


Dispensing and Endorsing a Schedule 2 or 3 CD EPS Prescription

It will soon be possible to receive Schedule 2 and 3 Controlled Drugs (CDs) prescriptions electronically using the ETP module.

EPS prescriptions for Schedule 2 and 3 CDs will need to satisfy the usual prescription writing requirements including the need to express the total quantity in words and figures, as provided by the prescriber. A tactical fix has been agreed with NHS Digital to put the quantity in words into the *Additional Instruction* field of the EPS message (potentially with other information included from the prescriber). This will be visible within the *Prescription Preview* on ProScript Connect, and when printing the token.

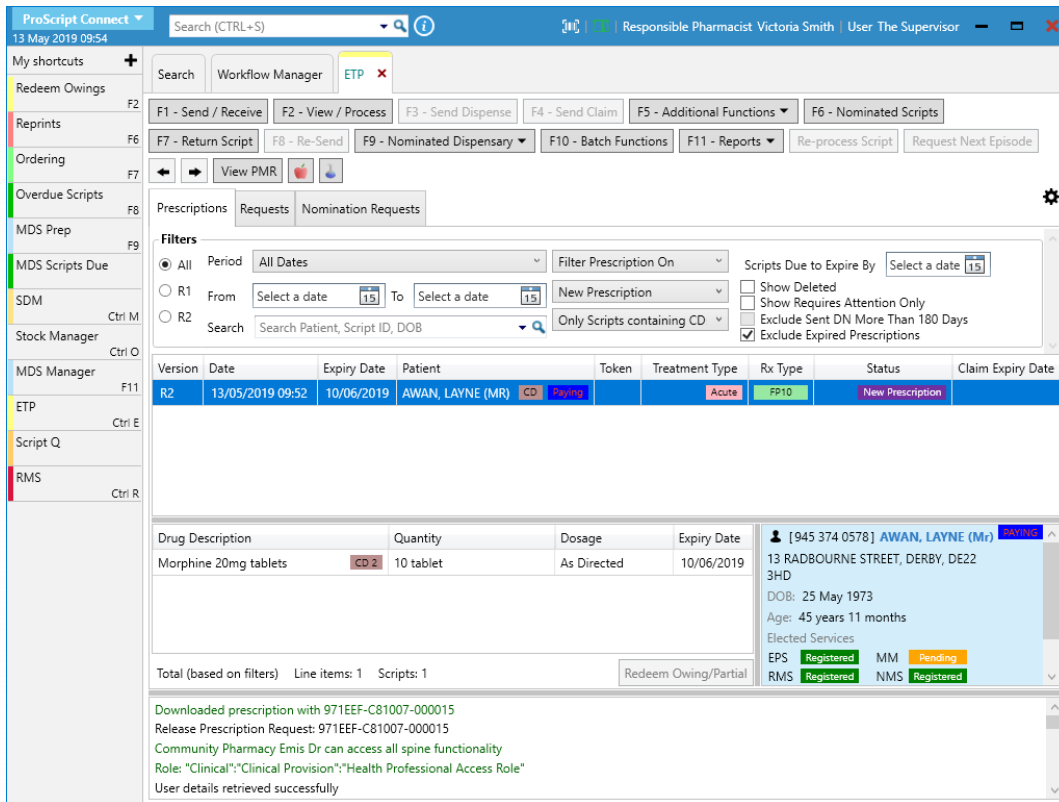
 If the quantity in words is missing on a Schedule 2 or 3 prescription, it will be treated as illegal.

Schedule 4 and 5 CDs are already available to be prescribed and dispensed via EPS, and can be dispensed as an **Acute**, **Repeat Prescribing** or **Repeat Dispensing (x of x)** treatment type, but it is important to know that Schedule 2 and 3 CDs can only be dispensed as either **Acute** or **Repeat Prescribing**.

 If a Schedule 2 or 3 CD is prescribed on a Repeat Dispensing (RD) script, it will be treated as illegal.


Dispensing a Schedule 2 or 3 CD EPS Prescription

1. To begin, open the ETP Main Screen from the ProScript Connect Main Screen by clicking the **[ETP]** shortcut button, or by pressing **[Ctrl+E]**.
2. From the ETP Main Screen, you can select the *Only Scripts containing CDs* menu item from the *All Scripts* drop-down menu to update the ETP grid to only display prescriptions tagged as **CD**.



3. Highlight a prescription marked as **New Prescription** with either an **Acute** or **Repeat Prescribing** *Treatment Type* and a **CD** tag and press **[F2 – View / Process]**.
4. The View/Process ScriptQ Prescription window displays, with the *Prescription Preview* tab selected by default. Ensure that the quantity is displayed in figures, and then again in words within the *Additional Instruction* text. Select the **[F10 – Process]** button to begin processing the prescription.

View / Process ScriptQ Prescription

Prescription Preview Confirm Prescription	Pharmacy Data 24/7 Pharmacy Stop 128 Waterfields Way North Watford Hertfordshire WD24 7FE	DOB 25/05/1973 Age 45 years 11 months	Title, Forename, Surname Address AWAN, LAYNE (MR) 13 RADBOURNE STREET DERBY DE22 3HD	Script Id: 971EEF-C81007-000015 Prescription Type: FP10 Release Version: 2 Treatment Type: Acute Prescription Start Date: 13/05/2019
	NHS Number 945 374 0578			Digital Signature: Valid Signed By: EMU Signed Date: 13/05/2019 12:05:00
	Prescribed Medication Morphine 20mg tablets 10 tablet As Directed Additional Instruction: CD: ten This has been prescribed upon the advice of the consultant Dispensed Status: To Be Dispensed			
	Script Id: 971EEF-C81007-0000 Start Date: 13/05/2019 Date: 13/05/2019 Expiry Date: 10/06/2019			
	Item(s): 1	WILLIAMS, CEYDA 998000 VERNON STREET MEDI C81007 13 VERNON STREET DE DERBYSHIRE DE1 1FW Tel: 01332332812 GREATER DERBY PCT 5EX		



To print the token, select the **[F8 – Print]** button. The token will print in the following format, and must also display the quantity in words and figures. You can also print the token without the repeat information by clicking on the arrow and selecting the *Print without repeat information* option.

Report Preview

1 of 1

45 years 11 months
25/05/1973

MR LAYNE AWAN
13 RADBOURNE STREET
DERBY

DE22 3HD
9453740578

MR LAYNE AWAN
NHS Number: 9453740578
DoB: 25/05/1973
13 RADBOURNE STREET
DERBY
DE22 3HD

VERNON STREET MEDICAL
CTR
13 VERNON STREET DERBY
DERBYSHIRE
DE1 1FW

Morphine 20mg tablets
10 tablet
As Directed
Addl Info.: CD: ten
This has been prescribed upon the
advice of the consultant

Prescription Start Date: 13/05/2019

971EEF-C81007-000015

13/05/2019

WILLIAMS, CEYDA
VERNON STREET MEDICAL CTR
13 VERNON STREET DERBY
DERBYSHIRE
Tel: 01332332812

998000

DE1 1FW
5EX

GREATER DERBY PCT

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Matching the Prescriber

The system will automatically attempt to match the prescribing organisation and prescriber details from the prescription with existing details on the system.

If the prescribing organisation cannot be found, see here:

In instances where the prescribing organisation does not already exist within the database, you will be required to add them by selecting [F1 – Search Prescribing Organisation in National Prescriber Database](#) which opens a new window. From here, you can either;

- Search for the prescribing organisation using the *Search* box and select the correct prescribing organisation from the generated list, or
- Select **F1 – Add Prescribing Organisation** which will open a pre-populated Add New Prescribing Organisation window which you can update if required and select **[F10 – Save]**.

If the prescriber cannot be found, see [here](#):

In instances where the prescriber does not already exist within the database, you will be required to add them by selecting **F1 – Search National Prescriber Database** which opens a new window. From here, you can either;

- Search for the prescriber using the *Search* box and select the correct prescriber from the generated list, or
- Select **F1 – Add Prescriber** which will open a pre-populated Add Prescriber window which you can update if required and select **[F10 – Save]**.

Whether you have just added the prescribing organisation and/or prescriber or they already existed within the database, any discrepancies will display highlighted in red on the *Match Prescriber* sub-tab where you can:

- Use the **[F1]** button to accept with no changes made
- Use the **[F2]** button to save any changes

If there is a complete match, and no discrepancies, the *Prescriber Matching* tab will be skipped.

Matching the Patient

Just like the prescriber matching tab, the system will also automatically attempt to match the patient details from the prescription with existing patient details on the system.

If the patient cannot be found, see [here](#):

In instances where the patient does not already exist within the database, you will be required to add them by selecting **F1 – Add Patient** which opens the Add New Patient window. From here, you can complete any details which may be missing, such as the *Exemption Details* and select the **[F10 – Save]** button.

If a discrepancy is flagged with an existing patient or one you've just added, it will be presented to you within the *Match Patient* sub-tab highlighted in red. You can select one of the following options:

- Use the **[F1]** button to accept with no changes made
- Use the **[F2]** button to save any changes
- Use the **[F3]** button to search for and select another patient
- Use the **[F4]** button to add the patient as a new patient record

If there is a complete match, and no discrepancies, the *Patient Matching* tab will be skipped.

Matching the Drug

The system will attempt to map each prescribed drug on the prescription to an entry in our database. If the drug(s) are found, the *Drugs Matching* tab will be skipped.


If ProScript Connect cannot locate the drug, see [here](#):

In instances where the drug cannot be mapped, you will be required to search for and select the prescribed item using the *Search Drug* box and the **[F10 – Select]** button. After mapping a drug, ProScript Connect will conduct additional CD checks for the item and will display Flash Alerts during dispensing which will provide you with additional details, such as which Schedule the drug belongs to, and script validity.

Comparing the Prescription

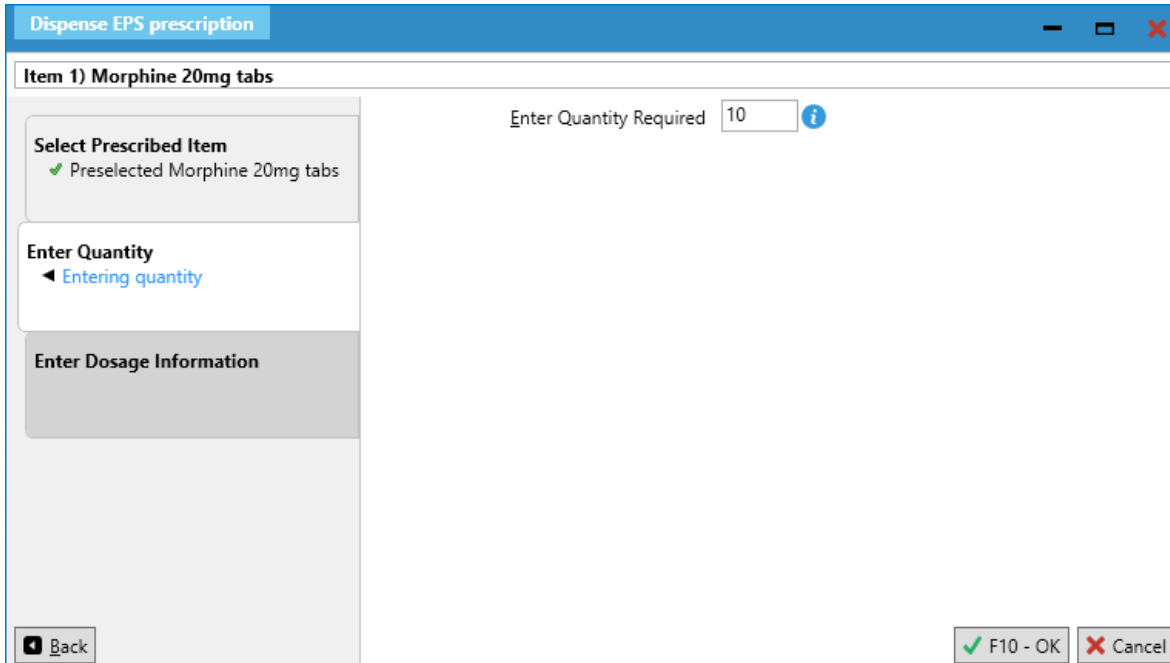
The *Prescription Comparison* tab displays all the drug details for each drug prescribed on *This Script* and, if this medication has been previously dispensed, compares this to the *Last Medication from the PMR*. You can;

- Use the **[F2]** button to process the prescription manually, and review the quantity and dosage against each item
- Use the **[F5]** button to process each item using what was last dispensed on the PMR
- Use the **[F9]** button to fast-track through the dispensing process for items last dispensed on the PMR

 If the item was not previously dispensed, the only available option is **[F2 – Process This Script]**.

Dispensing the Prescription

1. If you have selected the **[F2 – Process This Script]** button, the Dispense EPS Prescription window displays with the item pre-selected and the *Enter Quantity* tab opened by default. Review the quantity and select the **[F10 – OK]** button.




Dispense EPS prescription

Item 1) Morphine 20mg tabs

Select Prescribed Item
✔ Preselected Morphine 20mg tabs

Enter Quantity
◀ Entering quantity


Enter Dosage Information

Enter Quantity Required 10 

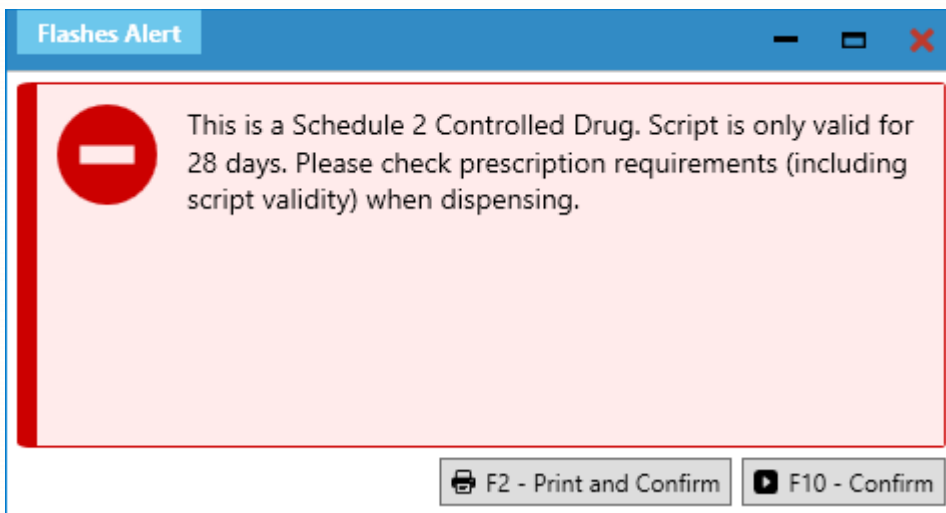
Back

✔ F10 - OK ✖ Cancel

- The *Enter Dosage Information* tab is selected. Review and/or edit the dosage information as required and select the **[F10 – OK]** button.


 The system will prompt you to repeat this process for each of the items on the prescription, if applicable.

- 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 details such as which Schedule the drug belongs to, and script validity. Once you have read these, you can close the windows by pressing **[F10 – Confirm]**.



Endorsing a CD EPS Prescription

- The patient's PMR displays with the drug(s) added within the first quadrant. Prior to endorsing, if required you can:
 - Amend the number of labels by pressing **[F9 – Label Options]**
 - Amend the quantity by pressing **[F5 – Change Quantity]**
 - Amend the **dispensed product choice** by pressing **[F3 – Product Choice]**
 - Amend the dosage by pressing **[F4 – Change Dose]**
 - Mark any items as *Not Dispensed* by highlighting the item and selecting the *ND* text
- To endorse the prescription, select the **[F8 – Last Item]** button.
- The Prescription Type preview displays. Confirm the details and select the **[F10 – Save]** button.

 Selecting the *Requires Attention* tick box means the prescription will be flagged as **REQUIRES ATTENTION** and you will not be able to claim for the prescription until you have removed this flag.

Prescription Type: FP10 dispensed on 13/05/2019 at 09:59

24/7 Pharmacy Stop 128 Waterfields Way North Watford Hertfordshire WD24 7FE FA576	DOB 25/05/1973 Age 45 years 11 months	AWAN, LAYNE (Mr) 13 RADBOURNE STREET DERBY DE22 3HD [945 374 0578]
1. 10/56 Morphine 20mg tabs CD	10 Morphine 20mg tabs As Directed	10
Paying Patient <input type="checkbox"/> Evidence Seen Professional Fees 1	WILLIAMS, A VERNON STREET MEDICAL CTR VERNON STREET MEDICAL CTR 13 VERNON STREET DERBY DERBYSHIRE DE1 1FW	

Prescription Date *  13/05/2019 

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

Completing the CDR Dispensed Goods Window

The CDR Dispensed Goods window is displayed, where you can save the item as Awaiting Collection or mark the item as Collected.

The screen shot below is to see an example of the CDR Dispensed Goods window completed as Awaiting Collection and Collected.

Awaiting Collection
- □ ×

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

Patient Details

Patient Name * AWAN, LAYNE (Mr)

Patient Address * 13 RADBOURNE STREET
DERBY
DE22 3HD

Dispensing and prescriber details

Prescribed Drug * i

Dispensed Drug * i

Dispensed quantity *
(Total Unit(s))

Prescriber Name * WILLIAMS, A
VERNON STREET MEDICAL CTR Search Prescriber

Drug Expiry Date Batch Number Quantity F2 - Add More

Dispenser Details

Name * Role * Registration No *

Date * 15 Time *

Current CDR Stock Balance

CDR Balance Pack(s) Units Total Units

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

CDR Dispensed Goods Collected

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

Patient Details
 Patient Name: * AWAN, LAYNE (Mr)
 Patient Address: * 13 RADBOURNE STREET
 DERBY
 DE22 3HD

Dispensing and prescriber details
 Prescribed Drug * Morphine 20mg tabs i
 Dispensed Drug * Sevredol 20mg tabs (56) NAPP i
 Dispensed quantity * 10.00
 (Total Unit(s))
 Prescriber Name * WILLIAMS, A
 VERNON STREET MEDICAL CTR Search Prescriber
 Drug Expiry Date Batch Number Quantity F2 - Add More

Dispenser Details
 Name * Toby MacElroy Role * Pharmacist Registration No * 6061988
 Date * 13/05/2019 Time * 10 : 02

Current CDR Stock Balance
 CDR Balance Pack(s) Units Total Units
 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

CDR Balance adjustment
 F10 - Save to CD Register 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/processing the electronic 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. 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	<p>This section should only be completed if your patient is collecting their medication now. You can enable the <i>Collection Details</i> section by selecting the <i>Collected</i> tick box and;</p> <ul style="list-style-type: none"> ○ Edit the <i>Collection Time</i> with the time of collection. This cannot be a future time, or a time before the dispensing event took place if both dispensing and collection occur on the same day. ○ Select whether the item was <i>Supervised</i>, in which case the recipient is considered to be the patient. Selecting that the items were collected by a <i>Patient Representative</i> or <i>Health Care Professional</i> after ticking the <i>Supervised</i> box will deselect and disable this field. ○ Select whether the recipient is known to the pharmacist, if ID has been requested, if ID has been supplied, and if supplied, enter which type of ID was supplied e.g. Driving License ○ Select whether the item was collected by a Patient Representative or Health Care Professional. This will disable the <i>Supervised</i> tick box. ○ If selected, enter the Patient Representative or Health Care Professional's <i>Name, Relationship, and Address</i>



If you do adjust the CDR balance, an alert may appear if attempting to save the CD entry as *Collected* to the CD Register. This will advise that the *Collection Time* must be after the latest CDR balance adjustment. The alert will also provide the date and time the latest adjustment was completed. In this instance, ensure that the *Collection Time* is updated to reflect the actual collection time, which will most likely be the current/system time and only a minute or two greater than the time that is currently entered in this field. This will ensure that the CD Register entry for both the balance adjustment and collection event is displayed correctly, by order of events.

Saving the CDR Dispensed Goods Form

1. Once any required changes have been made, you can save the CDR Dispensed Goods form by;
 - Using the **[F10 – Save as Awaiting Collection]** button if no *Collection Details* have been entered. This will add an entry to the *Items Awaiting Collection* tab of the CDR Manager.
 - Using the **[F10 – Save to CD Register]** button if *Collection Details* have been completed.


 You will be required to complete a CDR Dispensed Goods Form for each item on the prescription.

2. The system will automatically generate and print the endorsement, label(s), bag label and tracking label.
3. The ETP Main Screen displays, where the prescription is now marked as **Dispensed**. You can now [send the dispense notification](#) to the NHS Spine.

CD Register Entry

Marking CD entries as collected is an event that will write an entry into the CD Register which can be viewed when [printing and/or exporting a CD Register report](#), and will display;

- The *Date Supply received or date supplied* column populated with;
 - The date and time the event occurred
 - A unique CDR ID
 - The pack size and unit of measure of the CD
 - Name, role and registration number of the user
- The *Name and address of person or firm supplied* column populated with the patient, or signed order transfer/requisition details
- The *Details of authority to possess* column populated with the prescriber details, if applicable
- The *Person collecting controlled drug* column populated with either the patient, recipient, health care professional or patient representative name and address
- If *proof of identity was requested* and if *proof of identity was provided*
- The *Quantity Supplied* i.e. The *Dispensed quantity* figure entered within the CDR Dispensed Goods window
- The total running *Balance* after the event
- *Notes* describing the event, which could include;
 - Details of ID provided and if the person collecting the CD(s) was known to the pharmacist
 - Signed order transfer/requisition details
 - Prescription serial number and instalment X of Y details (SDM only)
 - Owing status

 No entry will be written to the CD Register if you have saved your dispensed items as Awaiting Collection.

Report Preview

CD Register

From: 13/04/2019 To: 13/05/2019
 Drug Class: Morphine Name/Brand: Sevredol 20mg tabs (56) NAPP Strength: 20mg Form: tabs

Date Supply received or date supplied	Received		Supplied					Balance	Notes	
	Name and address from whom received	Quantity Received	Name and address of person or firm supplied	Details of authority to possess; prescriber or licence holder's details	Person collecting schedule 2 controlled drug (patient / patient's rep / healthcare professional) and if healthcare professional, name and address	Was proof of identity requested of patient / patient's rep? (Yes / No)	Was proof of identity of person collecting provided (Yes / No)			Quantity Supplied
13/05/2019 10:33 CDR ID: 1701 Pack Size: 56 tablets Name: Toby MacElroy Role: Pharmacist RegNo: 6061968			AWAN, LAYNE (Mr) 13 RADBOURNE STREET DERBY DE22 3HD	WILLIAMS, A VERNON STREET MEDICAL CTR VERNON STREET MEDICAL CTR 13 VERNON STREET DERBY DERBYSHIRE DE1 1FW RegNo: G3251122	Patient: AWAN, LAYNE (Mr) 13 RADBOURNE STREET DERBY DE22 3HD	Yes	Yes	10.00	102.00	Known To Pharmacist ID: Driving license

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Revision History

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

Contact us

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