Recording Non-Practice (e.g. Hospital Only) medicines on GP clinical systems

It is vitally important that GP practices record non-practice medicines (i.e. specialist drugs prescribed by secondary or tertiary care on a repeat basis such as biologics, clozapine, immunosuppressants, CCG red drugs etc.) appropriately on their clinical system so that the clinician is fully aware that the patient is taking them (clinical risk). They must also be recorded in a way as to not inadvertently issue a prescription (clinical & financial risk).

There are multiple ways of recording non-practice medicines, each of which can give a different outcome on the clinical system. The CCG Medicines Management Committee has therefore recommended a preferred, standardised way of recording these medicines in both EmisWeb and SystmOne to help mitigate these clinical safety and financial risks (see pages 2 & 3).

This preferred way of recording ensures non-practice medicines will:

- aid clinical decision making
- flag potential drug interactions and trigger drug monitoring alerts
- be included on the patients shared care record (SCR) for other organisations
- be printed on right-hand side of repeat prescription (counterfoil)
- allow the medications, and the patients taking them to be easily identified via search reporting

Additional notes:

Up-to-date information:

Practices should ensure that information about patients' non-practice medicines are kept up-to-date as per the most recent clinic letter. In addition, information on patient's nonpractice medicines should be reviewed as part of the medication review.

Bulk ending repeat templates not issued for a specific length of time: Special care should be taken with bulk deductions/deletions of non-issued repeat medication i.e. stopping repeat template for medicines not issued for a certain period of time. This function would also unintentionally remove the recorded non-practice medicine.

Read codes:

To easily identify non-practice medicines/patients', non-practice medicine repeat templates should be linked to the "Hospital Prescription" read codes:

SCTID: 394995008

EmisWeb: 8B2D

SystmOne: Xalng

SystmOne – recording non-practice medicines

- 1. Record the non-practice medication on the normal repeat templates screen
- 2. Select 'Set up a new repeat template" and find the non-practice medication
- 3. Script type: select "Private Issue"
- 4. Dose: enter "HOSPITAL DRUG DO NOT TO ISSUE / DISPENSE" (save into your dose shortcuts)
- 5. Total quantity: enter lowest possible quantity number e.g.1
- Script notes: enter "as per organisation & clinic and date" e.g. *TRFT Rheumatology letter 1/1/2020* 6. Issue duration: enter 1
- 7. Use maximum issues: enter 1
- 8. Deselect the tick box: 'Patient can initiate issues' and 'Repeat template can be reauthorised'
- 9. Link to Read code(s): select "Hospital prescription" read code SCTID: 394995008, SystmOne: Xalng

Dose HOSPITAL DRUG - DO NOT ISSUE / DISPENSE dof dof dof Times & Doses Total guartity Image: Number Image: Capsules Image: Capsule Image	
Administrative notes Presets Issue duration 1 Days Image: Construction of the second s	
Patient can initiate issues Irregularly issued template Repeat template can be reauthorised Link to Read code(s) Hospital prescription (Xalng)	×
 10. Select the non-practice medication and "Issue the selected repeat templates" TWICE (x 2 times) → Save record → select "Do Not Print Them" → Ok 	x d d tresets Clear

11. Non-practice medication will appear in the "Repeat Templates" screen, blocked and with multiple flags

Authorised	Drug 🔨	Last Issued	Review	Issues	Compliance	Flags
14 Jul 2020	14 Jul 2020 Neoral 10mg capsules (Novartis Pharmaceuticals UK Ltd) 14 Jul 2020			2/1(2)		🕈 💲 🛉 🇗 🗡
	1 capsule - HOSPITAL DRUG - DO NOT ISSUE / DISPENSE					
	Additional Script Notes: organisation & clinic and date					
	Hospital prescription (XaIng)					

EmisWeb - recording non-practice medicines

- 1. Open 'Medication' tab
- 2. Select 'Add Drug' icon and find the non-practice medication
- 3. Complete the other required fields

Dosage: HOSPITAL DRUG - DO NOT TO ISSUE / DISPENSE

Quantity: Enter lowest possible quantity e.g. 0 or 1

Rx Types: Select Repeat and Private

Pharmacy Info: as per "organisation & clinic and date" e.g. TRFT Rheumatology letter 1/1/2020

Edit a Drug Generic / Trade Swite	ch 🕕 Drug Information 📷 M	edication Review 🧟 My Record 👻			
TESTTRANSFER, S	Startrotherham (Mr.)		Born 01-Jan-2001 (19y) Gender Male EMIS No. 27772 Usual GP SALEEM, Raz (Mr)		
Name	Alert - Neoral 10mg capsules (No	ovartis Pharmaceuticals UK Ltd)	Pack Details Optional Prescription Information		
Dosage	HOSPITAL DRUG - DO NOT ISSU	UE / DISPENSE	Pharmacy as per 🔺 Patient		
Quantity	0 capsule	Duration 28 Day(s)	Info "organisation & Info clinic" and "date"		
Rx Types	Repeat 🔹	Authorised Issues	Review Date 09-Jan-2021		
Authorising Clinician	SALEEM, Raz (Mr)	Variable use	Days Before Next Issue Min Max		
Warnings Drug Information Current Medication Past Medication Allergies Problems					
Dictionary of Medicines + Devices (dm+d) Crown copyright data is property of and is reproduced by permission of the Controller of Her Majesty s Stationery Office					

4. Link problems: to the Hospital prescription read code SCTID: 394995008, EmisWeb: 8B2D
5. Issue prescription > Change All > Record Hospital (No Print) > Approve and Complete

Issue	Press	Supervised Type Street		frank interes - The		x	
8	Authoriser 📷 Medication Regime Review 🐴	🖌 Change All 👻 🕾 Change Selection 👻	🦰 Pharmacy Message	📙 Patient Message 🛭 🍵	🕽 Dispensing Location: Braithwell 👻		
Π	ESTTRANSFER,Startrotherham (Mr.)	Dispensing NHS Printed Script (non-EPS) Out Of Hours (No Print)		Born 01-Jan-2001 EMIS No. 27772	L (19y) Gender Male Usual GP SALEEM, Raz (Mr)		
	Last regime review has expired	Record Hospital (No Print)		5	Send Reminder <u>Review</u>		
	Private Printed Script (non-EPS) To Be Signed By: SALEEM, Raz (N Neoral 10mg capsules (Novartis P Pharmacy Text - as per "organisation-	Private Script	<mark>.nown</mark> G - DO NOT ISSUE / DI	SPENSE, O capsule			
a	\bigcirc Defaults to private	Override Reason					
					Total Approximate NHS Cost: £0.0	o	
۲	Printer Postdate Postdate I3-Jul-2020 III Separate Non-GP						
<u>R</u> e	equest				Approve and Complete		

6. A separate section for Hospital will appear in addition to the Acute and Repeat sections

Current		
Drug / Dosage / Quantity	Last Issue Date / Authoriser	Last Issue Number / Method
Acute		
Α		
Repeat		
В		
Hospital		
C Neoral 10mg capsules (Novartis Pharmaceuticals UK Ltd) (Private) HOSPITAL DRUG - DO NOT ISSUE / DISPENSE, 0 capsule Pharmacy Text - as per "organisation & clinic" and "date"	13-Jul-2020 SALEEM, Raz (Mr)	Record Hospital