1. GENERAL ARRANGEMENTS

1.1 Advice on the prescribing of oxygen is given in the relevant section of the British National Formulary.

The Home Oxygen Service in Scotland is provided under a single national contract managed by Health Facilities Scotland (HFS), part of National Services Scotland (NSS). The service is provided by a single contractor, currently Dolby Vivisol, based in Stirling. See section 2.2 for contact details.

Dolby Vivisol provide the complete range of home services including oxygen concentrators and the full range of ambulatory oxygen including portable cylinders, homefill and liquid oxygen. Oxygen can be ordered through secondary care and can be arranged through respiratory teams, neurologists, palliative care, paediatricians and others authorised to order oxygen for patients. Individuals are authorised by local health board oxygen leads and by Medical Directors.

HFS manages the list of authorised clinicians and can arrange for access to Vivimedical and the SHOOF (Scottish Home Oxygen Order Form), the web based home oxygen ordering portal. Vivimedical gives clinicians controlled access to order oxygen for their patients depending on their authorisation levels. These are explained below:

(Level 1) Clinician – Can enter a SHOOF without further approval. Can approve a prescription entered by a prescriber assistant/ delegate.

(Level 2) Authorised Clinician - Can enter a SHOOF without further approval. Can’t approve a prescription entered by a prescriber assistant.

(Level 3) Delegated Clinician – Can enter a SHOOF without further approval, a notification is sent to the prescriber linked to this user, for information only.

(Level 4) Clinician Assistant – Can create a SHOOF, can view prescriptions, prescription will be sent to Prescriber (Level 1) for Approval.

1.2 Oxygen is ordered through the Vivimedical portal on a Scottish Home Oxygen Order Form (SHOOF), an electronic version of the manual form that was previously used. All copies of the order form are held in the portal for future information. Any Queries concerning the portal or its use should be directed to HFS who can be contacted below:

E mail: oxycon@nhs.net or 0131 275 6860
Medical oxygen is a drug. However, the legal status of oxygen in the UK is that of a medicinal product on the General Sales List (Medicines and Healthcare Products Regulatory Agency). This means that the sale or provision of oxygen does not require a prescription because it is not a “prescription only medicine”. This status was conferred for practical reasons to facilitate the use of oxygen in the domiciliary setting where the distribution system no longer involves Community Pharmacy.

However, the use of oxygen by paramedics, nurses, doctors, physiotherapists and others in emergency situations is similar to the use of all other medicinal products by these people. Clinical governance requires that the intentions of the clinician who initiates oxygen therapy should be communicated clearly to the person who actually administers oxygen to the patient and an accurate record must be kept of exactly what has been given to the patient. In this respect, oxygen is in the same category as paracetamol, aspirin, ibuprofen, antihistamines, anti-emetics and many other medicines that do not require a prescription if purchased by a patient for his/her own use but do require accurate documentation if administered by a health professional to a patient. In healthcare settings, all of these medicines are conventionally recorded on a “prescription chart” or “drug kardex” alongside drugs in the “prescription only” category such as antibiotics. (1)(Section 11 in BTS Guideline for emergency oxygen use in adult patients; Thorax 2008 (63) supplement v1, (vi1 – vi68). Ref Vi55-56.

The important issue is that there must be a clear written record of all medicinal products, including oxygen, which are given to a patient by healthcare professionals. In the hospital setting this is commonly recorded on the kardex or other document. For Domiciliary use, the oxygen ordered for a patient is recorded on the SHOOF.

1.3 The National Advisory Group for domiciliary oxygen lists the clinical competence skills for oxygen assessment and are set out in this document within section 17 (page 18). It also suggests that “skills and competencies are likely to be shared among the local team responsible for oxygen therapy supervision and guidance and recommends identification of key responsibilities and accountability”.

Where a person is provided with oxygen in a healthcare setting and the delivery is given by a health care professional there should be accurate documentation of the “Drug” and “Dose” to be dispensed.

If Oxygen is to be administered through the recommendation of a health care professional to treat a medical condition they should follow the guidance on how this is assessed for suitability and who should be involved. The guidance from the National Advisory Group is that the people responsible for Ordering Home Oxygen to treat a medical condition should meet some or most of the criteria listed and be part of a team with shared responsibilities. The health care professional best placed to Order Home Oxygen for a patient should therefore be part of a local team, meet most of the competency skills, know the patient and their condition.
and be able to carry out the skills identified in the BTS Nice Guideline to monitor and review the symptoms of the patient while on oxygen. (http://guidance.nice.org.uk/CG101/Guidance/pdf/English).

1.4 Oxygen may be supplied by way of static cylinders or a concentrator as according to patient need.

1.5 Portable Oxygen may be supplied as according to the assessment of the authorised clinician of the patient's needs.

1.6 Ancillary equipment such as tubing and masks will be made by the appointed contractor.
2 ADMINISTRATIVE ARRANGEMENTS

2.1 The authorised clinician will contact the specialist contractor using a secure web form, which is only available to specialist respiratory clinicians.

2.2 Any enquiries about the practical aspects of the arrangements should be made to:

Dolby Vivisol
North Suite,
Lomond Court,
Castle Business Park
Stirling, FK9 4TU

Telephone: 0800 833531
Shoof.dv@nhs.net

Any enquires related to the quality of Dolby’s service should be directed to NSS on:

E mail: oxycon@nhs.net
or 0131 275 6860
Project Manager
Oxygen Therapy Service
Procurement Commissioning and Facilities

NHS National Services Scotland
Meridian Court
Cadogan Street
Glasgow
G2 7AB

T: 0131 275 6546
Mob 07747 627531
http://www.hfs.scot.nhs.uk
2.3 NHS Boards have specified leads for Oxygen Services:

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<tr>
<td>Ayrshire &amp; Arran</td>
<td><a href="mailto:Philip.Hodkinson@aapct.scot.nhs.uk">Philip.Hodkinson@aapct.scot.nhs.uk</a></td>
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<td><a href="mailto:margaret.macleod3@nhs.net">margaret.macleod3@nhs.net</a></td>
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<tr>
<td>Greater Glasgow &amp; Clyde</td>
<td><a href="mailto:Ewen.Ross@ggc.scot.nhs.uk">Ewen.Ross@ggc.scot.nhs.uk</a> - Respiratory</td>
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<td><a href="mailto:Jane.Edgecombe@ggc.scot.nhs.uk">Jane.Edgecombe@ggc.scot.nhs.uk</a> - Palliative Care</td>
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<td><a href="mailto:Alok.Tyagi@ggc.scot.nhs.uk">Alok.Tyagi@ggc.scot.nhs.uk</a> - Neurology</td>
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<tr>
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<td><a href="mailto:Philip.Davies@ggc.scot.nhs.uk">Philip.Davies@ggc.scot.nhs.uk</a> - Paediatrics</td>
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<tr>
<td>Highland</td>
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