

ADDENDUM

Single Person Check Pilot: February 2025

The NHSGGC IV Medicine and Flush Administration policy V2 (2024), NHSGGC Safe and Secure Handling of Medicines Policy (2023) and Medicine Administration Guideline V2 (2024) all clearly outline a 2 person process for all IV route medicine preparation and administration, from beginning to end.

From October 2024, a pilot project has been undertaking testing a single person check process for IV route medicine administrations. A Short Life Working Group (SLWG) have been formed to oversee the project implementation.

The SLWG have developed a project charter (Appendix 1) clearly identifying the scope, measures and balancing measures to ensure no compromise to patient safety during a change in practice. The project is being run in phases, with each phase being in a stable state prior to onboarding new clinical teams and/or medicines in scope.

The clinical areas and teams involved in the single person check pilot and roll out will have exemption to the current 2 person check process outlined in:

- **IV Medicine and Flush Administration policy V2 (2024)**
- **Safe and Secure Handling of Medicines NHSGGC Core Policy (2023)**
- **Medicine administration guideline V2 (2024)**

ENDS



Project Charter Final
181024.pdf

Other resources that discuss the current 2 person check process are:

- Medicine administration fundamentals LearnPro module (GGC 315)
- IV Medicine Administration education resources and teaching materials
- Posters and visual prompts that include reference MI 331840

A robust governance process would be required to update or remove these resources from circulation within NHSGGC.