

**Time critical medication, on time, every time: 10 recommendations for your hospital benchmarking template**

**Organisation:**

**Contact name:**

**Email:**

**Key**

**Green** - This recommendation has been fully implemented 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.

**Please note:** to read the 10 recommendations in full and access a range of tools and resources to support your work please visit [www.parkinsons.org.uk/time-critical-medication-resources](http://www.parkinsons.org.uk/time-critical-medication-resources)

|  | **Recommendation description** | **Action** | **Action lead (name)** | **RAG Rating and evidence**  **(Red/Amber/Green)** |
| --- | --- | --- | --- | --- |
| **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. |  |  | Please write your RAG rating and evidence here |
| **2** | All staff within hospitals are made aware of time critical medication. Make the 4 minute video Time Matters: It's Critical mandatory viewing for all staff. |  |  | Please write your RAG rating and evidence here |
| **3** | Hospitals identify which staff are to undertake further Parkinson’s medication training. |  |  | Please write your RAG rating and evidence here |
| **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 write your RAG rating and evidence 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 write your RAG rating and evidence 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 write your RAG rating and evidence 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 write your RAG rating and evidence 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 write your RAG rating and evidence here |
| **9** | Ensure that hospitals have a Standard Operating Procedure/guidelines 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. |  |  | Please write your RAG rating and evidence 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 write your RAG rating and evidence here |

**Further information**

For further information please contact:

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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.**