPP Community Interest Company

PrescQIPP quality assurance (QA) process

PrescQIPP CIC's number one priority is ensuring that the quality and evidence base of our resources is of the highest standard. We regularly review our QA process to ensure that it is providing a robust framework.

Our work plan is designed in collaboration with our subscribers each year. Once the work plan is set, PrescQIPP's Medicines Optimisation director assigns the work plan items to the most appropriate authors. Our pool of experienced authors work to a comprehensive set of guidelines during the development of the initial drafts of the resources.



The completed drafts enter a two week peer review stage, which is comprised of:

- A strategic peer review
- A quality peer review

Strategic peer review

This review has a specific focus on CCG priorities across the PrescQIPP membership. The strategic peer reviewers, largely comprised of PrescQIPP's Council Members, are consider local impact and effect of the proposed resources. Strategic peer reviewers consider three questions:

- Does the proposed resource support my strategic needs at a local level?
- Do I support the position (recommendations) within the proposed resource?
- Does the proposed resource contain what I would need to deliver these changes locally?

Reviewers make additional comments and suggestions to challenge and/or improve the resource. The feedback for every item is captured and filed for transparency purposes, along with any conflict of interest statements.

Quality peer review

Run in parallel to the strategic review, this stage requires a minimum of three responses from members of the quality peer review group for each resource.

The primary focus of this group is to consider quality of the content and the writing of the resources in isolation from local or organisational considerations. The assigned quality reviewers are asked to consider the following questions:

- Do the documents provide a compelling case for the recommendations?
- Are there any key points missing from the evidence base that should be considered?
- Do you find the language within the resource to be clear, understandable and with a straightforward flow?
- Do you think any additional resources could improve implementation of this resource?
- Do you have any concerns around specific aspects of this resource? E.g. equality and diversity.

The group is encouraged to make additional comments and suggestions to challenge and/or improve the resource. The feedback for every item is captured and filed for transparency purposes along with any conflict of interest statements.

Post consultation update

When both reviews are closed, the document author will update the materials based on the comments received and produce a final draft. If significant changes are required to the document or conflicting opinions from different organisations arise, the Council of Members will need to make the final decision on the recommendations in the document. If the changes are significant or fundamentally different, the document may need to go back into strategic and/or quality peer review before going into stakeholder consultation.

Stakeholder consultation

Stakeholders are able to express an interest in taking part in a consultation on resources relevant to the work of their organisation or group. Stakeholders are required to register a point of contact with PrescQIPP and to complete an expression of interest form for relevant work plan items. Frequent updates are sent to registered contacts so that organisations can prepare to comment on the drafts.

All responses must be submitted on the response document provided and within the specified time period. Stakeholders are also provided with set questions, which are:

- Is the information in the resource factually correct?
- Do you support the position of the resource?
- Do you have any specific concerns that you would like to comment on?
- Is there any evidence that you feel is missing from the resource? (Please provide full reference and if necessary, where this can be accessed)

Submissions are considered by the author in the final edit of the document. Due to time constraints and high levels of interest, PrescQIPP cannot provide responses to specific questions, however responses will be carefully considered and key points flagged in forwarding notes to the UKMi standard review.

Each stakeholder will be provided with reference copies of the published resources for their records.

Final ratification and publication of bulletins

Once the final bulletin has been updated with any relevant information from stakeholder consultation it will progress to the Medicines Information review. This review is completed to a UKMi-level standard by an experienced UKMi Pharmacist.

Following the review and any resulting changes, the document(s) will be put into the final designed format, to be checked and then signed off by PrescQIPP's Chief Executive.

Documents are published on a secure area of the PrescQIPP website and are only accessible by PrescQIPP subscribers until they are made public (four months following publication).