

26<sup>th</sup> June 2019

To all prescribers,

### **Update to the process for Effective Shared Care Agreements (ESCA)**

The Area Prescribing Committee supports the process for creating Effective Shared Care Agreements (ESCA) between Consultants and General Practitioners (GPs) for **Amber E** medicines on the Joint Formulary.

Since November 2013, only one form is required to be sent between consultant and GP. This ESCA request form and all of the locally approved ESCAs can be accessed on the **North Staffordshire Joint Formulary via the online link:** <http://www.northstaffordshirejointformulary.nhs.uk/docs/esca/>

There is no need for the consultant to send the GP a copy of the full ESCA, as the current form contains links to access and view the full details of the required ESCA online via netFormulary.

A detailed clinic letter including pathology results must accompany the ESCA request form. The letter must give assurance to GPs that relevant investigations have been completed, and treatment stabilised where applicable prior to transfer of care request.

The ESCA request form can either be sent by post, fax or electronically. If sending by fax or electronically, please note:

- Clinicians and contact details (i.e. fax numbers) change frequently. Remember to check these details are correct before sending forms.
- Your organisation's safe haven procedures need to be followed.
- It is not permissible to send personal identifiable information (PID) or sensitive information by e-mail other than between the below addresses; these are all part of the local health economy and are secure.
  - @uhnm.nhs.uk
  - @combined.nhs.uk
  - @mpft.nhs.uk
  - @stoke.nhs.uk
  - @northstaffs.nhs.uk

**OR**

- @NHS.net to @NHS.net addresses

The attached flowchart outlines the current process of creating an ESCA.

If you require further information on the ESCA process, please contact Xin Wei Tan (UHNM Secondary/Primary Care Interface Pharmacist) [Xinwei.Tan@uhnm.nhs.uk](mailto:Xinwei.Tan@uhnm.nhs.uk) or the CCGs Medicines Optimisation team on [medopsqueries@stoke.nhs.uk](mailto:medopsqueries@stoke.nhs.uk)

Thank you.

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## Effective Shared Care Agreement (ESCA) Process – Updated June 2019

Patient is newly prescribed a medicine which is **AMBER E** on the North Staffordshire Joint Formulary.

Consultant who initiates the **AMBER E** medicine checks that an approved ESCA is in place for the medicine and indication

Consultant completes the top two sections of the ESCA form\* (Patient details, medicines, conditions and consultant details)

Consultant sends ESCA form to the GP via email\*\*/fax\*\*/post

GP receives the ESCA form and views the approved ESCA\* and then completes the GP section

GP makes a copy of the form which is retained in the patient's notes

GP sends the original form back to the consultant via email\*\*/fax\*\*/post

Consultant receives ESCA form from GP and files in patient's notes

GP has accepted Shared Care Agreement and ESCA is in place

GP has declined Shared Care Agreement and total clinical responsibility remains with the Consultant. (The Consultant may wish to contact the GP to discuss the reason for declining the ESCA).

\*ESCA request form and approved ESCAs can be found via:

- ✓ North Staffordshire netFormulary:  
<http://www.northstaffordshirejointformulary.nhs.uk/docs/esca/>

All ESCA request forms must be accompanied by a comprehensive clinic letter from the consultant to the patient's GP detailing any clinical investigations that have been undertaken to provide assurances of safe care transfer.

**\*\*When sending personal identifiable information by email or fax:**

- Clinicians and contact details (i.e. fax numbers) change frequently. Remember to check these details are correct before sending forms.
- Only send personal identifiable information or sensible information by e-mail between the below addresses:

• @uhn.nhs.uk	• @stoke.nhs.uk
• @combined.nhs.uk	• @northstaffs.nhs.uk
• @mpft.nhs.uk	OR @NHS.net to @NHS.net addresses