## 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 non-practice 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: XaIng

# 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



10. Select the non-practice medication and
"Issue the selected repeat templates" TWICE (x 2 times)
➔ Save record ➔ select "Do Not Print Them" ➔ Ok



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 | **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 (Xalng) | | | | | |

# 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*



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



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