



The Regulation and  
Quality Improvement  
Authority

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Inspection ID: IN023865

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**Announced Medicines Management Inspection  
of  
Fitzwilliam Clinic  
25 January 2016**

The Regulation and Quality Improvement Authority  
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Tel: 028 9051 7500 Fax: 028 9051 7501 Web: [www.rqia.org.uk](http://www.rqia.org.uk)

## 1. Summary of Inspection

An announced medicines management inspection took place on 25 January 2016 from 10.50 to 12.45.

The management of medicines was found to be safe, effective and compassionate. The outcome of the inspection found no areas of concern. A Quality Improvement Plan (QIP) was not included in this report.

This inspection was underpinned by The Independent Health Care Regulations (Northern Ireland) 2005 and the Department of Health, Social Services and Public Safety's (DHSPPS) Minimum Care Standards for Independent Healthcare Establishments, July 2014.

### 1.1 Actions/Enforcement Taken Following the Last Medicines Management Inspection

Other than those actions detailed in the QIP there were no further actions required to be taken following the last inspection on 21 August 2012.

The Review Directorate within RQIA had undertaken a review of theatres, including those in Fitzwilliam Clinic, in September 2014 and this included the management of medicines.

### 1.2 Actions/Enforcement Resulting from this Inspection

Enforcement action did not result from the findings of this inspection.

### 1.3 Inspection Outcome

	Requirements	Recommendations
<b>Total number of requirements and recommendations made at this inspection</b>	0	0

This inspection resulted in no requirements or recommendations being made. Findings of the inspection can be found in the main body of the report.

## 2. Service Details

<b>Registered Organisation/Registered Person:</b> Fitzwilliam Partnership Mr James Kennedy Mr John Stephen Sinclair Mr James Small	<b>Registered Manager:</b> Mrs Sheila Jordan
<b>Person in Charge of the Home at the Time of Inspection:</b> Mrs Sheila Jordan	<b>Date Manager Registered:</b> 13 January 2014
<b>Categories of Care:</b> PT(IL), PT(L), AD(DS), PD	<b>Number of Registered Places:</b> Day services only

### 3. Inspection Focus

The inspection sought to assess progress with the issues raised during and since the last medicines management inspection and to determine if the following standards have been met:

Standard 25: Management of Medicines  
Standard 26: Medicines Storage  
Standard 27: Controlled Drugs  
Standard 28: Medicines Records

### 4. Methods/Process

Specific methods/processes used included the following:

Prior to the inspection, it was ascertained that no incidents involving medicines had been reported to RQIA.

The following records were examined:

Medicines requested and received  
Personal medication records  
Medicines disposed of or transferred  
Controlled drug record book  
Policies and procedures

As the theatres were in use the medicines stocked in the clinic were not examined.

### 5. The Inspection

#### 5.1 Review of Requirements and Recommendations from the Previous Inspection

The previous inspection of Fitzwilliam Clinic was an announced care inspection dated 28 August 2015. The completed QIP was returned and approved by the inspector on 23 October 2015.

#### 5.2 Review of Requirements and Recommendations from the Last Medicines Management Inspection

No requirements and recommendations were made at the last medicines management inspection.

#### 5.3 The Management of Medicines

##### Is Care Safe? (Quality of Life)

Staff had access to up to date information relating to relevant legislation, medicines reference sources and guidance with respect to the safe and secure handling of medicines.

There were incident reporting systems in place for identifying, recording, reporting, analysing and learning from adverse incidents and near misses involving medicines and medicinal

products. No incidents in relation to the management of medicines have occurred in the clinic since the last medicines management inspection.

The registered manager advised of the processes in place for the management of any drug alerts, medical device alerts and safety warnings about medicines. Evidence was available to demonstrate that all notices were read and a record maintained of any action taken.

Equipment for medical emergencies was checked each month to ensure that they remain in date.

As the clinic is not open 24 hours, the registered manager advised of the arrangements in place for the safe keeping of all medicine keys.

The registered manager is the Accountable Officer for Fitzwilliam Clinic and is accountable for all aspects of the management of controlled drugs.

The receipt, storage, administration and disposal of all controlled drugs subject to record keeping requirements were maintained in a controlled drug record book.

### **Is Care Effective? (Quality of Management)**

Written policies and procedures for the management of medicines were up to date and covered all aspects of medicines management. These are kept under review and included the purchasing for safety and the management of injectable medicines. Discussion with the registered manager indicated that an unlicensed external preparation was in use in the clinic. It was agreed that a policy and procedure would be developed for this.

The stock of medicines kept in the clinic was kept under review by senior medical staff.

Standard Operating Procedures (SOPs) were in place that covered all aspects of the management of controlled drugs in line with DHSSPS guidelines for the management of controlled drugs in primary care.

The management of medicines was undertaken by qualified, trained and competent staff. Training in relation to medicines for the nurses in the clinic was currently being reviewed in order to access relevant material. It was suggested that nurses should review their accountability in relation to the administration of unlicensed medicines.

The arrangements in place to audit all aspects of the management of medicines were discussed. The registered manager advised that controlled drugs are regularly audited. It was agreed that the frequency of other medicine audits would be kept under review.

### **Is Care Compassionate? (Quality of Care)**

Patients were provided with detailed information regarding any medication prescribed within the clinic. Patients were provided with clear post operation directions in relation to any medicines and an on call service was provided.

## Areas for Improvement

No areas for improvement were identified during this inspection

<b>Number of Requirements:</b>	<b>0</b>	<b>Number of Recommendations:</b>	<b>0</b>
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### 6. No requirements or recommendations resulted from this inspection.

I agree with the content of the report.

<b>Registered Manager</b>	sheila jordan	<b>Date Completed</b>	11/03/16
<b>Registered Person</b>	john stephen sinclair,james small, james kennedy	<b>Date Approved</b>	11/03/16
<b>RQIA Inspector Assessing Response</b>	<b>Frances Gault</b>	<b>Date Approved</b>	<b>16/3/12</b>

Please provide any additional comments or observations you may wish to make below:

**\*Please ensure this document is completed in full and returned to [pharmacists@rqia.org.uk](mailto:pharmacists@rqia.org.uk) from the authorised email address\***

It should be noted that this inspection report should not be regarded as a comprehensive review of all strengths and weaknesses that exist in the home. The findings set out are only those which came to the attention of RQIA during the course of this inspection. The findings contained within this report do not absolve the registered person/manager from their responsibility for maintaining compliance with minimum standards and regulations.