

Creating a New SDM Prescription for a Controlled Drug

We recommend amending the *SDM/ID Script Expiry Days Controlled* application setting to reflect the duration of your SDM prescription.

With **CDR** enabled, creating a new SDM prescription for a controlled drug (**CD**) differs from standard behaviour if you have selected to *Dispense the First Instalment* whilst completing the SDM schedule.

See table below for information as to when CDR triggers will display, and when entries will be recorded in the CD Register when processing an SDM instalment for a CD

Event Description	CDR Triggers	Items Awaiting Collection	CD Register Entry
Schedule created with all instalments To Be Dispensed	X	X	X
Instalment(s) marked as Dispensed	✓	✓	X
Instalment(s) marked as Collected	✓	X	✓
Instalment(s) status change: 1. From To Be Dispensed to Not Dispensed 2. From To Be Dispensed to Cancelled	X	X	X
Instalment(s) status change: 1. From Dispensed to Not Dispensed 2. From Dispensed to Cancelled	X	X	X
Instalment(s) status change: 1. From Collected to any status	X	<i>Only if status is changed to Dispensed</i>	✓

Creating a New Script

1. From the ProScript Connect Main Screen, access the SDM Manager by pressing **[Ctrl+M]**.
2. The SDM Manager opens in a new tab. Select the **[F2 – New Script]** button.

ProScript Connect 10 May 2018 09:20 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User The Supervisor

My shortcuts: Redeem Owings (F2), Reprints (F6), Ordering (F7), Overdue Scripts (F8), MDS Prep (F9), MDS Scripts Due, SDM (Ctrl M), Stock Manager (Ctrl O), MDS Manager (F11), ETP (Ctrl E), Script Q, RMS (Ctrl R), Support Centre (Ctrl T), ETP Tracker

Workflow Manager: F1 - PMR, F2 - New Script, F3 - Dispense, F4 - Collect, F5 - Bag Label, F6 - Add to CDR, F7 - Cancel Item, F8 - Endorse, F9 - Label Split, F11 - Follow-on, F12 - Reports

Buttons: Not Dispensed, Reset Record, Uncollected Items, Create Owing, Alt+X - Export

Filters:

- Period: Today
- From: 10/05/2018 To: 10/05/2018
- Options:
 - Show all active instalments
 - Show only instalments with owings
 - Show only completed instalments
 - Show all instalments
- Always show overdue instalments (checked)
- Show cancelled items

Patient: Search Patient Prescribed drug: Search Prescribed Drug 1 instalment

Patient	Date	Prescribed Drug	Quantity	Phase	Sup	Status
LOPEZ, Natasha (Ms)	Thu 10/05/2018	Diamorphine 10mg tabs	1 tabs	6 of 11		Collected

Calendar view (Week 1-3):

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1	Mon, 30 Apr	Tue, 01 May	Wed, 02 May	Thu, 03 May 1 tabs Collected	Fri, 04 May 1 tabs Collected	Sat, 05 May 3 tabs Collected	Sun, 06 May
Week 2	Mon, 07 May	Tue, 08 May 1 tabs Collected	Wed, 09 May 1 tabs Collected	Thu, 10 May 1 tabs Collected	Fri, 11 May 1 tabs Dispensed	Sat, 12 May 2 tabs Dispensed	Sun, 13 May
Week 3	Mon, 14 May 1 tabs Dispensed	Tue, 15 May 1 tabs Dispensed	Wed, 16 May 1 tabs Dispensed	Thu, 17 May	Fri, 18 May	Sat, 19 May	Sun, 20 May

Patient Profile: [999 999 9573] LOPEZ, Natasha (Ms) **PAYING**
 2 Uxbridge Road, Pinner, United Kingdom, HA5 4EA
 DOB: 20 Jun 1982 Age: 35 years 10 months
 Tel: 02081981621 Mobile: 07816519159
 Elected Services: EPS **Not Registered** RMS **Registered**
 Patient Compliance Patient Id: 22

- The Search Patient window opens where you will need to search for, locate and highlight the patient, and select the **[F10 - Select]** button to open their PMR.

Search Patient

Holland

F1 - Add Patient | Edit Patient

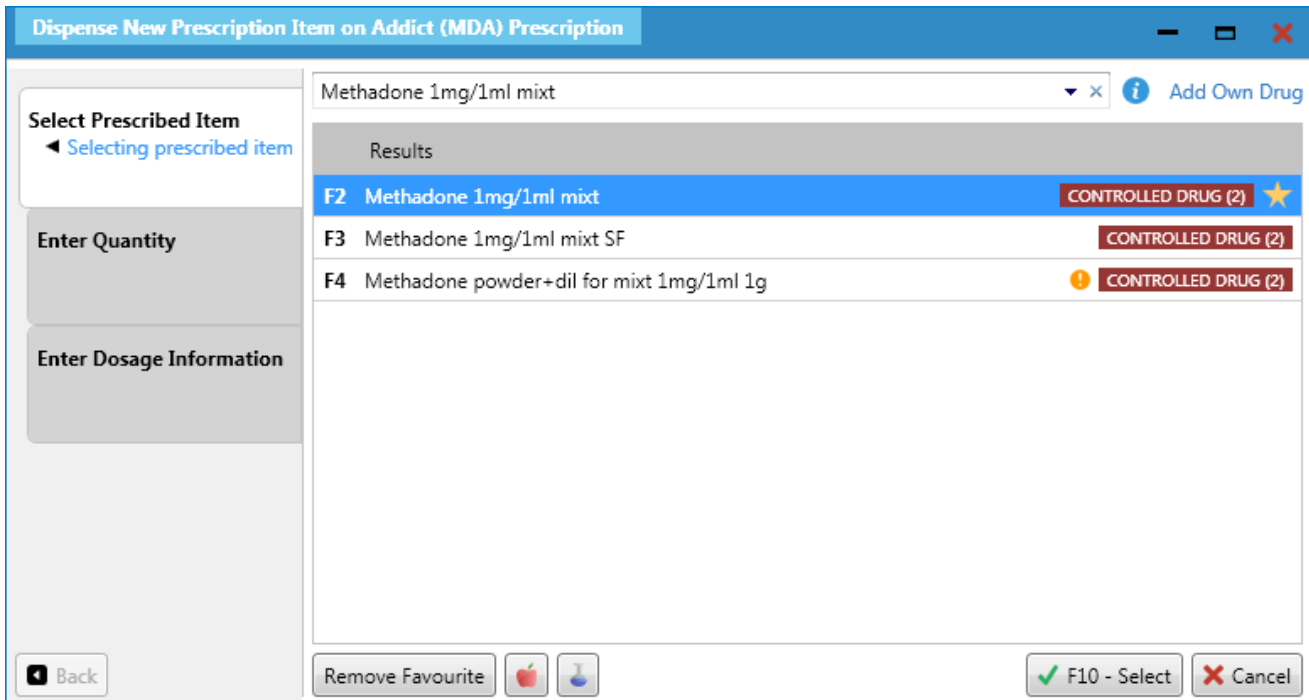
Name	Date of Birth	Address	NHS Number
F2 HOLLAND, Clare Susan (Miss)	05 Jul 1974	77 Nightington Avenue, Kings Langley, Hertfordshire, WD4 5DR	999 999 9700

F10 - Select | Cancel

- The patient's PMR opens in a new tab, with the **Addict (MDA)** Rx type selected by default. Begin dispensing the prescription by highlighting *ENTER – Add New Item* in the first quadrant, and pressing **[ENTER]** on the keyboard.
- The Dispense New Prescription Item window opens with the *Select Prescribed Item* tab highlighted. Use the *Search Drug* field to locate the prescribed item and select the **[F10 – Select]** button.



Controlled Drugs (CDs) display with a **CONTROLLED DRUG (X)** tag. Schedule 2 (and Schedule 3, if configured) will be added to the CD Register, and will trigger the CDR Dispensed Goods screen for every dispensing and collection event.



Dispense New Prescription Item on Addict (MDA) Prescription

Methadone 1mg/1ml mixt ▼ × i Add Own Drug



Select Prescribed Item
◀ Selecting prescribed item

Enter Quantity

Enter Dosage Information

Results

F2	Methadone 1mg/1ml mixt	CONTROLLED DRUG (2)	★
F3	Methadone 1mg/1ml mixt SF	CONTROLLED DRUG (2)	
F4	Methadone powder+dil for mixt 1mg/1ml 1g	CONTROLLED DRUG (2)	!

Back Remove Favourite   F10 - Select Cancel

- The *Enter Quantity* tab displays, with the *Add to SDM* tick box pre-selected. Enter the *Quantity Required* and select the **[F10 – OK]** button.

Dispense New Prescription Item on Addict (MDA) Prescription

Select Prescribed Item
 ✓ Selected Methadone 1mg/1ml mixt

Enter Quantity Required ?
 Add to SDM

Enter Quantity
 ◀ Entering quantity

Enter Dosage Information

Back F10 - OK Cancel

Completing the SDM Schedule



The *Enter Dosage Information* tab is skipped as the system will automatically generate a daily schedule (excluding any days marked as closed in Edit Custom Dates) and calculate the necessary daily dosage depending on the quantity you've entered. The *SDM Schedule* tab displays.

Dispense New Prescription Item on Addict (MDA) Prescription

Select Prescribed Item
 ✓ Selected Methadone 1mg/1ml mixt

Enter Quantity
 ✓ Entered quantity: 140
 ✓ SDM

Enter Dosage Information
 ✓ Dosage information auto-calculated

SDM Schedule
 ◀ Generating SDM schedule

Methadone 1mg/1ml mixt
 Start Date ? Total Quantity ml Duration (days) End Date

Instalment Type
 Daily Alt. Days Twice Weekly (3,4) Twice Weekly (4,3) Weekly Non-Daily
 Mon Tue Wed Thu Fri Sat Sun

Script Details
 Serial Number Supervised Label Type Single Split None
 Dispense First Instalment Print All Labels


Schedule



Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1	Mon, 07 May	Tue, 08 May	Wed, 09 May	Thu, 10 May 10 ml	Fri, 11 May 10 ml	Sat, 12 May 20 ml	Sun, 13 May
Week 2	Mon, 14 May 10 ml	Tue, 15 May 10 ml	Wed, 16 May 10 ml	Thu, 17 May 10 ml	Fri, 18 May 10 ml	Sat, 19 May 20 ml	Sun, 20 May
Week 3	Mon, 21 May 10 ml	Tue, 22 May 10 ml	Wed, 23 May 10 ml	Thu, 24 May	Fri, 25 May	Sat, 26 May	Sun, 27 May

Dosage Instruction
 Take 10 ml daily

F4 - Change Dosage F10 - Save Cancel

Back Total instalments: 12

 If you do not wish to dispense the first instalment now, you must deselect the *Dispense First Instalment* tick box in this window.

Field/Section	Description
Start Date	The start date of the SDM schedule. This defaults to the current date, but it can be edited.
Total Quantity	The total quantity to be dispensed across the entire duration of the schedule. This displays as the value provided on the <i>Enter Quantity</i> tab, but it can be edited here.
Duration (days)	The total number of days, including closed days, that the schedule will run for. This defaults to 14, but it can be edited.
End Date	This is the date of the final instalment. It cannot be edited manually, but will automatically recalculate if changes are made to the frequency details (<i>Start Date</i> , <i>Total Quantity</i> and <i>Duration</i>).
Instalment Type	This section enables you to select the frequency of the instalments, such as <i>Daily</i> , <i>Alternate Days</i> or <i>Weekly</i> . Selecting <i>Non-Daily</i> will activate the weekday tick boxes, allowing you to select open days that the instalments are due. The <i>Schedule</i> grid/list will update with each selection enabling you to see a preview of the instalment dates and quantities before saving.
Script Details	<p>Here, you can;</p> <ul style="list-style-type: none"> ○ Add a unique prescription <i>Serial Number</i>. ○ Flag the schedule as <i>Supervised</i>. ○ Edit the <i>Label Type</i> (either <i>Single</i>, <i>Split</i> or <i>None</i>). This is set to <i>Split</i> by default. ○ Select to <i>Dispense the First Instalment</i> now. This is ticked by default. ○ <i>Print All Labels</i> for each instalment now.
Change Dosage	The <i>Dosage Instruction</i> is populated by default using the length of your schedule and the frequency of the instalments, however you can edit this by selecting the [F4 – Change Dosage] button, if required.
Schedule	<p>The <i>SDM Schedule</i> is automatically generated using the details entered within this window, however if required, you can highlight an instalment and;</p> <ul style="list-style-type: none"> ○ Select the [F1 – Add] button to add an additional quantity to the selected date ○ Select the [F2 – Move] button to move part or all of the selected quantity to another date ○ Select the [F3 – Delete] button to delete the selected instalment ○ Select the grid/list buttons   to switch from a calendar view to a grid view

With the *SDM Schedule* in grid mode, you can click in the *Date* and *Quantity* fields to manually edit individual instalments, if required.

Schedule

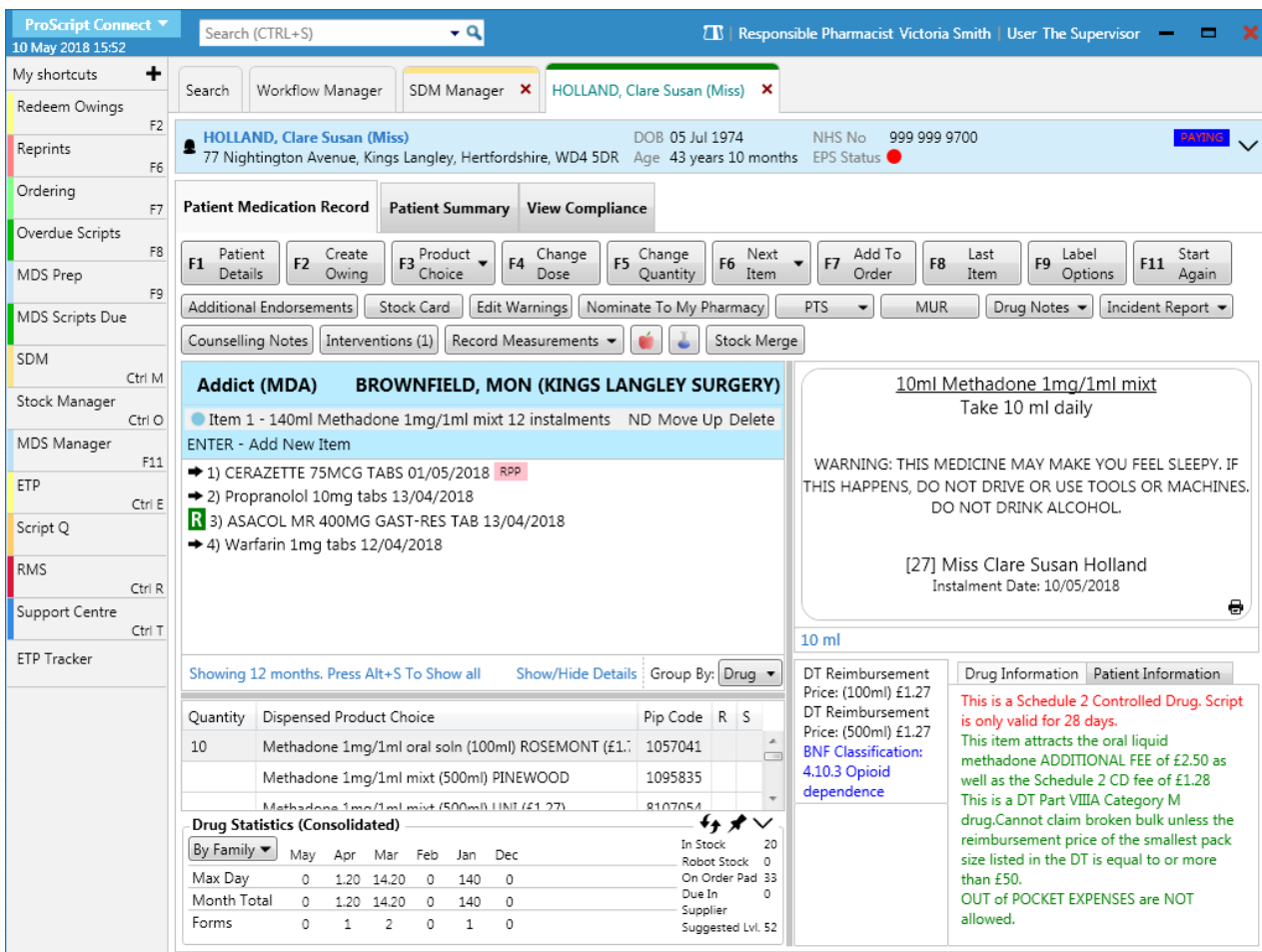
Day	Date	Quantity	Status
Thursday	10/05/2018	10 ml	To Be Dispensed
Friday	11/05/2018	10 ml	To Be Dispensed
Saturday	12/05/2018	20.00	To Be Dispensed

Selecting the Dispensed Product Choice

- Once all required changes have been made to the SDM Schedule, select the **[F10 – Save]** button.
- The PMR displays with the prescribed item in the first quadrant. Highlight the item and select the **[F3 – Product Choice]** button.



You can only amend the *Dispensed Product Choice* at this stage if you have selected to dispense the first instalment now. If you are dispensing the instalment at a later date, you will be able to amend the *Dispensed Item* within the Confirm Dispensing window.



ProScript Connect | 10 May 2018 15:52 | Responsible Pharmacist Victoria Smith | User The Supervisor

Search (CTRL+S) | Workflow Manager | **SDM Manager** | **HOLLAND, Clare Susan (Miss)**

HOLLAND, Clare Susan (Miss) | DOB 05 Jul 1974 | NHS No 999 999 9700 | 77 Nightingale Avenue, Kings Langley, Hertfordshire, WD4 5DR | Age 43 years 10 months | EPS Status

Patient Medication Record | Patient Summary | View Compliance

F1 Patient Details | F2 Create Owing | **F3 Product Choice** | F4 Change Dose | F5 Change Quantity | F6 Next Item | F7 Add To Order | F8 Last Item | F9 Label Options | F11 Start Again

Additional Endorsements | Stock Card | Edit Warnings | Nominate To My Pharmacy | PTS | MUR | Drug Notes | Incident Report

Counselling Notes | Interventions (1) | Record Measurements | Stock Merge

Addict (MDA) BROWNFIELD, MON (KINGS LANGLEY SURGERY)

Item 1 - 140ml Methadone 1mg/1ml mixt 12 instalments ND Move Up Delete

ENTER - Add New Item

- 1) CERAZETTE 75MCG TABS 01/05/2018 RPP
- 2) Propranolol 10mg tabs 13/04/2018
- 3) ASACOL MR 400MG GAST-RES TAB 13/04/2018**
- 4) Warfarin 1mg tabs 12/04/2018

Showing 12 months. Press Alt+S To Show all | Show/Hide Details | Group By: Drug

Quantity	Dispensed Product Choice	Pip Code	R	S
10	Methadone 1mg/1ml oral soln (100ml) ROSEMONT (£1.27)	1057041		
	Methadone 1mg/1ml mixt (500ml) PINWOOD	1095835		
	Methadone 1mg/1ml mixt (500ml) LINT (£1.27)	8107054		

Drug Statistics (Consolidated)

By Family	May	Apr	Mar	Feb	Jan	Dec
Max Day	0	1.20	14.20	0	140	0
Month Total	0	1.20	14.20	0	140	0
Forms	0	1	2	0	1	0

In Stock 20
Robot Stock 0
On Order Pad 33
Due In 0
Supplier
Suggested Lvl. 52

10ml Methadone 1mg/1ml mixt
Take 10 ml daily

WARNING: THIS MEDICINE MAY MAKE YOU FEEL SLEEPY. IF THIS HAPPENS, DO NOT DRIVE OR USE TOOLS OR MACHINES. DO NOT DRINK ALCOHOL.

[27] Miss Clare Susan Holland
Instalment Date: 10/05/2018

DT Reimbursement Price: (100ml) £1.27
DT Reimbursement Price: (500ml) £1.27
BNF Classification: 4.10.3 Opioid dependence

Drug Information | Patient Information

This is a Schedule 2 Controlled Drug. Script is only valid for 28 days.
This item attracts the oral liquid methadone ADDITIONAL FEE of £2.50 as well as the Schedule 2 CD fee of £1.28
This is a DT Part VIII Category M drug. Cannot claim broken bulk unless the reimbursement price of the smallest pack size listed in the DT is equal to or more than £50.
OUT OF POCKET EXPENSES are NOT allowed.

- The Choose Item(s) to Dispense window opens as a pop-up, and displays a full list of all available *Dispensible Items*. Locate and highlight the item that matches the pack you have ready to dispense, and select the **[F2 – All on Current Line]** button to move the *Quantity* to the correct line, if required.
- Save any changes by selecting the **[F10 – OK]** button.

Choose Item(s) to Dispense
– □ ×

Dispensible Items	Pip Code	R	S
Methadone 1mg/1ml mixt (500ml) PINewood	1095835		
Methadone 1mg/1ml mixt (500ml) UNI (£4.55)	8107054		
Methadone 1mg/1ml mixt (2500ml) MARTINDALE (£32.10)	1166248		
Methadone 1mg/1ml mixt (Glass) (500ml) MARTINDALE (£6.42)	0595835		
Methadone 1mg/1ml mixt [Martindale] (500ml) THGN	8550907		
Methadone 1mg/1ml mixt [Plastic] (500ml) CLRM (£6.30)	7671597		
Methadone 1mg/1ml mixt [T&R] (500ml) THGN	8550758		
Methadone 1mg/1ml oral soln (100ml) ROSEMONT (£1.25)	1057041		
Methadone 1mg/1ml oral soln (100ml) VIRTUAL GENERIC	5019146		
Methadone 1mg/1ml oral soln (500ml) ACTAVIS	1155027		

Drug Notes ▼

✓ F10 - OK
 ✗ Cancel


Saving the Prescription

- The patient's PMR displays. Prior to saving, ensure you print the correct number of labels by pressing **[F9 – Label Options]** if not done so already.
- To save the prescription, select the **[F8 – Last Item]** button.



Any warnings and Flash Alerts associated with the item(s) will display as a pop-up window. These are colour-coded classed by severity, and will contain additional details for the items you are dispensing. Once you have read these, you can close the windows by pressing **[F10 – Confirm]**.

- The Prescription Type preview opens where you should confirm the details, add the *Prescription Date*, amend the *Serial Number* if required and select the **[F10 – Save]** button.

 For an NHS prescription, the *Prescription Date* is the later of either the date on which the prescription was signed, or a date indicated by the appropriate practitioner as the date before which it should not be dispensed. For private prescriptions, the *Prescription Date* will always be the date on which it was signed.

Prescription Type: Addict (MDA) dispensed on 10/05/2018 at 15:51

24/7 Pharmacy Stop 128 Waterfields Way North Watford WD24 7FE FA773	DOB 05/07/1974 Age 43 years 10 months	HOLLAND, Clare Susan (Miss) 77 Nightington Avenue Kings Langley Hertfordshire WD4 5DR [999 999 9700]
1.	140ml Methadone 1mg/1ml mixt Take 10 ml daily	10 ml
Paying Patient <input type="checkbox"/> Evidence Seen	BROWNFIELD, MON KINGS LANGLEY SURGERY KINGS LANGLEY SURGERY THE NAP KINGS LANGLEY HERTFORDSHIRE WD4 8ET	

Prescription Date *

Serial Number *

Requires Attention Prescription notes


F7 - Don't Print Labels F8 - Don't Endorse Alt+F10 - Same Patient Next Script

Print Bag Label Prescription is clinically checked RD Script


F2 - Compare

✓ F10 - Save

✗ Cancel

 If you are not dispensing the first instalment now, you will be returned to the SDM Manager. In instances where the first instalment is being dispensed now, the CDR Dispensed Goods window will open.

Completing the CDR Dispensed Goods Window

 You can only save the dispensed item as Awaiting Collection. If the patient is collecting the item now, you will need to action this after dispensing from either the SDM or CDR Manager.

CDR Dispensed Goods
— □ ×

Signed Order/Requisitions Purpose of requisition * Profession/Occupation *

Patient Details

Patient Name: * HOLLAND, Clare Susan (Miss)

Patient Address: * 77 Nightington Avenue
Kings Langley
Hertfordshire
WD4 5DR

Dispensing and prescriber details

Prescribed Drug * i

Dispensed Drug * i

Dispensed quantity *
(Total Unit(s))

Prescriber Name * BROWNFIELD, MON
KINGS LANGLEY SURGERY Search Prescriber

Dispenser Details

Name * Role * Registration No *

Date * Time *

Current CDR Stock Balance

CDR Balance	Pack(s)	<input type="text" value="19"/>	Units	<input type="text" value="94.00"/>	Total Units	<input type="text" value="1,994.00"/>
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NOTE: This is the current CDR Balance, prior to collection.

Collection Details

Collected Collection Date Collection Time Supervised

Known to Pharmacist ID Requested ID Supplied ID Type

Collected by Patient Representative Collected by Health Care Professional

Name Relationship

Address 200

CDR Balance adjustment

✓ F10 - Save as Awaiting Collection

✗ Cancel

Field/Section	Description
Patient Details	The patient details are pre-populated. These details cannot be edited on this screen. If you wish to edit these, you will need to exit this screen and return to the patient's PMR.
Dispensing and Prescriber Details	The drug and prescriber details are pre-populated with the details entered when entering the new script.
Dispenser Details	The signed-in user name and their role are populated by default if configured, but you may have to manually enter the registration number. Otherwise you must fill these details in manually. The <i>Date</i> and <i>Time</i> fields are read-only based on the system date and time of dispensing.
Current CDR Stock Balance	This section provides you with an indication of your current CDR balance prior to collection. It is not directly editable, but you can use the [CDR Balance adjustment] button to adjust the CD Stock Balance for the selected item if required.
Collection Details	This section is disabled during the dispensing of an SDM instalment for a CD item.

Saving the CDR Dispensed Goods Form

1. Once any required changes have been made, select the **[F10 – Save as Awaiting Collection]** button. This is not written to the CD Register.
2. The system will generate the endorsement, label(s), bag label (and tracking label if configured).
3. The SDM Manager is displayed, where your instalment is marked as **Dispensed**.

 The dispensed instalment will also display in the CDR Manager on the *Items Awaiting Collection* tab.

ProScript Connect | Search (CTRL+S) | Responsible Pharmacist Victoria Smith | User The Supervisor

10 May 2018 16:13

My shortcuts: Redeem Owings, Reprints, Ordering, Overdue Scripts, MDS Prep, MDS Scripts Due, SDM, Stock Manager, MDS Manager, ETP, Script Q, RMS, Support Centre, ETP Tracker

Search | Workflow Manager | **SDM Manager**

F1 - PMR | F2 - New Script | F3 - Dispense | F4 - Collect | F5 - Bag Label | F6 - Add to CDR | F7 - Cancel Item | F8 - Endorse

F9 - Label Split | F11 - Follow-on | F12 - Reports

Not Dispensed | Reset Record | Uncollected Items | Create Owing | Alt+X - Export

Filters

Period: Today | Show all active instalments | Always show overdue instalments | Show only instalments with owings | Show cancelled items | Show only completed instalments | Show all instalments

From: 10/05/2018 To: 10/05/2018

Patient: Search Patient | Prescribed drug: Search Prescribed Drug | 2 instalments

Patient	Date	Prescribed Drug	Quantity	Phase	Sup	Status
LOPEZ, Natasha (Ms)	Thu 10/05/2018	Diamorphine 10mg tabs	1 tabs	6 of 11		Collected
HOLLAND, Clare Susan (Miss)	Thu 10/05/2018	Methadone 1mg/1ml mixt	10 ml	1 of 12		Dispensed

Week 1: Mon, 07 May | Tue, 08 May | Wed, 09 May | **Thu, 10 May** | Fri, 11 May | Sat, 12 May | Sun, 13 May

Week 2: Mon, 14 May | Tue, 15 May | Wed, 16 May | Thu, 17 May | Fri, 18 May | Sat, 19 May | Sun, 20 May

Week 3: Mon, 21 May | Tue, 22 May | Wed, 23 May | Thu, 24 May | Fri, 25 May | Sat, 26 May | Sun, 27 May

[999 999 9700] **HOLLAND, Clare Susan (Miss)**
 77 Nightington Avenue, Kings Langley, Hertfordshire, WD4 5DR
 DOB: 05 Jul 1974 Age: 43 years 10 months
 Mobile: 07886222445
 Profile & Characteristics
 Addict
 Elected Services
 EPS **Not Registered** | RMS **Registered** | NMS **Registered**

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	11 June 2019		Joanne Hibbert-Gorst

Contact us

For more information contact:
Telephone: 0344 209 2601