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.

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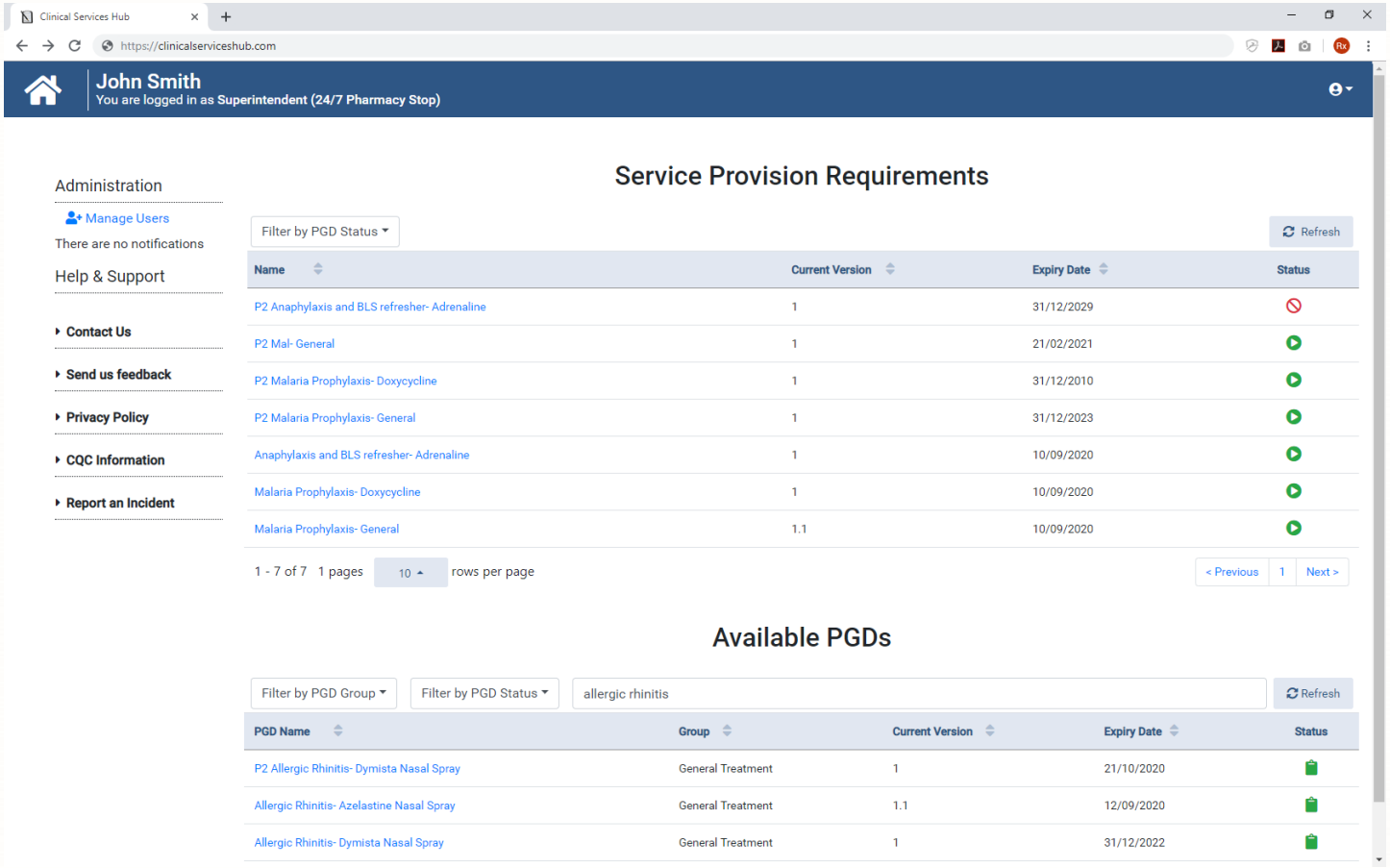
Approving PGDs

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.



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

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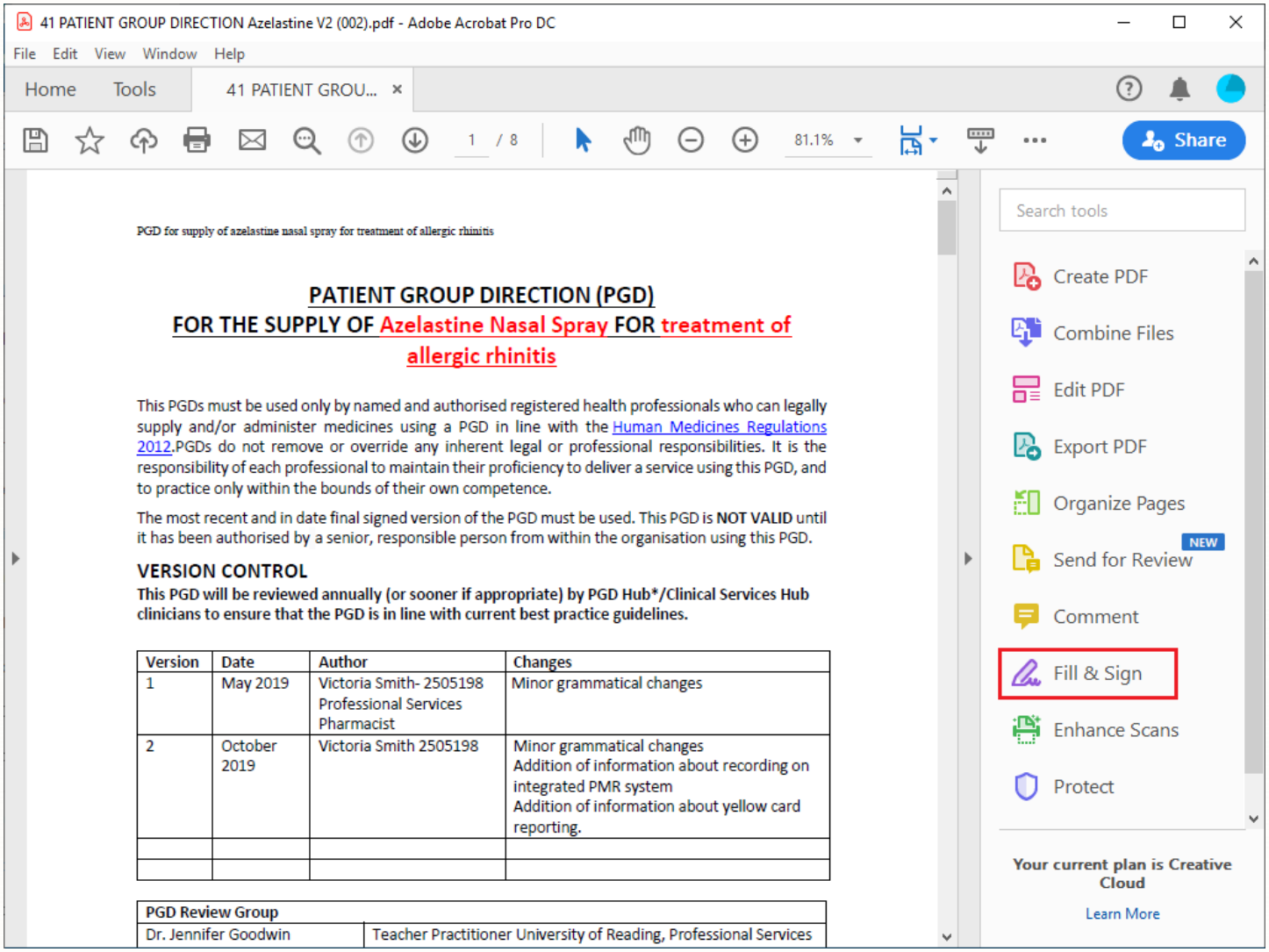
Uploading the Signed Approved PGD Document

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.



4. Select the **[Fill and sign]** button on the next screen that appears.

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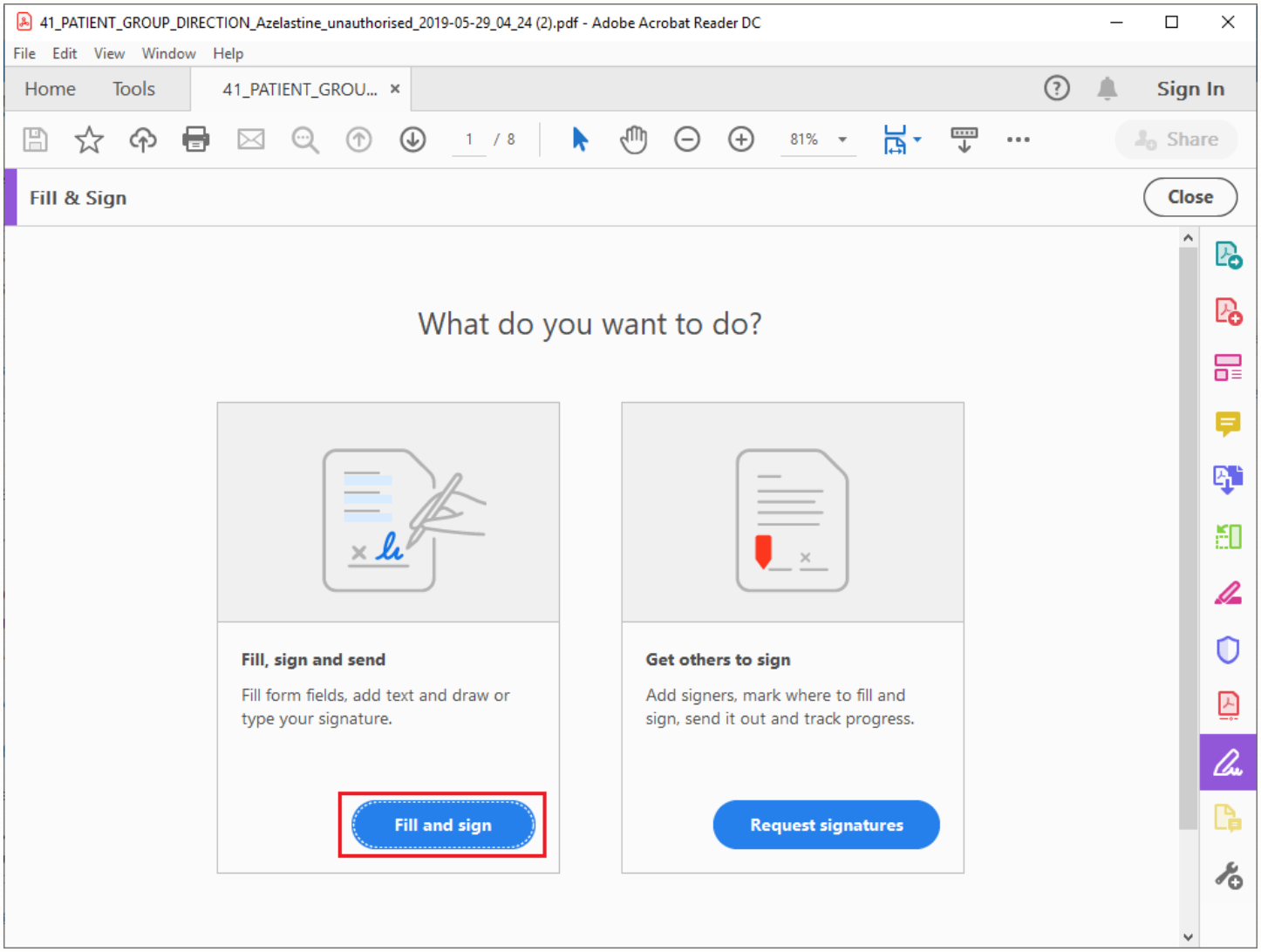
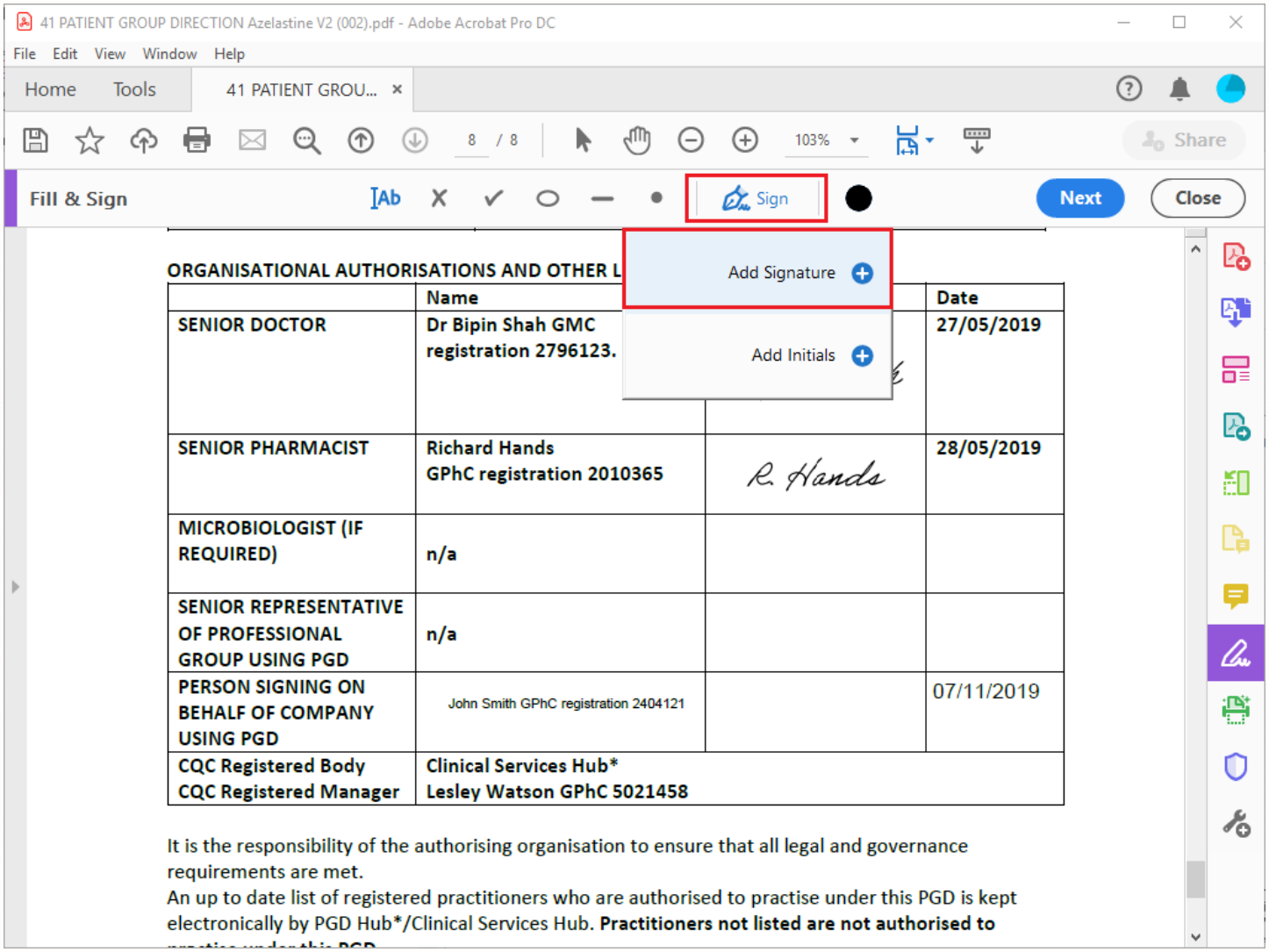

41_PATIENT_GROUP_DIRECTION_Azelastine_unauthorised_2019-05-29_04_24 (2).pdf - Adobe Acrobat Reader DC
File Edit View Window Help
Home Tools
41_PATIENT_GROU...
Sign In
1 / 8
81%
Share
Fill & Sign
Close
What do you want to do?
Fill, sign and send
Fill form fields, add text and draw or type your signature.
Fill and sign
Get others to sign
Add signers, mark where to fill and sign, send it out and track progress.
Request signatures

5. 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]**.



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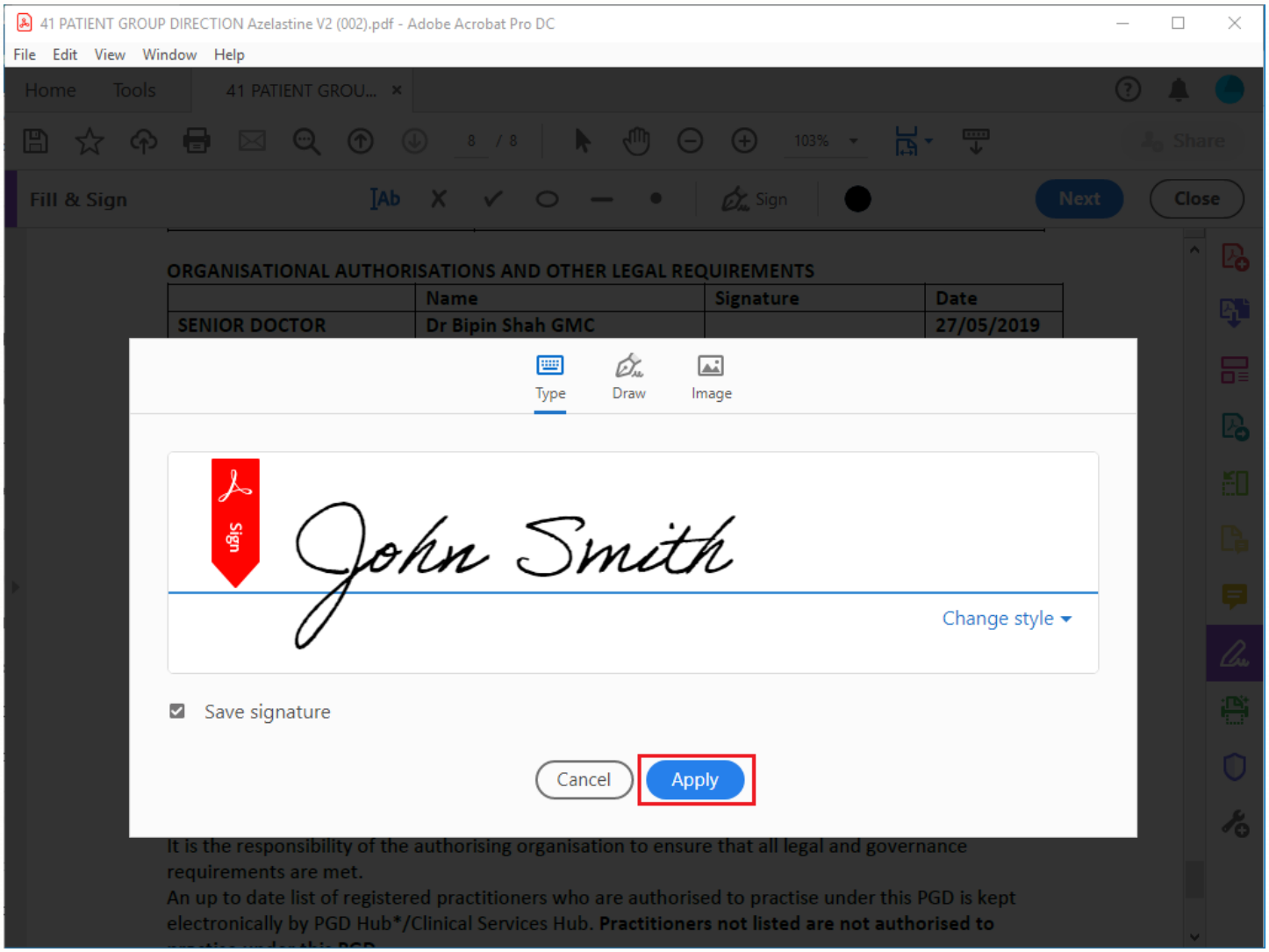
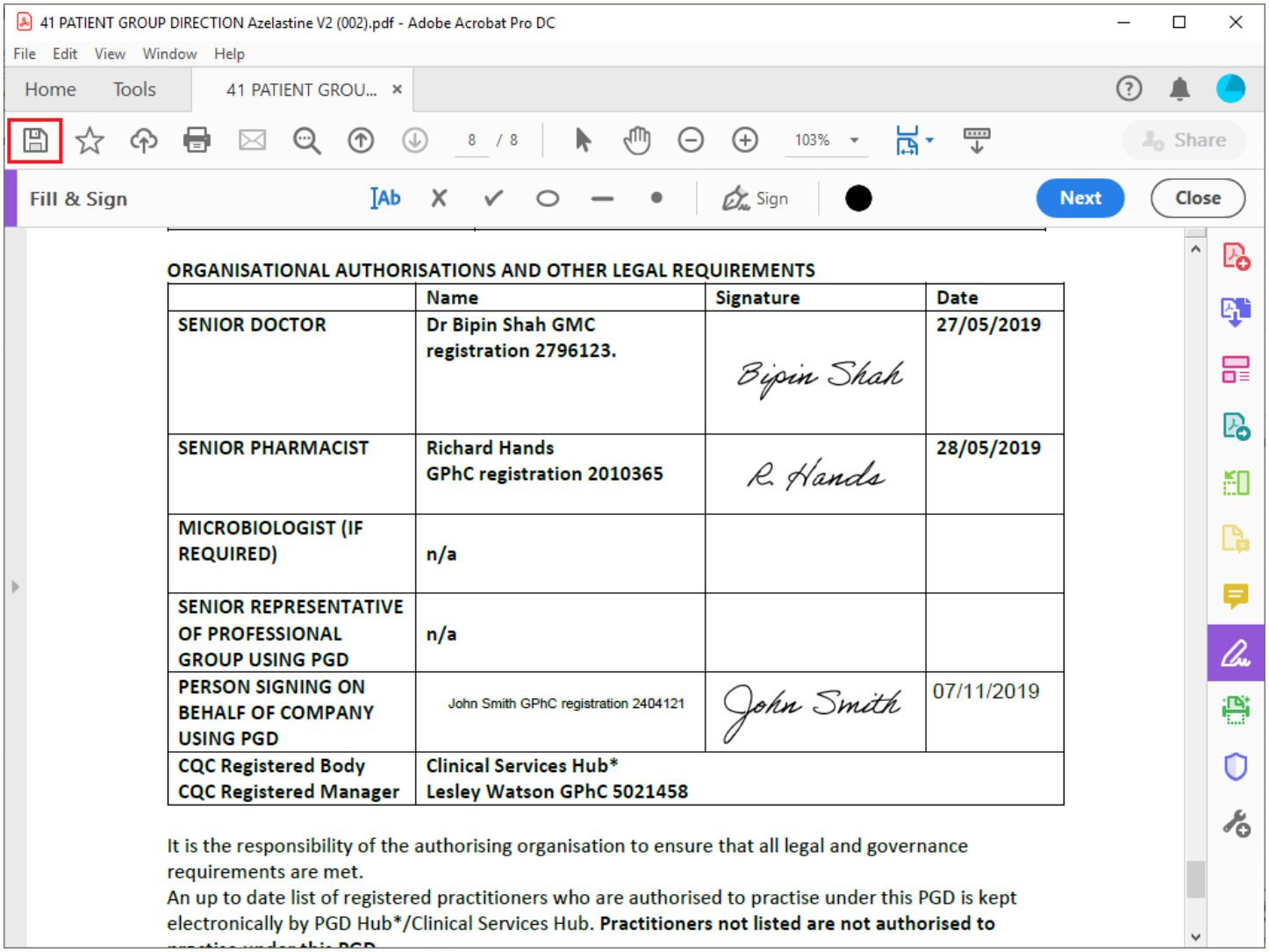
6. A pop-up window displays giving you the option to either type, draw or upload an image of your signature. Select the most suitable option and select the **[Apply]** button once finished.



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.



ORGANISATIONAL AUTHORISATIONS AND OTHER LEGAL REQUIREMENTS

	Name	Signature	Date
SENIOR DOCTOR	**Dr Bipin Shah GMC registration 2796123.**	Bipin Shah	**27/05/2019**
SENIOR PHARMACIST	**Richard Hands GPhC registration 2010365**	R. Hands	**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	John Smith	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**

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.

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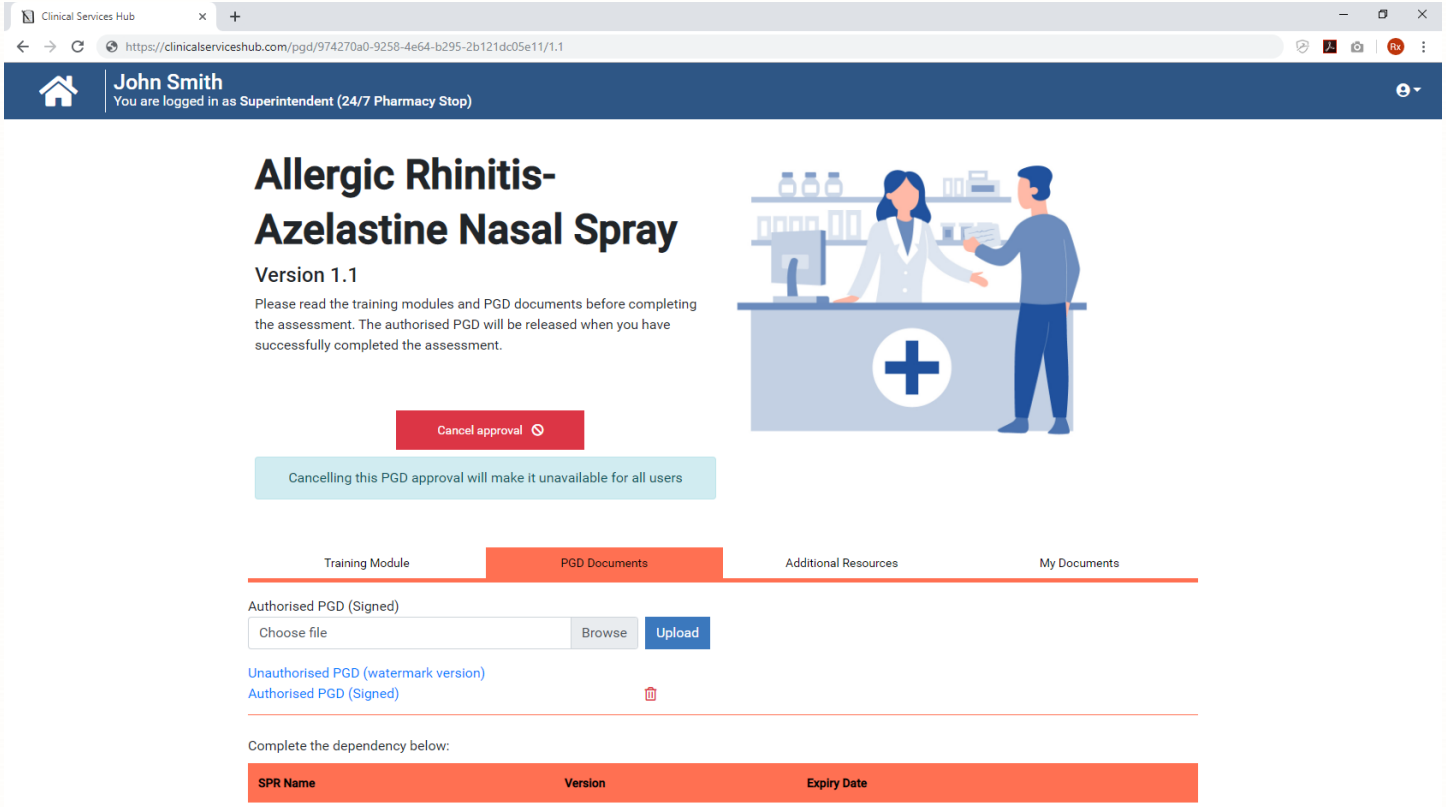
10. Select the **[Upload]** button. The document is uploaded and appears on the *PGD Documents* tab as *Authorised PGD (Signed).*



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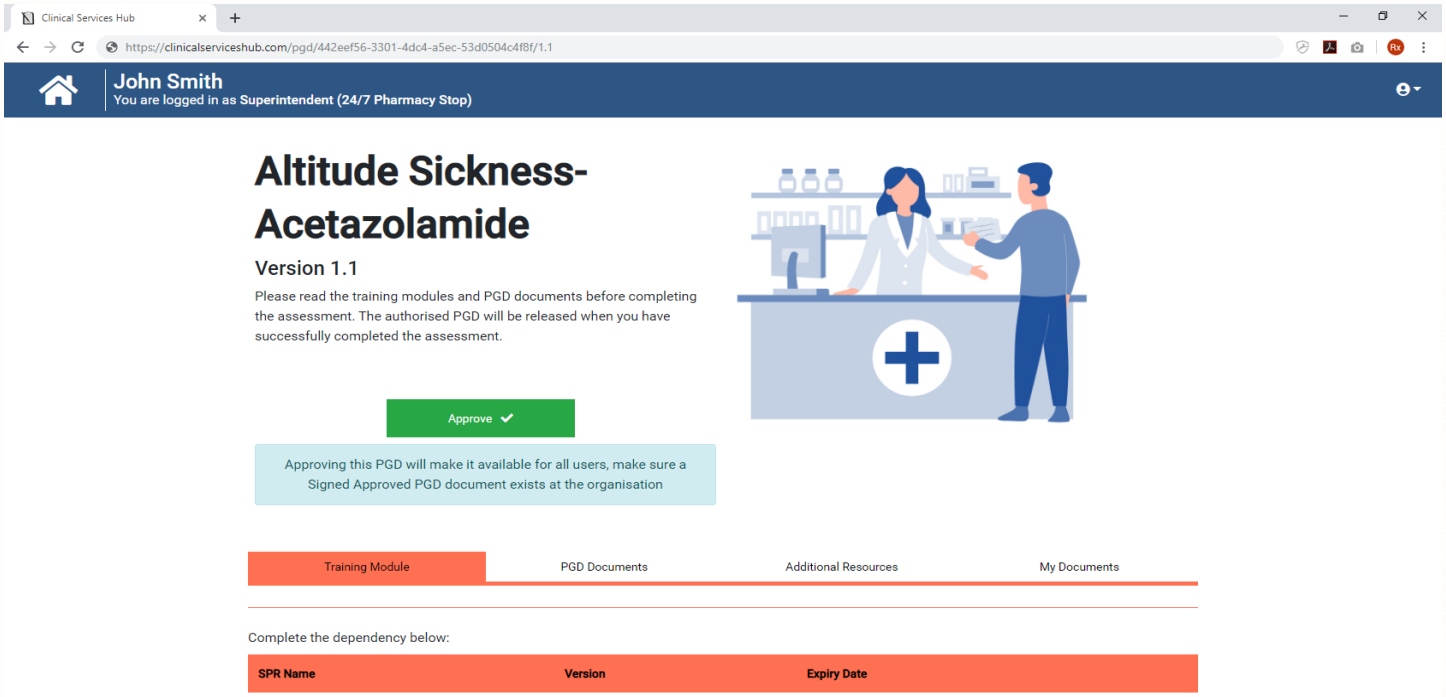
11. The PGD Viewer displays. Select the **[Approve]** button. The PGD is now approved for all users within your organisation. The PGD *Status* will now display as *Approved (Signed)* in the *Available PGDs* grid.



Revision History

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

Contact us

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