

PGD validity

There has been some confusion regarding the switch from local PGD production to the adoption of PHE national template PGDs. We have had reports of practices using national template PGDs which have been download directly from the PHE webpages, and an email sent out to warn against using an un-adopted document has unfortunately led some staff to believe that the recently supplied antenatal pertussis PGD isn't valid. We're sorry that this has proved confusing, but all of our communications, the information on the page above, and now on our own webpages <https://www.england.nhs.uk/mids-east/our-work/ll-immunisation/>, as well as in the documents themselves (template *and* adopted version) include wording that distinguishes between the two and spells out the legal position. Hopefully the following information will provide the necessary clarification:

- National templates are just that – *templates*. They are not PGDs, and cannot be used unless they have been authorised and adopted for use by an organisation legally permitted to do this. They are Word documents into which local text can be added to allow local authorisation to take place.
- Without this authorisation a non-prescribing registered health care professional would effectively be prescribing and therefore acting illegally should they administer a vaccination using the template.
- NHS England is able to adopt PGDs for local use.
- The PGD must clearly state:
 - the name of the authorising organisation
 - on whose behalf it has been authorised (i.e. the organisation or service in which the staff who will use it are employed)
 - any limitations to the authorisation (which must be followed).
- The document must then be signed and dated by an appropriate, senior member of the adopting/ authorising organisation, on behalf of that organisation – in the case of NHS England Midlands and East (Central Midlands) this is either the medical director or the director of nursing, and it will be clearly stated who this is.
- A space will be inserted into the authorisation page so that the name of the practice can be added.
- Once authorised, local PGDs will then be changed to PDF format, circulated to all practice managers and uploaded to the local screening and immunisation team's web pages
- If you are supplied with a template or a PGD adopted for use in a different NHS England area (i.e. not within Midlands and East (Central Midlands), then you cannot use it. Midlands and East (Central Midlands) comprises practices in CCGs in:
 - Bedfordshire, Hertfordshire, Luton, Milton Keynes (commissioned by the Central Midlands South public health/screening and immunisation team led by Cath Fenton)
 - Leicestershire (including Leicester City and Rutland), Lincolnshire and Northamptonshire (commissioned by the North and Central public health/screening and immunisation team led by Dr Tim Davies).

The following pages show page 4 of the national template and page 4 of an authorised/local template, which we hope will clearly demonstrate how they differ.

2. Organisational authorisations

The PGD is not legally valid until it has had the relevant organisational authorisation.

It is the responsibility of the organisation that has legal authority to authorise the PGD, to ensure that all legal and governance requirements are met. The authorising body accepts governance responsibility for the appropriate use of the PGD.

[INSERT AUTHORISING BODY NAME] authorise this PGD for use by the services or providers listed below:

Authorised for use by the following organisations and/or services
[eg All NHS England commissioned immunisation services or NHS Trust providing immunisation services.]
Limitations to authorisation
[eg Any local limitations the authorising organisation feels they need to apply in-line with the way services are commissioned locally. This organisation does not authorise the use of this PGD by]

Organisational approval (legal requirement)			
Role	Name	Sign	Date
[Complete eg NHSE Governance Lead, Medical Director]	[]	[]	[]

Additional signatories according to locally agreed policy			
Role	Name	Sign	Date

[Local enquiries regarding the use of this PGD may be directed to.....]

Section 7 provides a practitioner authorisation sheet. Individual practitioners must be authorised by name to work to this PGD. Alternative practitioner authorisation sheets may be used where appropriate in accordance with local policy but this should be an individual agreement or a multiple practitioner authorisation sheet as included at the end of this PGD.

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NHS ENGLAND MIDLANDS AND EAST (CENTRAL MIDLANDS) authorise this PGD for use by the services or providers listed below:

Authorised for use by the following organisations and/or services
General medical practices from which NHS England Midlands and East (Central Midlands) commissions immunisation services
Limitations to authorisation
Practice staff are reminded that current contractual obligations may restrict administration of the vaccine(s) covered by this PGD to a more limited cohort of patients than that legally permitted by the inclusion criteria. [This will only appear on some PGDs – usually where the PGD legally allows the vaccination of individuals (in line with the Green Book) which is not included in the service commissioned from local practices. Additional/ different wording may be added. Practices cannot claim for the administration of vaccinations not covered by their contract (although many childhood vaccinations are in any case included in the standard GP contract, and paid for as part of the general sum).]

Organisational approval (legal requirement)			
Role	Name	Sign	Date
Medical Director or Director of Nursing, NHS England Midlands and East (Central Midlands)	Dr Aly Rashid or Manjit Darby	Either Dr Rashid's or Manjit Darby's signature will have been added here	And the date on which the PGD was authorised will have been added here

Additional signatories according to locally agreed policy			
Role	Name	Sign	Date

Local enquiries regarding the use of this PGD may be directed to:

For **Bedfordshire, Hertfordshire, Luton and Milton Keynes** - england.immsqa@nhs.net - the (Central Midlands) South public health/screening and immunisation team

For **Leicestershire, Lincolnshire and Northamptonshire** – england.llimms@nhs.net - the (Central Midlands) North and Central public health/screening and immunisation team