

**Guidance for Recording Medicines Originating in Secondary Care by  
General Practices in NHS Grampian**

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**Policy Statement:**

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

**Version 3**

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<b>Revision Date</b>	<b>Summary of Changes (Descriptive summary of the changes made)</b>	<b>Changes Made</b>
<b>June 2024</b>	New CPD template	
<b>June 2024</b>	Changes to Screenshots within Vision and Emis and narrative	Appendices

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# Guidance for Recording Medicines Originating In Secondary Care by General Practices in NHS Grampian

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

### Introduction

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 patient's 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

1. Open a Patient Consultation
2. Click on **Therapy** tab
3. Click on **Repeats** tab
4. Start typing the name of the medication on the screen
5. This will open the **Repeat Master – Add** window

Hermione HOUR 31/10/1985 (F) (CHI No: 3110852284) 19 Wandesford Place, Leeds, Z99 9ZZ, PERMANENT- Patient may

Consultation Summary Guidelines Add List Repeats Tasks Apps View Window Help

Appointments | Patient Select | Patient Details | Consultations | Journal | Filtered List | Summary/Grid | Tests | Therapy | Gui

Current	Scripts	Repeats	CMS						
	Last Issued	Drug	Iss	Max	Dosage	Q...	Preparation		
<input type="checkbox"/>	22/07/2024	Methotrexate 2.5mg tablets	2		2.5 mg (one tablet) to be taken ONCE WEEKLY	28	tablet		
<input type="checkbox"/>	22/07/2024	Salbutamol 100micrograms/dose inhaler CFC free	2	3	1 TO 2 PUFFS UP TO FOUR TIMES DAILY AS REQUIRED	200	dose		
<input type="checkbox"/>	22/07/2024	Candesartan 2mg tablets	1	6	1 TABLET ONCE A DAY	28	tablet		
<input type="checkbox"/>	Not Dispensed	Paracetamol 500mg tablets		7	TAKE TWO UP TO FOUR TIMES A DAY WHEN REQUIRED	3136	tablet		
<input type="checkbox"/>	Not Dispensed	Atorvastatin 40mg tablets		7	1 TABLET ONCE A DAY	28	tablet		

**Repeat Master - Add**

Date Prescribed: 13 August 2024    Prescriber: Gault, Mrs Caroline

Drug: Natal

Quantity:    Preparation:

Dosage:

Drug Class:

**Patient is allergic to : Phenoxymethylpenicillin 250mg tab, Amoxicillin 250mg caps  
No intolerances recorded.  
No adverse effects recorded.**

6. Press F3 to display the **Select Drug** box
7. Enter the name of the medication
8. Un-tick the **Formulary** box
9. Click **Find**, then choose the correct medication
10. Click **OK**

**Note:** If GP practice process includes linking all medication then this entry should be linked.

11. Amend the **Date Prescribed**, if necessary
12. Change the **Source of Drug** to **By Hospital**  
*Note: the tick has been removed from the **Print Script** box*
13. Record **Quantity**
14. Enter '1' in the **Repeats** box
15. In the **Dosage** box, enter dosage directions then "**Do not prescribe – issued and monitored by XXX clinic XXX hospital**"
16. Click **OK** to complete

Hermione HOUR 31/10/1985 (F) (CHI No: 3110852284) 19 Wandesford Place, Leeds, Z99 9ZZ, PERMANENT - Patient may see this record -- (Copy L...)

Consultation Summary Guidelines Add List Repeats Tasks Apps View Window Help

Appointments Patient Select Patient Details Consultations Journal Filtered List Summary/Grid Tests Therapy Guidelines

Current Scripts Repeats CMS

Medication review Due 04 January 2020 CMS Suitable Non-allopathic therapy

Last Issued	Drug	Iss	Max	Dosage	Q...	Preparation	Pro...	Authorized	Repeat Unit	P
22/07/2024	Methotrexate 2.5mg tablets	2	3	2.5 mg (one tablet) to be taken ONCE WEEKLY	28	tablet		22/07/2024		SE
22/07/2024	Salbutamol 100micrograms/dose inhaler CFC free	2	3	1 TO 2 PUFFS UP TO FOUR TIMES DAILY AS REQUIRED	200	dose		13/05/2024		LC
22/07/2024	Cardesartan 2mg tablets	1	6	1 TABLET ONCE A DAY	28	tablet		28/03/2024		AS
Not Dispensed	Paracetamol 500mg tablets	7		TAKE TWO UP TO FOUR TIMES A DAY WHEN	3136	tablet		28/06/2023	24/07/2024	JM

Repeat Master - Add

Date Prescribed: 13 July 2024 Prescriber: Source of Drug: By Hospital Organisation: P/A Dispensed Private Print Script

Drug: Natalizumab 300mg/15ml solution for infusion vials Item Review: Repeats: 1 CMS Repeat Until Date: Days Between Min: Max: Force Re-authorise Planned End Date:

Quantity: Preparation: Pack Size: Treat Days

Dosage: DO NOT PRESCRIBE - ISSUED AND MONITORED BY XXXX CLINIC

15 Immunomodulating drugs

16 OK Help

Enforced consent to me... Health promotion Clinical information missing Health Promotion out of date Health Promotion data inconsis... Immunisations Due in Ne... HPV 2nd 10/07/2019 o/d

Copy (2) of Initial View 4 R Mrs Caroline Gault Surgery 13/08/24 15:1

**Note:** The *filter out of practice medications* icon is displayed.

985 (F) (CHI No: 3110852284) 19 Wandesford Place, Leeds, Z99 9ZZ, PERMANENT - Patient may see this re

Guidelines Add List Repeats Tasks Apps View Window Help

Appointments Patient Select Patient Details Consultations Journal Filtered List Summary/Grid Tests Therapy Guidelines

Current Scripts Repeats CMS

Medication review Due 04 January 2020 CMS Suitable Non-allopathic therapy

Last Issued	Drug	Iss	Max	Dosage	Q...	Preparation	Pro
22/07/2024	Methotrexate 2.5mg tablets	2	3	2.5 mg (one tablet) to be taken ONCE WEEKLY	28	tablet	
Outside Practice	Natalizumab 300mg/15ml solution for infusion vials	1		Show More... DO NOT PRESCRIBE - ISSUED AND MONITORED BY XXXX CLINIC. SUPPLIED ELSEWHERE - NOT TO	2	vial	

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.

1. Click on **Current** tab in Therapy
2. Highlight the medication you wish to inactivate
3. Select **X** to inactivate

Date	Drug	Iss	Max	Dosage	Q...	Preparation
22/07/24	Methotrexate 2.5mg tablets		2	2.5 mg (one tablet) to be taken ONCE WEEKLY	28	tablet
22/07/24	Natalizumab 300mg/15ml solution for infusion vials	1		DO NOT PRESCRIBE - ISSUED AND MONITORED BY XXXX CLINIC. SUPPLIED ELSEWHERE - NOT TO	2	vial
22/07/24	Salbutamol 100micrograms/dose inhaler CFC free	2	3	1 TO 2 PUFFS UP TO FOUR TIMES DAILY AS REQUIRED	200	dose
22/07/24	Candesartan 2mg tablets	1	6	1 TABLET ONCE A DAY	28	tablet

4. Select reason for inactivation and add any appropriate **Additional text**

**Inactivation Reason**

Cancellation

Please select up to 5 reasons for inactivating this medication:

- Patient has recovered
- Patient moved to a different drug
- Drug discontinued by manufacturer
- Manufacturer supply problems
- Advised by Hospital/Other agency
- Allergy/Adverse effect/intolerance
- Drug switch programme
- Patient decision
- Patient non-compliance
- Preparation change
- Dose change
- Change to brand/generic
- Palliative care
- Drug ineffective
- No longer required
- Nurse Decision
- Doctor Decision
- Pharmacist Decision
- Other

Additional text:

after consultation at hospital

OK Cancel

Reason and additional text will appear on the patient's Journal

13/07/24	Repeat <b>Natalizumab 300mg/15ml solution for infusion vials</b> maximum 1 allowed Supply [2] vial DO NOT PRESCRIBE - ISSUED AND MONITORED BY XXXX CLINIC. SUPPLIED ELSEWHERE - NOT TO BE PRESCRIBED BY GP OR DISPENSED BY COMMUNITY PHARMACY Repeat Inactivation. Reason: Cancellation, Patient moved to a different drug <<after consultation at hospital>>
05/07/24	SCI Referral Letter

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

1. From Main EMIS screen select **PR-Prescribing** or use F9 for shortcut to bring you into prescribing screen
2. Select **A – Add** to open **Add Drugs** window
3. In **Name** add name of Medication
4. In **Dosage** add dosage directions then “**Do not prescribe – issued by hospital**”
5. In **Day/Quantity** add ‘1’
6. In **Rx Type** select **Repeat** from drop down box
7. In **Duration** add ‘1d’
8. In **Re-issues** add ‘1’
9. Now press **Issue**

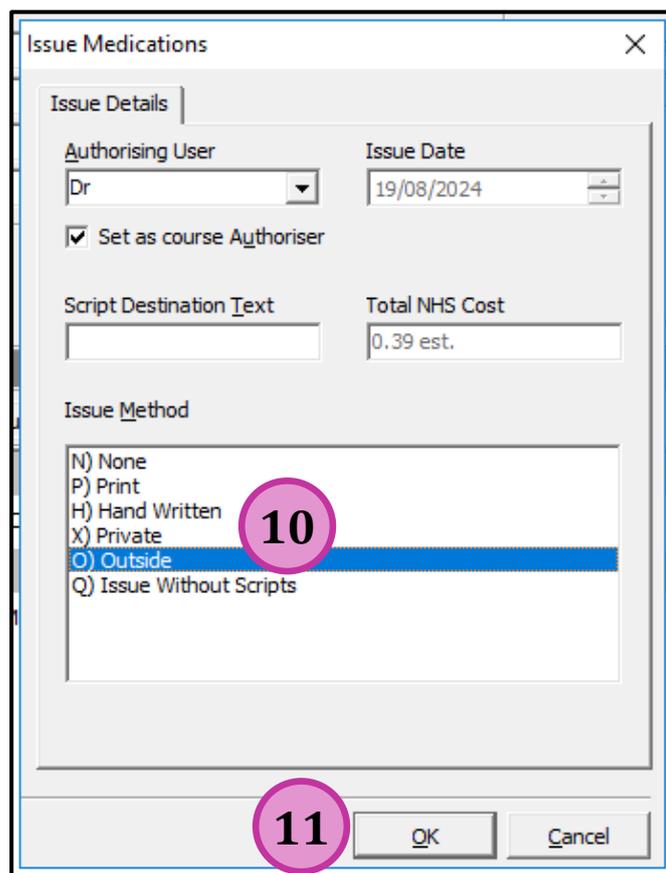
The screenshot shows the 'Add Drugs' window with the following fields and values:

- Problem Titles: NOT LINKED
- Authorised By: DR
- Name: (empty)
- Dosage: (empty)
- Day/Qty: (empty)
- Rx Type: (empty)
- Duration: (empty)
- Re-Issues: (empty)
- Rx Review: (empty)
- Main Review: 20/05/2024
- Urgent:

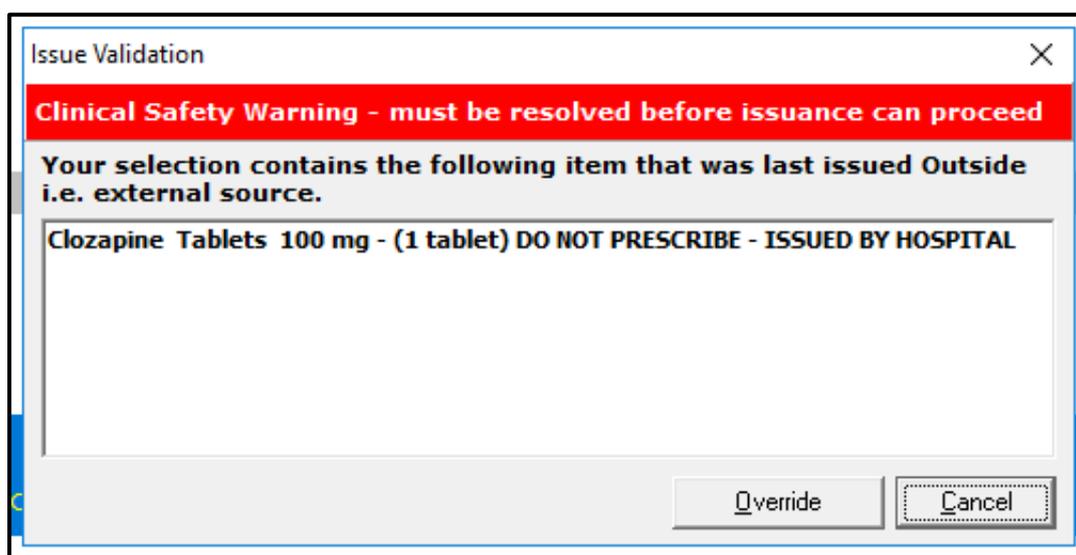
The 'Warnings & Status' tab is selected, showing a warning: - ADVERSE REACTION TO AMOXICILLIN.

Buttons at the bottom include: Clear, G/T Switch, BNF Data, Next, Issue & Print, Issue (circled in pink), and Cancel.

10. Then select **Outside**
11. Click **OK**



If someone then tries to issue this again there is a warning displayed



## Problem Linkage

1. 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
2. From here Click and Drag the medication across to the problem that it relates to from the right-hand screen options and select **OK**

Unlinked Medication		Problem Medication Links	
<b>Repeat Medication</b> 📄 Ramipril Capsules 10 mg 28 capsule ONE TO BE TAKE... 20/05/2023 📄 Aspirin E/c tablets 75 mg 28 tablet ONE TO BE TAKEN ... 20/05/2023 📄 Felodipine M/R tablets 5 mg 28 tablet ONE TO BE TAK... 20/05/2023 📄 Aspirin Dispersible tablets 75 mg 28 tablet ONE TO BE... 20/05/2023 📄 Clozapine Tablets 100 mg 1 tablet DO NOT PRESCRIB... 19/08/2024		<b>Active Problems</b> <input checked="" type="checkbox"/> Essential hypertension 27/01/2022 <input checked="" type="checkbox"/> Frailty 18/08/2020 <input checked="" type="checkbox"/> Control of rodents 01/12/2015 <b>Minor Past</b>	
<b>Acute Medication</b> 📄 Aveeno Cream 500 ml APPLY AS REQUIRED 26/05/2023 📄 Lansoprazole Orodispersible tablets (Gastro-Resistant) ... 26/05/2023 📄 Nortriptyline Tablets 50 mg 56 tablet ONE DAILY 26/05/2023 📄 Urgoktwo Multi-layer Compression Bandaging Kit 18-2... 12/07/2021 📄 Hyoscine Butylbromide Injection 20 mg/ml, 1 ml ampo... 09/06/2022			

🔗 Drag and Drop or Cut (Ctrl-X) and Paste (Ctrl-V) to problem(s) to link. Show Past Drugs OK Cancel

## Adding a Screen Message

1. To add a Screen Message at the bottom of the prescribing screen, press **M** or click on area next to **Screen Message** which then brings up below box
2. 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

Patient Information	
Review Date	: 20/05/2024
Exemption Expiry	: None
Screen Message	: <b>DO NOT ISSUE CLOZAPINE - ISSUED BY HOSPITAL</b> <span style="border: 1px solid purple; border-radius: 50%; padding: 2px 5px; color: white; font-weight: bold;">1</span>
MCR Status	: Not Assessed / Not Registered

NUM    OVR    Mon 19 Aug 2024 09:42

Screen Message ✕

Please enter the screen message.

**DO NOT ISSUE CLOZAPINE - ISSUED BY HOSPITAL**

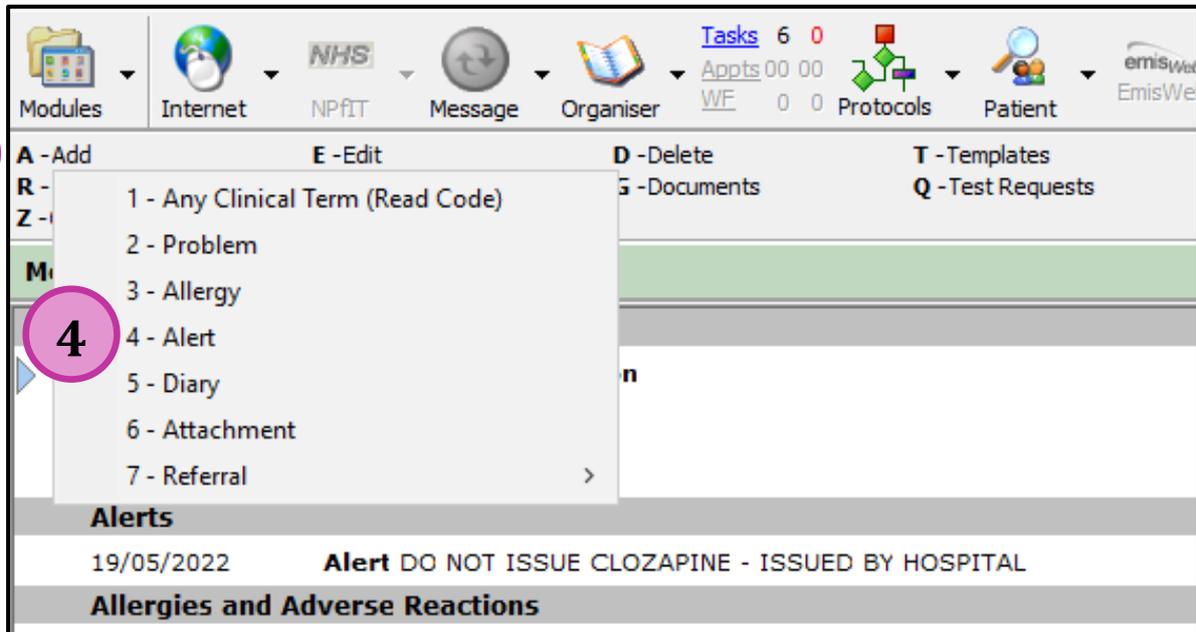
2

**Mark as Important**

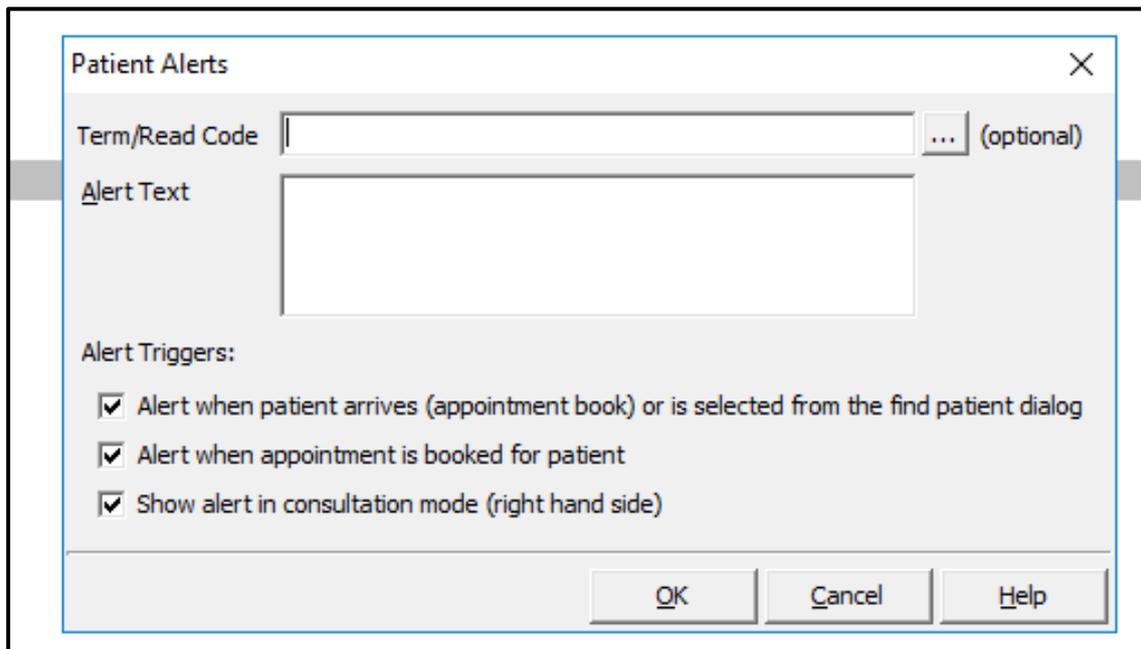
Remove
OK
Cancel

## Adding a Patient Alert

1. The 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.
2. Select **MR-Medical Record**
3. **A – Add**
4. Select option **4 – Alert**



5. In **Patient Alerts**, **Alert Text** box type “Do not issue XX (Name of medication) – issued by Hospital”
6. Select **OK**



## Discontinuation of a Medication

When an item is discontinued by prescriber inactivate the repeat and add reason.

1. On the prescribing screen, highlight the medication you wish to inactivate
2. Select **C – Cancel** to inactivate

<b>A</b> - Add	<b>I</b> - Issue	<b>Y</b> - Issue & Print	<b>V</b> - Past View	<b>C</b> - Cancel	<b>Q</b> - Dose/Qty
<b>J</b> - Rx Type	<b>L</b> - Cancel Issue	<b>T</b> - Reauthorise	<b>F</b> - Audit Trail	<b>N</b> - Configuration	<b>E</b> - Exemption
<b>6</b> - Find Medication	<b>7</b> - Issue Concurrently				

**Prescribing - Current**

**Repeats - 5 Items**

**Clozapine Tablets 100 mg**  
1 TABLET - DO NOT PRESCRIBE - ISSUED BY HOSPITAL  
PHARMACY TEXT: SUPPLIED ELSEWHERE - NOT TO BE PRESCRIBED BY GP OR DISPENSED BY COMMUNITY PHARMACY

3. Select reason for inactivation and add any appropriate free-text

Cancellation Reason

Medication list

- ✓ Clozapine Tablets 100 mg

Select a reason for cancellation from the dropdown list or fill in the free-text box

Medication stopped due to clinical change

Append reason with free-text

Following hospital consultation

OK Cancel

Reason and additional text will appear in **V – Past View**

**Repeats - 7 Items**

**Clozapine Tablets 100 mg**  
1 TABLET - DO NOT PRESCRIBE - ISSUED BY HOSPITAL  
PHARMACY TEXT: SUPPLIED ELSEWHERE - NOT TO BE PRESCRIBED BY GP OR DISPENSED BY COMMUNITY PHARMACY  
**CANCELLATION REASON: MEDICATION STOPPED DUE TO CLINICAL CHANGE FOLLOWING HOSPITAL CONSULTATION**

Add an appropriate read code and entry in consultations.