

## Guide to recording Hospital issue drugs in SystmOne and EMISweb

There are several medications which are prescribed and/or supplied directly to patients by other parties rather than the GP practice. Typically these include specialist drugs prescribed by secondary care only e.g. RED drugs such as biologics or items supplied from addiction/alcohol services.

This poses a risk in primary care if clinical staff are unaware of all the patient's current medication as it can effect:-

- making clinical decisions
- avoiding interactions or other risks when new medication is prescribed
- providing a drug history to hospitals/units on admission (medicines reconciliation)
- recognising any adverse events associated with the non-practice medication and taking appropriate actions

There have been recent patient safety incidents due to this and therefore it is of paramount importance that GP practices have a record of these medications on their clinical system for governance purposes.

## Guide to recording Hospital issue drugs in SystmOne

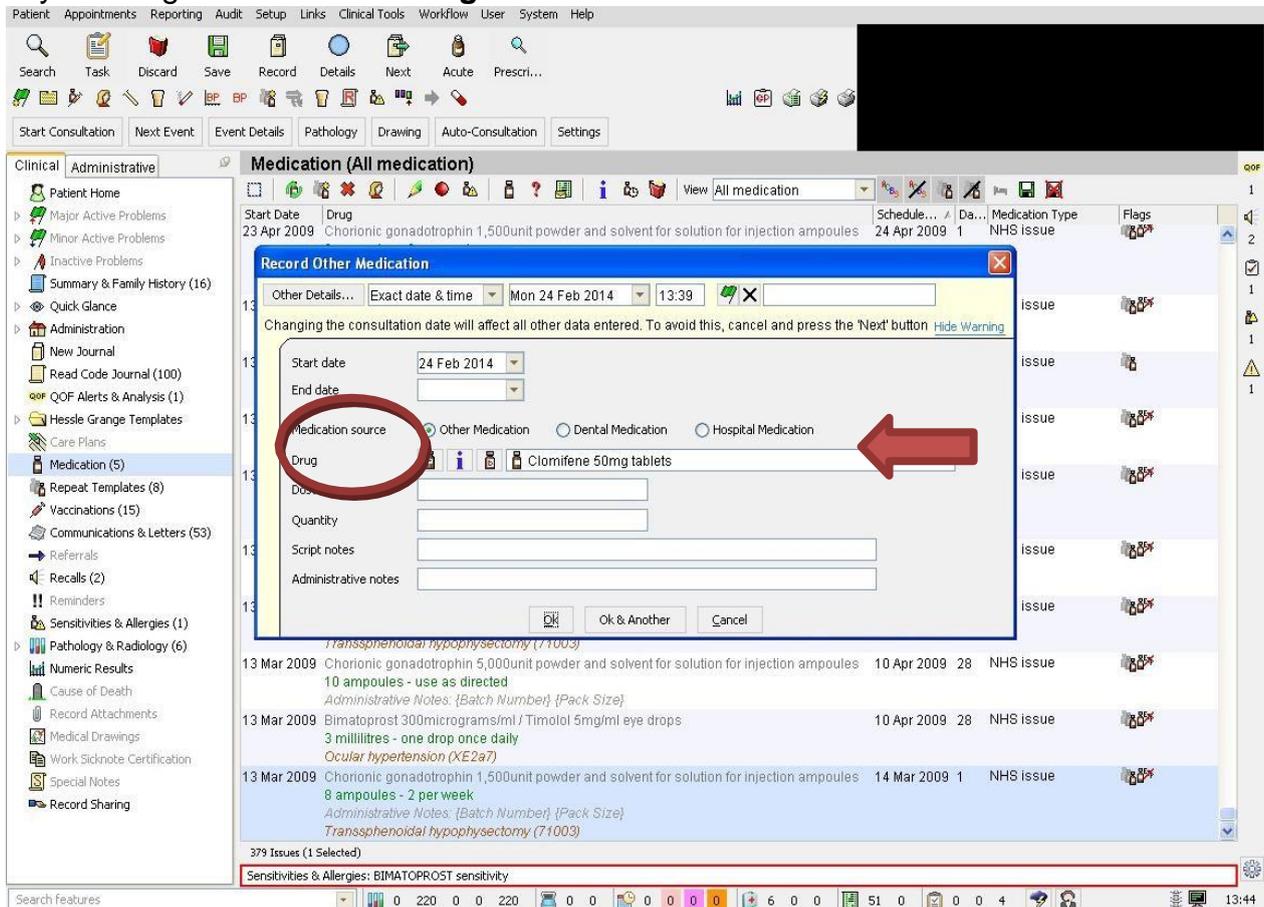
SystmOne has the facility to record Hospital issue drugs prescribed by specialists on the patient's clinical record. This guide will show you how to display the Hospital issue drug in a separate section of the patients' medication list.

1. Select the patient and **right click** on the **Medications** tab on the clinical tree. From the popup list that appears select **Record Other Medication**.

The screenshot shows the SystmOne interface with the 'Medication (All medication)' window open. The left-hand 'Clinical' tree has the 'Medications' tab selected, and a context menu is open over it with 'Record Other Medication' highlighted. The main window displays a table of medications:

Start Date	Drug	Schedule	Da...	Medication Type	Flags
23 Apr 2009	Chorionic gonadotrophin 1,500unit powder and solvent for solution for injection ampoules 8 ampoules - 2 per week Administrative Notes: {Batch Number} {Pack Size} Transsphenoidal hypophysectomy (71003)	24 Apr 2009	1	NHS issue	
13 Mar 2009	Gonotropin 5.3mg powder and solvent for solution for injection cartridges (Pfizer Ltd) 1 cartridge - use as directed Administrative Notes: {Batch Number} {Pack Size} PHARMACIA LIMITED	12 Apr 2009	30	NHS issue	
13 Mar 2009	BD Micro-Fine + hypodermic insulin needles for pre-filled / reusable pen injectors screw on 8mm/31 gauge (Becton, Dickinson UK Ltd) 100 needle - use as directed	12 Apr 2009	30	NHS issue	
13 Mar 2009	Somatropin (rba) 6mg powder and solvent for solution for injection cartridges 1 cartridge - use as directed Administrative Notes: {Batch Number} {Pack Size}	10 Apr 2009	28	NHS issue	
	75unit powder and solvent for solution for injection vials 1 weekly Administrative Notes: {Batch Number} {Pack Size} Transsphenoidal hypophysectomy (71003)	10 Apr 2009	28	NHS issue	
09	Levothyroxine sodium 100microgram tablets 28 tablets - take one each morning Hypothyroidism (X401Q)	10 Apr 2009	28	NHS issue	
09	Hydrocortisone 10mg tablets 84 tablets - 3 daily Transsphenoidal hypophysectomy (71003)	10 Apr 2009	28	NHS issue	
09	Chorionic gonadotrophin 5,000unit powder and solvent for solution for injection ampoules 10 ampoules - use as directed Administrative Notes: {Batch Number} {Pack Size}	10 Apr 2009	28	NHS issue	
13 Mar 2009	Bimatoprost 300micrograms/ml / Timolol 5mg/ml eye drops 3 millilitres - one drop once daily Ocular hypertension (XE2a7)	10 Apr 2009	28	NHS issue	
13 Mar 2009	Chorionic gonadotrophin 1,500unit powder and solvent for solution for injection ampoules 8 ampoules - 2 per week Administrative Notes: {Batch Number} {Pack Size} Transsphenoidal hypophysectomy (71003)	14 Mar 2009	1	NHS issue	

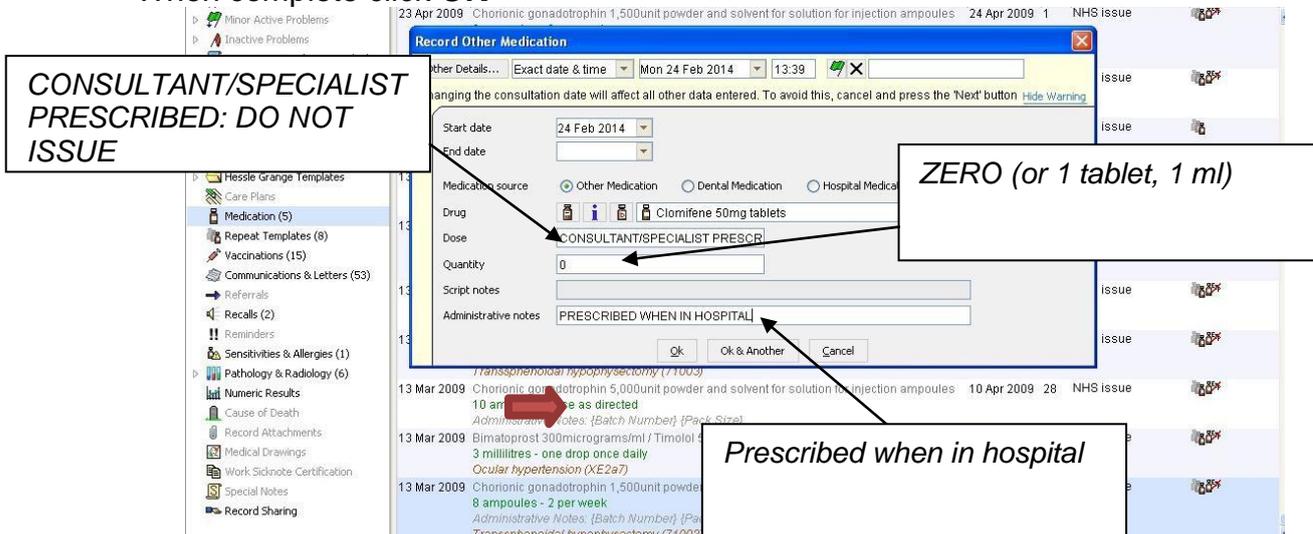
2. In the popup window that appears search for the drug the patient has been prescribed by entering its name in the **drug** box.



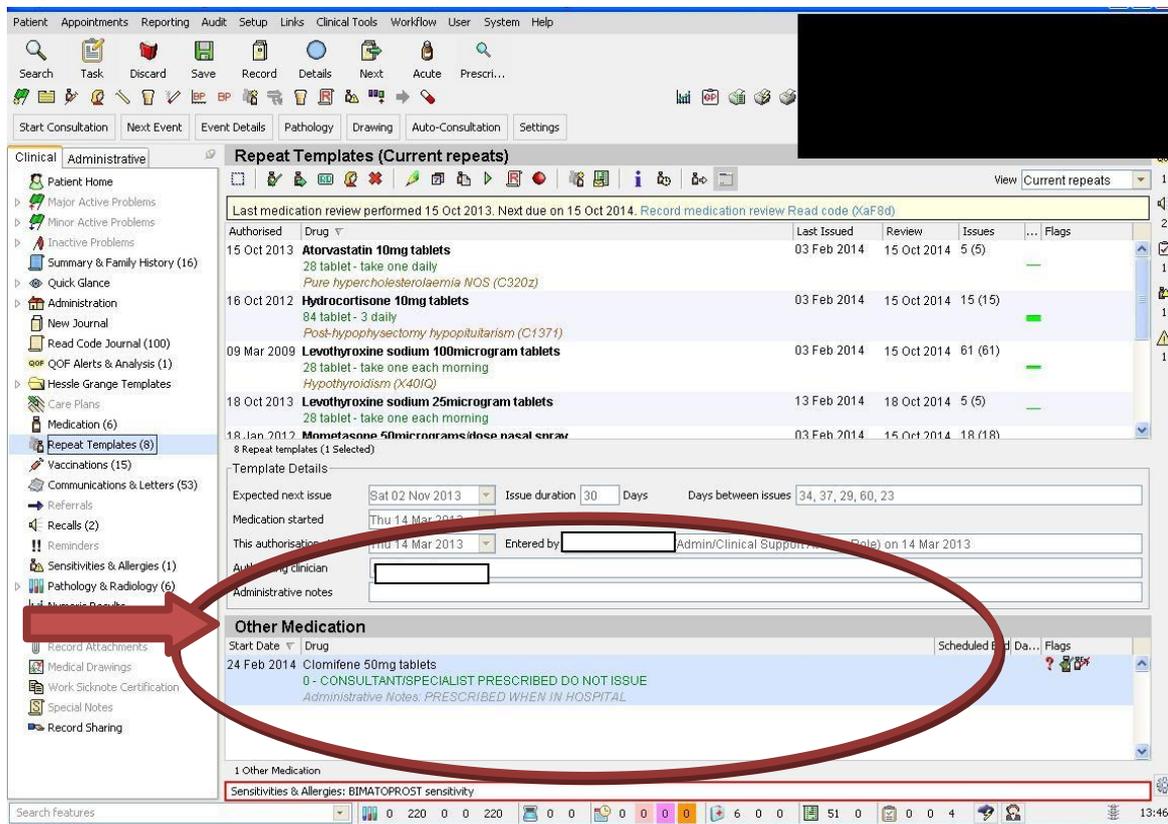
3. Once the drug has been selected, select the correct medication source option i.e. hospital, dental or other eg methadone or complete the other boxes as follows:

- **Dose:** *CONSULTANT/SPECIALIST PRESCRIBED: DO NOT ISSUE*
- **Quantity:** *ZERO (or lowest possible quantity possible e.g. 1 tablet or 1ml)*
- **Administrative notes:** *Prescribed by hospital*

When complete click **OK**



4. The Red drug will be displayed in a separate section beneath the GP prescribed medication list on the **repeat template** page. The medication will not be issued but the system will flag up potential interactions and give a complete record of the patients' current treatment.

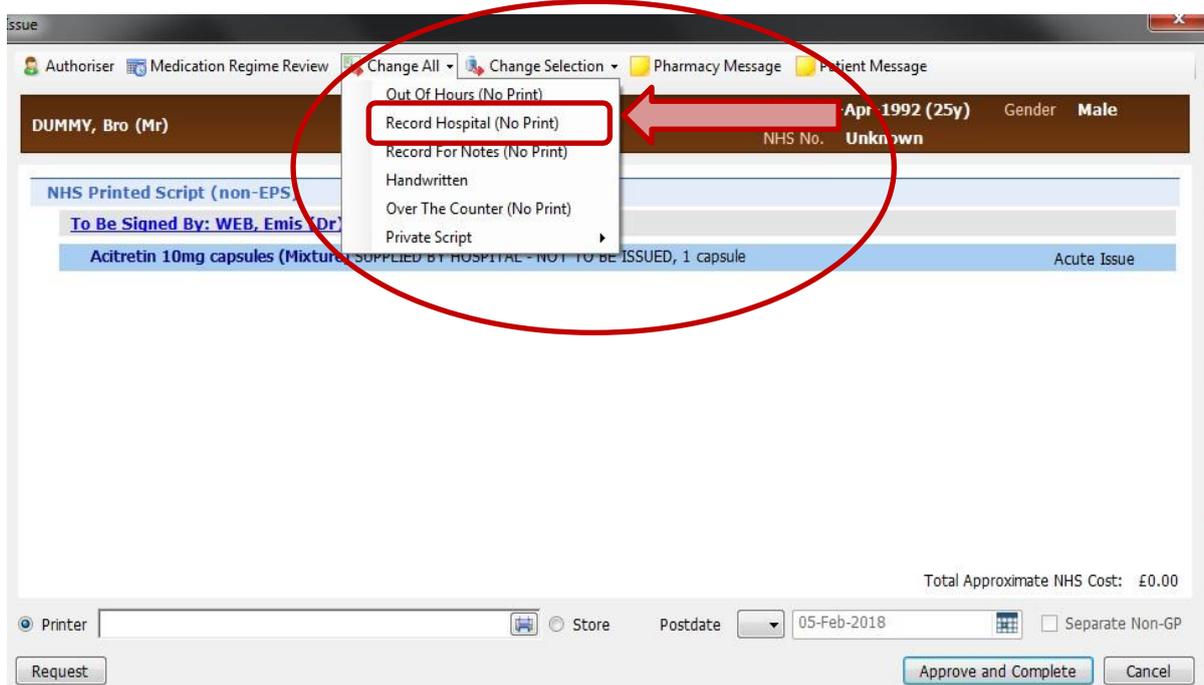


## Guidance on recording Hospital issue drugs in EMIS

EMIS does not currently have robust and fully appropriate functionality in place so it is important that all practice staff follow this guidance and do not inadvertently issue prescriptions for these medicines.

### Instructions:

1. Open 'Medication' tab
2. Select 'Add Drug' icon and enter drug details
3. Complete the other required details of the non-practice drug:
  - **'Dose'**: SUPPLIED BY HOSPITAL – NOT TO BE ISSUED BY GP
  - **'Quantity'**: Enter lowest possible quantity possible e.g. 1 tablet or 1ml
  - **'Rx Types'**: Select 'Acute' or 'Repeat'
4. Select **'Issue'**. This will open another window
5. Go to the **'Change All'** tab; select **'Record Hospital (No Print)'** from the drop down menu (see next page)



6. Then click on 'Approve and complete'.

7. The hospital-prescribed drug will now be displayed in a different section of the medication screen to that of GP prescribed medications

Drug / Dosage / Quantity
<b>Acute</b>
A <b>Ibuprofen 400mg tablets</b> One To Be Taken Three Times A Day After Food, 28 tablet
<b>Repeat</b>
B <b>Amlodipine 5mg tablets</b> One To Be Taken Each Day, 56 tablet
C <b>Atorvastatin 80mg tablets</b> One To Be Taken Each Day, 56 tablet
D <b>Levothyroxine sodium 50microgram tablets</b> One To Be Taken Each Morning At Least 30 Minutes Before Breakfast, 56 tablet
E <b>Metformin 500mg tablets</b> Take ONE tablet TWICE a day (breakfast and lunch), 112 tablet
F <b>Chemydur 60XL tablets (AMCo)</b> One To Be Taken Each Morning, 60 tablet
<b>Hospital</b>
G <b>Acitretin 10mg capsules (Mixture)</b> SUPPLIED BY HOSPITAL - NOT TO BE ISSUED, 1 capsule

8. If you wish to issue the hospital drug, a warning appears in the 'Approve and Complete' print box stating it was 'issued by hospital'



***There is still a potential risk to issue a Hospital issued drug in error, hence the above entry instructions must be strictly adhered to.***