

Partially Dispensing a Non-Daily CD SDM Instalment on a Later Day



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

You may encounter a scenario where a patient has been prescribed a controlled drug (CD) on an Addict (MDA) SDM prescription to be collected as non-daily instalments but misses a collection day. For example, the patient is due to collect instalments on Mondays and Thursdays, but fails to collect the Monday instalment and turns up on Tuesday instead. This means the instalment due to be collected on a Monday will be marked as **OVERDUE** or **Dispensed**.

In these instances, the pharmacy must still legally supply the remaining instalments and deduct the missed daily dose from the supply. ProScript Connect enables you to partially dispense SDM instalments on a later day, and will automatically deduct the instalment quantity that has been missed.

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

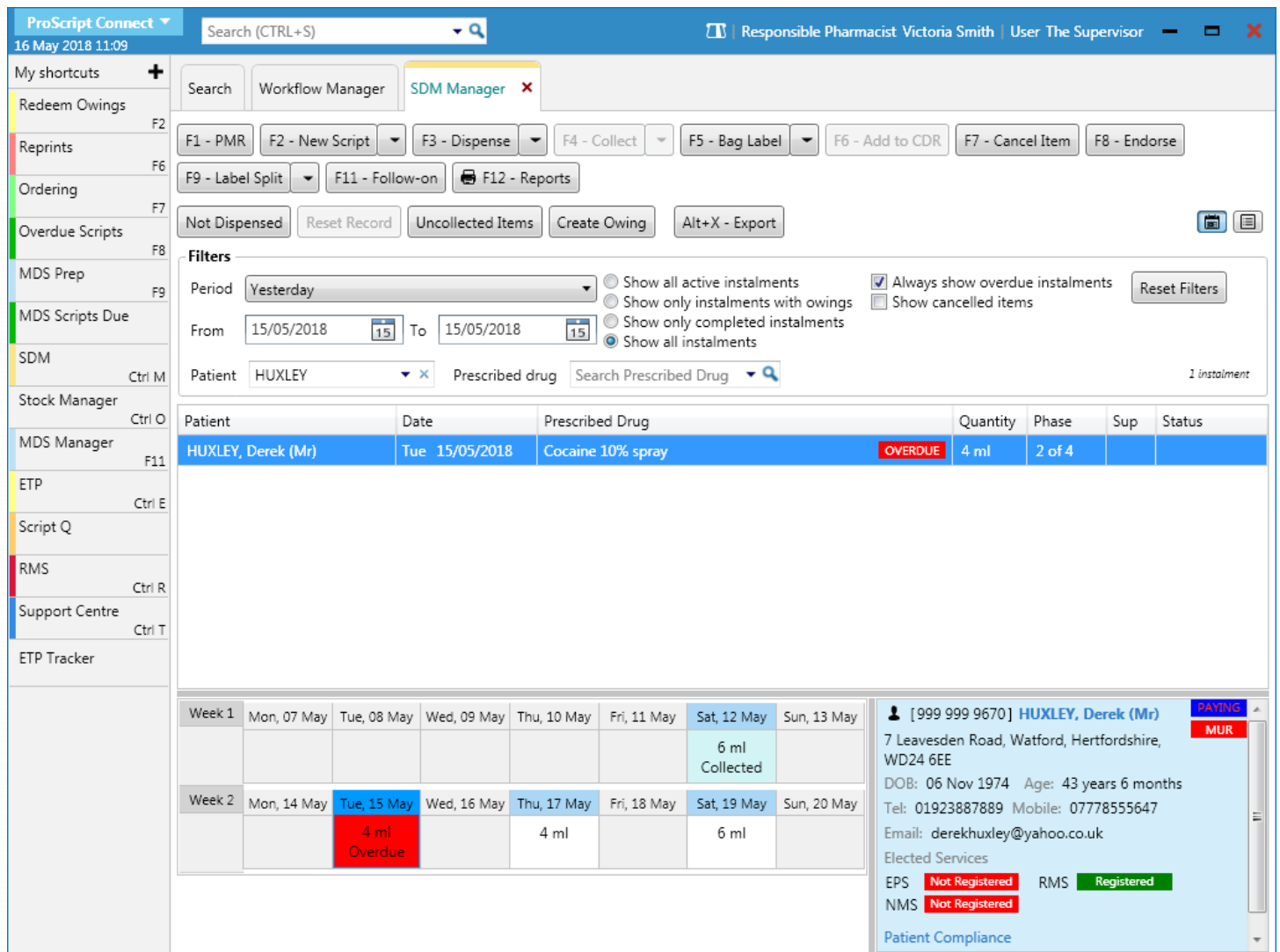
Event Description	CDR Triggers	Items Awaiting Collection	CD Register Entry
Schedule created with all instalments To Be Dispensed	X	X	X
Instalment(s) marked as Dispensed	✓	✓	X
Instalment(s) marked as Collected	✓	X	✓
Instalment(s) status change: 1. From To Be Dispensed to Not Dispensed 2. From To Be Dispensed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

Locating the SDM Instalment

You can mark instalments as dispensed from either the SDM Manager or the PMR. Use one of the methods below to locate the instalment.

Locating the Instalment in the SDM Manager

1. From the ProScript Connect Main Screen, access the SDM Manager by pressing **[Ctrl+M]**.
2. The SDM Manager opens in a new tab. Adjust the *Filters* as necessary to locate and highlight the overdue instalment you want to partially dispense on a later day, and select the **[Not Dispensed]** button.



The screenshot shows the ProScript Connect interface with the SDM Manager tab active. The patient is HUXLEY, Derek (Mr), and the prescribed drug is Cocaine 10% spray. The instalment for Tuesday, 15/05/2018, is highlighted in red and labeled 'OVERDUE'.

Patient	Date	Prescribed Drug	Quantity	Phase	Sup	Status
HUXLEY, Derek (Mr)	Tue 15/05/2018	Cocaine 10% spray	4 ml	2 of 4		OVERDUE

Week 1	Mon, 07 May	Tue, 08 May	Wed, 09 May	Thu, 10 May	Fri, 11 May	Sat, 12 May	Sun, 13 May
						6 ml Collected	

Week 2	Mon, 14 May	Tue, 15 May	Wed, 16 May	Thu, 17 May	Fri, 18 May	Sat, 19 May	Sun, 20 May
		4 ml Overdue		4 ml		6 ml	

Patient Details: [999 999 9670] HUXLEY, Derek (Mr) **PAYING** **MUR**
 7 Leavesden Road, Watford, Hertfordshire, WD24 6EE
 DOB: 06 Nov 1974 Age: 43 years 6 months
 Tel: 01923887889 Mobile: 07778555647
 Email: derekhuxley@yahoo.co.uk
 Elected Services
 EPS **Not Registered** RMS **Registered**
 NMS **Not Registered**
 Patient Compliance

Locating the Instalment in the PMR

1. To begin, search for and select the patient from the ProScript Connect Search Screen.
2. The patient's PMR opens in a new tab. Highlight the item marked as **SDM** in the first quadrant, and select *Show/Hide Details*. All the instalment details for the SDM schedule display with their respective statuses.
3. Highlight the overdue instalment you want to partially dispense, and select **ND**.

ProScript Connect 16 May 2018 12:54 Search (CTRL+S) Responsible Pharmacist Victoria Smith User The Supervisor

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: POSTER, Gale (Mr)

Patient: POSTER, Gale (Mr) DOB 27 Jan 1979 NHS No 999 999 9654 Age 39 years 3 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

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) POUPALOS, Stamatios (HATCH END MEDICAL CEN'

ENTER - Add New Item

- 1) AMFEXA 10MG TABS 16/05/2018 3 of 4 outstanding
 - 16/05/2018 12:50 - 10 3 of 4 outstanding
 - SDM Script: ADDED: 16-05-18 12:50:16.48
 - 12/05/2018 : 3 - (1 of 4) - Collected - 12/05/2018 12:51
 - 15/05/2018 : 2 - (2 of 4) - To Be Dispensed ND Dispense**
 - 17/05/2018 : 2 - (3 of 4) - To Be Dispensed
 - 19/05/2018 : 3 - (4 of 4) - To Be Dispensed
- 2) Lorazepam 1mg tabs 30/04/2018
 - 30/04/2018 11:28 : 28 as directed by your doctor
 - Dispensed 28 Lorazepam 1mg tabs (28) AAH

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

Quantity	Dispensed	Product Choice	Pip Code	R	S
		Amfexa 10mg tabs (30) FLYNN (£13.26)	BRAND 4031092		

Drug Statistics (Consolidated)

By Family	May	Apr	Mar	Feb	Jan	Dec	In Stock
Max Day	0.33	0	0	0	0	0	3
Month Total	0.33	0	0	0	0	0	0
Forms	1	0	0	0	0	0	0

1 tabs

Total Reimbursement Price: £13.26
BNF Classification: 4.4 CNS stimulants and drugs used for attention deficit hyperactivity disorder

10/30 Amfexa 10mg tabs FLYNN CD

2tabs Amfexa 10mg tabs
Take 1 tablet daily

CAUTION: REACTIONS MAY BE IMPAIRED WHILST DRIVING OR USING TOOLS OR MACHINES.

[20] Mr Gale Poster
Instalment Date: 15/05/2018
Date: 16/05/2018 Dispensed: Amfexa 10mg tabs

Drug Information Patient Information

This Item is in the Discount Not Deducted (DND) list in the DT. There is NO need to endorse script as NO discount will automatically be applied.
This is a Schedule 2 Controlled Drug. Script is only valid for 28 days. Please check prescription requirements (including script validity) when dispensing.

Marking the Item for Partial Dispensing

- The Mark As Not Dispensed window displays. Select the *Allow Partial Dispensing on a Later Day* tick box. This activates the *Dispense On* drop-down menu, where you can select the day you will be dispensing the instalment on.

Mark As Not Dispensed

Please note that either the entire quantity for this instalment can be marked as Not Dispensed, or a partial dispensing may still be made on a later day for the remaining amount.

Instalment Date: Tue 15/05/2018

Instalment Quantity: 4.00

Next Instalment Date: Thu 17/05/2018

Allow Partial Dispensing on a Later Day

Dispense On: Wed 16/05/2018

Amount To Dispense: 2.00

Label Split: 2 ml

- ProScript Connect updates the *Amount To Dispense* and *Label Split* if necessary. Verify these values and select the **[F10 – Partially Dispense]** button.

Completing the CDR Dispensed Goods Window

You can only save the partially 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 * POSTER, Gale (Mr)

Patient Address * 35 Hillview Road
Pinner
United Kingdom
HA5 4PB

Dispensing and prescriber details

Prescribed Drug * AMFEXA 10MG TABS i

Dispensed Drug * Amfexa 10mg tabs (30) FLYNN i

Dispensed quantity * 1.00
(Total Unit(s))

Prescriber Name * POUPALOS, Stamatios
HATCH END MEDICAL CENTRE Search Prescriber

Dispenser Details

Name * Ryan Peterson ▼ Role * Pharmacist ▼ Registration No * 891002

Date * 16/05/2018 15 Time * 12 : 56

Current CDR Stock Balance

CDR Balance Pack(s) 3 Units 27.00 Total Units 117.00

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 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.

If the *Dispensed Drug* in the CDR Dispensed Goods Form is does not match the pack details you are dispensing, you must edit the prescription and amend this once the item has been saved as awaiting collection.

Saving the CDR Dispensed Goods Form

- Once any required changes have been made, select the **[F10 – Save as Awaiting Collection]** button. This is not written to the CD Register.
- The system will generate label(s), a bag label (and tracking label if configured).
- You are returned to your starting point, where the following updates have occurred:
 - The instalment is marked as **Dispensed** in the SDM Manager. ProScript Connect will also indicate the quantity that was partially dispensed against the full quantity.
 - The instalment is marked as *Prepared* with a breakdown of the *NOT prepared* and *prepared* quantity in the PMR

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

ProScript Connect 16 May 2018 11:22 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User The Supervisor

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

Workflow Manager: Search, Workflow Manager, **SDM Manager**

Function Keys: 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: Yesterday
- From: 15/05/2018 To: 15/05/2018
- Patient: HUXLEY
- Prescribed drug: Search Prescribed Drug

Patient	Date	Prescribed Drug	Quantity	Phase	Sup	Status
HUXLEY, Derek (Mr)	Tue 15/05/2018	Cocaine 10% spray	2 of 4 ml	2 of 4		Dispensed

1 instalment

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1	Mon, 07 May	Tue, 08 May	Wed, 09 May	Thu, 10 May	Fri, 11 May	Sat, 12 May 6 ml Collected	Sun, 13 May
Week 2	Mon, 14 May	Tue, 15 May 2 of 4 ml Dispensed	Wed, 16 May	Thu, 17 May 4 ml	Fri, 18 May	Sat, 19 May 6 ml	Sun, 20 May

Patient Profile: [999 999 9670] HUXLEY, Derek (Mr) **PAYING** **MUR**
 7 Leavesden Road, Watford, Hertfordshire, WD24 6EE
 DOB: 06 Nov 1974 Age: 43 years 6 months
 Tel: 01923887889 Mobile: 07778555647
 Email: derekhuxley@yahoo.co.uk
 Elected Services: EPS **Not Registered** RMS **Registered** NMS **Not Registered**
 Patient Compliance

The SDM schedule that appears in the SDM Manager will show the partial quantity that has been dispensed against the instalment due date. To see the actual date of the dispensing events, you will need to access the PMR and expand the tree view.

Use the image below to learn about the dates that appear in the PMR for each instalment.

This is the date the entry was added/saved to the PMR.

These are the dates selected in the confirm dispensing and confirm collection screens.

Addict (MDA) **ELIAD, RA (GARSTON MEDICAL CENTRE)**

ENTER - Add New Item

- ➔ 1) Methadone 1mg/1ml ml **03/07/2018** SDM 11 of 12 outstanding
 - ▲ A 03/07/2018 14:58 - 140ml SDM 11 of 12 outstanding
 - ☑ SDM Script: ADDED: 03-07-18 14:55:46.86
 - ☑ 03/07/2018 10ml - (1 of 12) - Collected - 03/07/2018 15:14
 - ☑ 10ml Methadone 1mg/1ml oral soln (100ml) ROSEMONT prepared on 03/07/2018 at 14:58
 - ☑ 04/07/2018 10ml - (2 of 12) - Prepared - 03/07/2018 15:15
 - ☑ 10ml Methadone 1mg/1ml oral soln (100ml) ROSEMONT prepared on 03/07/2018 at 15:15
 - ☑ 05/07/2018 10ml - (3 of 12) - To Be Dispensed
 - ☑ 06/07/2018 10ml - (4 of 12) - To Be Dispensed
 - ☑ 07/07/2018 20ml - (5 of 12) - To Be Dispensed
 - ☑ 09/07/2018 10ml - (6 of 12) - To Be Dispensed
 - ☑ 10/07/2018 10ml - (7 of 12) - To Be Dispensed
 - ☑ 11/07/2018 10ml - (8 of 12) - To Be Dispensed
 - ☑ 12/07/2018 10ml - (9 of 12) - To Be Dispensed
 - ☑ 13/07/2018 10ml - (10 of 12) - To Be Dispensed
 - ☑ 14/07/2018 20ml - (11 of 12) - To Be Dispensed
 - ☑ 16/07/2018 10ml - (12 of 12) - To Be Dispensed

These are the instalment due dates

These are actual system dates for when the instalments were dispensed.

Revision History

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

Contact us

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