



Appendix 1

	TYPE OF INFORMATION	INFORMATION SOURCE	PHARMACY LEAD (S)	COMMUNICATION ROUTE	ACTION
1.	NatPSA Class 1 alert	NatPSA MHRA	PPH first responder (in hours) Pharmacy Services Exec (OOH)	PPH to provide initial communication as per drug alert process: CP Dev team for CPs* Pharmacy Services for information Generic mailboxes or point of contacts for specialist teams and acute*. Prescribing inbox for primary care* Prim Care support (GPs) Depute Medical director (acute) Dental consultant (dental) Director of Nursing Out of hours: email to PDC, on call pharmacist and CPs by Exec. (PPH will reissue	Communication within 24 hours. Alert to be assessed by PPh pharmacist for immediate and onward action. PPh will initiate coordination group inc representatives from relevant Pharmacy Services teams to risk assess the alert, review the actions required and engage other stakeholders who should be involved e.g. specialists for advice on managing affected patients or identifying alternative medication.



				to full list on opening)	
2.	Class 2-3 Medicines Recall	NatPSA MHRA	PPH	<p>Email communication to current drug alert distribution list.</p> <p>CP Dev team*</p> <p>Prescribing inbox*</p> <p>Pharmacy Services for information*</p> <p>Generic mailboxes or point of contacts for specialist teams and acute*.</p> <p>Prim Care support (GPs)</p> <p>Depute Medical director (acute)</p> <p>Dental consultant (dental)</p> <p>Director of Nursing</p>	<p>Class 2 – action within 48 hours</p> <p>Class 3 – action within 5 days.</p>
3.	Class 4 Medicines Notification	NatPSA MHRA	PPH	<p>Email communication to current drug alert distribution list.</p> <p>CP Dev team*</p> <p>Prescribing inbox*</p>	<p>Medicines Defect notifications, caution in use.</p> <p>Now includes company led medicines notification or recalls.</p>



				<p>Pharmacy Services for information</p> <p>Generic mailboxes or point of contacts for specialist teams and acute.*</p> <p>Prim Care support (GPs)</p> <p>Depute Medical director (acute)</p> <p>Dental consultant (dental)</p> <p>Director of Nursing</p>	
4.	National Patient Safety Alerts	NatPSA	<p>PPH for communication</p> <p>Meds Gov, ADTC SUM for assessment</p>		<p>Each alert to be reviewed to assess appropriate comms.</p> <p>Often comes with associated actions as advised by MG and ADTC SUM.</p>
5	Shortages	Various inc NatPSA DHSC	Individual clinical teams inc acute, primary care and MI.	Not required – managed via existing comms and processes.	Not required – managed via existing comms and processes.
6	MSAN	Scottish Government			
7	Health and Safety alerts	NHS Services Scotland (NSS) to GGC health and safety	Pharmacy Services corporate admin	To affected clinical areas	Response to H&S of action
8	Device safety Information				
9	Field Safety Notice				



10	Health protection alert	Public Health Scotland (PHS) UKHSA	PPH	As requested by Consultant in Public Health. PPH via Pharmacy Services weekly bulletin	GGC Public Health Protection Unit will screen and share info as required. Usually for information. Advice on actions to be provided if applicable.
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*See policy document for details on action required.