

Process for prescribing of Long Term Oxygen Therapy (LTOT) or Ambulatory oxygen therapy by HSC Trusts

Prescribing before assessment or by non-specialist staff

It may, in some circumstances, be necessary to prescribe oxygen for patients before a full assessment can be carried out or, for example, to facilitate discharge from hospital e.g. heart failure patients, palliative care patients. Further clinical guidance in relation to the prescribing will follow.

In addition to establishing the clinical requirement for oxygen therapy the Health Care Professional (HCP) should consider the following:

1. Equipment

The following options are available:

Adult home oxygen order form (HOOF A):

- 1 – Static concentrator (normal flow 0-5 LPM)
- 2 – Standard portable cylinder (CD 460 litres)

For patients prescribed a concentrator, sufficient back up static cylinders to provide 8 hours of oxygen at the prescribed flow rate and hours/per day will be supplied by BOC.

3. Duration of supply for ambulatory cylinders

BOC will supply ambulatory cylinders to the patient for the period defined by the HCP by stating an expiry date on section 14 of the HOOF form. This can be for a period of up to but not exceeding 12 months. Towards the end of this period BOC will notify the HCP and request a new order form to be completed.

4. Delivery times (Appendix 1)

There are three categories of installation:

1. Standard (within 3 business days)
2. Next Calendar Day
3. Urgent (within 4 hours)

The HCP must consider this carefully – it is envisaged that most supplies of oxygen should be made within the standard supply arrangements i.e. 3 business days.

Please ensure that you select the correct delivery category as there are cost implications for next day/4 hour supply.

5. Patient Consent

Prior to the ordering of oxygen the GP must obtain patient consent to the transfer of their data to:

- BOC Healthcare
- Northern Ireland Fire and Rescue Service (for fire safety reasons)
- The patient's electricity supplier (to identify essential electricity users)
- The Health and Social Care Board and Business Service Organisation for payment and probity purposes

A record of the patient's consent should be retained in the patient's record.

6. Completion of the Home Oxygen Order Form (HOOF Part A)

Oxygen is a medicinal product and, therefore, needs to be prescribed via the new oxygen prescription, the Home Oxygen Order Form (HOOF Part A). HOOF Part A should be completed for oxygen orders following specialist assessment. The prescription forms are available from the pharmaceutical section of the BSO website at: <http://www.hscbusiness.hscni.net/services/2357.htm>

When ordering a combination of equipment including ambulatory cylinders, check that the total number of hours per day does not exceed 24 hours.

The completed HOOF should be faxed to:

BOC Patient Service Centre 0800 169 9989

BOC will confirm receipt by fax.

A second fax will be received to confirm details of the installation once the necessary arrangements have been made with the patient / carer. BOC will contact the GP if they have any queries.

The original copy should also be posted first-class to:

**BOC Homecare
Prince Regent Road
Castlereagh
Belfast
BT5 6RW**

Mark the envelope with HOOF/Confidential on right hand corner

7. Urgent orders required where a HOOF cannot be completed in advance

In clinical situations where oxygen is urgently required but the prescriber is unable to complete and fax a HOOF to BOC, an urgent order may be requested by telephone providing that all the necessary information can be provided to the contractor by the prescriber. In this case, the prescriber **MUST** provide the completed HOOF within 24 hours of the request being made by telephone. The telephone number for urgent requests without a HOOF is **0845 6094345**

8 Communication to the GP

The HCP should ensure that there is comprehensive and timely communication to the patient's GP to include the following:

- The clinical indication for the prescription of oxygen
- Details of the prescription –i.e. flow rate and number of hours per day that oxygen is required
- The requirement for the GP to prescribe ambulatory cylinders where patients have chosen to obtain this supply from their community pharmacy rather than from BOC.
- When the patient will next be reviewed

Trust HCPs should ensure that an authorised Trust prescriber signs all HOOF prescription forms. In exceptional clinical circumstances, where there is no authorised Trust prescriber available to sign a HOOF and there would otherwise be a delay to a patient receiving oxygen services, a Trust HCP may ask a GP to prescribe home oxygen. In these circumstances, the HCP should liaise with GP to seek their agreement and ensure that the relevant HOOF is completed fully and signed before ordering.

9. Changes to the patient's oxygen requirements

If the patient's details or their requirements have changed, a new HOOF A needs to be completed.

BOC should be notified by fax with the following information:

BOC Patient Service Centre 0800 169 9989;

- Patient Name
- BOC Patient Number (if available)
- Address
- NI Health & Care Number
- Date Of Birth
- Date of Death or Date no longer required

Patients/carers may also contact BOC directly on 0845 609 4345 to notify them of any change of details or circumstances e.g. the need for removal of oxygen equipment.

An advice line is available to deal with any clinical queries. The telephone number is:

BOC Clinical Support Number - Patient Service Centre 0845 609 4345

HCPs should notify BOC of any change in temporary or permanent address for a patient who has been prescribed oxygen. Patients may also contact BOC to advise of address changes.

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Prescribing after specialist assessment

Oxygen is a medicinal product and, therefore, needs to be prescribed via an oxygen prescription, the Home Oxygen Order Form (HOOF Part B). The forms are available from the pharmaceutical section of the BSO website at:

<http://www.hscbusiness.hscni.net/services/2357.htm>.

Guidance on completion of these HOOFs can also be found at

www.hscbusiness.hscni.net/services/2359.htm

To avoid any potential delay for patients **the forms must be completed legibly and in full**. The form can only be signed by a qualified GP whose name is included on the Northern Ireland Clinical Prescriber Register. BOC will not make a supply if the HOOF is signed by a prescriber not on this register.

- If you wish to check if you are on the N.Ireland Clinical Prescriber Register please contact BOC **Patient Service Centre 0845 609 4345**
- If you wish to be added to the register of approved clinical prescribers for home oxygen therapy in Northern Ireland, please contact your Trust Respiratory Lead and provide the following:

-Name

-Trust Site

-Profession

-Professional Registration Number (GMC / NMC)

-email address

Once received by your Respiratory Trust Lead, your name will be passed to BOC Homecare who will then add your name to the register on a same-day / 24 hour-at-most basis.

When ordering a combination of equipment including ambulatory cylinders, check that the total number of hours per day does not exceed 24 hours.

(a) New patients

Patients will be assessed by an appropriate Trust HCP who will establish the patient's clinical need for oxygen therapy. In addition there are a number of areas to consider.

1. Equipment

The modality which best meets the clinical, lifestyle and mobility needs of the patient should be selected. The equipment and all necessary consumables and accessories will be supplied by BOC

The following options are available:

- 1 – Static concentrator (normal flow 0-5 LPM)
- 2 – Static concentrator (high flow 0-9 LPM)
- 3 – Self fill concentrator (2 x cylinders as standard)
- 4 – Transportable oxygen concentrator (trolley-based)
- 5 – Portable oxygen concentrator (over the shoulder)
- 6 – Standard portable cylinder (CD 460 litres)
- 7 – Lightweight portable cylinder (ZA 300 litres)
- 8 – Oxygen conserving device
- 9 – Liquid oxygen (dewar plus 1 x flask)

For patients prescribed a concentrator, sufficient back up static cylinders to provide 8 hours of oxygen at the prescribed flow rate and hours/per day will be supplied by BOC.

2. Supply of ambulatory cylinders

The patient may choose to obtain ambulatory oxygen cylinders from BOC **or** from their community pharmacy. **They cannot obtain ambulatory cylinders from both suppliers at the same time.**

Ambulatory cylinders available from BOC are:

- Standard ambulatory cylinder (460 litres)
- Lightweight ambulatory cylinder (300 litres)

Where necessary a conserver device can be supplied by BOC for both cylinder types. A conserver device can increase the duration of oxygen supply from a cylinder for patients who have been assessed as being suitable.

Where a patient requests for the supply of ambulatory cylinders to be made via their community pharmacy then the HCP should write to the patient's GP requesting a prescription for the necessary cylinders and consumables.

3. Duration of supply for ambulatory cylinders

BOC will supply ambulatory cylinders to the patient for the period defined by the HCP by stating an expiry date on section 14 of the HOOF form. This can be for a period of up to but not exceeding 12 months. Towards the end of this period BOC will notify the HCP and request a new order form to be completed.

4. Delivery times (Appendix 1)

There are three categories of installation:

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2. Next Calendar Day
3. Urgent (within 4 hours)

The HCP must consider this carefully – it is envisaged that most supplies of oxygen should be made within the standard supply arrangements i.e. 3 business days.

Please ensure that you select the correct delivery category as there are cost implications for next day/4 hour supply.

5. Patient Consent

Prior to the ordering of oxygen the GP must obtain patient consent to the transfer of their data to:

- BOC Healthcare
- Northern Ireland Fire and Rescue Service (for fire safety reasons)
- The patient's electricity supplier (to identify essential electricity users)
- The Health and Social Care Board and Business Service Organisation for payment and probity purposes

A record of the patient's consent should be retained in the patient's record.

6. Completion of the Home Oxygen Order Form (HOOF Part B)

Oxygen is a medicinal product and, therefore, needs to be prescribed via the new oxygen prescription, the Home Oxygen Order Form (HOOF Part B). HOOF Part B should be completed for oxygen orders following specialist assessment. The prescription forms are available from the pharmaceutical section of the BSO website at: <http://www.hscbusiness.hscni.net/services/2357.htm>

When ordering a combination of equipment including ambulatory cylinders, check that the total number of hours per day does not exceed 24 hours.

The completed HOOF should be faxed to:

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8 Communication to the GP

The HCP should ensure that there is comprehensive and timely communication to the patient's GP to include the following:

- The clinical indication for the prescription of oxygen
- Details of the prescription –i.e. flow rate and number of hours per day that oxygen is required
- The requirement for the GP to prescribe ambulatory cylinders where patients have chosen to obtain this supply from their community pharmacy rather than from BOC.
- When the patient will next be reviewed

Trust HCPs should ensure that an authorised Trust prescriber signs all HOOF Part B prescription forms. In exceptional clinical circumstances, where there is no authorised Trust prescriber available to sign a HOOF and there would otherwise be a delay to a patient receiving oxygen services, a Trust HCP may ask a GP to prescribe home oxygen. In these circumstances, the HCP should liaise with the GP to seek their agreement and ensure that the relevant HOOF is completed fully and signed before ordering.

5. Changes to the patient's oxygen requirements

If the patient's details or their requirements have changed, a new HOOF A needs to be completed.

BOC should be notified by fax with the following information:

BOC Patient Service Centre 0800 169 9989;

- Patient Name
- BOC Patient Number (if available)
- Address
- NI Health & Care Number
- Date Of Birth
- Date of Death or Date no longer required

Patients/carers may also contact BOC directly on 0845 609 4345 to notify them of any change of details or circumstances e.g. the need for removal of oxygen equipment.

An advice line is available to deal with any clinical queries. The telephone number is:

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(b) Existing Patients

From 1st January 2013 patients currently prescribed oxygen will receive their oxygen concentrator service from BOC. Ambulatory cylinders will continue to be prescribed by the patient's GP and be supplied by the patient's community pharmacy. There will be no changes to the patient's equipment until the patient is reviewed and an assessment made regarding any appropriate changes. Specialist teams will agree a process for prioritising patients for review.

Appendix 1: Ordering and Delivery schedule

Order placed with BOC	Standard supply				Next Day Supply	
	Received before 5pm	Received after 5pm			Received before 5pm	Received after 5pm
	DELIVERY BY END OF					
Monday	Thurs	Fri	Tue	Wed	Tue	Wed
Tuesday	Fri	Mon	Wed	Thurs	Wed	Thurs
Wednesday	Mon	Tue	Thurs	Fri	Thu	Fri
Thursday	Tue	Wed	Fri	Mon	Fri	Sat
Friday	Wed	Thurs	Mon	Tue	Sat	Sun
Saturday	Thurs	Thurs	Tue	Tue	Sun	Mon
Sunday	Thurs	Thurs	Tue	Tue	Mon	Tue