Standard Reference List PHC Remote Guideline

Target Audience	All Clinical Employees
Jurisdiction Jurisdiction Exclusions	Primary Health Care Remote CAHS; Primary Health Care Remote TEHS N/A
Document Owner	Kerrie Simpson Atlas Development Officer Primary Health Care Remote CAHS
Approval Authority	Chair Primary Health Care Executive CAHS; Primary Health Care Safety and Quality Committee TEHS
Author	PHC Quality and Safety Team

The attributes in the above table will be auto-filled from the PGC System. Do not update in this document.

Purpose

To provide Primary Health Care remote staff with a guideline related to an endorsed list of reference materials to be maintained in remote health centres to ensure adequate and appropriate clinical guidance is available.

Guideline

1.   General Information

A standard list of reference materials has been considered, recommended and endorsed by the Northern Territory (NT) Primary Health Care (PHC) Remote Best Practice Reference Working Group and/or NT PHC Remote Pharmacy Group as appropriate, and approved by the relevant Approval Authorities for (PHC) Remote.

Obviously there are many reference resources that are valuable to remote practitioners, but a standardised list of hard copy references has been established to ensure adequate and appropriate clinical guidance is available, and to clearly determine the funding required to provide these references.

Complementing the provision of the hard copy references, staff are able to access Library Services - a 24/7 collection of evidence-based information resources to support clinical decision-making, research, education, and management for all staff in the Department.

Under the Northern Territory (NT) Medicines, Poisons and Therapeutic Goods Act, the following references are also approved as Scheduled Substance Treatment Protocols:

- Central Australian Rural Practitioners Association (CARPA) Standard Treatment Manual (STM)
- Womens Business Manual (WBM)
- Australian Immunisation Handbook

While the Remote Primary Health Care Manuals website provides access to electronic versions of the CARPA STM and WBM, hard copy manuals are provided to health centres.

2.   Procedure

2.1   Books and Manuals

While health centres may hold other suitable references, purchase of references using Departmental funds is only routinely approved for those titles included on the Standard Reference Contents List.

Hard copy references are to be available in the health centres and **must** not be removed, except where needed for work purposes such as outstation visits. Staff must maintain and utilise reference material appropriately.

The Primary Health Care Manager must:
- ensure availability of resources at each health centre, according to the standard list
- ensure superseded versions and obsolete references are discarded when new editions of references arrive at the health centre
- promote and encourage use of recommended online references and resources

The presence of current references will be assessed as part of the health centre audit by the relevant manager and in addition, medicine related resources are included in the S100 Pharmacist Site Visit Report Form undertaken during S100 Contracted Pharmacist visits to health centres.

2.2.1 Ordering Books and Manuals

In general, these resources are available through the Professional Practice Nurses (PPNs) as a means of reducing the number of requisition processes and create some purchasing power.

Resources may be ordered via the Remote Health Stock Order PHC Remote Forms – CAHS | TEHS.

PHC Remote TEHS staff see Remote Health Stock PHC Remote TEHS Guideline and PHC Remote CAHS staff see Stores and Ordering Overview PHC Remote CAHS Guideline for the process of requesting stock via this means.

2.2 Library Services

The Northern Territory Health Libraries network supports the research and information needs of Departmental staff and affiliated health professionals throughout the Northern Territory. The network is made up of five branch libraries located in Darwin, Alice Springs, Nhulunbuy, Katherine and Tennant Creek.

The purpose of the Library is to support patient and public health care, through the delivery of evidence-based information and knowledge resources and services, specifically for clinical decision-support, public health programs, education and training, health technology assessment, research, policy, management and administration. Library Services provide a collection of evidence-based information available 24/7 to all staff in the Department.

Access to Library Services from a Departmental computer site does not require a User ID or password, however off site access requires an ePASS username and password. To access Library Services go to http://elibrarygroups.health.nt.gov.au/libraryservices.

Library membership is offered to eligible registered individual health practitioners not employed by the Department, provided they are affiliated with an organisation which the DoH has a memorandum of understanding or agreement that covers Library Services. Contact the Library for further information via e-mail healthlibrary.ths@nt.gov.au.

Not available through Library Services but particularly helpful to Primary Health Care remote staff is the The Public Health Bush Book Volume 1: Strategies & Resources. 2007. NT Department of Health, NTG

2.3 Standard Reference Contents List

Reference	Comment
CARPA Standard Treatment Manual [1]	one per clinical consultation room, Drug Storage Room and Emergency Response Kit

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[1] These references contain approved clinical protocols for all Primary Health Care remote staff.

Women's Business Manual [1]	one per clinical consultation room, Drug Storage Room and Obstetric Kit
Clinical Procedures Manual (CRANA*plus*)	one per clinical consultation room (area where procedures performed)
Additional Clinical Protocols Folder [1]	one per health centre emergency room
Australian Medicines Handbook (AMH) *(current or previous years edition)*	one per health centre *annual publication but only replaced 2nd yearly*
AMH Children's Dosing Companion *(current or previous years edition)*	one per health centre *annual publication but only replaced 2nd yearly*
Australian Immunisation Handbook [1]	one per health centre *replace with each new edition*
Australian Injectable Drugs Handbook *(current or previous years edition)*	one per health centre
Medicines Book for Aboriginal and Torres Strait Islander Health Practitioners	one per clinical consultation room and Drug Storage Room
Mosby's Medical Dictionary *(current edition not required)*	one per health centre

3. Compliance

The presence of standard references in health centres will be audited per health centre and pharmacy routine audit processes	Relevant Manager S100 Contracted Pharmacist

Document Quality Assurance		

	Method	**Responsibility**
Implementation	Document will be accessible via the Policy Guidelines Centre and Remote Health Atlas	Health Policy Guidelines Program
Review	Document is to be reviewed within three years, or as changes in practice occur	Atlas Development Officer, PHC Remote CAHS
Evaluation	Evaluation will be ongoing and informal, based on feedback.	Atlas Development Officer, PHC Remote CAHS
Key Associated Documents		

Forms	Remote Health Stock Order PHC Remote Forms – CAHS	TEHS S100 Pharmacist Site Visit Report Form
Key Legislation, By-Laws, Standards, Delegations, Aligned & Supporting Documents	Additional Clinical Protocols PHC Remote Guideline Remote Health Stock PHC Remote TEHS Guideline

	Stores and Ordering Overview PHC Remote CAHS Guideline
	Remote Primary Health Care Manuals website
	Northern Territory Department of Health intranet site:
	Library Services
	ePASS
	Northern Territory Medicines, Poisons and Therapeutic Goods Act
References	As Above

Definitions and Search Terms

Preferred Term	Description
Reference	A textbook, handbook or manual that provides authoritative information to guide practice.
Scheduled Substance Treatment Protocol (SSTP)	A protocol for possessing, supplying or administering a scheduled substance as approved by the Chief Health Officer (CHO) under Section 254 of the NT Medicines, Poisons and Therapeutic Goods Act.

Evidence Table

Reference	Method	Evidence level (I-V)	Summary of recommendation from this reference
N/A	N/A	N/A	N/A