



## EPS for Prescribers and Non-Prescribers in SystemOne

Ensure that all staff who need to prescribe using ePS have at least a Version 8.0 Smartcard. Any staff who don't have the correct card, need to be directed to the RA Team via the NHS Service Desk.

Staff who are Independent Prescribers need 'Independent Prescriber' (B0420). and Perform ETP Cancellations on their smart card.



However, in GP Units most repeat issuing admin staff will already have (B0420) as it enables them to issue repeat templates and access Prescription tracker. *Note: It does not mean that they can prescribe, only staff with a qualification which is reflected in their GMC, NMC. or similar qualification can do this and it is validated by their smart card.*

Individual Global settings, Professional details (see fig.1) GPs should be set to the "GP" radio dot. Any other prescriber working at the GP Unit should be set to "Other", this includes Locums, F2s, pharmacists and ANPs. their National ID will be entered as appropriate for their role e.g. a Nurse will have an NMC code entered. A locum will be able to prescribe using the PPAID of a senior partner. A GP will have a GMC number and may use his own PPAID or be set to use that of a senior partner, this will be the decision of the practice.

Admin staff must **also be** set to "Other" and be set up with the correct Spine employment role. Admin staff have different User preferences, to clinicians **and will not be set with a PPAID**. *Admin will not ever be given "can digitally sign prescriptions", RA restrictions only allow this to be given to staff who have a Prescribing qualification entered into the clinical system validated by the users smart card.*

**Note:** Admin Staff *may* be required to Perform ETP Cancellations (B0468). This must be a careful consideration by the Unit as it is a big responsibility to expect admin staff to cancel a prescription that has already been signed by a prescriber and should only be carried out by admin on the instructions of a prescriber.

Figure 1

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**Organisation settings for Prescribing.** A GP SystemOne unit must set the correct **Organisation** settings for Prescribing (see fig 2)

Set Up Menu > Users & Policy > Organisation Preferences.

Open the Prescribing folder from the tree and select Prescription Authorising. Ensure the 'Automatically calculate the authoriser' radio dot is selected. (Top radio dot). This setting ensures that prescribing/authorising names appear correctly on prescriptions/tokens providing that the correct user settings are followed. **Note:** The middle option is rarely used unless specifically

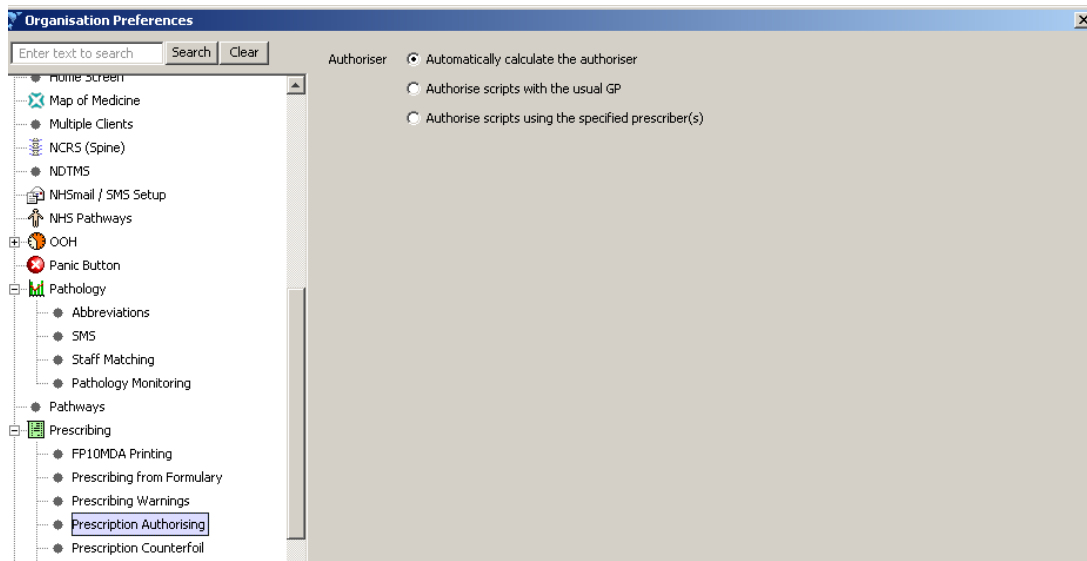


Figure 2

requested and may impact individual user settings. The third option is used for restricting signatories e.g. peripatetic prescribers who travel to different locations to prescribe but use their own single prescribing code.

**In a GP Unit** - Only users with a Prescribing qualification / role need to be set up with a 'PPA ID' or 'Using PPA ID' to prescribe

- **GP Prescriber** (see fig.2)
  - GMC code, a PPA ID, a valid GP Spine employment role and either the Independent Prescriber or Supplementary Prescriber access right and on Global settings the "GP" radio dot is selected
- **GP Locum / F2 Prescriber** (see fig.2)
  - GMC code, set to using a valid PPAID of a senior partner at the practice, a valid GP Spine employment role and either the Independent Prescriber or Supplementary Prescriber access right and on Global settings the "Other" radio dot is selected
- **Nurse Prescriber** (see fig 2)
  - an NMC number, a valid Nurse Spine employment role and on Global settings the "Other" radio dot is selected and also have the Independent Prescriber access right and on Global settings the "Other" radio dot is selected

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- **Pharmacist Prescriber** (see fig. 2) a GPhC number, a valid pharmacist Spine employment role and on Global settings the “Other” radio dot is selected and the Independent Prescriber access right.
- **Other Non-medical Prescriber** (see fig 2)
  - **Note: this term is used for clinical staff such as a midwife who can prescribe**
  - **HCPC (Healthcare Practitioner Code)**, a valid Spine employment role and on Global settings the “Other” radio dot is selected. (fig.1) They will need the Independent Prescriber access right and a prescribing code entered into the system.
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User Preferences - Prescription Authorising (see fig.3)

The Personal Prescribing Authoriser ID (PPAID) is how funding is drawn to a GP Unit. The Pricing Authority use this code to identify the cost centre to recharge the costs to the appropriate area and to provide data on prescribing information.

**GP Prescribers, including locums, pharmacists and Advanced Nurse Prescribers** should have the **top** radio dot selected to show their name on a prescription (whether they are using their own PPAID or “set to use a PPAID” of a senior partner) either way their user set up is the same.

- **Admin** in a GP setting should have the **middle** radio dot selected to ensure their name **does not** appear on a prescription/token (see fig 3) this could happen if they issue repeats.

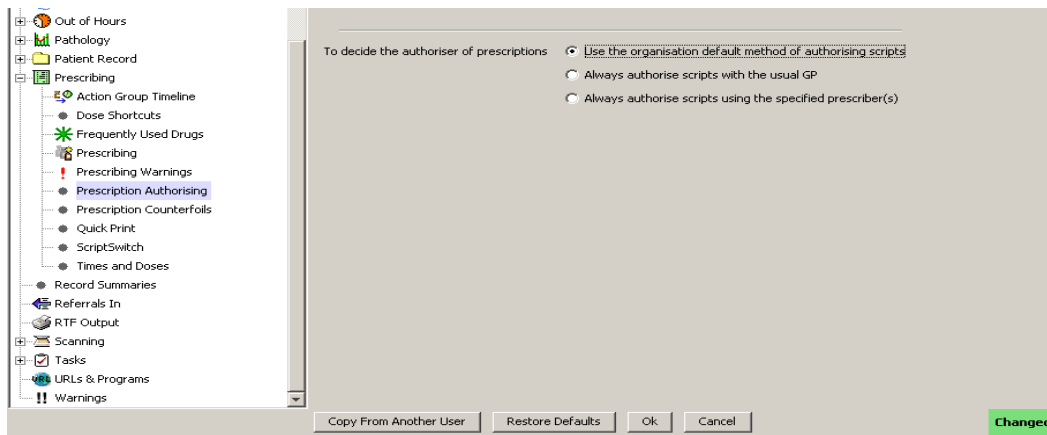


Figure 3

## Nomination information

It is patient choice and responsibility to select a nominated pharmacy and this can be changed by any pharmacy at the patients request. However, it is often the GP practice that does this on behalf of the patient. If any of the prescribing units change a nomination, then all the prescribing units that share the patient’s care will be affected by the change automatically.

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GP practices can add an “exemption code” to the patient’s record which will stop ePS. If this is the case, then other prescribing units will not be able to send an ePS request to the Spine (e.g. a GP practice that have their own dispensary may do this). A patient can request for the exemption code to be removed from their record.

**Prescribing recommendation** -Remove tick from the two check boxes in the drug browser to avoid trying to prescribe non-compliant and unlicensed medication