

Norfolk and Waveney SystmOne Formulary Prescriber Initial Set Up

Each individual user should access a test patient and go to 'select a drug to prescribe' as either an 'acute' or 'repeat'

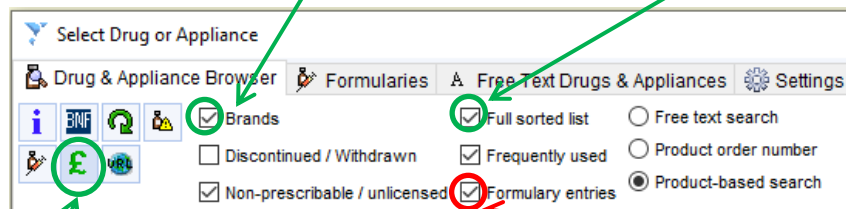
In the 'Select Drug or Appliance' window ensure the following are ticked.

Tick the "Brand" box

This ensures formulary brand name products are listed.
Brand prescribing is also required for drugs with a narrow therapeutic window.

Tick the "Full sorted list" box

If this is not ticked, the list will only include your frequently prescribed drugs which may or may not be in the formulary.



Click on the £ symbol to display drug costs to allow comparison.

NB: be aware that this will show the price of the 'smallest pack' available and pack sizes may differ between products.

Tick the "Formulary entries" box

This ensures the formulary entries will appear in a separate section at the top of the search list.

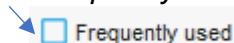
How are formulary drugs / products listed?

Having completed a drug or appliance search, the order in which SystmOne displays the search result is as follows, and within each group alphabetically then numerically (FDB picklist, by group: see next page)

- The drug / product listed at the top will be the 'individual user frequently used drug / product'.



Please be aware that this may or may not be a 'formulary listed' drug / product.
See next page for how to reset / amend your individual frequently used list.
You can also 'untick' frequently used from the above list of tick boxes.



- The second group of drugs / products listed, after any frequently used, will be those included in 'any' SystmOne formulary which has been added to your clinical system e.g. Norfolk and Waveney (NW) formularies, individual practice formularies, SystmOne national (e.g. high risk drugs like methotrexate, normally in red font and cannot be amended by us)

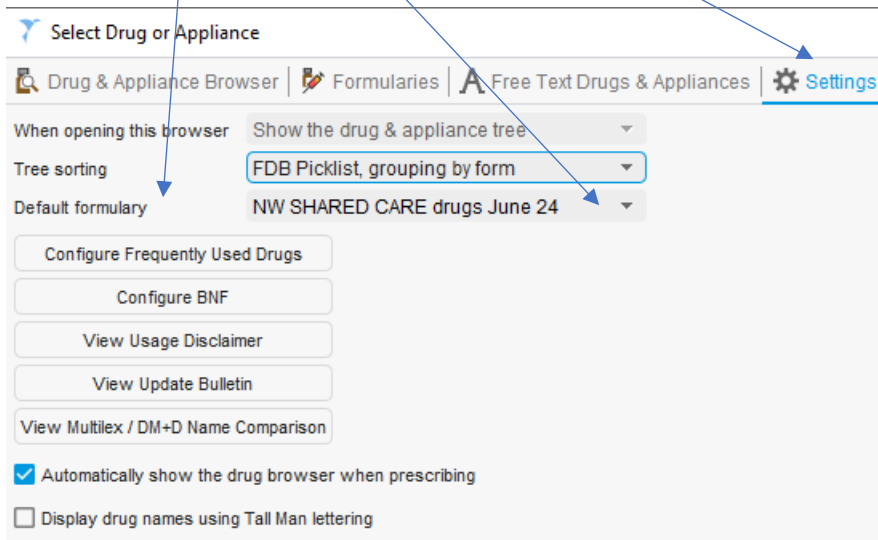


Drugs/ products listed in any SystmOne formulary will have this symbol next to them.
If a preparation does **not** have this symbol, it is **not in any SystmOne formulary**, you should consider if an alternative formulary option is available to prescribe instead.

NB until all formulary chapters have published this may not be relevant

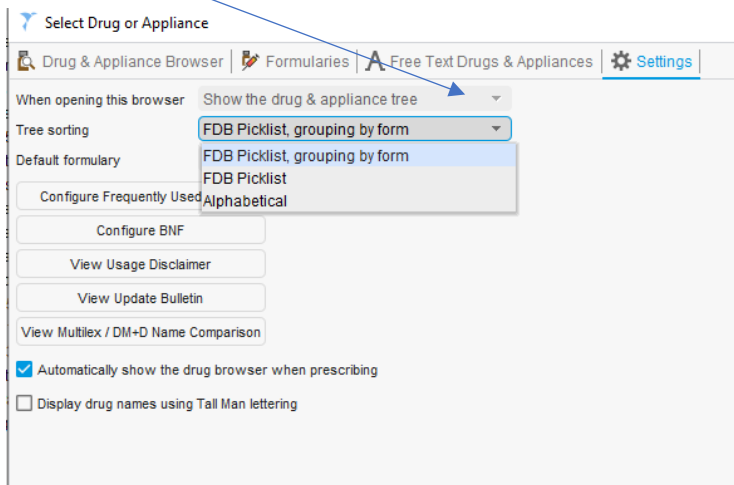
Settings

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). The way this affects the list depends on the product selected and is minimal, see example below



Example for Epimax search

FDB Picklist, grouping by form

FDB Picklist

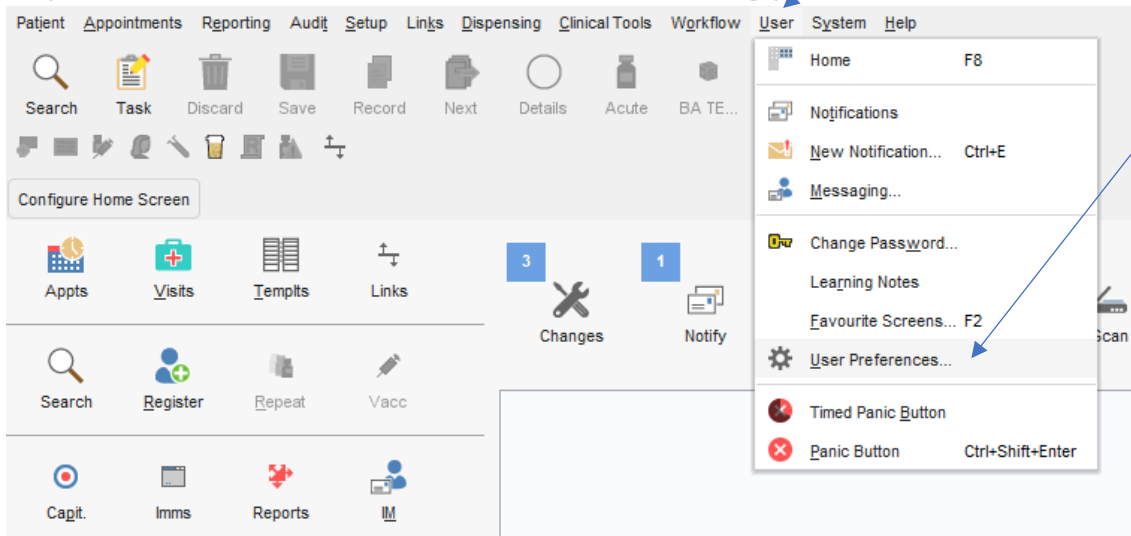
epimax	epimax
<p>Search results for EPIMAX</p> <ul style="list-style-type: none"> Epimax ointment (Aspire Pharma Ltd) £2.05 Epimax oatmeal cream (Aspire Pharma Ltd) £2.10 Epimax original cream (Aspire Pharma Ltd) £0.81 	<p>Search results for EPIMAX</p> <ul style="list-style-type: none"> Epimax original cream (Aspire Pharma Ltd) £0.81 Epimax ointment (Aspire Pharma Ltd) £2.05 Epimax oatmeal cream (Aspire Pharma Ltd) £2.10

Alphabetical

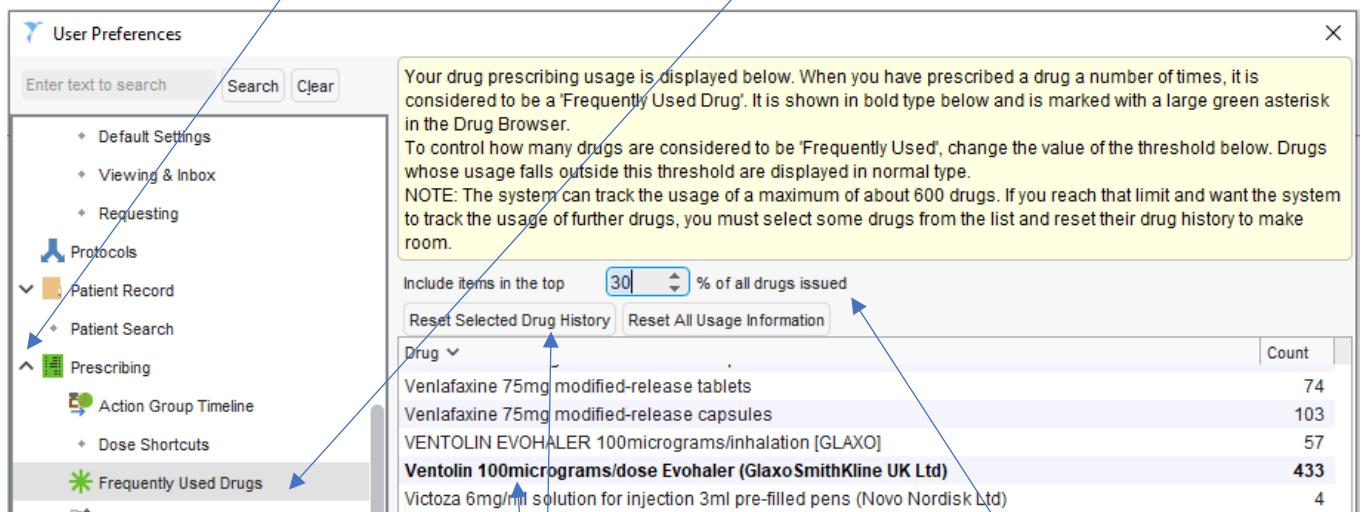
epimax
<p>Search results for EPIMAX</p> <ul style="list-style-type: none"> Epimax oatmeal cream (Aspire Pharma Ltd) £2.10 Epimax ointment (Aspire Pharma Ltd) £2.05 Epimax original cream (Aspire Pharma Ltd) £0.81

Frequently used drugs / products *

1. To find your individual user list of frequently used drugs, click on **user**, and select **user preferences**.



2. Scroll down to find **prescribing**, expand, and click on **frequently used drugs**.



Read the explanation in the top section. This is a list of all the drugs you have prescribed.

*frequently used drugs are in **bold**.

You amend the % to change the proportion of all drugs prescribed which are shown as frequently used when you prescribe.

To remove drugs from your green star list

1. Select (click) the drug e.g. **Ventolin 100mcg/dose Evohaler** (non - formulary brand)
2. Click '**reset selected drug history**'.
3. The **selected drug** will then disappear from your list, and no longer pop to the top when you search for that name, it will appear as non-formulary (i.e. no formulary symbol and below any formulary options)
4. If you want to reset ALL your frequently used drugs, click on **Resent All Usage Information**, **this will reset ALL usage and the whole list will disappear.**