

Guidance on recording Hospital Issue Only Drugs on practice systems

It is important to have a reliable and safe method for recording all the medications that patients are prescribed no matter which prescriber takes responsibility for its issue. The majority of medication prescribed to patients will usually be managed by the patient's general practice. However, a significant number of patients receive treatments that are traditionally regarded as being, for example, hospital based and often these treatments remain the responsibility of the hospital or other specialist. This responsibility usually includes the on-going prescribing of a medication(s) e.g. Red drugs. In these cases it is crucial that the patient's general practice is both aware of the status of the medication and is able to record its existence on the practice system, whilst at the same time avoiding any undue risk to the patient from inappropriate issues, etc.

The two main areas of concern when it comes to these Hospital Issue Only drugs are firstly to avoid the risk of inadvertent issue of these drugs from the practice and secondly to maintain patient confidentiality where this is important to the patient. In addition, it is clearly an advantage to record these drugs in a way that enables the clinical system to highlight any potentially harmful drug interactions.

Appendix 1(EMIS Web) and Appendix 2 (Vision) record methods of recording Hospital Issue Only Drugs on practice systems.

These methods have the following advantages:

- You have a full set of medicines on one screen (EMIS only)
- The Hospital Issue Only Drug is integrated into the automated alert system and therefore you will be notified of any significant interactions, etc. (EMIS & Vision)
- The Hospital Issue Only drug will be listed on the clinical systems summarised care record.

But be aware:

- There is a small risk of the Hospital Issue Only Drug being inadvertently prescribed (EMIS only)
- The Hospital Issue Only Drug will be listed on the RHS of the script whether it has been issued or not which could be undesirable for confidentiality reasons in some patients e.g. HIV (EMIS only)
- If the practice has their system set to delete medication if not issued after a fixed period of time the Hospital Issue Only Drug will go into past drugs (EMIS only)
- A system should be in place to ensure that Hospital Issue Only Drugs are removed or amended on practice systems as and when notified by secondary care or other specialist prescriber (EMIS & Vision).

Appendix 1 Method of recording Hospital Issue Only Drugs on EMIS Web

1. Add the drug in the usual way
2. In the directions box enter '**Hospital Only Do not issue**'.
3. For the quantity enter 0.1
4. Go to issue the prescription in the usual way. Click on 'change all' and select 'Hospital (No Print)'
5. The hospital prescribed medication will sit on the prescription screen under its own heading.

Appendix 2 - Method of recording Hospital Issue Only Drugs on Vision

1. Open 'Therapy' tab and add repeat item.
2. Go to the 'Source of Drug' field and click on the drop down menu and select 'By Hospital'
3. Enter the drug name and in the drug 'Dosage' field enter '**Hospital Only Do not issue**'
4. A value must be entered in the 'Repeats' field to save the record. Enter '1' since a prescription cannot be issued when the 'By Hospital' option has been select.
5. You will notice that the prescriber box is now inactive. Click 'OK'
6. The entry is given bowtie icon and stored under the inactive repeats and cannot be printed.
7. The default setting is to filter inactive items not to show and so non-practice items will not be routinely shown on the 'Repeats' screen. The clinical system will still flag up potential interactions even though the item cannot be seen on this screen.
8. To see non-practice items, the filter will need to be switched off.