

## Norfolk and Waveney SystemOne Formulary Practice Initial Set Up

The new Norfolk and Waveney **SystemOne** formulary is in development and will be aligned to [Norfolk and Waveney NetFormulary](#) as more chapters are updated and published. It will be listed in BNF style chapters. The month the formulary was last amended will be shown in the name of the formulary. It will be managed and published centrally by the ICB Medicines Optimisation Team.

Practices who have opted to have access to the formulary will have at least one person added to the Microsoft Teams SystemOne Formulary User Group channel to allow two-way communication. Practices can also email [nwicb.medsqueries@nhs.net](mailto:nwicb.medsqueries@nhs.net) with **subject: SystemOne formulary**, for any queries.

The Norfolk and Waveney SystemOne formulary will work alongside other clinical system formulary tools which the practice may already use e.g. Ardens formulary templates, practice own SystemOne formulary. *Please ask if you need further explanation.*

### Joining the Norfolk and Waveney SystemOne Organisation Group

To have access to the ICB SystemOne Formularies you will need to join the organisation group. This is optional and you can be removed at any time should you decide you no longer want access.

If you wish to join:

- Request access via emailing our queries inbox, as stated above.
- You will receive an organisation group membership invitation task.
- A '**system administrator**' will then have to action the task.
- Once actioned, membership of the group is approved, and the task is marked as completed.
- Any formularies published to that organisation group will appear on your system
- Future additions or amendments will automatically appear.
- You will have access to **all** Norfolk and Waveney ICB published formulary sections, you cannot choose to have just one or two.

### Microsoft Teams SystemOne Formulary User Group channel

Please ensure that we have the contact details of at least one or two people in the practice who will be the points of contact for the formularies so that we can add them to the user group.

This would normally be any / all the following: practice / PCN pharmacist, pharmacy technician and / or GP prescribing lead.

These contacts will be responsible for communicating any issues or suggestions to us and updating the practice prescribers with any changes to the formularies, If deemed relevant.

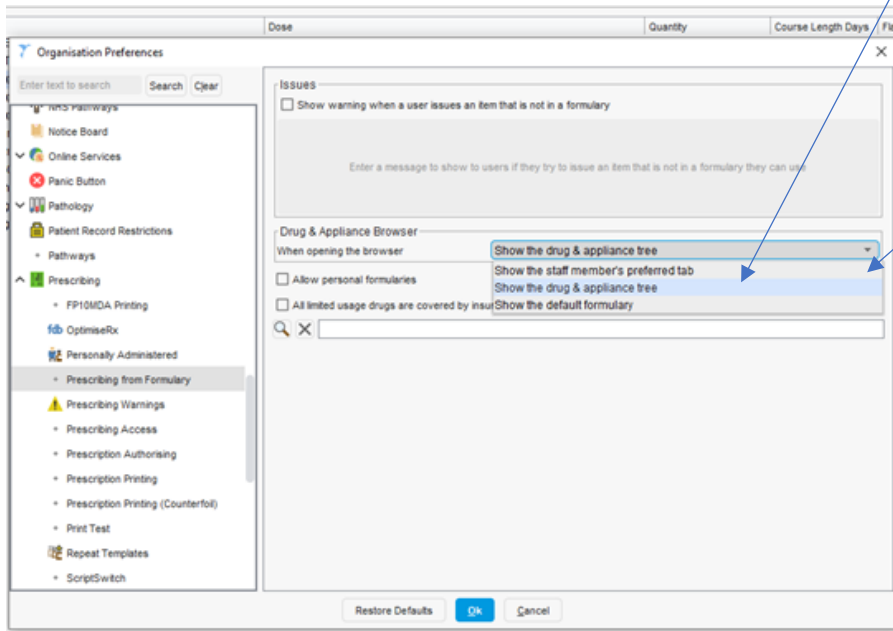
## Practice Organisation Preferences

Check the current practice organisation preferences for 'Prescribing from Formulary'

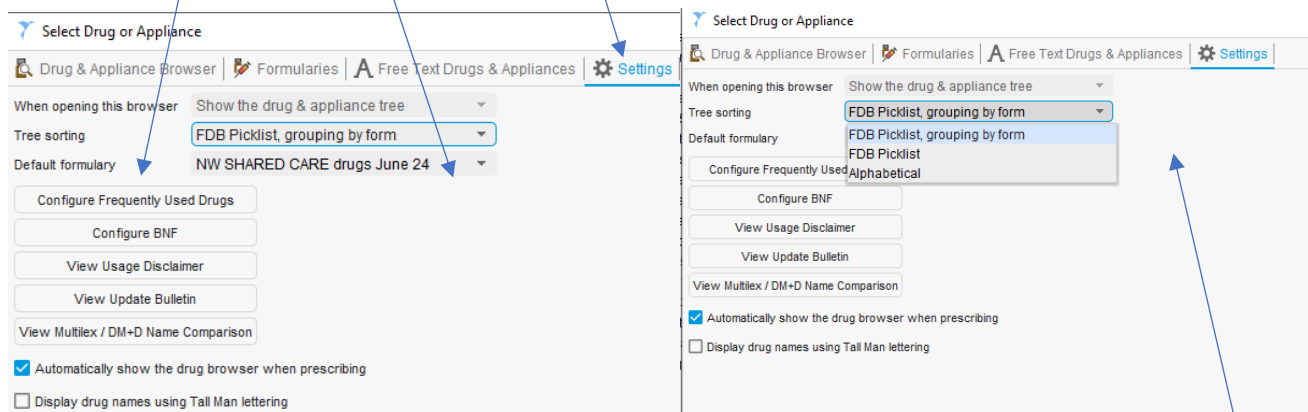
**Setup > Users & Policy > Organisation Preferences > Prescribing > Prescribing from Formulary**

Check the selection for 'Drug & appliance Browser – when opening the browser'

There are three options, in general the most useful option is **'show the drug & appliance tree'** or **'Show the staff member's preferred option'**



**Individual users** can choose their own settings when in 'select drug or appliance and set their default to any formulary on the system.'



If selecting from the drug and appliance browser this doesn't make any difference. It would only be relevant if choosing the formulary tab to select a drug from a specific formulary section. In this instance the first formulary to appear would be the 'default formulary', but the user can select any other.

The individual user can also amend the order in which drugs appear once a search is complete (tree sorting) – although the difference is minimal in most cases.

*If you require any further explanation of this, please ask.*