

PRESCRIBING SUPPORT SERVICE COVID USER GUIDE

Creating an Annual Prescription

Aim

The aim of this procedure is to ensure that patients reviewed and approved by the GP/Pharmacy Team for a serial prescription have their repeat prescription converted to serial prescription as per individual practice agreement in accordance with Greater Glasgow and Clyde Serial Prescribing Implementation Guide for Prescribing Teams.

Scope

This procedure should be followed by staff during the COVID 19 pandemic.

Introduction

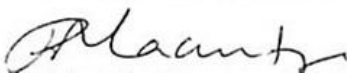
This process allows for appropriate patients medicines to be placed onto serial prescriptions.

Related SOPS/Documents *(Delete if not applicable)*

COV 01	...Running a database search to identify potential patients for a serial prescription
COV 02	...Screening a database search to select potential patients for a serial prescription
PRES012	...Logging in and out of EMIS
PRES013	...Finding a patient on EMIS
PRES016	...Point 8 only of adding, changing or inactivating a repeat medication in EMIS
PRES019	...Finding a patient in Vision V4.0 for further instructions.

Process

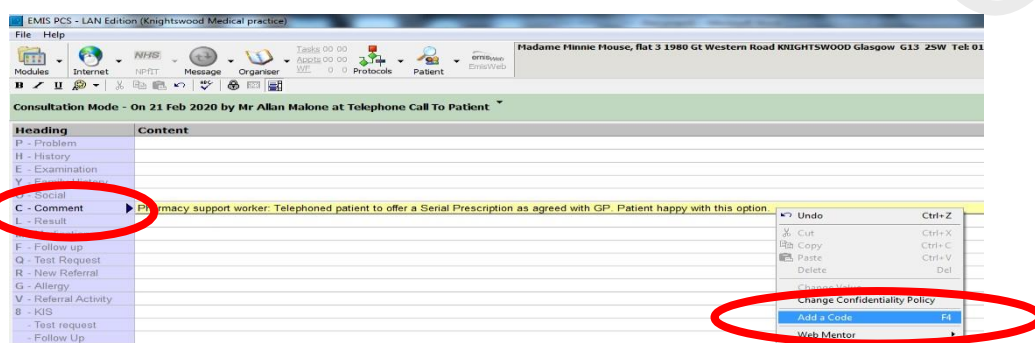
- Using the approved list of patients to be switched to a serial prescription.
- Check that the CMS default script duration is for 56 weeks with 8 week dispense and that you are set up as "other" in User Manager on EMIS,
- Log onto the practice computer, open EMIS using your log in details/password.
- Enter the patients CHI number and select the patient.
- Letter the patient to explain they have been selected for a serial prescription using Appendix 1 letter template.
- Use practice system to check patient's usual community pharmacy they currently collect their prescription from. You can also manually check this using the prescription [tracker tool](#) or via staffnet (www.staffnet.ggc.scot.nhs.uk > Acute > Division Wide Functions > Pharmacy & Prescribing Support Unit > Prescribing then click on MM – Medicines Management link on left hand side

Written By	NHS Louisa Jordan Project Steering Group
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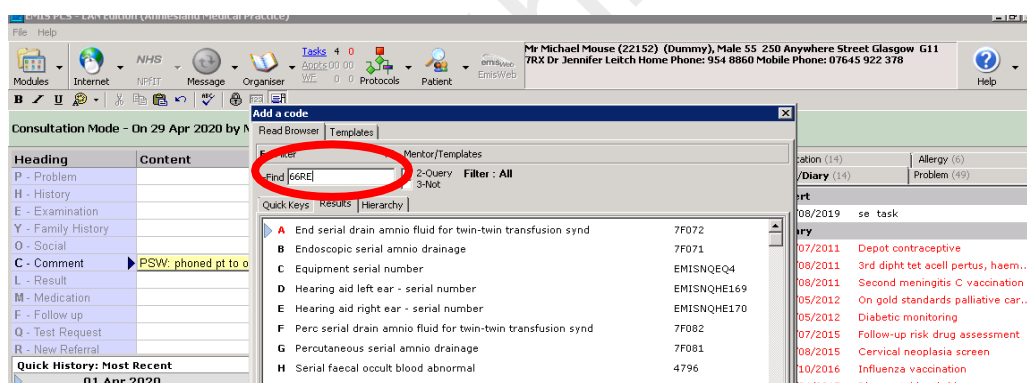
7. Add a consultation to the patient's record.



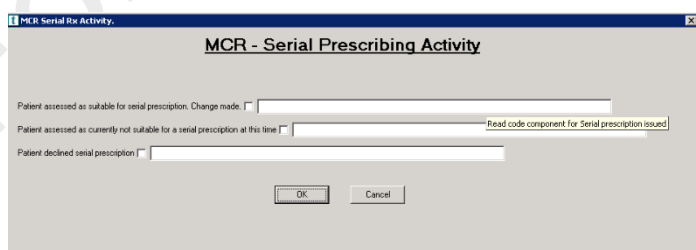
8. In the comments section of the consultation enter your job role e.g. pharmacy support worker/pharmacy technician and details of the consultation then right click to add a read code.

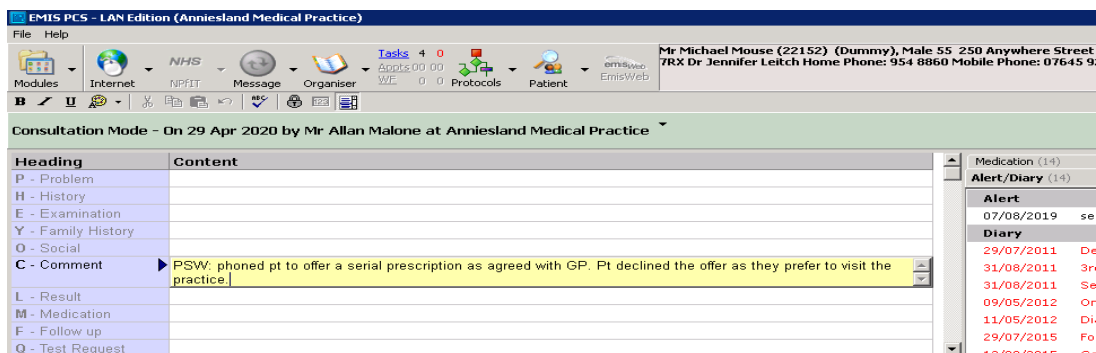


9. Use the serial prescribing template to add readcode 66RE – serial prescription issued

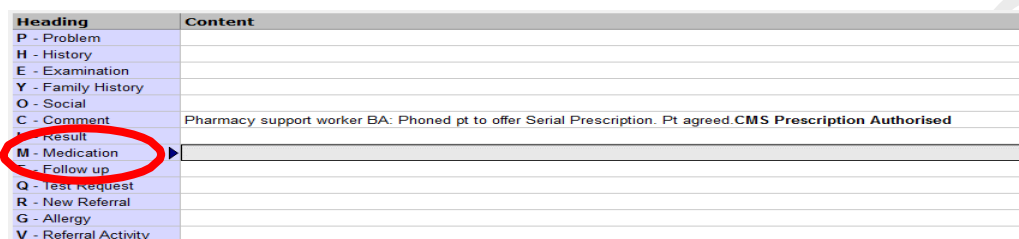


10. If patient declined a serial prescription make a note in the consultation and add readcode 66RB – MCR –Patient declined serial script through the template. Move on to next patient.



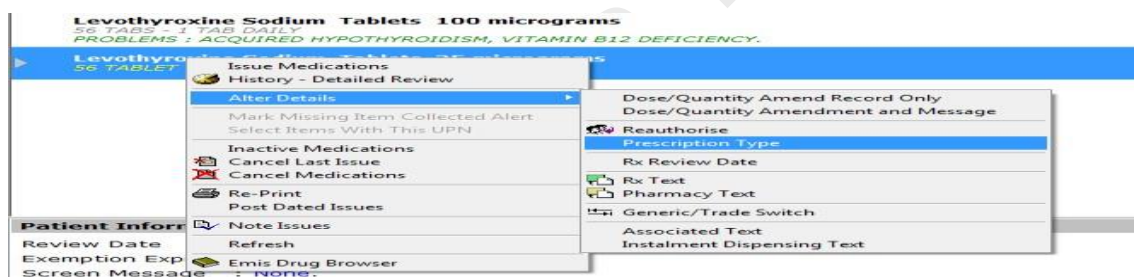


11. If a Serial Prescription is issued double click in the 'medication' section of the consultation.

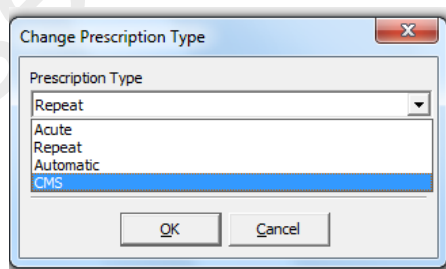


12. Select each item individually, then right click as follows:

Step 1 – Change the prescription type



Step 2 – Select CMS

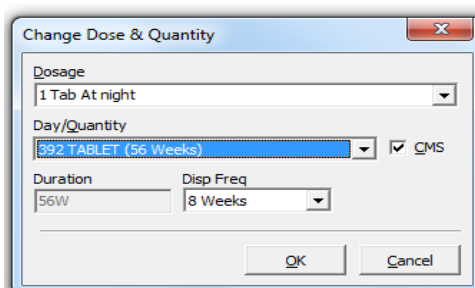


Step 3 – CMS initial set up. Care should be taken at this step to ensure the dose, quantity, duration and frequency is correct. All a patient's serial prescription items should be issued at the same time to ensure that they are all running concurrently.

14. Select 56 weeks duration as this allows for annual review ahead of reissue of prescription (there may be certain circumstances where a shorter duration e.g. 24 weeks, may be selected).
 - a. Dispensing Frequency would normally be 8 weeks.
 - b. Check quantities using the table below for 56-week prescriptions.

CMS 56 Weeks	
1 daily	392
2 daily	784
3 daily	1176
4 daily	1568
5 daily	1960
6 daily	2352
7 daily	2744

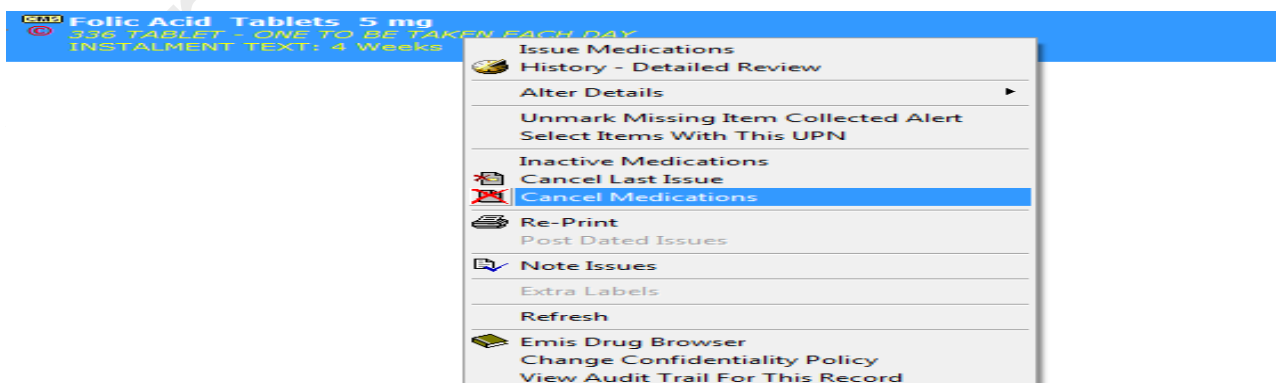
- c. If the medicine is an “as required” (PRN) or an inhaler(s) then review and adjust according to the patient’s previous ordering history (assuming that it is not excessive). Otherwise please refer to Appendix 2 for suggested quantities and maximum recommended quantities.



15. Once the prescription has been changed to a Serial Prescription it will appear as follows



16. Repeat steps 11 to 13 for each item to be changed to a Serial Prescription. *Note once a serial prescription item has been issued it cannot be altered it would have to be cancelled and restarted. To cancel a serial prescription item, select the item to be cancelled, right click and cancel item.*



17. Issue and Print the Serial Prescription*. Remember you can add the name of the pharmacy in 'Destination text' box so that it prints out on the prescription. NB check that the correct pharmacy is printed on the prescription – if not then score this out on the script and write on the correct one.

Modules	Internet	NPfIT	Message	Order	0 0	Protocols	Patient	Unswep
A - Add		I - Issue		P - Issue & Print		V - Past View		C - Cancel
O - Post Date		H - Stored Scripts		J - Cancel Issue		L - Cancel Issue		T - Reauthorise
S - Note Collection		W - Problem Linkage		U - Week Number		6 - Find Medication		7 - Issue Concu

Prescribing - Current

Repeats - 1 Items

Atorvastatin Tablets 20 mg
 392 TABLET - ONE TO BE TAKEN EACH DAY
 INSTALMENT TEXT: 8 Weeks
 PROBLEMS : ECG: SHOWS LVH, ESSENTIAL HYPERTENSION .

***If working remotely then arrangements must be made to allow for the printing of the prescriptions and letters**

18. Add the letter to the consultation following PRES document PRES016 Point 8
19. Save the consultation to the patient's record.
20. Exit patient record.
21. Mark the bottom left hand corner of the prescription with a highlighter pen to let the practice staff know that it is a serial prescription and annotate the name and location of the pharmacy the prescription is to be sent to if not already recorded on the prescription already. Again arrange locally with practice if working remotely.
22. Place prescription in the correct location to be signed by the prescriber.

Reference Documents *(Delete if not applicable)*

LMCR Serial Prescribing Implementation Guide for Prescribing Teams Final Version 1 14.6.2019
 NHSGGC Medication Care and Review Resources on Teamsite

Appendix 1

Dear (Patient name)

The practice is working with your community pharmacist to improve how we manage regular repeat prescriptions. We have issued you with a **serial prescription** which looks like a normal prescription but lasts for up to 12 months. It does not need to be reordered from the practice in this time period.

We note that you normally collect your prescriptions from XXX Pharmacy. This is where we have sent your serial prescription.

The serial prescription(s) are kept in the community pharmacy and your GP decides how often your medicines should be collected; usually every 8 weeks. Let your pharmacist know if you need to collect your medicines earlier than normal or if you will need more than usual if, for example, you are going on holiday. Your practice is informed each time you collect a supply of medication.

The next time your prescription is due please contact the above pharmacy to arrange collection. Please advise them that you are now on a **SERIAL PRESCRIPTION**. At this first collection, the pharmacist will register you for this service. The serial prescription can only be dispensed at the pharmacy where this registration has taken place.

Subsequent supplies of your serial prescription will then take place directly from your pharmacy every 8 weeks with no need to order a new prescription from the GP practice for up to 12 months. At this point the pharmacy could then request a new serial prescription from your GP. A review of your repeat medication will be carried out at this time, so depending on your particular condition, your GP practice may or may not invite you in before issuing your next serial prescription.

If you occasionally take medicines which are not on your repeat list, these will not have been added to your serial prescription. If these are required again then they should be reordered from your GP practice as before.

Although you now have a serial prescription, you can still make an appointment to see the doctor whenever you need to. The pharmacist may also advise you to see the doctor if, for example your condition changes.

At any point in the lifetime of your serial prescription, your doctor can stop or add in new medicines and your pharmacist will be informed.

If you do not wish to proceed with a serial prescription or you are in the process of changing either your community pharmacy or GP practice, please inform the community pharmacy above who will cancel the remainder of your existing serial prescription and inform your GP practice before further prescriptions are issued.

More information on this service can be found at Community Pharmacy Scotland website:
<https://www.cps.scot/media/3445/srx.pdf>

Yours sincerely,

Appendix 2 Serial Prescription – Suggested limits on medicines prescribing ‘as directed’ or ‘when required’

*NB This list provides indicative limits based on the most common or maximum doses. Clinicians should review and adjust according to individual patient need and based on previous prescribing history. **The quantity added to a serial prescription must be divisible by the amount of dispensing on each prescription to give a whole number.***

Good practice statements:

"Full, clear administration directions help patients understand how to use their medications properly and aid compliance. The use of ‘prn’ and ‘mdu’ is no longer considered good practice and should not be used. Exceptions to this, perhaps where dosage is adjusted according to need, e.g. warfarin, should be explicitly stated in the practice policy."

'Saving time, helping patients - a good practice guide to quality repeat prescribing'

National Prescribing Centre, January 2004

"Dose and dose frequency should be stated; in the case of preparations to be taken ‘as required’ a minimum dose interval should be specified."

[Prescription Writing](#). British National Formulary

Medicine / Medicine Type	Strength / Dose / Detail (if applicable)	Approximate quantity for 12 months	Suggested Limit in 12 months
Indigestion Remedies e.g. Gaviscon [®] , Peptac [®]	Gaviscon [®] 80-120 ml per day	81 x 500ml	
	Peptac [®] 80ml per day	54 x 500ml	
Laxatives e.g. lactulose, senna			
Anti-diarrhoeals e.g. loperamide			
Glyceryl Trinitrate https://www.pharmaceutical-journal.com/download?ac=1065169&firstPass=false	180 dose pump	4 pumps	6 pumps
	200 dose pump	4 pumps	6 pumps

(“patients using sublingual GTN more frequently than twice per week should be considered for regular prophylactic anti-anginal therapy)			
Reliever (blue) Inhalers e.g. salbutamol http://www.dontwasteabreath.com/view/reliever—inhaler (lists limits to 14 as rough rule of thumb – although above site suggests 7 per annum for 200 dose at 4 – 8 puffs per day)	200 doses – 4-8 puffs per day 200 doses – 2 puffs per day 200 doses – less than 6 puffs per week 100 doses – 4-8 puffs per day 100 doses – 2 puffs per day 100 doses – less than 6 puffs per week 60 doses – 4-8 puffs per day 60 doses – 2 puffs per day 60 doses – less than 6 puffs per week	7 inhalers 4 inhalers 2 inhalers 15 inhalers 7 inhalers 3 inhalers 24 inhalers 12 inhalers 5 inhalers	14 inhalers
Preventer (brown) Inhalers http://www.dontwasteabreath.com/view/preventer%E2%80%94inhaler	200 doses – 2 puffs twice daily 200 doses – 1 puff twice daily 120 doses – 2 puffs twice daily 120 doses – 1 puff twice daily 100 doses – 2 puffs twice daily 100 doses – 1 puff twice daily 60 doses – 2 puffs twice daily 60 doses – 1 puff twice daily	7 inhalers 4 inhalers 12 inhalers 6 inhalers 15 inhalers 7 inhalers 24 inhalers 12 inhalers	
Paracetamol containing painkillers e.g. paracetamol, co-codamol	Absolute max of 8 tablets per day	3136 (56 weeks at 8 per day)	
NSAID painkillers e.g. ibuprofen	Ibuprofen 400mg – 2.4g daily	2352 (56 weeks at 6 per day)	
Vitamin B12 injection (hydroxocobalamin, cyanocobalamin)	B12 deficiency – 1 every 2-3 months	6 ampoules	

<p>Emollient Creams / Ointments https://www.gwh.nhs.uk/media/151202/emollients_prescribing_guideline_-april-2017-final-3-.pdf</p>	<p>Adult dose per week:</p> <table border="0"> <tr><td>Face</td><td>15–30g</td></tr> <tr><td>Both hands</td><td>25–50g</td></tr> <tr><td>Scalp</td><td>50–100g</td></tr> <tr><td>Both arms or both legs</td><td>100–200g</td></tr> <tr><td>Trunk</td><td>400g</td></tr> <tr><td>Groin & genitalia</td><td>15–25g</td></tr> </table>	Face	15–30g	Both hands	25–50g	Scalp	50–100g	Both arms or both legs	100–200g	Trunk	400g	Groin & genitalia	15–25g	<table border="0"> <tr><td>12 x 150g</td></tr> <tr><td>6 x 500g</td></tr> <tr><td>12 x 500g</td></tr> <tr><td>24 x 500g</td></tr> <tr><td>12 x 2kg</td></tr> <tr><td>10 x 150g</td></tr> </table>	12 x 150g	6 x 500g	12 x 500g	24 x 500g	12 x 2kg	10 x 150g	
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<p>Emollient lotions https://www.gwh.nhs.uk/media/151202/emollients_prescribing_guideline_-april-2017-final-3-.pdf</p>	<p>Adult dose per week:</p> <table border="0"> <tr><td>Face</td><td>100ml</td></tr> <tr><td>Both hands</td><td>200ml</td></tr> <tr><td>Scalp</td><td>200ml</td></tr> <tr><td>Both arms or both legs</td><td>200ml</td></tr> <tr><td>Trunk</td><td>500ml</td></tr> <tr><td>Groin & genitalia</td><td>100ml</td></tr> </table>	Face	100ml	Both hands	200ml	Scalp	200ml	Both arms or both legs	200ml	Trunk	500ml	Groin & genitalia	100ml	<table border="0"> <tr><td>10 x 500ml</td></tr> <tr><td>20 x 500ml</td></tr> <tr><td>20 x 500ml</td></tr> <tr><td>20 x 500ml</td></tr> <tr><td>52 x 500ml</td></tr> <tr><td>10 x 500ml</td></tr> </table>	10 x 500ml	20 x 500ml	20 x 500ml	20 x 500ml	52 x 500ml	10 x 500ml	
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<p>Steroid Creams / Ointments Rule of measure is a Finger Tip Unit (FTU). Quantity depends on area to be applied.</p> <table border="1" data-bbox="208 970 848 1230"> <tr><td>A hand and fingers (front and back)</td><td>1 FTU</td></tr> <tr><td>Front of chest and abdomen</td><td>7 FTUs</td></tr> <tr><td>Back and buttocks</td><td>7 FTUs</td></tr> <tr><td>Face and neck</td><td>2.5 FTUs</td></tr> <tr><td>An entire arm and hand</td><td>4 FTUs</td></tr> <tr><td>An entire leg and foot</td><td>8 FTUs</td></tr> </table> <p>https://patient.info/health/steroids/fingertip-units-for-topical-steroids</p>	A hand and fingers (front and back)	1 FTU	Front of chest and abdomen	7 FTUs	Back and buttocks	7 FTUs	Face and neck	2.5 FTUs	An entire arm and hand	4 FTUs	An entire leg and foot	8 FTUs	<p>Adult doses: 1 FTU = 0.5g Calculation based on 4 FTU: 30g – 15 days supply 50g - 25 days supply 100g – 50 days supply</p>	<table border="0"> <tr><td>24 x 30g</td></tr> <tr><td>14 x 50g</td></tr> <tr><td>4 x 100g</td></tr> </table>	24 x 30g	14 x 50g	4 x 100g	<p>4 x 100g or equivalent</p>			
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Eye drops https://www.optometrystudents.com/write-prescription-quick-reference-guide/	Approx. 30 drops per ml, 5ml bottle equivalent to 150 drops. 28 expiry day		12 bottles
Appliances	Not relevant for Serial Rx		
Dressings and bandages	Not relevant for Serial Rx		
Elastic hosiery	Not relevant for Serial Rx		
Incontinence appliances	Not relevant for Serial Rx		
Stoma appliances	Not relevant for Serial Rx		
Blood glucose strips:	Type 1 adults and children = 2-4/month		36 bottles
	Type 2 with insulin therapy = 1-2/month		24 bottles
	Sulfonylurea/glinide		2 bottles
	Other therapy	Testing unnecessary	

Link to further [Inhaler information](#).