NHS Grampian

Guidance For Recording Medicines Originating In Secondary Care By General Practices in NHS Grampian

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Signature:		Signature:

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Across NHS Boards	Organisation Wide	Directorate	Clinical Service	Sub Department Area

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Key word(s): Guidance recording medicines originating secondary care general practices vision EMIS

Process Document: Policy, Protocol, Procedure or Guideline Guideline

Document application: NHS Grampian

Purpose/description: Guidance for recording medicines originating in secondary care by General Practices.

Responsibilities for implementation:

Organisational:	Chief Executive and Management Teams
Corporate:	Senior Managers
Departmental:	Heads of Service/Clinical Leads
Area:	Line Managers
Hospital/Interface services:	Assistant General Managers and Group Clinical Directors
Operational Management Unit:	Unit Operational Managers

Policy statement: It is the responsibility of all staff to ensure that they are working to the most up to date and relevant policies, protocols procedures.

Review: This policy will be reviewed in three years or sooner if current treatment recommendations change

Responsibilities for review of this document:	Lead Pharmacist, Health and Social Care Moray
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Revision History:

Revision Date	Previous Revision Date	Summary of Changes (Descriptive summary of the changes made)	Changes Marked* (Identify page numbers and section heading)
		N/A – New Document	
Aug 2022		Changes to screenshots within Vision and Emis	Appendix 2
		Slight changes to narrative to include linking and coding	Pages 1 2 5 6

* Changes marked should detail the section(s) of the document that have been amended, i.e. page number and section heading.

Guidance For Recording Medicines Originating In Secondary Care By General Practices in NHS Grampian

Increasing numbers of patients are being prescribed medicines by secondary care clinicians who are then supplied by routes which do not require general practice prescribing. These medicines can be supplied by a number of different routes:

- Hospital only medicines supplied from hospital dispensaries
- Medicines being monitored by secondary care clinicians at clinic review
- Medicines supplied by third party homecare providers
- HBP prescription via community pharmacies.

It is important that the hospital clinician informs the patients General Practitioner (GP) the name of the medicine being supplied, the dose and the likely duration of treatment. This information should then be recorded in the GP patient record. Similarly, when a decision is taken to amend the dose or discontinue the medicine, the practice must be informed.

The recording of these medicines on GP practice systems is inconsistent and there is a risk that patient safety is compromised if the software decision support systems do not recognise these medicines.

Note: This guidance is intended to outline a standardised process, which all practices are encouraged to adopt; By recording appropriately the risk of harm to the patient is reduced by:

- Having a complete record of a patients medication in the patient record will ensure this medication is considered if there a change in a patient's condition, e.g. renal, hepatic function, etc.
- Prescribing decision support software will alert the prescriber to any drug interaction involving the secondary care derived medicine.
- The medicine will be displayed on Emergency Care Summary/Key Information Summary improving medicines reconciliation in hospital and out of hours.
- Reduce the likelihood of a double supply.

The attached appendices provide a suggested method of recording these medicines in GP practice systems and all practices are requested to review their current process and to consider adopting the appropriate recommendation.

Please note that although the medication appears on the repeat medication list it will not print out along with other medications on the repeat order form.

Appendix 1 – Suggested Process For Recording Medication Originating in Secondary Care on Vision within GP Practices.

Open a Patient Consultation;

- Therapy tab;

- Repeats;

- Start typing the name of the name of the medication;


Type a few letters of the drug name

- Press F3 to display the 'Select drug' box;

- Enter the name of the medication;

- Un-tick the formulary box;

- Click 'find', then choose the correct medication;

- Click 'OK'

- If GP practice process includes linking all medication then this entry should be linked
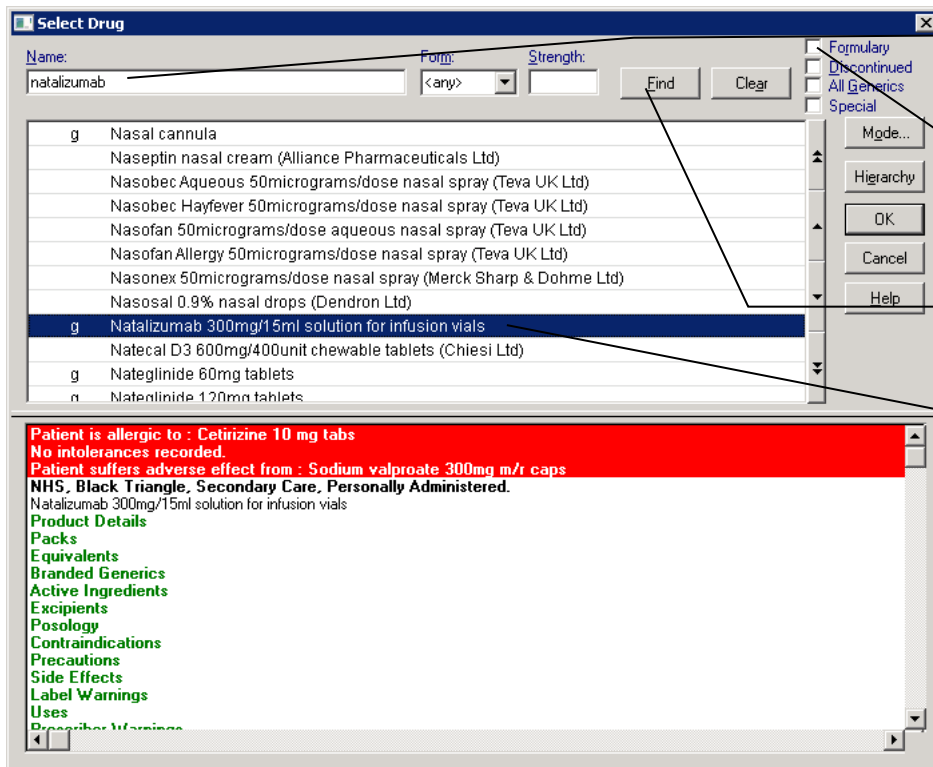
Callout labels (right side of the Select Drug dialog):
- Enter drug name
- Un-tick box
- Click find
- Choose medication, strength & form

- Complete the remaining details on 'Repeat Master – Add' form (see images below)
- Amend the date prescribed, if necessary
- Change the 'Source of Drug' to 'By Hospital'
- Note: the tick has been removed from the 'Print Script' box
- Record quantity. Enter 1 in the 'Repeats' box
- In the dosage box, enter "**Do not prescribe – issued and monitored by ……..clinic ……hospital**"
- Click 'OK' to complete.
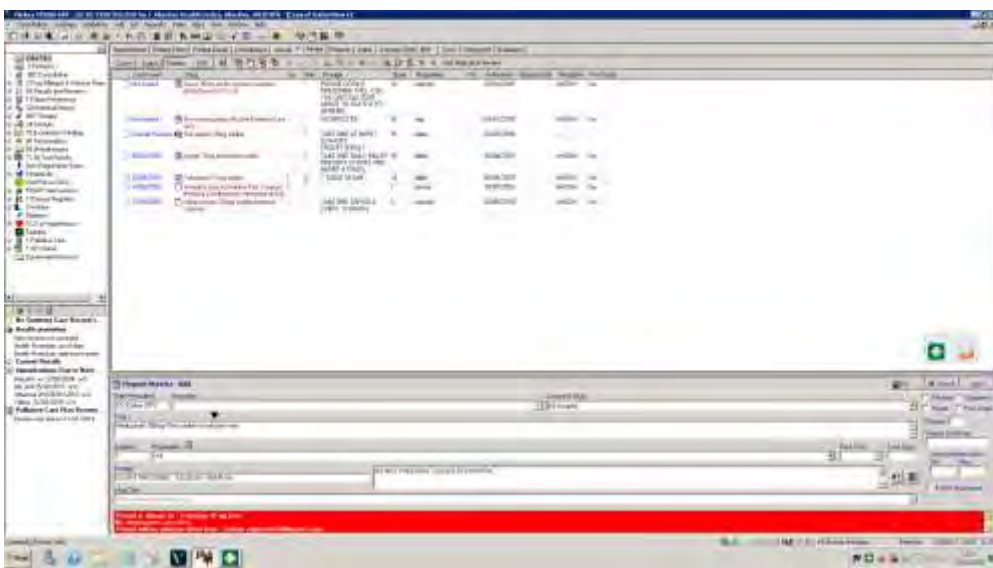
Date prescribed

Enter "DO NOT PRESCRIBE – ISSUED BY HOSPITAL"

Source of Drug

Print Script box is automatically un-ticked when 'Hospital' is selected

Enter '1'

Note the 'Filter out of practice medications' icon is displayed.

"Filter out of practice medication" icon is displayed

Record an appropriate read code and entry in journal.

Discontinuation of a Medication

When an item is discontinued by prescriber inactivate the repeat and add reason. Add an appropriate read code and entry in journal.

Appendix 2 – Suggested Process For Recording Medication Originating In Secondary Care on EMIS Within GP Practices

- From Main EMIS screen select PR-Prescribing or use F9 for shortcut to bring you into prescribing screen.
- Select A - Add which brings up the box below:

- Insert Name of Medication
- In dosage box add '**Do not prescribe – issued by hospital**'
- For Day/Quantity add '1'
- Prescription Type – Select Repeat from drop down box
- Enter Duration (1d) and Number of Re-issues (1)
- Click Next and Cancel at the bottom of this box

As shown in the screenshot above, use your mouse to click and highlight the Hospital Only Medication you have just added. Now press I (issue) then O (Outside) and click OK:
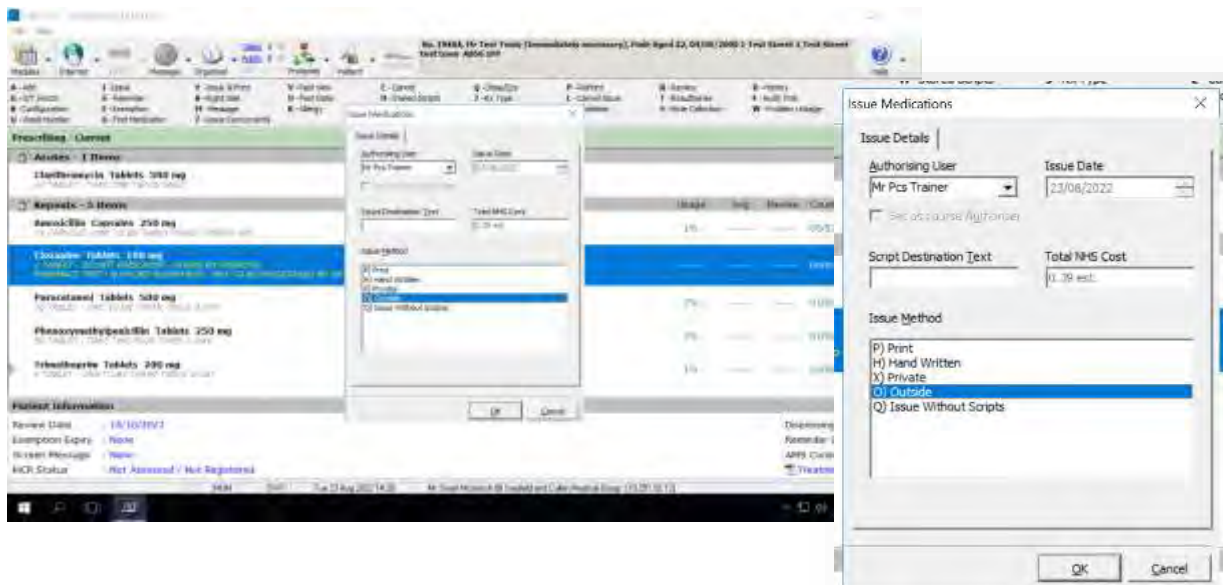

- If someone then tries to issue this again there is a warning displayed:
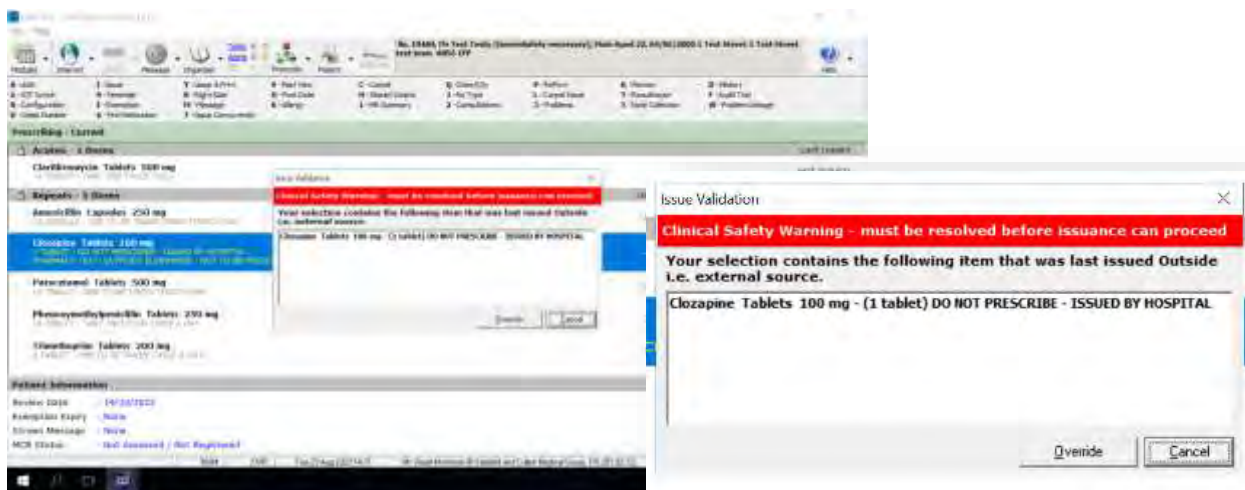
- Highlight the Medication you have just added and Select 'W - Problem Linkage' (from the menu below the Screen Message icon) which will then show the screen below. From here click and Drag the medication across to the problem that it relates to from the right-hand screen options and select OK.
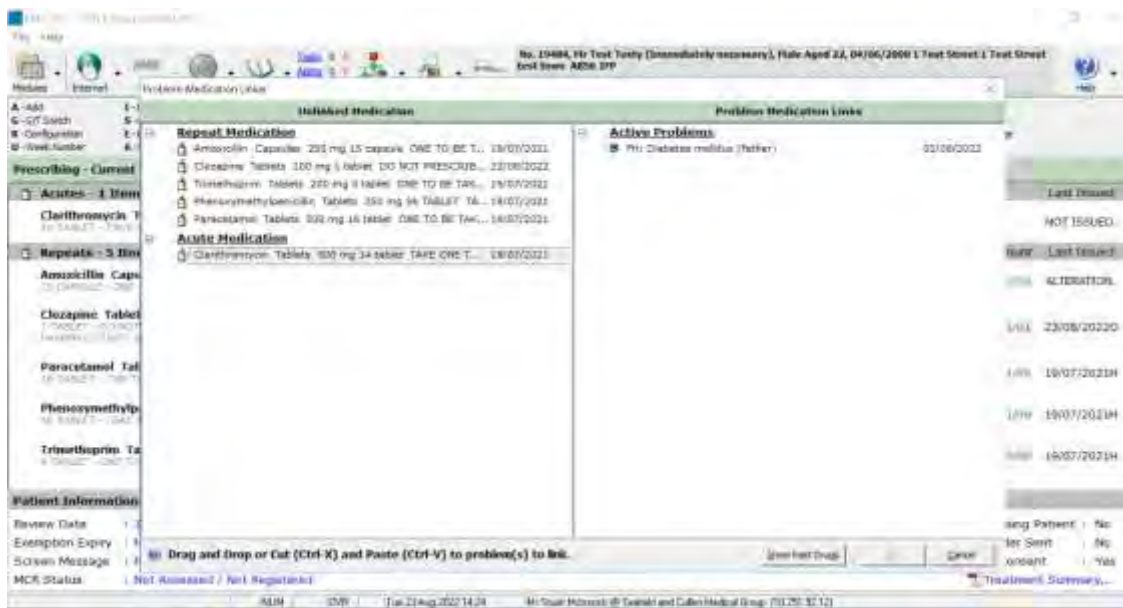
- To add a Screen Message at the bottom of the prescribing screen. Click on area next to Screen Message which then brings up following box:
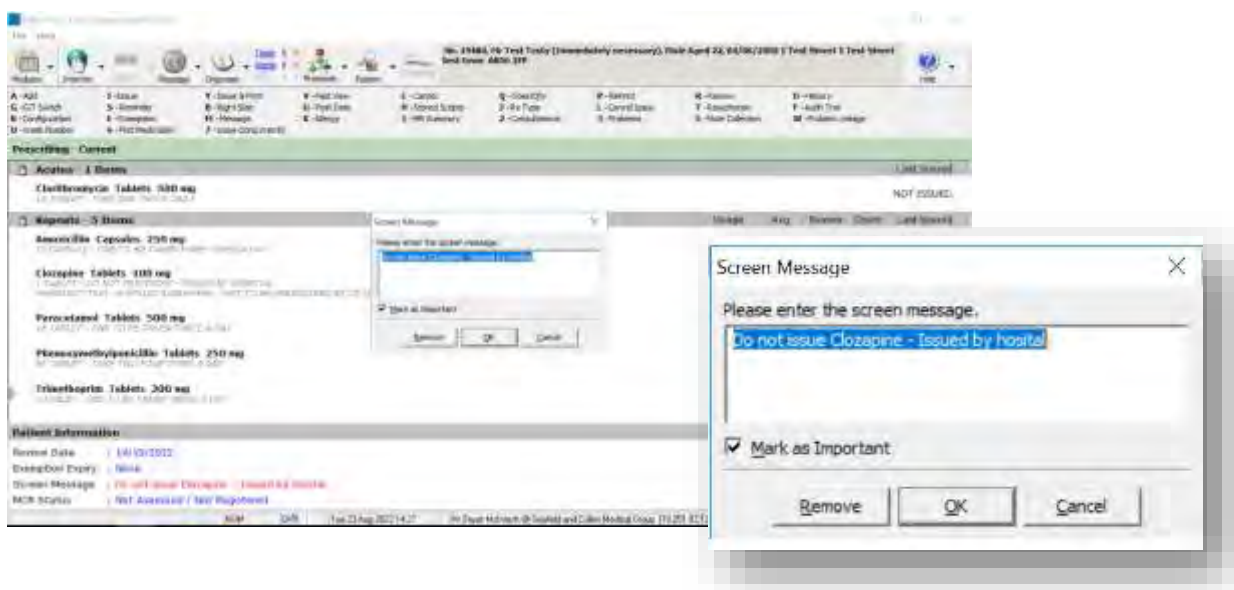
- Add '**Do not issue XXX (Name of drug) – Issued by hospital**' and select tick box to mark as important which will then add Screen message in red writing.

- Final step is to add alert to patient's record which appears when you first go in to patient's record this can be done from main EMIS screen.

- Select MR-Medical Record, A - Add then select option 4 – Alert.
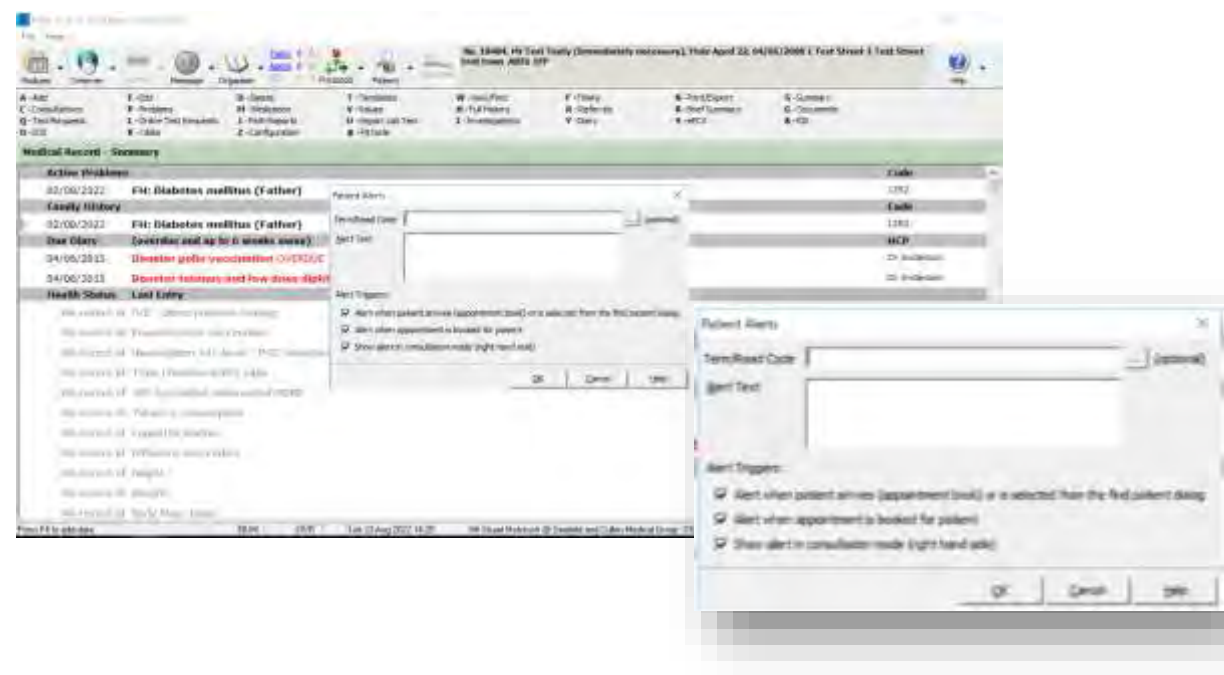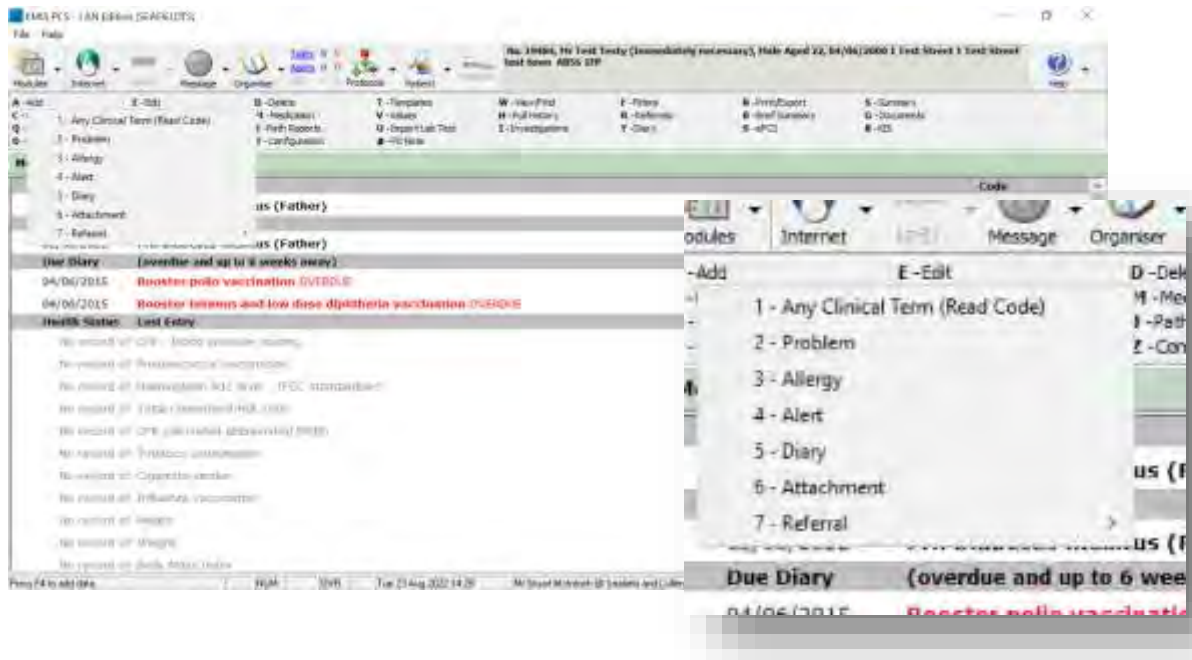
In the Alert Text box freetext '**Do not issue XX (Name of medication) – issued by Hospital'** and select OK.

Consultation Group

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