

Direction to Administer forms update – Update on forms used to authorise medication administration to patients by community nurses.

The Direction to Administer (DA) forms have been in use for just over 5 months. We would like to thank everyone for implementing the use of these forms which has demonstrated significant benefits to patient care. Benefits reported to us so far include timely delivery of patient care, reduced risk of patient harm, greater efficiency, saving of staff time and environmental benefits through reduced fuel usage.

Useful reminders to prevent delays in patient care are:

1. Ensure the DA forms on SystemOne are saved as 'final'. The governance policy for community nurses to administer medicines specifies that the form must be the final version, so that no further edits can be made.
2. Include GMC/registration number so that nurses can verify prescriber registration.
3. Inform the nursing team that a new DA has been completed when medication or dosing schedule has been changed.

A new feature has been introduced to improve clarity on the use of DA forms. The **Discontinued DA form** feature allows the clear labelling of forms that are no longer in use due to a medication or dose change. This aims to streamline navigation to help ensure that teams are working with the most current forms.

How to guides are linked here for [EMIS](#) and [SystemOne](#) practices. Please note that all resources related to DA forms can also be found on the [Nottinghamshire APC page](#) here.

The Direction to Administer group continues to meet regularly to review progress and improvements. We welcome your feedback at nnicb-nn.medsman@nhs.net