

## Check List for Developing 'Just in Case Boxes'

This is a potential checklist for developing 'Just in case Boxes' in your area, to enable a process of clinical governance in moving forward a new initiative.

1. Set up local working group. Membership should include GP, DN, Specialist Palliative Care, Long Term Conditions Case Manager, Community Pharmacist, Clinical Governance representative, Out of Hours representative
2. Audit current anticipatory prescribing in the dying phase and access to medications
3. Agree local approved list of medications for the 'Just in Case Boxes'
4. Agree local algorithms for anticipatory prescribing in the dying phase
5. Agree quantities of medications to be prescribed for the 'Just in Case Boxes'
6. Agreed protocols and guidelines for the process of anticipatory prescribing and use of the 'Just in Case Boxes'
7. Agreed documentation to support use of medications in the 'Just in Case Boxes'
8. Ensure 'Just in Case Boxes' endorsed by the Trust Clinical Governance and Medicines Management Committees
9. Agree on funding, supply / purchase of 'Just in Case Boxes'
10. Pilot 'Just in Case Boxes'
11. Audit anticipatory prescribing and access to medications in the dying phase