

South Yorkshire ICB Medicines Optimisation Central Website

User Guide

Introduction

The South Yorkshire ICB Medicines Optimisation Team (MOT) website is the single source for all Medicines Optimisation documents across South Yorkshire.

Website address: <https://mot.southyorkshire.icb.nhs.uk>

All MOT documents are available through the Central MO Website, including:

- Clinical and prescribing guidance
- Shared Care Protocols
- Traffic Light Lists
- Formulary information
- Community Pharmacy documents
- Medicines Optimisation news and updates

Older websites may still display some documents for a period of time, but these are no longer maintained by the Medicines Optimisation Team and may become out of date. Users should always access documents through the new MOT website.

Why We Moved to a Single Website

The new Central MO website has been introduced to provide:

- **Improved accuracy** through a single source of truth
- **Easier access** via one central location
- **Consistency across South Yorkshire**
- **Better value for money** through a single platform supporting all Places within the ICB

Getting Started

Accessing the Website

Open your web browser and visit: <https://mot.southyorkshire.icb.nhs.uk>

We recommend bookmarking the site for future use.

Navigating the Website

The homepage contains several navigation options.

Users can access information by:

- Selecting an icon from the homepage
- Using the **Our Sections** dropdown menu
- Searching directly using keywords
- Filtering results by Place or document category



Using the Search Function

The website includes an AI-powered search facility to help users find documents quickly.

Searching for Documents

1. Enter keywords into the search box.
2. Press **Enter**.
3. Review the results displayed beneath the search box.

Document Search

Search across document collections from different locations

☒ Barnsley

☒ Community Pharmacy

☒ Doncaster

☒ Rotherham

☒ Sheffield

☒ South Yorkshire

▼ Filter

🔍

Or you can scroll through entire document catalogue without a text search by clicking [here](#)

Search Tips

For best results:

- Search using the document title if known.
- Alternatively search using:
 - A condition name
 - A drug name
 - A service area

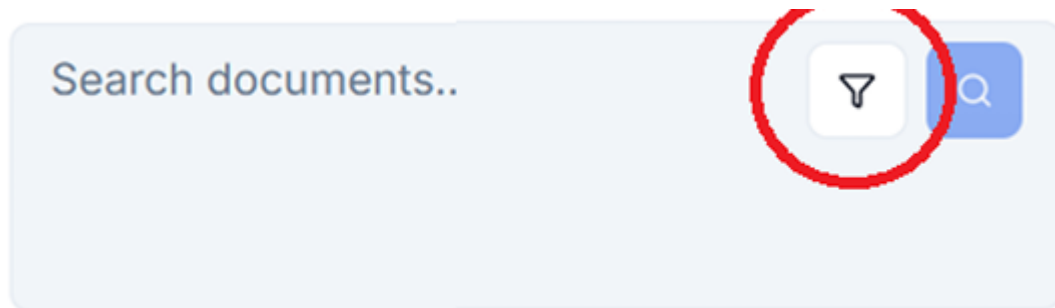
The search tool searches both document titles and document content to identify relevant results.

Filtering Search Results

Search results can be refined using filters.

Step 1 – Open Filters

Select the **Filter** icon.



Step 2 – Choose Your Filters

You can filter by:

- **Location (Place)**

Choose one or more Places including:

- Barnsley
- Doncaster
- Rotherham
- Sheffield
- South Yorkshire-wide documents

The default setting includes both Place-specific and South Yorkshire documents relevant to your selection.

- **Category**

You can also narrow results by category, for example:

- Guidelines

- Shared Care Protocols
- Formularies
- Community Pharmacy Documents

Using category filters is optional but can help reduce the number of results returned.

- **Sort Results**

Search results can be sorted by:

- Relevance
- Date
- Location
- Filename

Step 3 – Close the Filter Window

Once your selections are made, close the filter window and continue searching

How Search Results Are Ordered

Search results are powered by Azure AI Search. Results are ranked according to their semantic relevance and similarity to the search terms entered. This means the most relevant documents should appear higher in the results list.

Live Feeds on the Homepage

Towards the bottom of the homepage are two useful document feeds:

Recently updated - displays the latest 10 updated documents.

Trending Documents - Displays documents that have received significant user activity during the previous 30 days.

The screenshot shows the NHS South Yorkshire Integrated Care Board website. The header includes the NHS logo, 'South Yorkshire Integrated Care Board', navigation links ('Our Sections', 'Search All'), and user options ('Admin', 'Logout'). The main content area is divided into two columns. The left column, titled 'Recently Updated', lists three documents: 'Sheffield Minutes Ratified APG Minutes Feb 2026.pdf' (17/06/2026), 'Sheffield Minutes APG Minutes Mar 26.pdf' (17/06/2026), and 'Sheffield Shared Care Mycophenolate.pdf' (04/06/2026). The right column, titled 'Trending Documents', lists three documents: 'Sheffield Guideline Depression in adults - treatment and management protocol.pdf' (Viewed 10181 times), 'Sheffield Guideline Progestogens for endometrial protection when using HRT.pdf' (Viewed 5481 times), and 'Sheffield Guideline Prescribing for oral thrush in babies and...'. The footer features a colorful graphic of a city skyline and the copyright notice '© 2026 South Yorkshire ICB. All rights reserved.'

Place Notice Board

Each place has a 'Notice Board' which contains links and information specific to that place. These can be found by clicking on the place link on the home page.

The screenshot shows a horizontal row of four blue buttons, each with a location pin icon and text. From left to right, the buttons are: 'Barnsley Place', 'Doncaster Place', 'Rotherham Place', and 'Sheffield Place'.

The screenshot shows the NHS South Yorkshire Integrated Care Board website. The top navigation bar includes the NHS logo, 'Our Sections' dropdown, 'Search All' button, 'Admin' dropdown, 'Logout' button, and a multi-person icon. The main content area is divided into two columns. The left column features a 'Barnsley Notice Board' section with a red circle around the title and a red arrow pointing to it. Below the title is the date '29 Aug 2025', an 'Edit' link, and a link to the 'Barnsley Area Joint Formulary'. The right column features a 'Document Search' section with a search bar, filters for 'Barnsley', 'Community Pharmacy', 'Doncaster', 'Rotherham', 'Sheffield', and 'South Yorkshire', and a 'Search documents...' input field with a 'Filter' button and a search icon.

Training Resources

Users are encouraged to watch the demonstration video as it provides a walkthrough of the website's key features and functionality.

The screenshot shows the NHS South Yorkshire (SY) Integrated Care Board (ICB) Medicines Optimisation (MO) website. The top navigation bar includes the NHS logo, 'Our Sections' dropdown, 'Search All' button, 'Admin' dropdown, 'Logout' button, and a multi-person icon. The main content area features a 'Welcome to the NHS South Yorkshire (SY) Integrated Care Board (ICB) Medicines Optimisation (MO) website' section. Below this is a message: 'This page is intended for Health Care Professionals (HCPs). If you are a member of the public please click here to be re-directed to the SY ICB public site.' The 'Central SY ICB MOT website: support & feedback' section is circled in red and contains a list of links: 'briefing & user guide click here' and 'video demo click here'. The 'Contact Us' section is also visible, with a 'click here' link circled in red.

Support and Feedback

For any questions, support or feedback regarding the website, please contact: **South Yorkshire Medicines Optimisation Team** syicb.medsopt@nhs.net