

Norfolk and Waveney SystmOne Formulary user guide

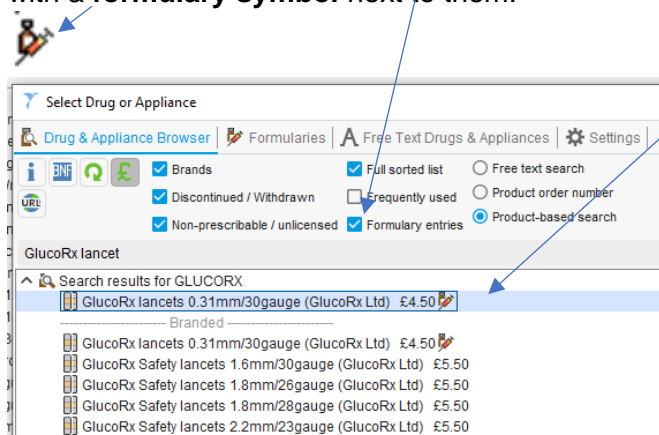
The new Norfolk and Waveney **SystmOne** formulary is aligned to [Norfolk and Waveney NetFormulary](#). As development progresses more sections will be published to practices who have opted in to the SystmOne Formulary Organisation Group. It is listed in BNF style chapters. The month the formulary was last amended is shown in the name of the formulary. It will be managed and published centrally by the ICB Medicines Optimisation Interface and Formulary Team.

Practices who have opted to have access to the formulary should have at least one person e.g. Practice Pharmacist / Pharmacy Technician, GP Prescribing Lead, added to Microsoft Teams SystmOne Formulary User Group to allow two-way communication. **Queries:** email nwicb.medsqueries@nhs.net with **subject: SystmOne formulary**.

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

How does the Norfolk and Waveney formulary appear on SystmOne?

1. When you search for drug or appliance using the 'Drug & Appliance Browser' tab, if the **formulary entries box is ticked**, relevant formulary drugs will appear towards the top of the list with a **formulary symbol** next to them.



E.g. if you search for GlucoRx lancets – you can see that 0.31mm/30gauge lancets are ON formulary – but the others in the list are not (*no formulary symbol*).

The 'formulary entries are separated at the top of the list *if you tick the formulary entries box*.

NB It will take time for all ICB formulary sections to be added

How does SystmOne prioritise the order in which products are listed?

Having completed a drug or appliance search, the order in which SystmOne displays the search result is as follows, *The order within each group depends on individual user set up (see separate 'Prescriber initial set up' document)*

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 separate '*Prescriber initial set up*' document 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 formularies, old NW CCG imported formularies, individual practice formularies,*

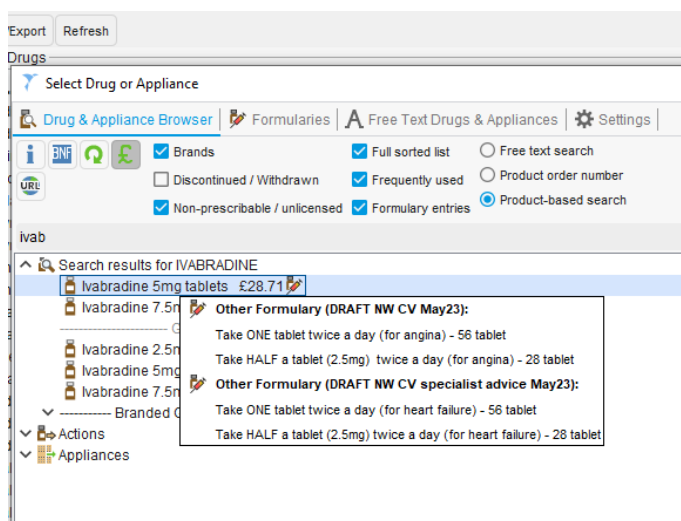
SystemOne national e.g. high risk drugs like methotrexate (normally in red font and cannot be amended by us)



Drugs/ products listed in **any** SystemOne formulary will have this symbol next to them. If a preparation does **not** have this symbol, it is **not currently in any SystemOne formulary**.

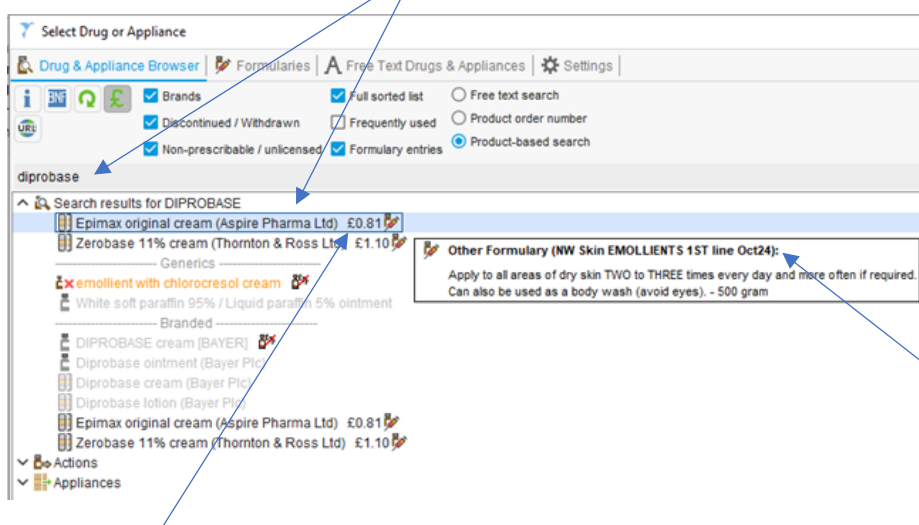
NB It will take time for all ICB formulary products to be added and published

- **We have limited ability to amend the order in which drugs appear.** So, if a drug / product is listed at the 'top' of the list of formulary drugs, it does not necessarily mean this is the 1st option to choose.
- **Important:** If you **'hover' your cursor** over each formulary listed drug it will **show you which formulary or formularies it appears in and the information in the directions see draft cardiovascular formulary entries** example below



- **Some formulary drug / product entries will have had synonyms added.** A synonym drug / product is a similar drug, product, formulation, strength etc which is considered *non-formulary*. If any synonym listed drugs are prescribed, the 'preferred formulary similar option(s)' will appear above the non-preferred option *if the two have been linked* e.g.

If you search for and select **diprobase**. Similar formulary products will pop to the top, **Epimax original cream** and **Zerobase cream**



If you **hover your cursor** over an entry – it will show which formulary section(s) the product is in, Diprobace is non-formulary (*and greyed out as it's also discontinued*) but Epimax original is a 1st line formulary emollient.

Dose information

- If there are standard dosage instructions (e.g. BNF / SPC) we will add those to the directions field. If the dose varies, we may leave the field blank **or** insert 'ADD DIRECTIONS HERE'
- **Check / add specific directions to ensure they are appropriate and clear for your patient**

Bendroflumethiazide 2.5mg tablets Take ONE tablet every MORNING to lower blood pressure

Bendroflumethiazide 5mg tablets

- **Shared care drugs** will have the specific shared care indication added as these are often **indication specific agreements** e.g.

Naltrexone 50mg tablets Alcohol abstinence (maintenance): ADD DIRECTIONS HERE

- If the formulary drug is a brand, either due to cost or a safety reason, we will add the generic name in brackets to the directions field- *this is to clarify what that product contains and is useful to leave in the directions i.e. so visible in a repeat template to help avoid duplication* e.g.

Monomil XL 60mg tablets (Teva UK Ltd) Isosorbide mononitrate: Take ONE tablet every MORNING 28 tablet 28

- If the drug is only in a particular formulary for a specific indication – we will add the indication to the directions – this is to help clarify that some drugs may only be in a specialist advice formulary for one indication e.g. *ivabradine is specialist advice for heart failure but not for angina (as per previous page)*

Ivabradine 5mg tablets Heart Failure: Take ONE tablet TWICE a day 56 tablet 28

Ivabradine 5mg tablets Angina: Take ONE tablet TWICE a day 56 tablet 28

- We may also add other information to the directions field to support prescribing decisions **this information can be deleted from the directions before adding to the patient record / issuing the prescription, if needed.**

Salts adhesive remover spray WAP (Salts Healthcare) Use as directed. ONE bottle per 30 pouches 50 ml 30

Quantities

In general **quantities** will be for 28 – 30 day supply depending on pack size. Exceptions include:

- If the quantity depends on how often the product is used / size of the area e.g. *topical products*. In this instance the quantity will be the most cost-effective pack size to prescribe (500g not 50g for emollients) *the total number of these packs may need amending before issue.*
- If the drug / indication is for a specific acute short course e.g. 5 day antibiotics

Course length

In general the **course length** will match the quantity and dose e.g. ONE tablet TWICE a day 56 tablets – course length is 28 days. Exceptions include:

- as above , where the amount used differs e.g. *topical products*. In this instance the course length will be decided to try and reduce the risk of overordering but may need consideration and amendment at the time of prescribing.

E.g. a patient using an emollient all over their body and for washing they will need more than 500g per 28 days, assuming they are concordant with their prescribed regimen.

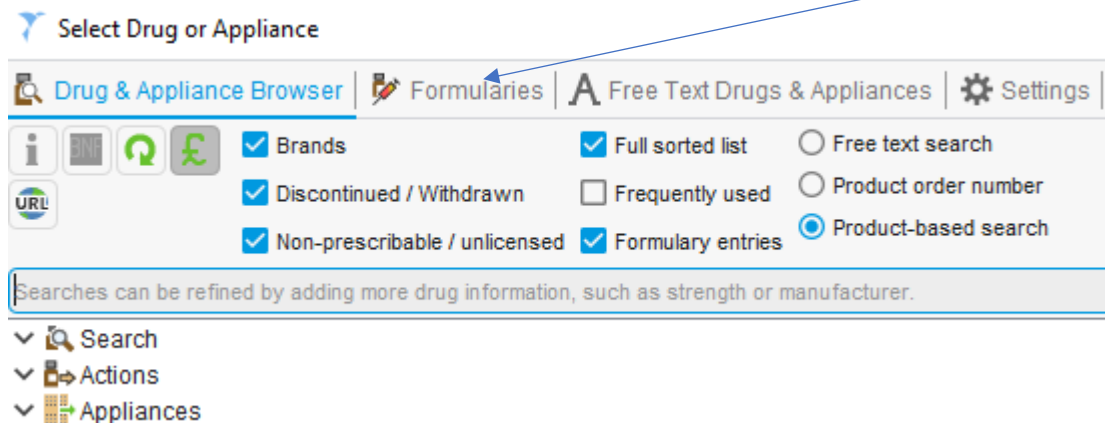
Epimax original cream (Aspire Pharma Ltd) Apply to all areas of dry skin TWO TO THREE times every day and more often if required. Can also be used as a body wash (avoid eyes). 500 gram 28

- If we want to discourage the risk of overordering e.g. with sedatives

Zopiclone 3.75mg tablets Insomnia (short term use only): Take ONE tablet at bedtime 7 tablet 28

Prescribing via the Formularies tab

To prescribe from a formulary section in 'Select Drug or Appliance' click on the 'Formularies' tab.



This will take you to a screen which shows **ALL formularies** which are available in your practice.

They are listed in the **left hand column**, but the initial selected formulary shown will depend on your user settings (i.e. your default formulary set up). See separate 'Prescriber initial set up' or ask if you require further explanation

- You can scroll up and down the left hand column to find the section you wish to look at, then click on it. The contents of the selected formulary will be shown on the right hand side.

L...	Drug	Dose	Quantity	Course
	Amoxicillin 500mg capsules	COPD flare: Take ONE capsule THREE times a day for 5 days	15 capsule	5
	Amoxicillin 500mg capsules	Pneumonia: Take ONE capsule THREE times a day for 5 days	15 capsule	5
	Amoxicillin 500mg capsules	Pneumonia: Take TWO capsules THREE times a day for 5 days	30 capsule	5
	Clarithromycin 500mg tablets	COPD flare: Take ONE tablet TWICE a day for 5 days	10 tablet	5
	Doxycycline 100mg capsules	COPD flare: Take TWO capsules together on the first day, then ONE cap..	6 capsule	5
	Doxycycline 100mg capsules	Cough: Take TWO capsules together on the first day, then ONE capsule..	6 capsule	5
	Phenoxymethylpenicillin 250mg ..	Sinusitis: Take TWO tablets FOUR times a day for 5 days	40 tablet	5
	Phenoxymethylpenicillin 250mg ..	Sore throat: Take FOUR tablets TWICE a day for 5 days	40 tablet	5
	Phenoxymethylpenicillin 250mg ..	Sore throat: Take TWO tablets FOUR times a day for 5 days	40 tablet	5

- To prescribe the drug / product 'double click' on it or click OK , this will transfer all the information into your acute or repeat template.
- If the formulary list is very long you may need to use the scroll bar on the far right hand side.

Tip: If the information is not all visible you can make the columns wider by clicking on the column divider line(s) until the double arrow shows, \longleftrightarrow then click and drag to the right / left as needed.

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	Amoxicillin 500mg capsules	Pneumonia: Take TWO capsules THREE times a day for 5 days	30 capsule	5
	Clarithromycin 500mg tablets	COPD flare: Take ONE tablet TWICE a day for 5 days	10 tablet	5
	Doxycycline 100mg capsules	COPD flare: Take TWO capsules together on the first day, then ONE capsule every day for the next 4 days	6 capsule	5
	Doxycycline 100mg capsules	Cough: Take TWO capsules together on the first day, then ONE capsule every day for the next 4 days	6 capsule	5
	Phenoxymethylpenicillin 250mg ..	Sinusitis: Take TWO tablets FOUR times a day for 5 days	40 tablet	5
	Phenoxymethylpenicillin 250mg ..	Sore throat : Take FOUR tablets TWICE a day for 5 days	40 tablet	5
	Phenoxymethylpenicillin 250mg ..	Sore throat: Take TWO tablets FOUR times a day for 5 days	40 tablet	5