

## Sheffield Area Prescribing Group

### Recording Specialist Issued Drugs on Clinical Practice Systems

#### Introduction

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 hospital based and often these treatments remain the responsibility of the hospital or other non-primary care based specialist. This responsibility usually includes the on-going prescribing of a medication(s) e.g. red traffic light 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.

There are areas of concern when it comes to specialist issued drugs (SIDs)

- To avoid the risk of inadvertent issue of these drugs from the practice and to allow the clinical system to highlight any potentially harmful drug interactions with other medication that the patient is already being prescribed.
- To maintain patient confidentiality where this is important to the patient e.g. those taking HIV medications.

NB. A system interaction check between unlicensed drugs and other prescribed drugs cannot always be guaranteed.

The following tables highlight the main options for handling the recording of SIDs within both of the practice based clinical systems used in Sheffield. Prescribers need to be aware of the implications for patients when SIDs are part of their medication regimen and in particular the potential risks when a record is made of their existence within the patient's medical notes.

The tables do not necessarily represent all the potential options for effectively recording SIDs however it is hoped that practices will consider the merits of the various options in order to enhance the safety of how SIDs are handled in-house.

**NB. Please remember to remove or amend SIDs within prescribing screens as and when notified by secondary care or other specialist prescriber.**

Link to [table for options for SystmOne](#)

Link to Appendix 1 [guide for SystmOne](#)

Link to [table for options for EMIS web](#)

Link to Appendix 2 [guide for EMIS web](#)

## **SIDs and the Summary Care Record**

It is regarded as good practice to re-authorise any SIDs at the patient's annual medication review or when correspondence from the specialist is received to ensure that a record of the treatment is retained on the Summary Care Record (beyond the initial 12 month period).

## **Site of Origin of the SIDs**

It may be helpful to annotate in the patient's record where the SIDs were prescribed or supplied from in case of any queries. It would also be good practice to enter the drug detail as prescribed i.e. form, strength, directions plus any additional information; such as the day of the week the medication is taken (where appropriate).

**NB: This information must be kept up to date**

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On behalf on the Medicines Safety Group  
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Interim review: December 2013

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**Issue 4: approved by APG: October 2019**  
Updated by Danielle Rice  
Clinical Systems Lead Pharmacy Technician

**Review date: October 2021 - Extended to October 2024**

TPP SystemOne: Instructions for adding SIDs		
Option	Pros	Cons
<p><b>1. Within the 'Other Medication' Field;</b></p> <p>Add the SID to the 'Medication' screen field i.e. retrieve patient record, click the '?' icon within 'Medication', complete the fields as appropriate (e.g. click on hospital drug and add a message in the 'Script notes' field such as 'Specialist Issued Drug – Do Not Issue' or similar) and click OK.</p> <p>It is advised that all appropriate detail is written regarding the medication i.e. strength, directions etc. however it is important that these are kept up to date</p>	<p>The full list of medications are displayed on the repeat medication screen</p> <p>The SID is integrated into the automated alert system and therefore you will be notified of any significant interactions</p> <p>The SID will not be listed on the Right Hand Side (RHS) of the prescription (see cons); this could be useful for those patients not wishing the drug treatment to be visible to others</p> <p>The SID will be listed on the Summary Care Record (SCR) stating 'prescribed elsewhere' (see cons)</p> <p>There is very little risk of the SID being inadvertently prescribed</p>	<p>There is the possibility of failing to notice the 'Other Medication' field at the bottom of the screen as it is occasionally "hidden". This may result in the medication being duplicated or missed by prescribers.</p> <p>If the prescribing is "taken over" by the GP there is a risk that when adding it to the repeat template the information is out of date.</p> <p>The SID will need to be re-authorised along with other medications at the time of medication review or when correspondence from the specialist is received to ensure that the record of treatment is retained on the SCR (beyond the initial 12 month period).</p> <p>The SID will not be listed on the RHS of the prescription (see pros); this could be useful for those patients not wishing the drug treatment to be visible to others</p>
<p><b>2. Within the 'Repeat Templates' Field;</b></p> <p>Add the SID in the normal way but enter a quantity of "1" with an issue duration of 365 days. Add a message to the directions field such as 'Specialist Issued Drug – Do Not Issue' or similar. In the "Script notes" enter the speciality or consultant</p> <p>In addition, by deselecting the 'patient can initiate issues' option, any attempt to <b>request</b> the medication will be denied. <b>However it can still be issued by staff who have access rights to issue medication</b></p>	<p>You have a full set of medicines within one screen (repeat templates)</p> <p>The SID is integrated into the automated alert system and therefore you will be notified of any significant interactions, etc.</p> <p>The SID will be listed on the SCR (see cons)</p>	<p>There is a small risk of the SID being inadvertently prescribed (although the issue quantity can be set as "1" )</p> <p>The SID 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</p> <p>The SID will not show as being 'prescribed elsewhere' on the SCR UNLESS it has been written in the directions</p>

<b>EMIS Web: Instructions for adding SIDs</b>		
Option	Pros	Cons
<p><b>1. Within the 'Medication' Field;</b></p> <p>Add the SID in the normal way but annotate with the smallest possible quantity e.g. '0' or '0.1' tablet, etc. and add a message in the 'Pharmacy Info' section such as 'Specialist Issued Drug – Do Not Issue' or similar. Then select 'Issue', <b>select 'Change all'</b> and select 'Record Hospital (no print)'. <b>before</b> selecting 'Approve and Complete', It is advised that this is added as a repeat medication</p> <p><b>NB. This is regarded as the preferred option</b></p>	<p>A full list of medications are displayed on one screen</p> <p>The SID is integrated into the automated alert system and therefore you will be notified of any significant interactions, etc</p> <p>The SID will be listed on the Summary Care Record (SCR) stating 'prescribed elsewhere' (<i>see cons</i>)</p> <p>The SID will not be listed on the RHS of the prescription (<i>see cons</i>); this could be useful for those patients not wishing the drug treatment to be visible to others</p>	<p>There is a very small risk of the SID being inadvertently prescribed</p> <p>The SID will not be listed on the RHS of the prescription therefore the patients full medication will not be listed (<i>see pros</i>)</p> <p>If the SID has been added as an acute prescription and not a repeat it will not be retained on the SCR beyond 12 months after it was initially recorded</p>
<p><b>2. Within the 'Patient Warnings' Field;</b></p> <p>Add the SID to a patient warning e.g. 'Drug X supplied from hospital only' and select trigger points 'Add drug' and 'Issue drug'.</p>	<p>The warning 'Drug X supplied from hospital only' will be triggered when a drug is added or issued</p> <p>There is very little risk of the SID being inadvertently prescribed</p> <p>The SID will not be listed on the RHS of the script (<i>see cons</i>)</p>	<p>The SID is not integrated into the automated alert system and therefore you will not be notified of any significant interactions, etc.</p> <p>The SID will not be list on the RHS of the prescription (<i>see pros</i>)</p> <p>The SID will not appear on the SCR</p>
<p><b>3. Within the 'Screen Message' Field;</b></p> <p>Add the SID to a screen message (at the bottom left hand side of the medication screen) e.g. 'Drug X supplied from hospital only'</p>	<p>With the repeat medications and the message fields you have a full set of medicines on one (split) screen field</p> <p>There is very little risk of the SID being inadvertently prescribed</p> <p>The SID will not be listed on the RHS of the script (<i>see cons</i>); this could be useful for those patients not wishing the drug treatment to be visible to others</p>	<p>The SID is not integrated into the automated alert system and therefore you will not be notified of any significant interactions, etc.</p> <p>The SID will not be listed on the RHS of the prescription therefore the patients full medication will not be listed (<i>see pros</i>)</p> <p>The SID will not appear in the SCR</p>

## Appendix 1

### SystemOne guide:

How to add SIDs

1. Adding a SID medication within the [‘Other Medication’ Field](#)
2. Adding a SID medication within the [‘Repeat Templates’ Field](#);

## Appendix 2

### Emis Web guide:

How to add SIDs

1. Adding a SID within the [‘Medication’ Field](#);
2. Adding the SID within the [‘Patient Warnings’ Field](#);
3. Adding a SID within the [‘Screen Message’ Field](#);

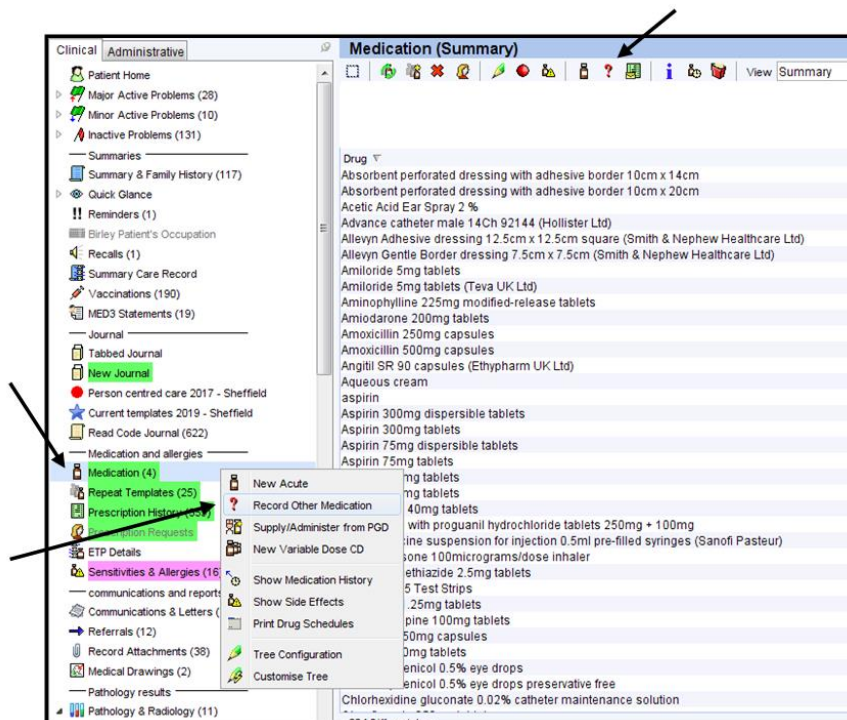
## Appendix 1

### SystemOne guide: How to add SIDs

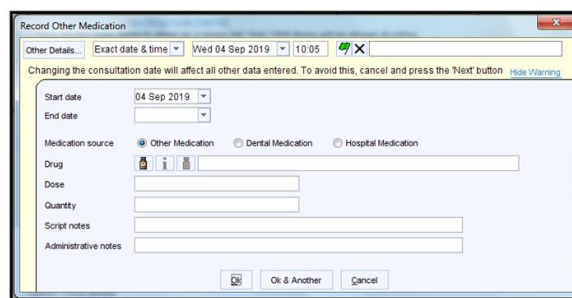
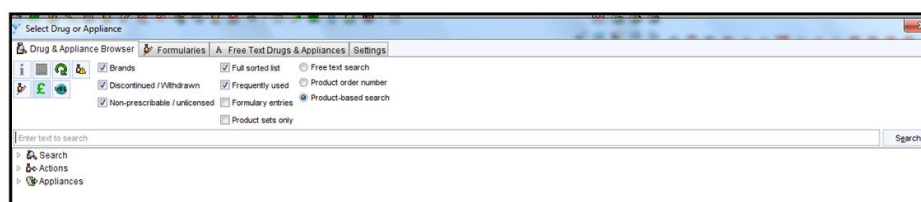
#### Recording a specialist issued drug within the “Other Medication” field

##### 1. Open the medication screen

Right Click on medication OR click the  icon



##### 2. Add the medication.





3. Enter:

- Drug, dose and strength
- “0” as the quantity
- “Specialist Issued Drug - DO NOT ISSUE” or similar in the script notes
- The speciality e.g. rheumatology or the consultant in the script notes field

4. In the repeat template screen the specialist issued drugs will now be displayed at the bottom of the screen. If these are not visible click “Click here to view “other” medication” and expand the screen if necessary

5. This is displayed as follows

6 device - use as directed

25 Repeat templates

Template Details

Expected next issue

Thu 23 May 2019

Issue duration

28

Days

Days between issues

183, 91

Medication started

Wed 25 Jul 2018

This authorisation started

Wed 25 Jul 2018

Done by

on

Wed 25 Jul 2018

Administrative notes

Other Medication

Hide This

Start Date	Drug	Scheduled E...	Da...	Flags
20 Sep 2012	Paracetamol 500mg tablets			H
28 Aug 2019	Flucloxacillin 500mg capsules			? H
	1 - 1 Gastroenteritis (X30BN)			
04 Sep 2019	Methotrexate 2.5mg tablets			H
	0 - Take THREE tablets (7.5mg) Every Wednesday			
	Script Notes: HOSPITAL ONLY DO NOT ISSUE			
	Administrative Notes: Rheumatology			

3 Other Medications

Sensitivities & Allergies: ACICLOVIR (all components considered allergens - Aciclovir 200mg tablets), ASPRO (all components considered allergens - ASPRO CLEAR maximum strength ta... More



## Recording a specialist issued drug within the repeat template

1. Add the drug to the repeat template

**Repeat Templates**

View: Current repeats

Authorised	Drug	Last Issued	Review	Issues	Flags
	15 gram - Use 4 times a day <i>Patient immunocompromised (Ua14c)</i>				
04 Feb 2019	Paracetamol 500mg/5ml oral solution sugar free 200 ml - use as directed	08 Feb 2019	04 Feb 2020	2 (15)	
09 Aug 2017	ramipril tablets 2.5mg + 5mg + 10mg 35 tablets - use as directed <i>Essential hypertension (XE0Uc)</i>	08 Feb 2019	13 Dec 2018	6 (6)	
07 Aug 2018	Sertraline 50mg tablets 28 tablet - Take Two every MORNING	08 Feb 2019	08 May 2019	2 (2)	
02 May 2017	Tramadol 300mg modified-release tablets 30 tablet - take one every 24 hours <i>Trigeminal neuralgia (F3010)</i>	08 Feb 2019	13 Dec 2018	3 (3)	
28 Sep 2017	Warfarin 1mg tablets 28 tablet - Take As instructed, according to the INR result <i>INR 1 01 Apr 2016</i>	07 Aug 2018	13 Dec 2018	5 (5)	
05 Jun 2019	Yaltormin SR 500mg tablets (Wockhard UK Ltd)	01 Jul 2019	04 Jun 2020	1 (1)	

Select Drug or Appliance

Drug & Appliance Browser | Formularies | A. Free Text Drugs & Appliances | Settings

☒ Brands ☒ Full sorted list ☐ Free text search  
☒ Discontinued / Withdrawn ☒ Frequently used ☐ Product order number  
☒ Non-prescribable / unlicensed ☒ Formulary entries ☒ Product-based search

methotrex 2.5

Search results for METHOTREXATE

- Methotrexate 5mg/2ml solution for injection vials
- METHOTREXATE injection 2.5mg/ml (DU POINT)
- HIGH RISK: Methotrexate 2.5mg tablets £2.12** (cost warning)
- HIGH RISK: Methotrexate 2.5mg/5ml oral suspension
- HIGH RISK: Methotrexate 2.5mg tablets (Advanz Pharma)
- HIGH RISK: METHOTREXATE tablets 2.5mg (HOSPIRA)
- HIGH RISK: METHOTREXATE tablets 2.5mg (PHARMACH)
- Genetics
- Methotrexate 5mg/2ml solution for injection vials
- Branded Generics (cost warning) - Click to expand

Select Drug or Appliance

Drug & Appliance Browser | Formularies | A. Free Text Drugs & Appliances | Settings

☒ Brands ☒ Full sorted list ☐ Free text search  
☒ Discontinued / Withdrawn ☒ Frequently used ☐ Product order number  
☒ Non-prescribable / unlicensed ☒ Formulary entries ☒ Product-based search

Enter text to search

Search

- Search
- Actions
- Appliances

2. Enter:

- “1” as the quantity
- “365” days as the issue duration
- “Specialist Issued Drug - DO NOT ISSUE” or similar in the dose / directions field
- The specialiaty e.g. rheumatology or the consultant in the script notes field
- Untick the “Patient Can Initiate Issues” box (see point 4 for further information)

Other Details... Exact date & time Wed 04 Sep 2019 10:05

Changing the consultation date will affect all other data entered.

Medication start Wed 04 Sep 2019

Drug prescribed HIGH RISK: Methotrexate 2.5mg tablets

Script type ☒ NHS Issue ☐ Private Issue ☐ Instalment Dispensed Issue

Dose HOSPITAL ONLY DO NOT ISSUE 7.5mg (three tablets) to be taken Times & Doses

Total quantity ☒ Number 1 tablets = 1 tablet ☐ Packs ☐ Free Text

Script notes Rheumatology Presets

Administrative notes Presets

Issue duration 365 Days

☒ Use review date 04 Sep 2020 ☐ Synchronise all review dates to this

☐ Use maximum issues

☐ Patient can initiate issues

☐ Irregularly issued template

☒ Repeat template can be reauthorised

Link to Read code(s) No linked Read codes

☐ Record that a medication review has been performed

3. The medication will be displayed along with all of the other medication as below

Repeat Templates					
Authorised	Drug	Last Issued	Review	Issues	Flags
08 Feb 2019	<b>Memantine 20mg tablets</b> 7 tablet - take one daily <i>Additional Script Notes: this is a synch prescription</i>	28 Jun 2019	08 Feb 2019	1 (1)	
04 Sep 2019	<b>Methotrexate 2.5mg tablets</b> 1 tablet - HOSPITAL ONLY DO NOT ISSUE 7.5mg (three tablets) to be taken weekly <i>Additional Script Notes: Rheumatology Antimetabolites require active monitoring between issues.</i>	Never	04 Sep 2020	0 (0)	
08 Feb 2019	<b>Mezolar Matrix 12micrograms/hour transdermal patches (Sandoz Ltd)</b> 10 patch - (Fentanyl) Apply ONE patch every THREE days as directed <i>Patient immunocompromised (Ua14c)</i>	Never	13 Dec 2018	0 (0)	
28 Sep 2017	<b>Miconazole 20mg/g oromucosal gel sugar free</b> 15 gram - Use 4 times a day	08 Feb 2019	13 Dec 2018	4 (4)	
28 Sep 2017	<b>Miconazole 20mg/g oromucosal gel sugar free</b> 15 gram - Use 4 times a day <i>Patient immunocompromised (Ua14c)</i>	08 Feb 2019	13 Dec 2018	2 (2)	
04 Feb 2019	<b>Paracetamol 500mg/5ml oral solution sugar free</b> 200 ml - use as directed	08 Feb 2019	04 Feb 2020	2 (15)	

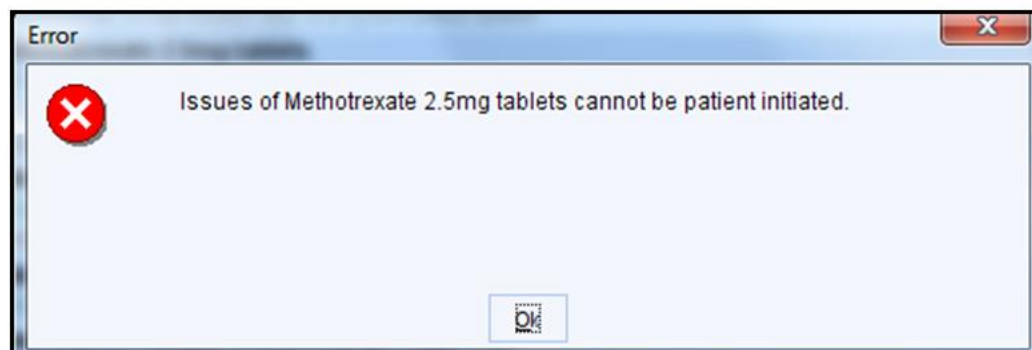
25 Repeat templates

Template Details

Expected next issue:  Issue duration: 365 Days Days between issues:

Medication started: Wed 04 Sep 2019

4. If a patient / staff member requests this item the following message will pop up



However it can still be issued by staff who have access rights to issue medication.

## Appendix 2.

### Emis Web guide: How to add SIDs

#### Recording a specialist issued drug within the “Medication” field

1. Add the medication in the normal way but annotate with the smallest possible quantity e.g. ‘0’ or ‘0.1’ tablet, etc.

2. Add a message in the ‘Pharmacy Info’ section such as ‘Specialist Issued Drug – Do Not Issue’ or similar.

3. Select "issue"

**Add a Drug**

Generic / Trade Switch | Drug Information | Medication Review | Local Mixtures | My Record

**EMISWEB, Emis (Miss)** Born **09-Oct-1979 (39y)** Gender **Female**  
NHS No. **Unknown**

Name: Imiquimod 3.75% cream 250mg sachets  
Dosage: Prescribed by Hospital DO NOT ISSUE  
Quantity: 0.1 sachet Duration: 28 Day(s)  
Rx Types: Acute  
Authorising Clinician: [Search] ☐ Private ☐ Personally-administered

**Pack Details**

Description	Price	Supplier
28 sachet	£54.75	Mylan
28 sachet	£54.75	Drug Tariff England/Wales

Optional Prescription Information

Warnings | Drug Information | Current Medication | Past Medication | Allergies | Problems

Selected Drug - **Imiquimod 3.75% cream 250mg sachets**  
Contains - Imiquimod 3.75 %

No Warnings Found

Add Another | **Issue** | Issue Later | Cancel

4. Select the 'Change all' and select 'Record Hospital (no print)'

**Issue**

Authoriser | Medication Regime Review | Change All | Change Selection | Pharmacy Message | Patient Message

**EMISWEB, Emis (Miss)** Born **09-Oct-1979 (39y)** Gender **Female**  
NHS No. **Unknown**

**NHS Printed Script (non-EPS)**

**Imiquimod 3.75% cream 250mg sachets** Specialist issued drug DO NOT ISSUE, 0.1 sachet  
Pharmacy Text - Specialist issued drug DO NOT ISSUE

Acute Issue

Total Approximate NHS Cost

Printer | Store | Postdate: 05-Sep-2019 | Separate Non-GP

Request | Approve and Complete | Cancel

5. Select 'Approve and Complete'

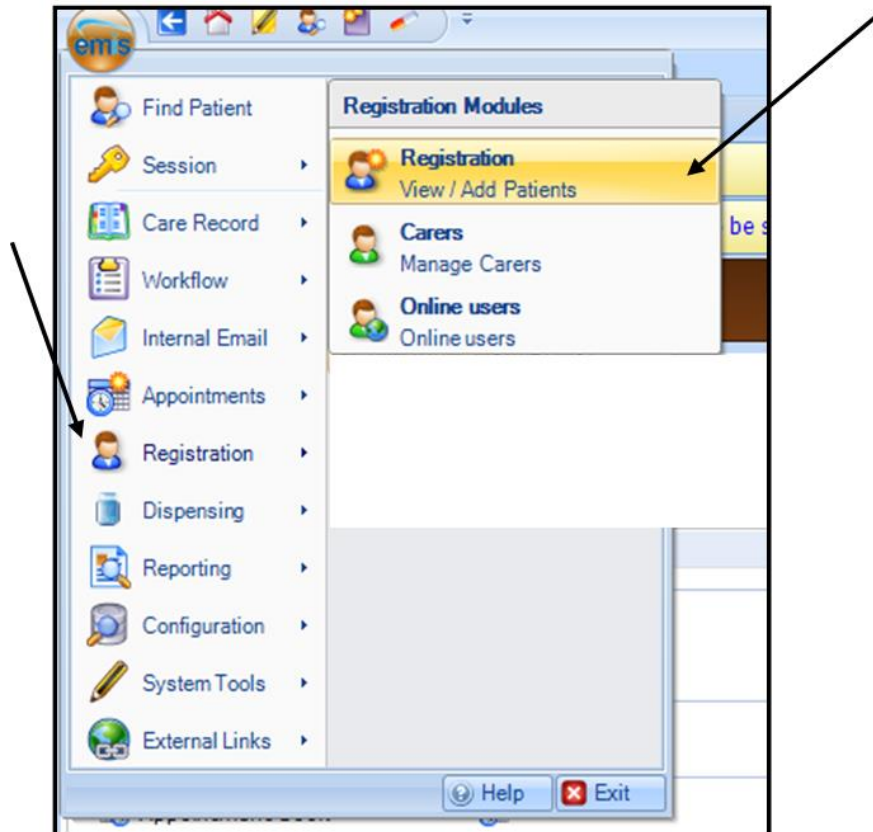
6. The drug will now appear in the hospital section of the medication screen

**Hospital**

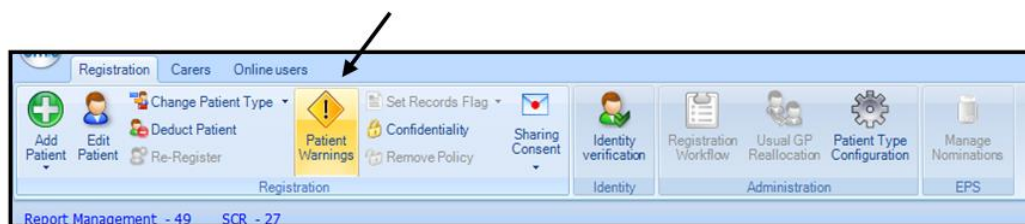
H **Imiquimod 3.75% cream 250mg sachets** Specialist issued drug DO NOT ISSUE, 0.1 sachet  
Pharmacy Text - Specialist issued drug DO NOT ISSUE

## Recording a specialist issued drug within the “Patient warning” field

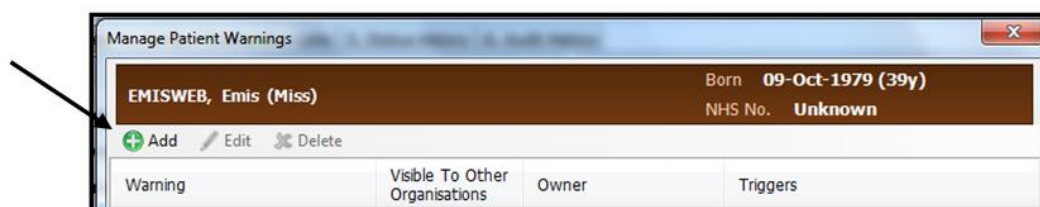
1. Go to Registration >> view / add patients



2. Patient Warnings



3. Add





4. Add the SID to a patient warning e.g. 'Drug X supplied from hospital only' and select trigger points 'Add drug' and 'Issue drug'.

**Add Patient Warning**

Warning Message

Trigger Points

- ☐ Swap Patient
- ☐ Load Medical Record
- ☐ Add Drug
- ☐ Issue Drug
- ☐ Add Consultation
- ☐ Book Appointment
- ☐ Arrive Patient

Sharing ☐ Allow this warning to be viewed by other organisations

OK Cancel

5. The following warning will trigger when a medication is issued or added to the patients record

**Patient Warnings**

EMISWEB, Emis (Miss) Born **09-Oct-1979 (39y)**  
 NHS No. **Unknown**

⚠ Drug XXXXX Supplied by Hospital

Manage Close



## Recording a specialist issued drug within the “Screen message” field

1. Add the SID to a screen message e.g. ‘Drug X supplied from hospital only’

The screenshot shows the EMIS Medication screen for a patient. The top toolbar includes buttons for 'Add Drug', 'End Course', 'Reauthorise', 'Match', 'Link problems', 'Edit', 'Replace', 'Issue', 'Reprint', 'Request Issue', 'Cancel Issue', 'G/T Switch', 'Grouping', 'View Style', 'Drug History', 'Regime Review', 'Nominations', and 'Screen Message'. The 'Screen Message' button is highlighted with an arrow. The patient's details are shown as 'EMISWEB, Emis (Miss)', born '09-Oct-1979 (39y)', female. The medication list includes various drugs like Paracetamol, Atenolol, and Morphine. At the bottom, the 'Allergies' section shows 'Adverse reaction to penicillins, Nut allergy'. A vertical arrow on the left points to the 'Screen Message' link in the bottom left corner.

The 'Screen Message' dialog box is shown. It has a title bar with a close button. The main text says 'Please enter a screen message for the selected patient. Added by'. Below this is a large text input field. At the bottom are 'OK' and 'Cancel' buttons.

The information added will then appear at the bottom of the medication screen

The screenshot shows the bottom of the medication screen. The 'Allergies' section now includes 'Adverse reaction to penicillins, Nut allergy'. The 'Screen Message' section shows 'Imiquimod issued by Hospital'.