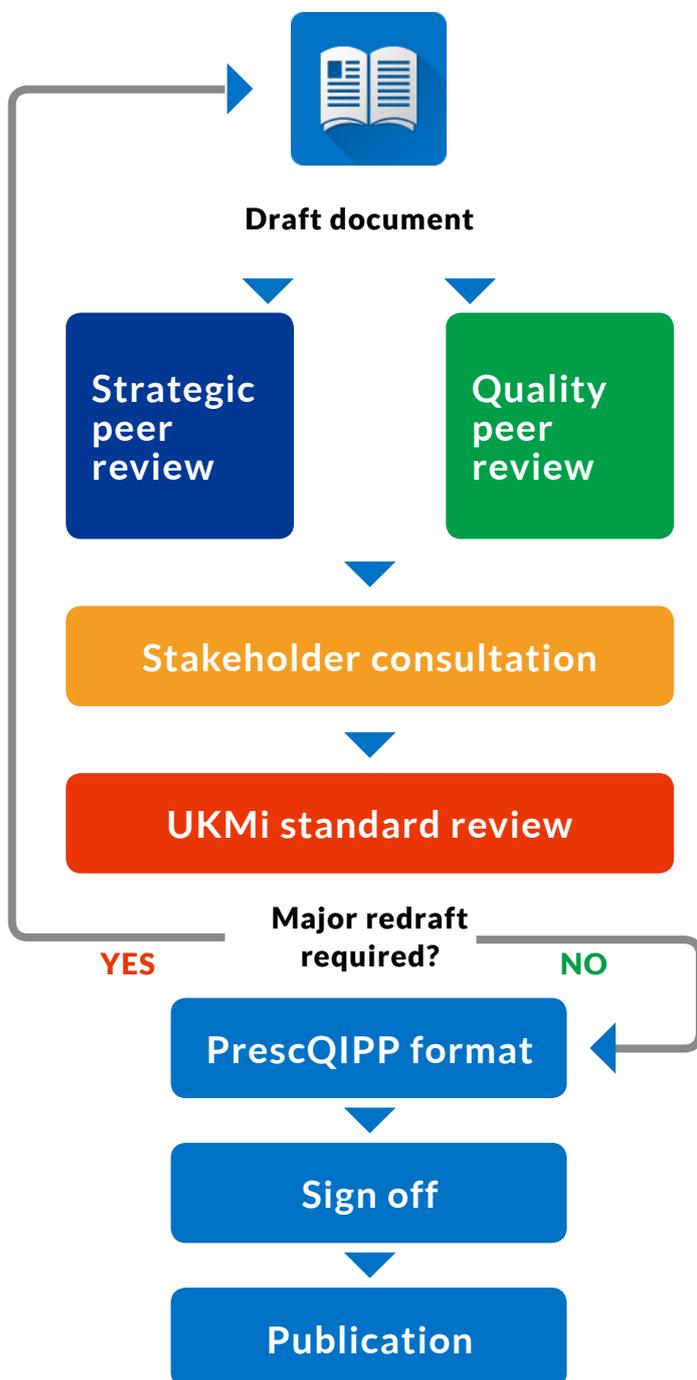


PrescQIPP quality assurance (QA) process

PrescQIPP'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, the PrescQIPP Primary Care Lead assigns the work plan items to the most appropriate author, who works to a comprehensive set of guidelines in order to come up with the initial draft of the resources.



Once the drafts are complete they enter the two week peer review stage of the QA process, comprised of:

- ▶ The strategic peer review
- ▶ The 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 Strategic Oversight Group members, is chiefly responsible for considering the proposed resources and their impact and effect locally. Three suggested questions will be posed to this group as part of this activity:

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

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.

If you are a CCG Lead (e.g. HoMM) and would like to be part of this group please contact help@prescqipp.info.

Quality peer review

This runs in parallel to the strategic peer review, with at least three members of the Quality Peer Review Group (led by Katie Smith, Director of East Anglia Medicines Information Service) contributing to the review of each PrescQIPP resource. This ensures that there is a clear, robust approach, and that there is a minimum level of response to each and every resource that is published.

The primary focus of this group is to consider the quality and writing of the bulletin, briefing and resources, in isolation of local or organisational considerations. In each review the assigned quality reviewers are asked to consider the resources from the following perspectives and comment further on any negative points:

- ▶ 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?

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.

If you would like to contribute to the quality peer review process, please contact lcahill@nhs.net

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 Strategic Oversight Group 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

As PrescQIPP resources go through the development cycle stakeholders are able to express an interest in taking part in the stakeholder consultation. Following the peer review stakeholders will receive draft, watermarked versions of the resource(s) for a one week consultation. Stakeholders are only able to comment on resources relating to their own products or areas of work.

In order to register their interest the stakeholders will need to complete and expression of interest form.

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)

All responses must be submitted in writing on the response document provided and within the specified time period to be considered.

Submissions will be considered by the document author in the final edit of the document. Any resulting changes will be submitted along with the responses to the final UKMi standard evidence review stage. Stakeholders will be informed that their response has been formally considered, along

with any discretionary commentary. Due to time constraints and high levels of interest, PrescQIPP cannot guarantee responses to specific questions, however responses will be carefully considered and key points flagged in forwarding notes to the UKMi standard review.

Once the resources are published each stakeholder will be provided with the bulletin and briefing documents 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 Chairperson (& Director of Strategic Prescribing).

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

PrescQIPP's horizon scan

The front page of the PrescQIPP website hosts a horizon scan section, which outlines the PrescQIPP resources that are currently in one of the above stages of development. It is updated frequently and provides an at-a-glance summary of the resources soon to be published.