

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.		
 Select Drug or Appliance Drug & Appliance Browser Formularies Free Text Dr Full sorted list Discontinued / Withdrawn Frequently u Non-prescribable / unlicensed 	rugs & Appliances 🔅 Settings st 🔿 Free text search ised 🖓 Product order number ntries 💿 Product-based search		
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.

Frequently used

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.

🍸 Select Drug or Applian	ce			
🛓 Drug & Appliance Brov	vser 🏷	Formularies A Free Text	Drugs & Appliances	Settings
When opening this browser	Show the	drug & appliance tree	~	
Tree sorting	FDB Pick	list, grouping by form	—	
Default formulary	NW SHAP	RED CARE drugs June 24	× -	
Configure Frequently Use	d Drugs			
Configure BNF				
View Usage Disclaim	ner			
View Update Bulleti	in			
View Multilex / DM+D Name C	Comparison			
Automatically show the dr	ug browser	when prescribing		
Display drug names using	Tall Man lett	tering		

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
▲ Search results for EPIMAX	▲ Search results for EPIMAX
🔢 Epimax ointment (Aspire Pharma Ltd) £2.05 🚧	🔢 Epimax original cream (Aspire Pharma Ltd) £0.81 🐓
🔢 Epimax oatmeal cream (Aspire Pharma Ltd) £2.10 🐓	🌐 Epimax ointment (Aspire Pharma Ltd) £2.05 🐓
目 Epimax original cream (Aspire Pharma Ltd) £0.81 🐓	🗐 Epimax oatmeal cream (Aspire Pharma Ltd) £2.10 🐓
Alphabetical	



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.

🍸 User Preferences		×
Enter text to search Search Clear	Your drug prescribing usage is displayed below. When you have prescribed a drug a number of tim considered to be a 'Frequently Used Drug'. It is shown in bold type below and is marked with a larg in the Drug Browser. To control how many drugs are considered to be 'Frequently Used', change the value of the thresho whose usage falls outside this threshold are displayed in normal type. NOTE: The system can track the usage of a maximum of about 600 drugs. If you reach that limit and to track the usage of further drugs, you must select some drugs from the list and reset their drug his room.	ies, it is e green asterisk Id below. Drugs d want the system story to make
Patient Record	Include items in the top 30	
Patient Search	Prug ~	Count
Prescribing	Venlafaxine 75mg modified-release tablets	74
Action Group Timeline	Venlafaxine 75mg modified-release capsules	103
Dose Shortcuts	VENTOLIN EVOHALER 100micrograms/inhalation [GLAXO]	57
* Frequently Used Drugs	Ventolin 100micrograms/dose Evohaler (GlaxoSmithKline UK Ltd)	433
nA	Victoza 6mg/mi solution for injection 3ml pre-filled pens (Novo Nordisk Ltd)	4

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.