NHSL PGD PRE-SUBMISSION CHECKLIST

For authors to self-check before submitting a PGD for organisational approval. This does not need to be returned.

No.	Pre-Submission Check
1	Is the PGD written on the current NHSL PGD template or authorised national template, with all mandatory sections completed (including clinical signatures and signature dates)? *Note: the current NHSL PGD template can be found [here](#), within the Medicines Guidance toolkit on the RDS website.*
2	Is the intended care setting, service pathway and eligible patient group clearly defined and aligned with local service delivery?
3	For UKHSA PGDs: Has the Lead Pharmacist for Public Health (or deputy) reviewed the PGD and completed the NHSL agent authorisation form?
4	Is the change record updated and accurate?
5	If the PGD replaces an earlier one, has the previous PGD number been included?
6	Do all medicines included in the PGD hold a valid UK Marketing Authorisation?
7	Does the PGD include any medicines with current "black triangle" status, and are these clearly identified? *Black triangle medicines are newly licensed, subject to enhanced monitoring, and identified by an inverted black triangle (▼) in the BNF and SmPC.*
8	Does the PGD include any off-label use of a licensed medicine, and is this clearly stated with supporting evidence? *Note: off-label use of a licensed medicine may only be included in a PGD when clearly justified by best clinical practice.*
9	Does the PGD include any antimicrobials and if so, has Antimicrobial Committee (AMC) approval been obtained?
10	Is the PGD **not** intended for the routine management of a long-term condition? *PGDs must only be used for episodic, predictable presentations and not ongoing treatment.*
11	Are all medicines included appropriate for a PGD (i.e., only medicines that legally require a PGD for supply and/or administration)? *This excludes GSL medicines and other products that can already be supplied or administered under usual pharmacy routes or existing Medicines Act exemptions.*
12	Has any placeholder text (e.g., 'DRUG NAME') been replaced with the actual medicine name, strength and formulation?

13	Is the "Management of PGD" table completed, including Clinical Specialty or Directorate/Division, Base and Locality/HCSP/Ward/Department? *Location should be as specific as required by the PGD.*
14	Are the registered professions who may use the PGD clearly stated and compliant with legal PGD legislation (not job title)? *For example, a PGD cannot refer to "emergency care practitioner" to cover multiple professions.*
15	Have training, competency, supervision and assessment requirements been clearly stated?
16	Are Registered Healthcare professionals' user signatures not pre-completed? *Signatures must only be added after the individual has read the PGD and confirmed they are competent to practise under it.*
17	Are exclusion criteria and the appropriate action or referral pathway for patients not suitable for treatment under the PGD clearly stated?
18	If applicable, has the PGD number been added? *(The PGD number section may be left blank if the PGD is new or has not previously had a number)*