manx care
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This patient group direction (PGD) must only be used by registered health professionals who have been named and authorised by their organisation to practice under it. The most recent and in date final signed version of the PGD should be used.

Patient Group Direction (PGD)

For the administration or supply of

Tetracaine Hydrochloride 1% eye drops

By registered health care professionals for

Local anaesthetic

Throughout the Manx Care and those contracted by the Manx Care where appropriate within practice

PGD NUMBER 107

1. Change history

Version number	Change details	Date
1	Original PGD ratified	June 2021
2	Extension to expiry date	March 2024

2. Medicines practice guideline 2: *Patient group directions*

Refer to the relevant sections of NICE medicines practice guideline 2: *Patient group directions* as stated in the blank template notes. For further information about PGD signatories, see the NHS and Manx Care PGD website FAQs

3. PGD development

Refer to the NICE PGD competency framework for people developing PGDs

Job Title & organisation	Name	Signature	Date
Author of the PGD			
Member of the PGD working group			

4. PGD authorisation

Refer to the NICE PGD competency framework for people authorising PGDs

Job Title	Name	Signature	Date
Medical Director			
Chief Pharmacist/ Pharmaceutical Adviser			
Senior Paramedic			
Director of Nursing			
GP Adviser			
Senior Microbiologist (if PGD contains antimicrobials)			

5. PGD adoption by the provider

Refer to the NICE PGD competency framework for people authorising PGDs

Job title and organisation	Signature	Date	Applicable or not applicable to area

6. Training and competency of registered healthcare professionals, employed or contracted by the Manx Care, GP practice or Hospice

Refer to the NICE PGD competency framework for health professionals using PGDs

	Requirements of registered Healthcare professionals working under the PGD
Qualifications and professional registration	• Registered healthcare professionals, working within or contracted by the Manx Care, GP practice or Hospice who are permitted staff groups outlined within the current PGD policy • Pharmacists must be practising in Manx Care authorised premises i.e. contracted pharmacy premises
Initial training	• Knowledge of current guidelines and the administration of the drug specified in this PGD/BNF and of the inclusion and exclusion criteria • Training which enables the practitioner to make a clinical assessment to establish the need for the medication covered by this PGD • Local training in the use of PGDs
Competency assessment	Staff will be assessed on their knowledge of drugs and clinical assessment as part the competency framework for registered health professionals using PGDs
Ongoing training and competency	The registered health care professionals should make sure they are aware of any changes to the recommendations for this medication; it is the responsibility of the registered health care professionals to keep up to date with continuing professional development. PGD updates will be held every two years

7. Clinical Conditions

Clinical condition or situation to which this PGD applies	To produce ocular surface anaesthesia prior to intra-vitreal injections
Inclusion criteria	Patients over 16 years of age requiring ocular surface anaesthesia, wither prior to investigation or prior to intra-vitreal injection
Exclusion criteria	• Under 16 years of age • Patients with a known hypersensitivity to Tetracaine • Patients being treated with sulphonamides • Pregnancy • Breastfeeding
Cautions (including any relevant action to be taken)	• The anaesthetised eye should be protected from dust and bacterial contamination • The cornea may be damaged by prolonged application of anaesthetic eye drops • On instillation an initial burning sensation may be experienced which may last up to 30 seconds • Individuals should be advised not to drive or operate hazardous machinery until normal vision is restored • Systemic absorption may be reduced by compressing the lacrimal sac at the medial canthus for a minute during and following the instillation of the drops. (This blocks the passage of the drops via a nasolacrimal duct to the wide absorptive area of the nasal and pharyngeal mucosa
Arrangements for referral for medical advice	Patient should be referred to a more experienced clinical practitioner for further assessment
Action to be taken if patient excluded	Patient should be referred to a more experienced clinical practitioner for further assessment
Action to be taken if patient declines treatment	• A verbal explanation should be given to the patient on: the need for the medication and any possible effects or potential risks which may occur as a result of refusing treatment • This information must be documented in the patients' health records • Any patient who declines care must have demonstrated capacity to do so • Where appropriate care should be escalated

8. Details of the medicine

Name, form and strength of medicine	Tetracaine Hydrochloride 1% eye drops
Legal category	Prescription Only Medication (POM)
Indicate any <u>off-label use</u> (if relevant)	None
Route/method of administration	Topical application to the eyes

Dose and frequency	1 drop
Quantity to be administered and/or supplied	1 drop
Maximum or minimum treatment period	Up to 4 doses per procedure, each of 1 drop per eye
Storage	• Do not store above 25°C • Store in the original package in order to protect from light • Do not freeze
Adverse effects	• May experience stinging or burning sensation when the drops are first put in, and this will gradually wear off • Vision may become blurred, again this will gradually wear off • Occasionally, the skin around the eyes can become sore, superficial defect or swelling of cornea (the transparent membrane covering the surface of the eye) may also be observed after short-term application of these eye-drops. • The cornea may be damaged by prolonged administration of anaesthetic eye drops
Records to be kept	The administration of any medication given under a PGD must be recorded within the patient's medical records

9. Patient information

Verbal/Written information to be given to patient or carer	• On instillation an initial burning sensation may be experienced which may last up to 30 seconds • May cause transient blurring of vision on instillation. Warn patients not to drive or operate hazardous machinery until vision is clear • Verbal information must be given to patients and or carers for all medication being administered under a PGD • Where medication is being supplied under a PGD, written patient information leaflet must also be supplied • A patient information leaflet is available on request
Follow-up advice to be given to patient or carer	If symptoms do not improve or worsen or you become unwell, seek medical advice immediately

10. Appendix A

References
1. British National Formulary (BNF) available online: https://bnf.nice.org.uk 2. Nursing and Midwifery (2018) "The code" available online: https://www.nmc.org.uk 3. Current Health Care Professions Council standards of practice 4. General Pharmaceutical Council standards 5. The General Optical Council 6. Electronic medicines compendium available online: https://www.medicines.org.uk

11. Appendix B

Health professionals agreed to practice
• Each registered healthcare professional will hold their own Competency framework which will be signed and agreed by their mentor • A mentor is defined within the Manx Care policy as any ward/area managers, sisters, senior nurses, GPs, pharmacists or senior paramedics who has completed the PGD training themselves