

Approving Patient Group Directions (PGDs)

Superintendents are required to approve and sign the Patient Group Directions (PGDs) that will appear for pharmacist users when they're logged into the Service Hub Manager in ProScript Connect.

⚠ Before approving any PGDs, you must ensure a Signed Approved PGD document exists at your organisation.

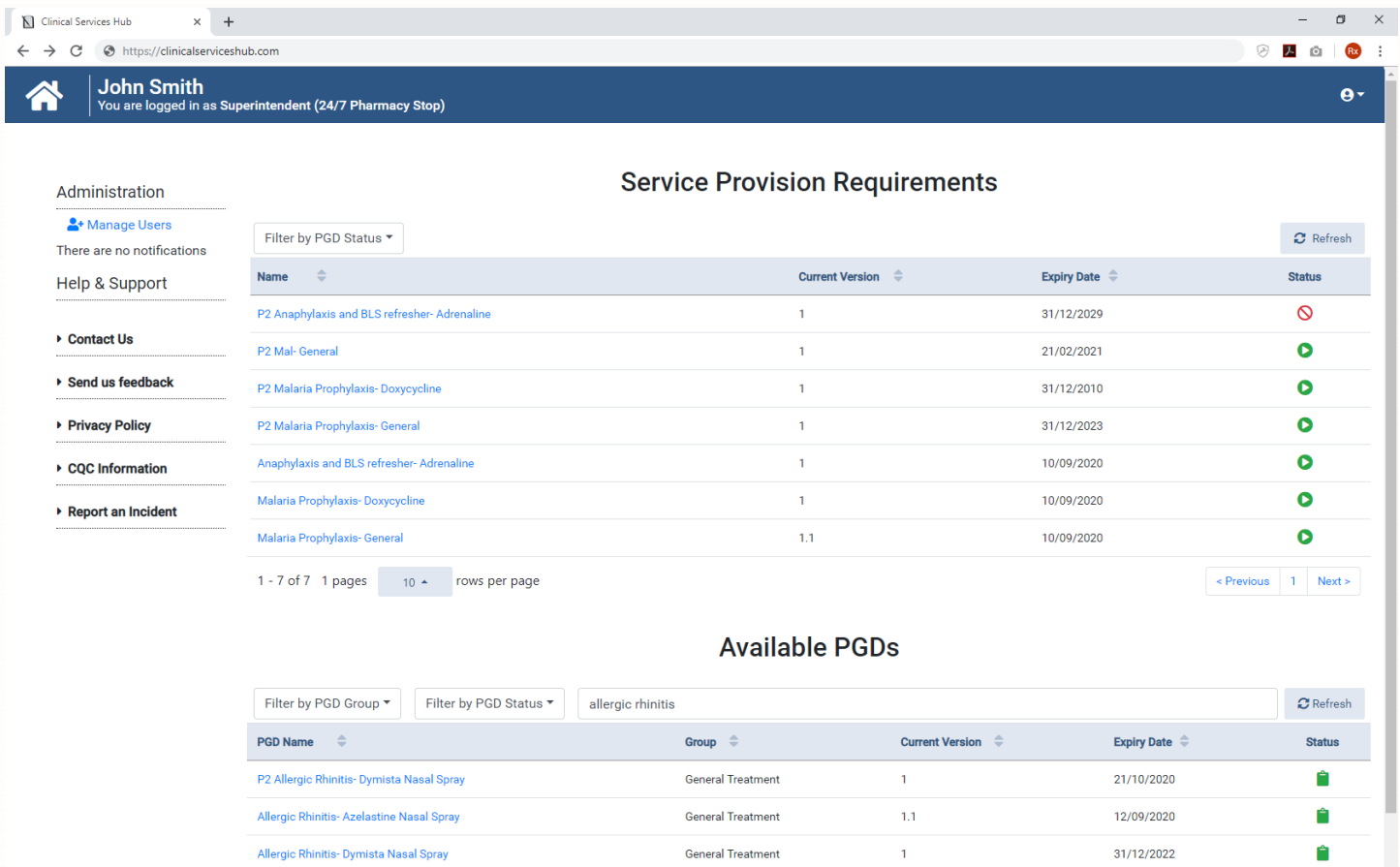
PGD Statuses

There are several statuses that you may see within the *Available PGDs* grid. These are explained below.

Status	Definition
Not Approved	The PGD has not been approved and will not be accessible within the Service Hub Manager in ProScript Connect.
Approved	The PGD has been approved but the Signed Approved PGD document has not been uploaded.
Approved (Signed)	The PGD has been approved and the Signed Approved PGD document has been uploaded.
Cancelled	This PGD has been cancelled by the PGD Provider and is no longer available.

Approving PGDs

1. To begin, access and log-in to the Clinical Services Hub website at <https://clinicalserviceshub.com/>
2. From the Clinical Services Hub main page, use the available filters to search for and locate the PGD that you wish to approve within the *Available PGDs* grid.



The screenshot shows the Clinical Services Hub interface. At the top, the user is logged in as John Smith, Superintendent (24/7 Pharmacy Stop). The main content area is divided into two sections: 'Service Provision Requirements' and 'Available PGDs'.

Service Provision Requirements

Filter by PGD Status: [Dropdown]

Name	Current Version	Expiry Date	Status
P2 Anaphylaxis and BLS refresher- Adrenaline	1	31/12/2029	⊘
P2 Mal- General	1	21/02/2021	⊕
P2 Malaria Prophylaxis- Doxycycline	1	31/12/2010	⊕
P2 Malaria Prophylaxis- General	1	31/12/2023	⊕
Anaphylaxis and BLS refresher- Adrenaline	1	10/09/2020	⊕
Malaria Prophylaxis- Doxycycline	1	10/09/2020	⊕
Malaria Prophylaxis- General	1.1	10/09/2020	⊕

1 - 7 of 7 1 pages 10 rows per page < Previous 1 Next >

Available PGDs

Filter by PGD Group: [Dropdown] Filter by PGD Status: [Dropdown] allergic rhinitis Refresh

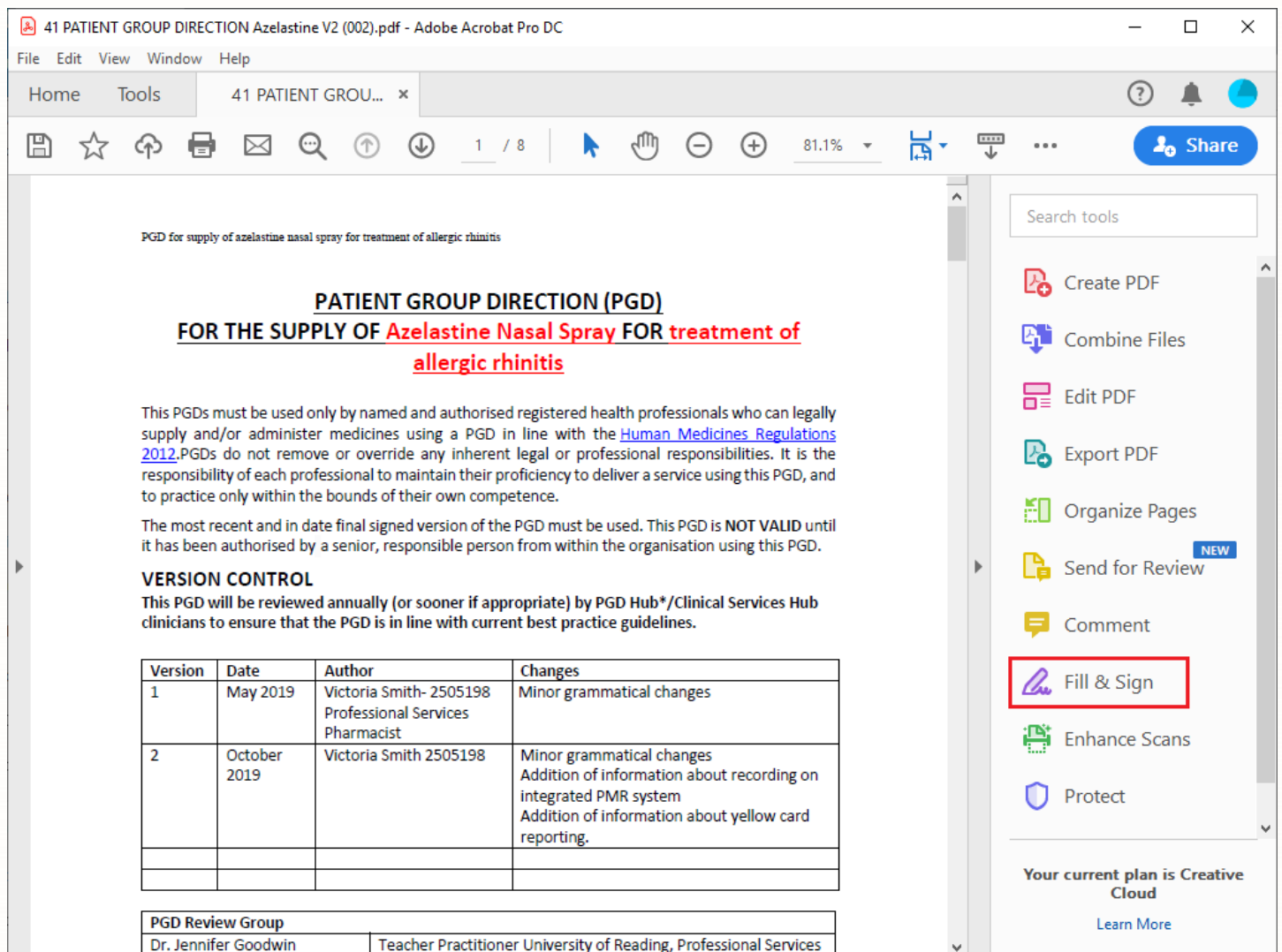
PGD Name	Group	Current Version	Expiry Date	Status
P2 Allergic Rhinitis- Dymista Nasal Spray	General Treatment	1	21/10/2020	🗑️
Allergic Rhinitis- Azelastine Nasal Spray	General Treatment	1.1	12/09/2020	🗑️
Allergic Rhinitis- Dymista Nasal Spray	General Treatment	1	31/12/2022	🗑️

3. Select the **name** of the PGD within the *PGD Name* column.

Uploading the Signed Approved PGD Document

An *Authorised PGD* must be downloaded, signed and then re-uploaded. The *Authorised PGD (Signed)* that is uploaded must be a .pdf file. We recommend that you digitally sign PGDs using Adobe Acrobat. If you do not have this software available, you can download, print, scan the document into your PC and then upload it.

1. From the PGD Viewer, select the *PGD Documents* tab.
2. Select the *Authorised PGD* document to download it.
3. Open the document in Adobe Acrobat. Select *Fill & Sign* from the list of options down the right-hand side.



41 PATIENT GROUP DIRECTION Azelastine V2 (002).pdf - Adobe Acrobat Pro DC

File Edit View Window Help

Home Tools 41 PATIENT GROU... x

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PGD for supply of azelastine nasal spray for treatment of allergic rhinitis

PATIENT GROUP DIRECTION (PGD)
FOR THE SUPPLY OF Azelastine Nasal Spray FOR treatment of allergic rhinitis

This PGDs must be used only by named and authorised registered health professionals who can legally supply and/or administer medicines using a PGD in line with the [Human Medicines Regulations 2012](#). PGDs do not remove or override any inherent legal or professional responsibilities. It is the responsibility of each professional to maintain their proficiency to deliver a service using this PGD, and to practice only within the bounds of their own competence.

The most recent and in date final signed version of the PGD must be used. This PGD is **NOT VALID** until it has been authorised by a senior, responsible person from within the organisation using this PGD.

VERSION CONTROL
 This PGD will be reviewed annually (or sooner if appropriate) by PGD Hub*/Clinical Services Hub clinicians to ensure that the PGD is in line with current best practice guidelines.

Version	Date	Author	Changes
1	May 2019	Victoria Smith- 2505198 Professional Services Pharmacist	Minor grammatical changes
2	October 2019	Victoria Smith 2505198	Minor grammatical changes Addition of information about recording on integrated PMR system Addition of information about yellow card reporting.

PGD Review Group
 Dr. Jennifer Goodwin | Teacher Practitioner University of Reading, Professional Services

Search tools

- Create PDF
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- Organize Pages
- Send for Review **NEW**
- Comment
- Fill & Sign**
- Enhance Scans
- Protect

Your current plan is Creative Cloud
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4. Select the **[Fill and sign]** button on the next screen that appears.

41_PATIENT_GROUP_DIRECTION_Azelastine_unauthorised_2019-05-29_04_24 (2).pdf - Adobe Acrobat Reader DC

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Fill & Sign

Close


What do you want to do?



Fill, sign and send

Fill form fields, add text and draw or type your signature.

Fill and sign



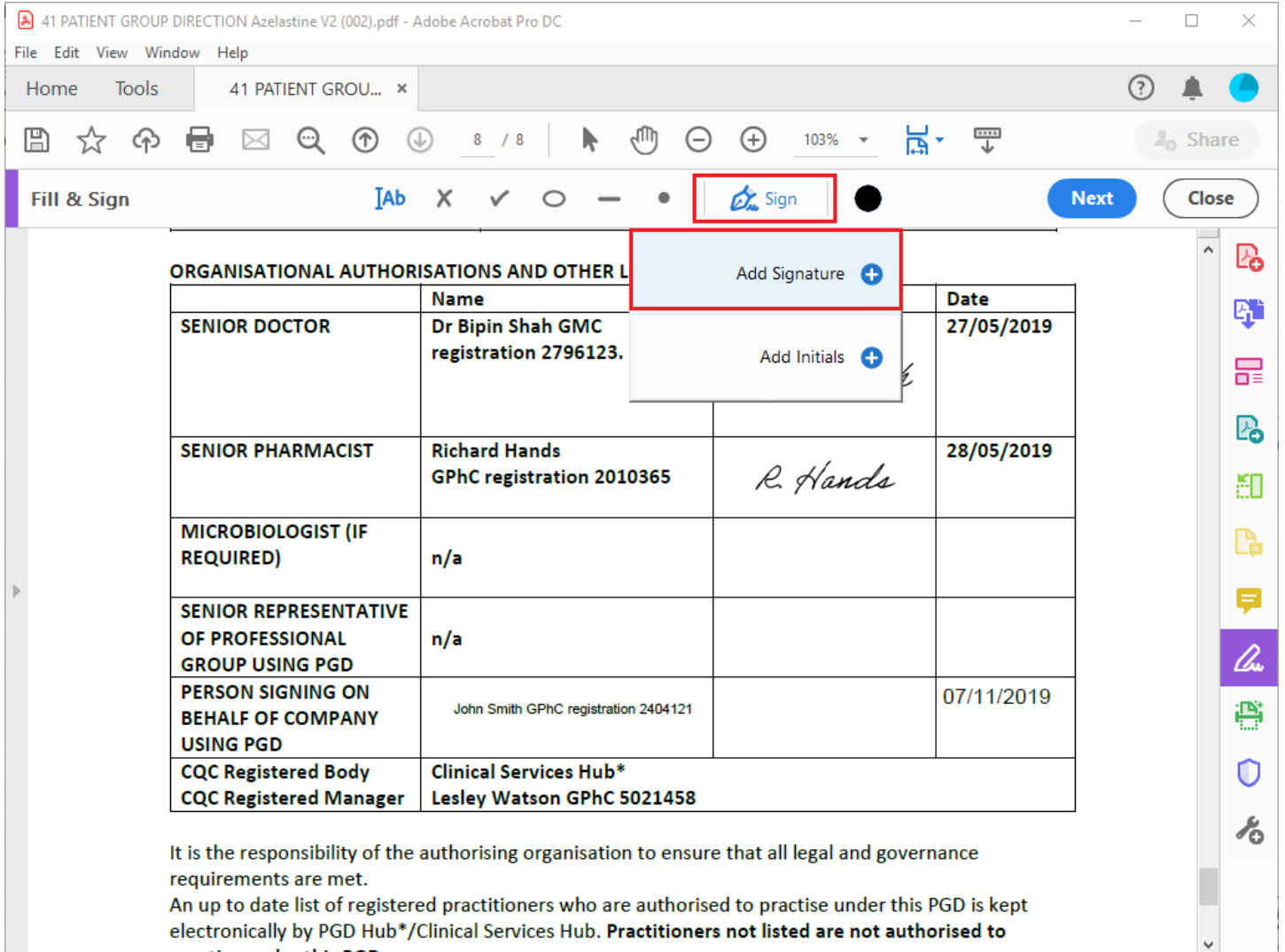
Get others to sign

Add signers, mark where to fill and sign, send it out and track progress.

Request signatures

Vertical toolbar on the right side of the window containing various PDF editing tools.

- Once you have read and approved the PGD, scroll down to the section that requires your signature. Click inside the relevant boxes to add your name and date. Select the **[Sign]** button on the *Fill & Sign* ribbon at the top of the screen and select **[Add Signature]**.



41 PATIENT GROUP DIRECTION Azelastine V2 (002).pdf - Adobe Acrobat Pro DC

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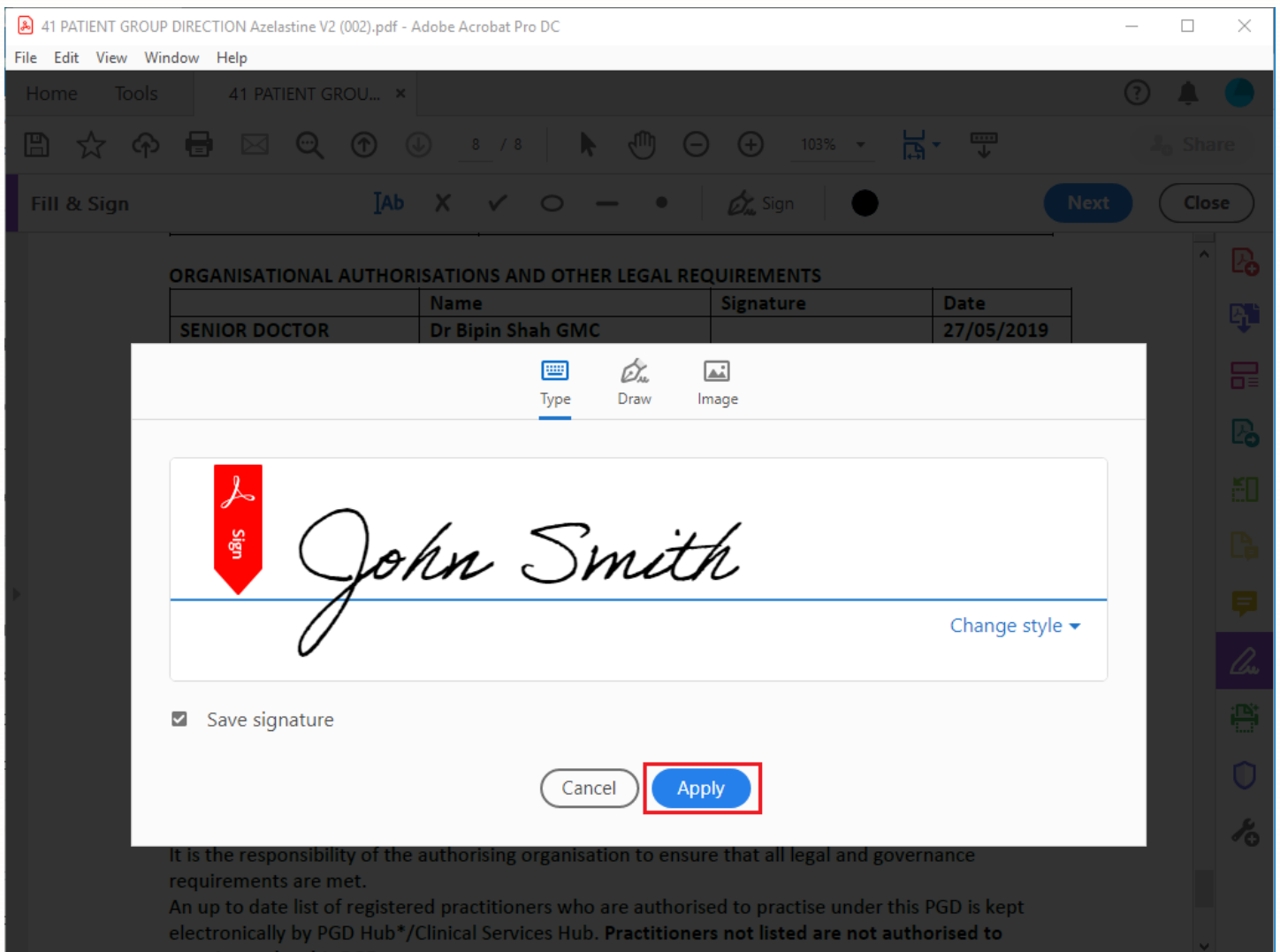
Fill & Sign [Ab] X ✓ ○ - • **Sign** Next Close

ORGANISATIONAL AUTHORISATIONS AND OTHER L			
	Name		Date
SENIOR DOCTOR	Dr Bipin Shah GMC registration 2796123.	Add Signature + Add Initials +	27/05/2019
SENIOR PHARMACIST	Richard Hands GPhC registration 2010365	<i>R. Hands</i>	28/05/2019
MICROBIOLOGIST (IF REQUIRED)	n/a		
SENIOR REPRESENTATIVE OF PROFESSIONAL GROUP USING PGD	n/a		
PERSON SIGNING ON BEHALF OF COMPANY USING PGD	John Smith GPhC registration 2404121		07/11/2019
CQC Registered Body	Clinical Services Hub*		
CQC Registered Manager	Lesley Watson GPhC 5021458		

It is the responsibility of the authorising organisation to ensure that all legal and governance requirements are met.

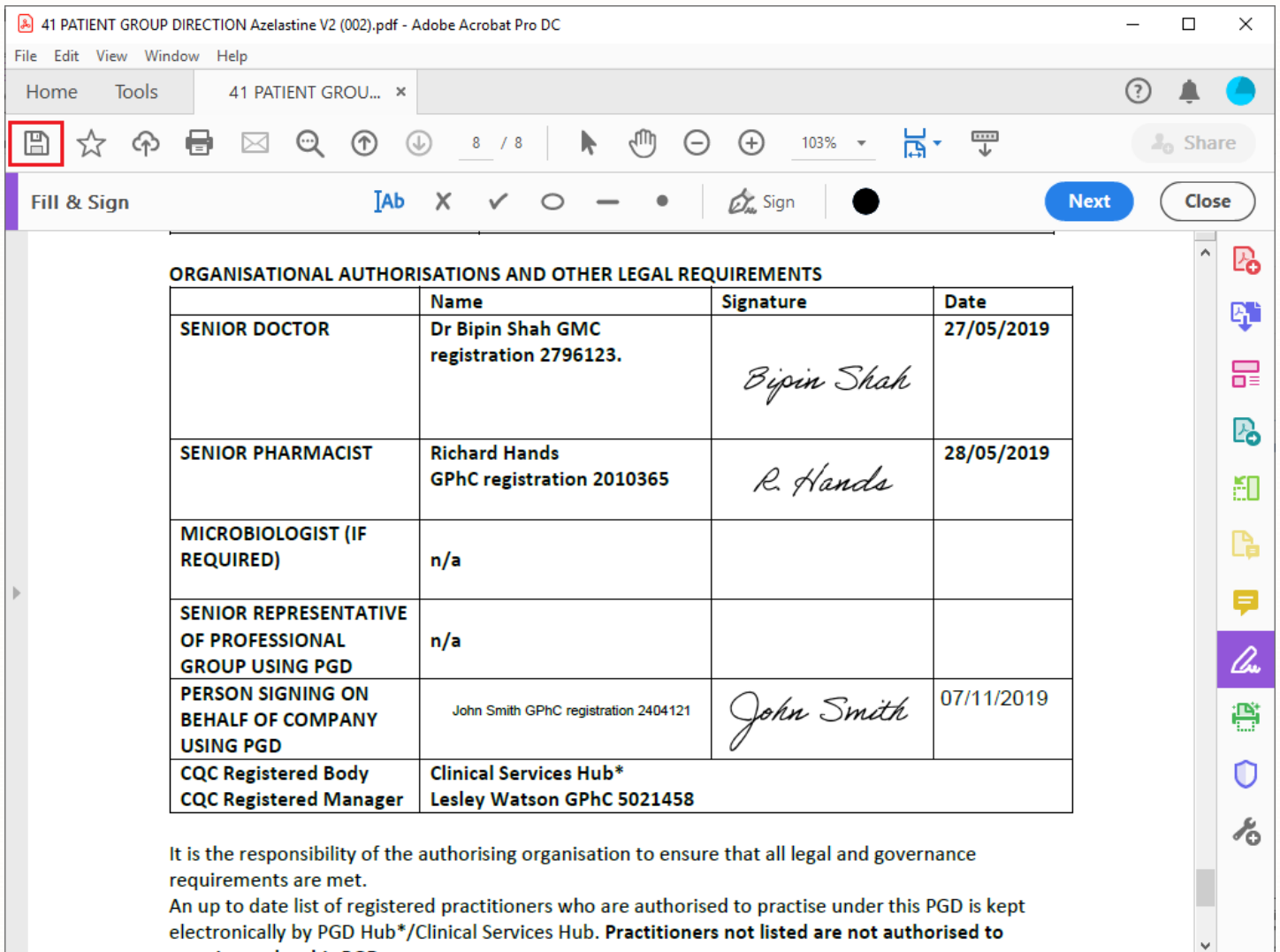
An up to date list of registered practitioners who are authorised to practise under this PGD is kept electronically by PGD Hub*/Clinical Services Hub. **Practitioners not listed are not authorised to practise under this PGD.**

6. A pop-up window displays giving you the option to either type, draw or upload an image of your signature. Select the most suitable option and select the **[Apply]** button once finished.



7. The signature will now appear on the screen. Place it within the appropriate box in the document.

8. Save the document by selecting the **[Save file]** button in the top left-hand corner.



41 PATIENT GROUP DIRECTION Azelastine V2 (002).pdf - Adobe Acrobat Pro DC

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Save file ☆ ↻ 🖨️ ✉️ 🔍 ⬆️ ⬇️ 8 / 8 | 🖱️ 🖱️ - + 103% 📄 📄 Share

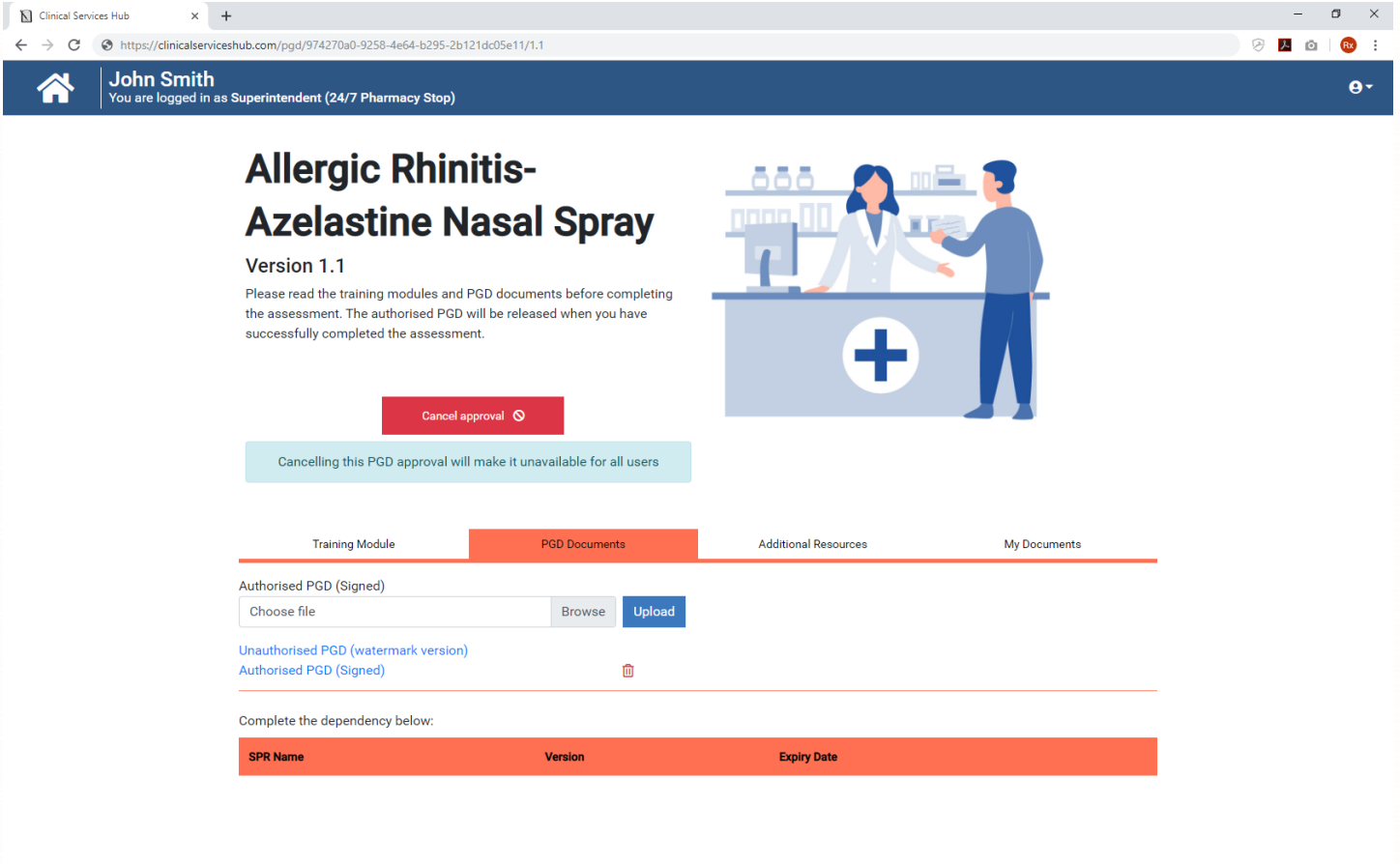
Fill & Sign [Ab] X ✓ ○ - • Sign Next Close

ORGANISATIONAL AUTHORISATIONS AND OTHER LEGAL REQUIREMENTS			
	Name	Signature	Date
SENIOR DOCTOR	Dr Bipin Shah GMC registration 2796123.	<i>Bipin Shah</i>	27/05/2019
SENIOR PHARMACIST	Richard Hands GPhC registration 2010365	<i>R. Hands</i>	28/05/2019
MICROBIOLOGIST (IF REQUIRED)	n/a		
SENIOR REPRESENTATIVE OF PROFESSIONAL GROUP USING PGD	n/a		
PERSON SIGNING ON BEHALF OF COMPANY USING PGD	John Smith GPhC registration 2404121	<i>John Smith</i>	07/11/2019
CQC Registered Body CQC Registered Manager	Clinical Services Hub* Lesley Watson GPhC 5021458		

It is the responsibility of the authorising organisation to ensure that all legal and governance requirements are met.
An up to date list of registered practitioners who are authorised to practise under this PGD is kept electronically by PGD Hub*/Clinical Services Hub. **Practitioners not listed are not authorised to practise under this PGD.**

9. Return to the PGD Viewer in your web browser. Select the **[Browse]** button within the *Authorised PGD (Signed)* section to choose the document to upload.

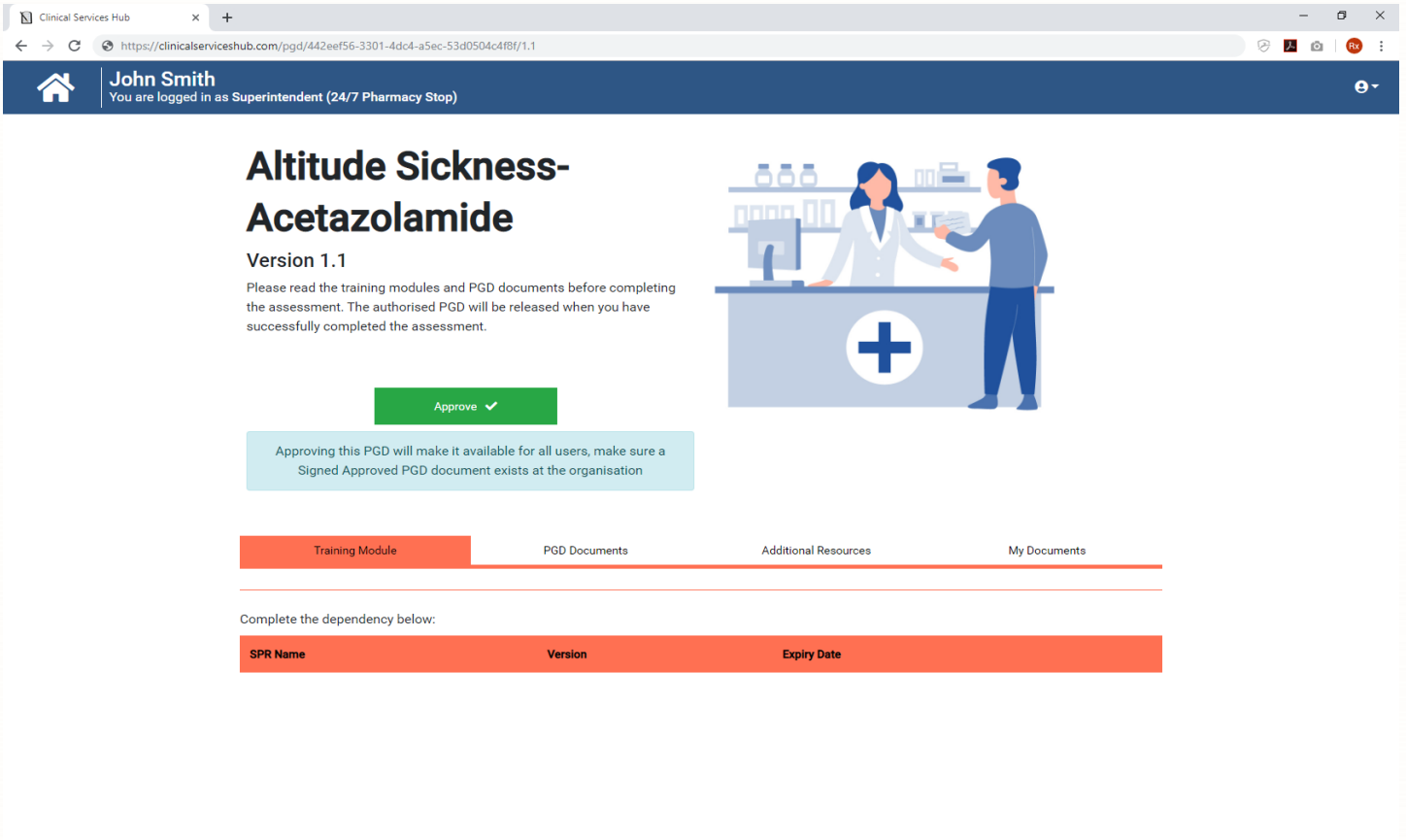
10. Select the **[Upload]** button. The document is uploaded and appears on the *PGD Documents* tab as *Authorised PGD (Signed)*.



The screenshot shows a web browser window with the URL <https://clinicalserviceshub.com/pgd/974270a0-9258-4e64-b295-2b121dc05e11/1.1>. The user is logged in as John Smith, a Superintendent (24/7 Pharmacy Stop). The main content area is titled "Allergic Rhinitis-Azelastine Nasal Spray" (Version 1.1). Below the title, there is a "Cancel approval" button and a message: "Cancelling this PGD approval will make it unavailable for all users". A navigation bar includes "Training Module", "PGD Documents" (selected), "Additional Resources", and "My Documents". Under "PGD Documents", there is a section for "Authorised PGD (Signed)" with a "Choose file" input, "Browse" button, and "Upload" button. Below this, there is a section for "Unauthorised PGD (watermark version)" with a "Choose file" input, "Browse" button, and "Upload" button. A table below shows a dependency to be completed.

SPR Name	Version	Expiry Date

11. The PGD Viewer displays. Select the **[Approve]** button. The PGD is now approved for all users within your organisation. The PGD *Status* will now display as *Approved (Signed)* in the *Available PGDs* grid.



Altitude Sickness-Acetazolamide
Version 1.1

Please read the training modules and PGD documents before completing the assessment. The authorised PGD will be released when you have successfully completed the assessment.

Approve ✓

Approving this PGD will make it available for all users, make sure a Signed Approved PGD document exists at the organisation

Training Module | PGD Documents | Additional Resources | My Documents

Complete the dependency below:

SPR Name	Version	Expiry Date

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	10 November 2020		Elyas Khalifa

Contact us

For more information contact:
Telephone: 0344 209 2601

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