

## 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 SystemOne](#)

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

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  
First issue, named 'Recording hospital only drugs'

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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 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 (<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 will be listed on the Summary Care Record (SCR) stating 'prescribed elsewhere' (<i>see cons</i>)</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 (<i>see pros</i>); 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 '<i>patient can initiate issues</i>' 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 (<i>see cons</i>)</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>

EMIS Web: Instructions for adding SIDs		
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](#);

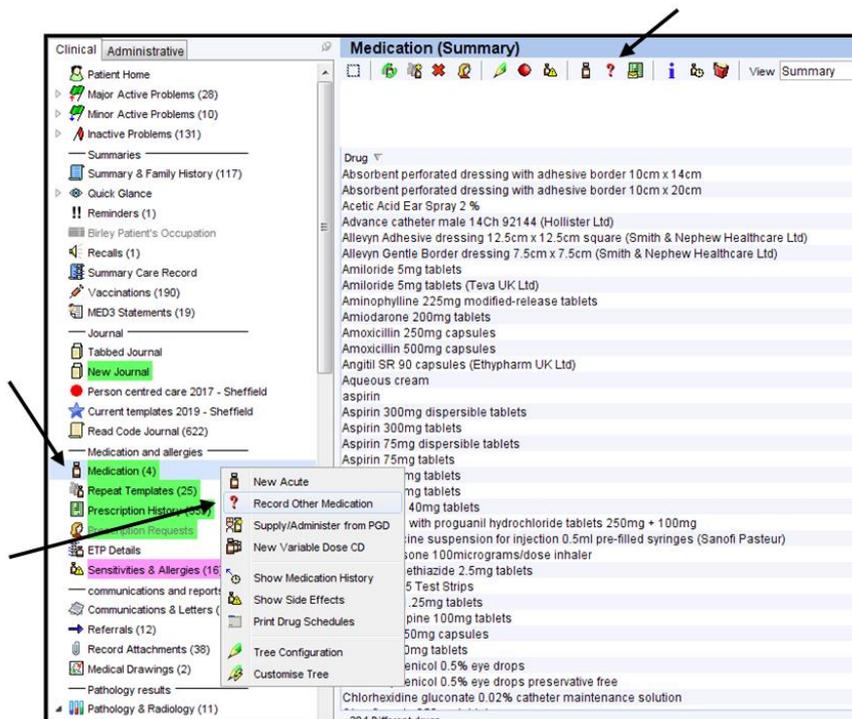
## Appendix 1

### SystemOne guide: How to add SIDs

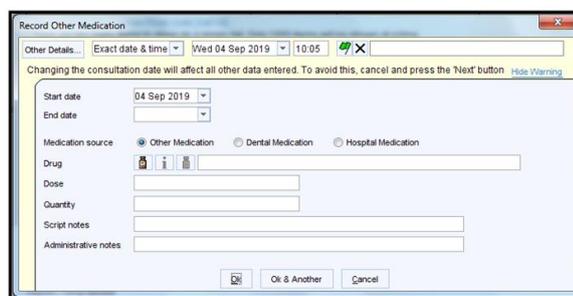
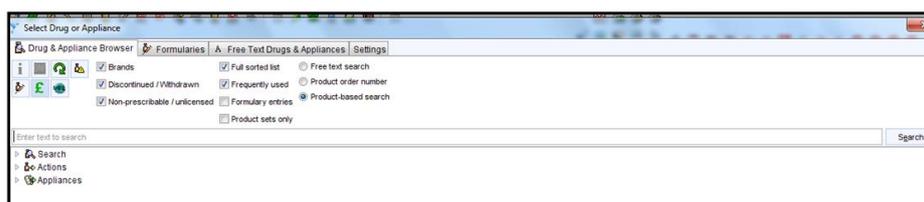
#### Recording a specialist issued drug within the "Other Medication" field

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

**Record Other Medication**

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

Changing the consultation date will affect all other data entered. To avoid this, cancel and press the 'Next' button [Hide Warning](#)

Start date: 04 Sep 2019  
 End date:   
 Medication source:  Other Medication  Dental Medication  Hospital Medication  
 Drug: HIGH RISK: Methotrexate 2.5mg tablets  
 Dose: Take THREE tablets (7.5mg) Every W  
 Quantity: 0  
 Script notes: HOSPITAL ONLY DO NOT ISSUE  
 Administrative notes: Rheumatology

Buttons: Ok, Ok & Another, Cancel

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

09 Aug 2017 **ramipril tablets 2.5mg + 5mg + 10mg**  
 35 tablets - use as directed  
 Essential hypertension (XE0Uc)

07 Aug 2018 **Sertraline 50mg tablets**  
 28 tablet - Take Two every MORNING

02 May 2017 **Tramadol 300mg modified-release tablets**  
 30 tablet - take one every 24 hours  
 Trigeminal neuralgia (F3010)

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:

[Click here to view 4 'other' medication](#)

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

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: [ ]

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**Other Medication** [Hide This](#)

Start Date	Drug	Scheduled E...	Da...	Flags
20 Sep 2012	Paracetamol 500mg tablets 10			H
28 Aug 2019	Flucloxacillin 500mg capsules 1 - 1 Gastroenteritis (X30BN)			? H
04 Sep 2019	Methotrexate 2.5mg tablets 0 - Take THREE tablets (7.5mg) Every Wednesday Script Notes: HOSPITAL ONLY DO NOT ISSUE Administrative Notes: Rheumatology			H

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	<b>Paracetamol 500mg/5ml oral solution sugar free</b> 200 ml - use as directed	08 Feb 2019	04 Feb 2020	2 (15)	
09 Aug 2017	<b>ramipril tablets 2.5mg + 5mg + 10mg</b> 35 tablets - use as directed <i>Essential hypertension (XEDUc)</i>	08 Feb 2019	13 Dec 2018	6 (6)	
07 Aug 2018	<b>Sertraline 50mg tablets</b> 28 tablet - Take Two every MORNING	08 Feb 2019	08 May 2019	2 (2)	
02 May 2017	<b>Tramadol 300mg modified-release tablets</b> 30 tablet - take one every 24 hours <i>Trigeminal neuralgia (F3010)</i>	08 Feb 2019	13 Dec 2018	3 (3)	CD
28 Sep 2017	<b>Warfarin 1mg tablets</b> 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	<b>Yaltormin SR 500mg tablets (Wockhard UK Ltd)</b>	01 Jul 2019	04 Jun 2020	1 (1)	

Select Drug or Appliance

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

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

methotre 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 (PHARMACIA)

Genetics

- Methotrexate 5mg/2ml solution for injection vials
- Branded Generics [cost warning] -----Click to expand-----

Select Drug or Appliance

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

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

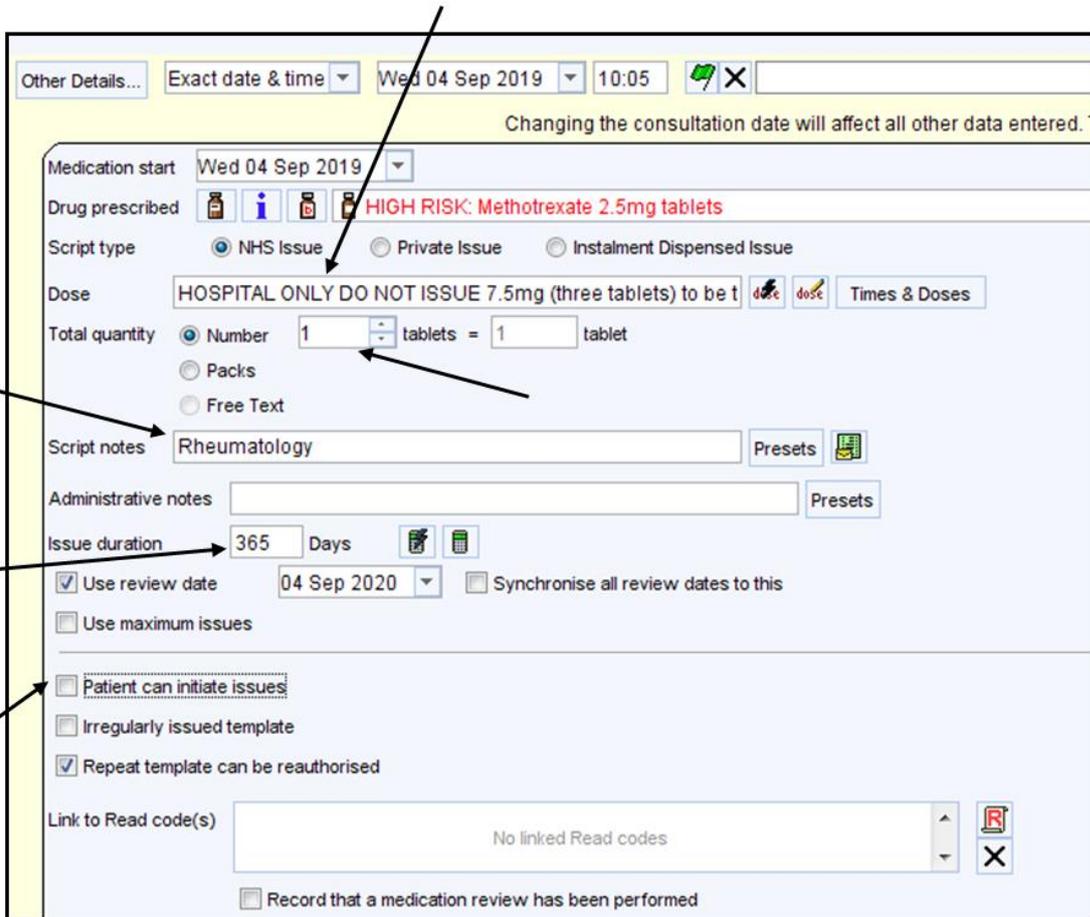
Enter text to search

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 speciality 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 t

Total quantity  Number 1 tablets = 1 tablet  
 Packs  
 Free Text

Script notes Rheumatology

Administrative notes

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

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)	[Icon]
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</i> <i>Antimetabolites require active monitoring between issues.</i>	Never	04 Sep 2020	0 (0)	[Icon]
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)	[Icon]
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)	[Icon]
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)	[Icon]
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)	[Icon]

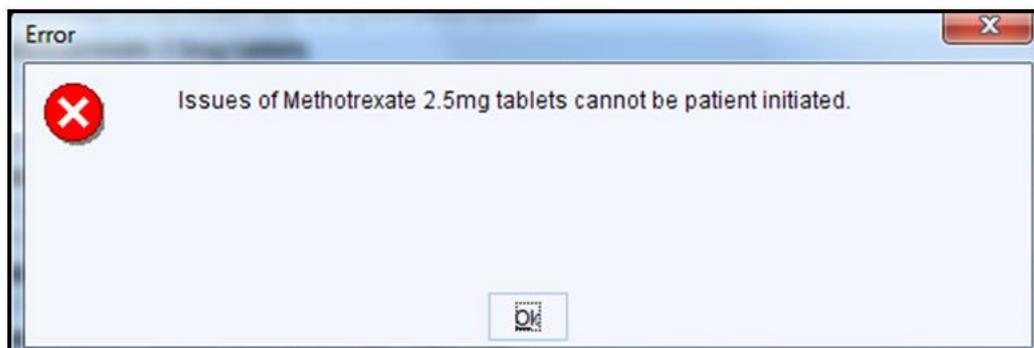
25 Repeat templates

Template Details

Expected next issue: [Dropdown] Issue duration: 365 Days Days between issues: [Dropdown]

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.

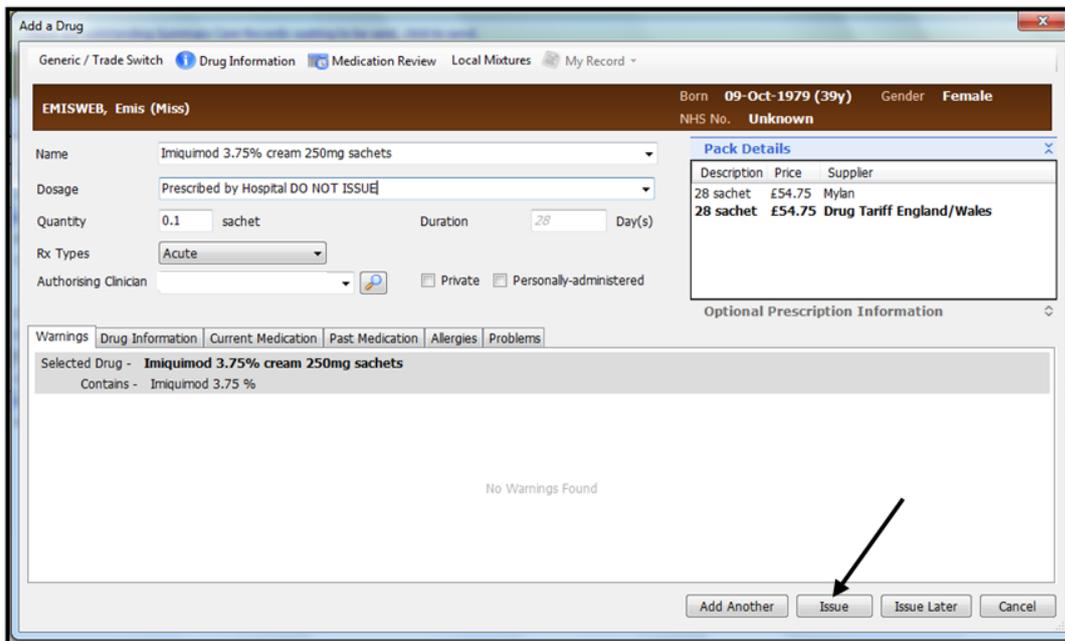
### Emis Web guide: How to add SIDs

#### Recording a specialist issued drug within the "Medication" field

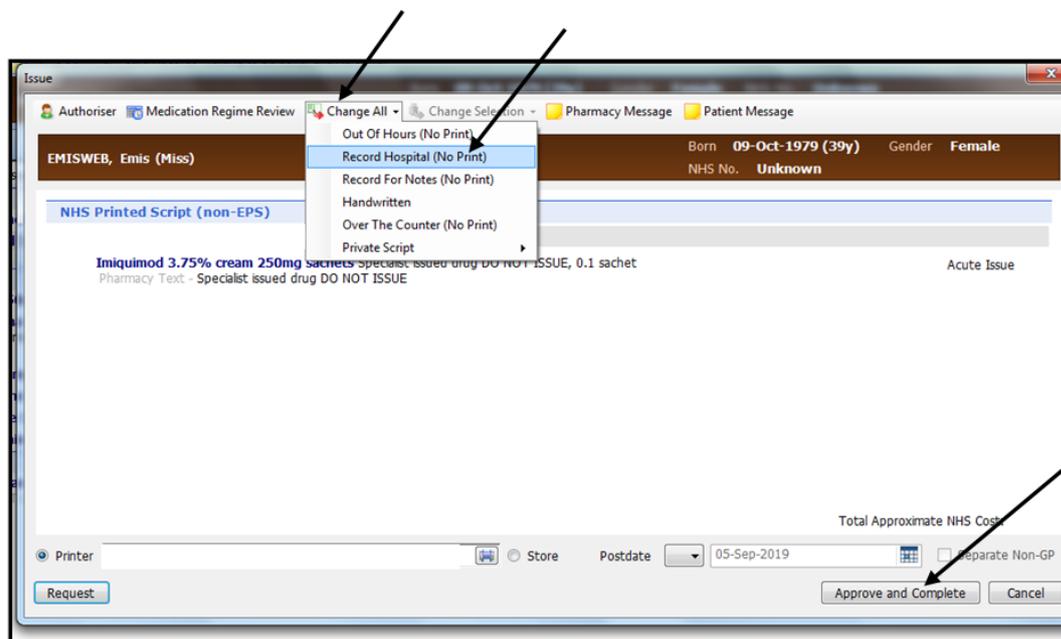
1. Add the medication in the normal way but annotate with the smallest possible quantity e.g. '0' or '0.1' tablet, etc.

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

3. Select "issue"

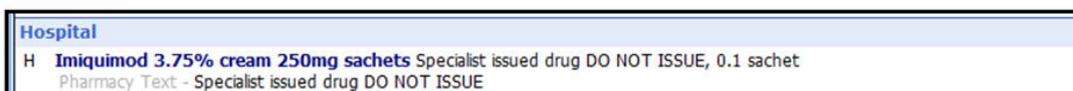


4. Select the 'Change all' and select 'Record Hospital (no print)'



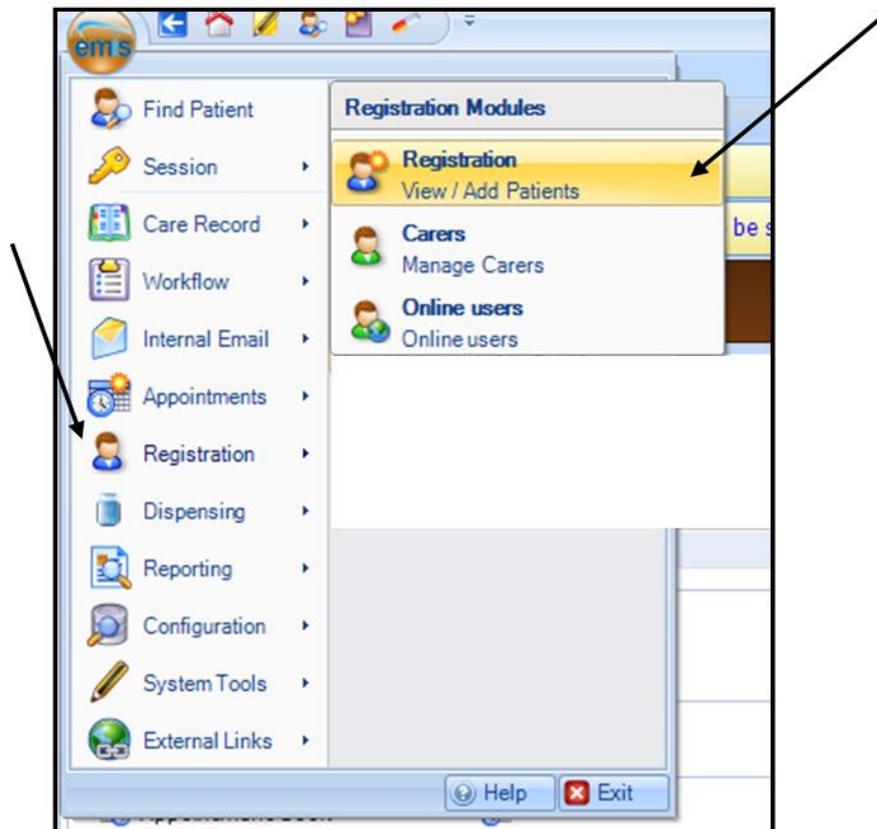
5. Select 'Approve and Complete'

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

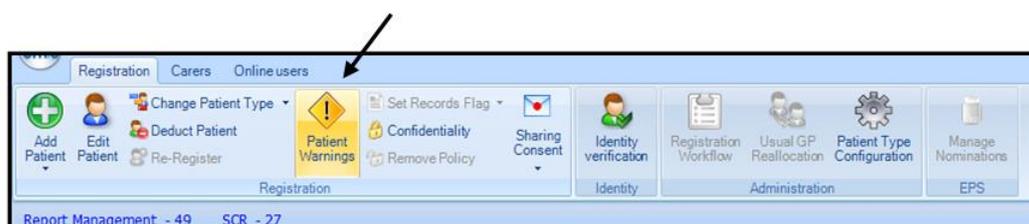


**Recording a specialist issued drug within the “Patient warning” field**

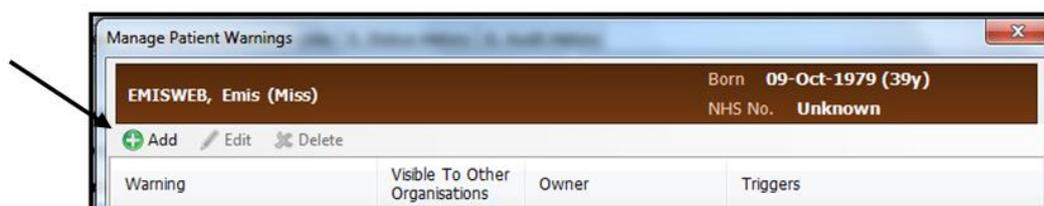
1. Go to Registration >> view / add patients



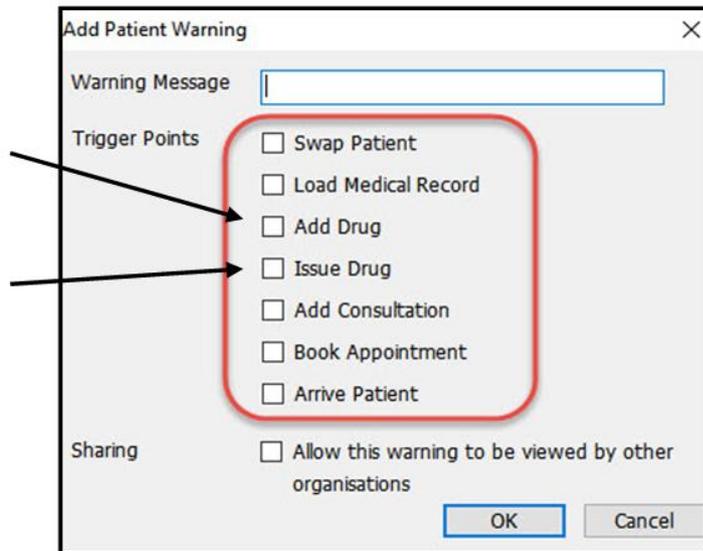
2. Patient Warnings



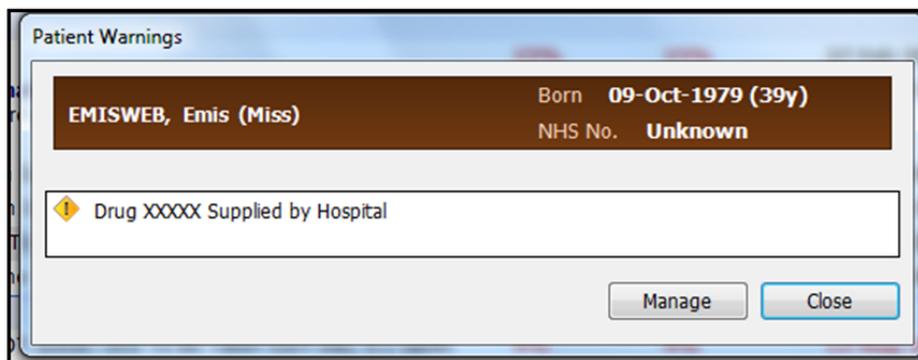
3. Add



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'.



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



## 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 a 'Screen Message' button, which is highlighted with an arrow. Below the toolbar, there are workflow items and patient details (Born: 09-Oct-1979 (39y), Gender: Female, NHS No. [redacted]). The main area displays a list of medications under the 'Current' tab. The list includes:

Drug / Dosage / Quantity	Usage Current / Average	Last Iss
<b>Acute</b>		
A Paracetamol 500mg tablets One To Be Taken Every 4-6 Hours Up To Four Times A Day, 32 tablet		
<b>Repeat</b>		
B Atenolol 50mg tablets Twice A Day, 28 tablet	15%	15%
C Medi Derma-S barrier cream (Medicareplus International Ltd) Apply a pea sized amount (for a palm sized area) morning and evening. To PREVENT moisture associated skin damage due to incontinence, 90 gram		
D Aspirin 75mg dispersible tablets One To Be Taken Each Day, 28 tablet	15%	15%
E Amiodarone 100mg tablets One To Be Taken Each Day, 28 tablet		
F Quetiapine 150mg modified-release tablets One To Be Taken Each Day, 28 tablet		
G <b>Morphine 200mg modified-release tablets</b> One To Be Taken Every 12 Hours, 56 tablet	28%	28%
<b>Hospital</b>		
H Rivaroxaban 10mg tablets HOSPITAL ONLY DO NOT ISSUE: One To Be Taken Each Day, 0.1 tablet	4%	4%
Pharmacy Text - Hospital only drug		12-Aug

At the bottom of the screen, the 'Allergies' section shows 'Adverse reaction to penicillins, Nut allergy'. A 'Screen Message' link is visible below the allergies.

The 'Screen Message' dialog box is shown. It contains the following text:

Screen Message [X]

Please enter a screen message for the selected patient.  
 Added by

[Text input field]

[OK] [Cancel]

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

The screenshot shows the bottom of the medication screen with the following information:

**Allergies** Adverse reaction to penicillins, Nut allergy

**Screen Message** Imiquimod issued by Hospital