

**Insulin Passport– a National Patient Safety Agency (NPSA) must do by August 2012**  
**(CAS Reference NPSA/2011/PSA003)**

**Summary of the Responsibilities of the Prescriber, Patient and Community Pharmacy**

**Prescriber Responsibility**

1. To ensure all patients over 18 years of age using insulin receive an Insulin Passport and Patient Information Leaflet.
2. To ensure that they explain and assist the patient to complete the Insulin Passport as fully and accurately as possible.
3. To use the Insulin Passport when prescribing and at clinic appointments.
4. To ensure that the most up to date document is used particularly as a patient may receive an Insulin Dose Card from WUTH.
5. To ensure that any changes in patients' circumstances and their insulin products is documented as soon as is practical in the Insulin Passport.
6. To document the use (or not) of the Insulin Passport in the patient records.
7. To issue a replacement Insulin Passport when there is no space left for new information, it has been lost or it has become unreadable.
8. In the event of a patient having two passports, to ask the patient to destroy the old passport.
9. Practices to ensure there is a policy in place for their practice staff and that this is communicated to any locums, salaried GPs or temporary staff.

**Patient Responsibility**

1. To ensure that the Insulin Passport is carried at all times and it is presented at GP practice and hospital appointments as well as when collecting insulin from the pharmacy.
2. To keep the Insulin Passport as accurate and as up to date as possible.
3. To keep the concurrent medication section up to date if the patient decides they wish to use this option. This should be patient completed information. If a patient is unable or unwilling to complete this section then they could state "please see repeat prescription counterfoil" or leave the section blank.
4. To keep the emergency contact details in the Insulin Passport up to date.
5. In the event of misplacing the Insulin Passport, it being unreadable or no space left for new information, then the patient should consult with their Healthcare Professional.
6. If the patient obtains two passports (or an Insulin Passport and an Insulin Dose Card from WUTH) then the patient needs to present both to their Healthcare Professional.

**Community Pharmacy Responsibility**

1. To check the Insulin Passport when dispensing insulin to cross reference against the prescription.
2. To ensure that the most up to date document is used, particularly as a patient may receive an Insulin Dose Card from WUTH. Both documents must be dated.
3. Pharmacy to stamp the Insulin Passport if the patient regularly attends their pharmacy for dispensing.
4. If there is a difference between the information documented in the Insulin Passport and the prescription then the Community Pharmacist should use their clinical judgement to discuss with the patient and / or refer back to the GP Practice as necessary for confirmation and possible amendment of the Insulin Passport. **The Pharmacist is not expected to amend the Insulin Passport.**
5. A record should be made on the Patient Medication Record that the Insulin Passport has been checked at each dispensing.
6. If the patient is unable or unwilling to share their Insulin Passport then the Pharmacist should use their clinical judgement to decide if they should continue to supply. They may wish to inform the GP practice if they do supply.
7. Each Community Pharmacy should have a Standard Operating Procedure (SOP) for dealing with Insulin Passports. This should be communicated to any locums or temporary staff.