ScriptCheck How To Guide

ScriptCheck is designed to boost efficiency in the dispensing process by reducing the number of clinical checks required from the pharmacist, allowing pharmacists to step away from the dispensing bench to focus on clinical service delivery.

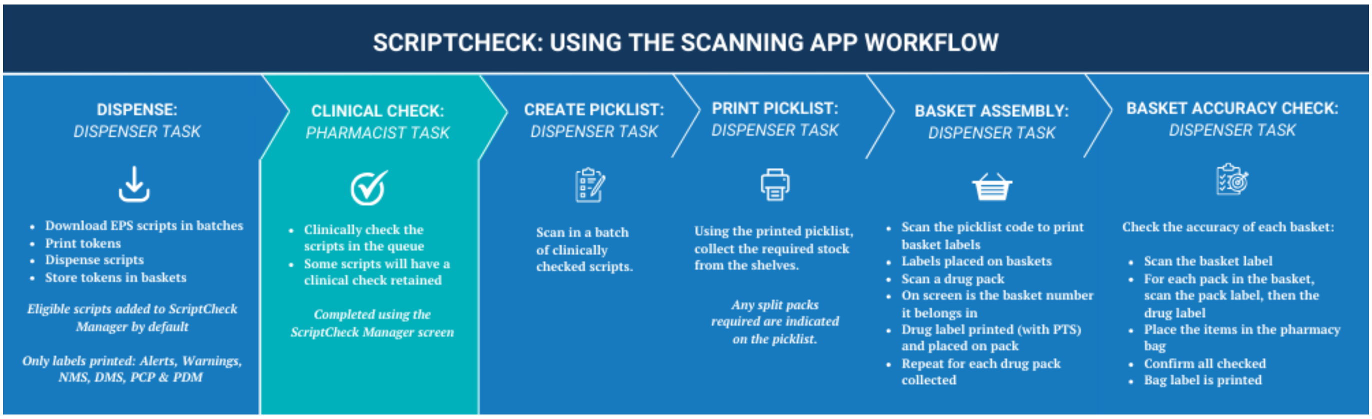
Once a prescription is downloaded, ScriptCheck's integrated retention check evaluates whether it has been clinically checked within the past six months. If a recent check is still valid, ScriptCheck automatically marks the prescription as clinically checked, eliminating the need for pharmacist intervention. This means that in the first few weeks the pharmacist will clinically check all scripts on screen via ScriptCheck Manager, then will only need to clinically check scripts where the clinical check is not retained (for example, if there have been changes to the prescription).

Using the barcode scanning feature, ScriptCheck will then verify that the medication is the correct drug, form, and strength. Additionally, the scanning app ensures the correct label is applied to the correct pack before the final check is completed.

ScriptCheck Workflow

ScriptCheck will mean a change of workflow for your pharmacy. We have detailed a suggested workflow below

Please follow Steps 1-5 outlined on the following pages. You may benefit from printing Step 5 – Page 8



Before using ScriptCheck you must read through the user guides on the AAH Training Room

ScriptCheck Guide

Thank you for ordering ScriptCheck. This document has been created to support you in making the most of ScriptCheck.

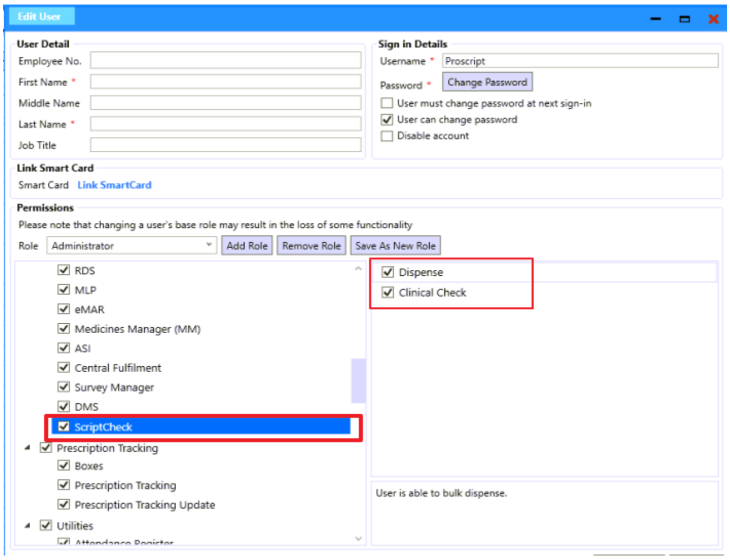
Step 1 - Before Activation Setup

Before your system is activated, we recommend you set up users accordingly. It is advisable to have a user setup with ScriptCheck Permissions.

Please see https://aahtrainingroom.co.uk/module/roles-manager/ for how to manage this process.

Some roles do not allow ScriptCheck access (e.g. healthcare assistant). Please ensure roles are updated with the correct permissions before ScriptCheck is activated to allow ScriptCheck dispensing.

Please Note: Only a pharmacist should be able to clinically check; this should be reflected in the users profile accordingly.



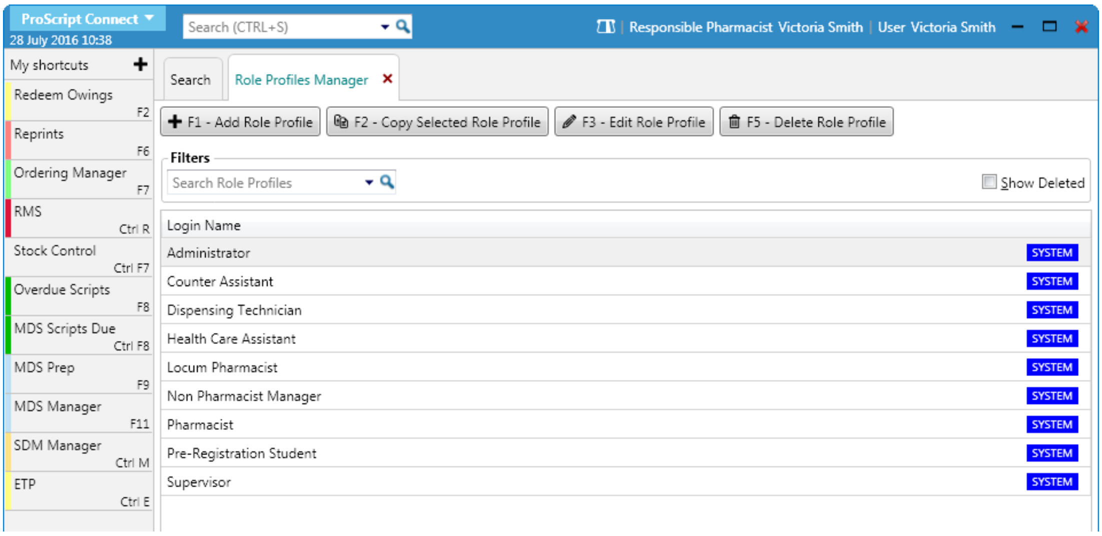
It is recommended that all members of the dispensing team have their own log in so that you can be sure that only the pharmacist has permission to do the clinical check based on the role created.

Step 2 – How to create users in ProScript Connect

The Roles Manager enables you to add, copy, edit and delete custom role profiles. Adding a role profile involves entering a name for that role profile and selecting the individual access permissions for each of the modules and functionalities on ProScript Connect. You can then assign these role profiles to a specific user. This user will then be able to select one of those assigned role profiles when logging in to ProScript Connect.

There are nine system role profiles available by default on ProScript Connect, which you cannot edit or delete. However, you can create an editable duplicate of a system role profile by copying it.

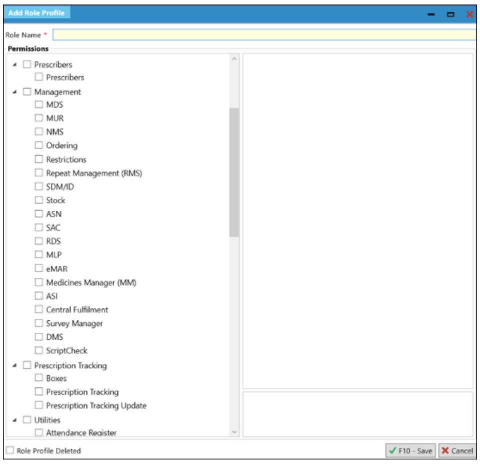
You can access the Roles Manager from the ProScript Connect Main Screen, click ProScript Connect, then select Roles Manager.



Adding a new role profile

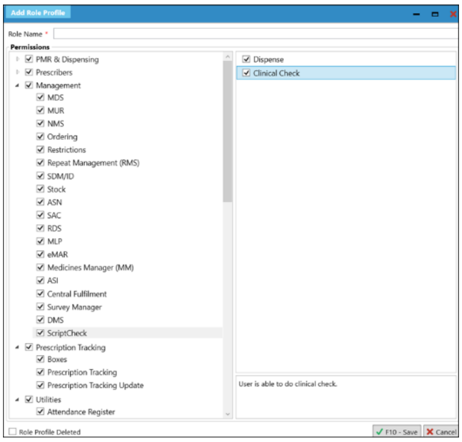
You can create individual or job type role access permissions for each of the modules and functionalities in ProScript Connect. For example, giving only a pharmacist access to clinically check scripts or to give a specific job role access to certain modules.

1. From the ProScript Connect main screen, click ProScript Connect, then select Role Manager.
2. On the Roles Manager screen, click F1 – Add Role Profile.
3. On the Add Role Profile screen, enter the role name to be created, eg Junior Pharmacist.



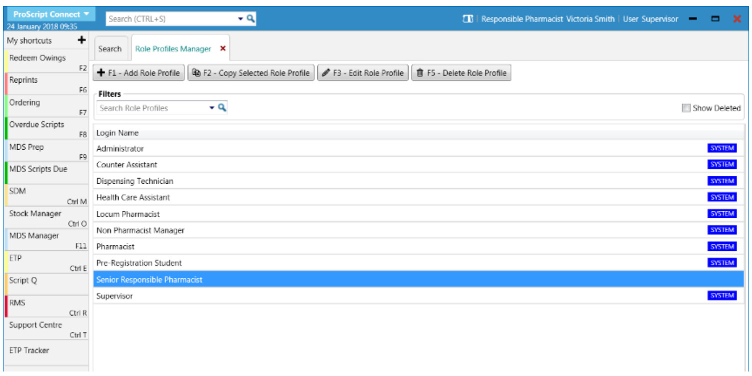
3. Select the individual access Permissions by selecting the relevant tick boxes. As options are selected, further options in the right panel become available to be selected or deselected as required, depending upon the level of access required.

Scroll down the screen, to find all relevant modules that this role requires access to.



4. Click F10 – Save.

5. The Roles Manager is displayed with the newly added role profile.



Step 3 – How to Create Users in the ScriptCheck

User Maintenance

An Administrator Access User can manage all user accounts and role profiles for login and access permission purposes.
The role assigned to a user will determine their access permissions to specific functionalities of the scanning app.

There are three User Roles:

- **Administrator Access User** - Management user allowed access to all functionalities, able to access Settings and able to create new and edit existing users.
- **Accredited User** - Clinical user requiring GPHC credentials and allowed access to Barcode Management and Verification, as well as the Picklist Builder.
- **Supervisor User** - General user allowed to access the Picklists Builder only.

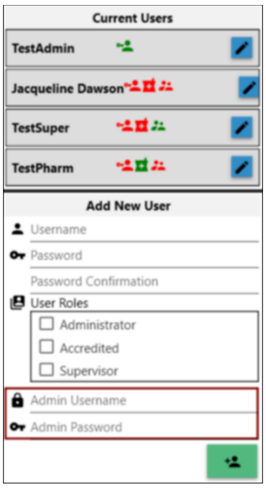
If no role is assigned, access will be a general user with access to the Picklist Builder only.
The icon will be green when the user has been allocated the indicated role, otherwise it is red.

Tip: A user can have both Administrator and Accredited roles assigned if required.

⚠ **It is recommended that all users are initially created without assigning any permissions and then edit each user after they are created with the correct permissions for that user.**

Create a New User

To create new users, a user with Administrator Access is required.

1. On the Settings screen, click the Accounts tab.
2. The User Management panel is shown by default with current users displayed.
3. 

4. In the Add New User section, the administrator adds the username (This is **case sensitive** for Login)

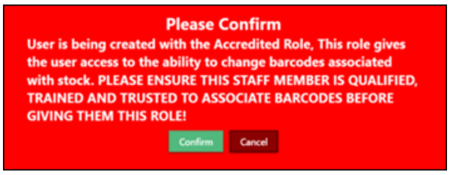
5. The new user enters and confirms their password. (See Password rules below for requirements)

Password rules: When creating a password, the following rules must be met:

- Passwords must contain a minimum **16** characters (containing at least 1 special character, 1 number, 1 uppercase and 1 lowercase value and DON'T contain the username).
- Passwords will expire after 365 days.
- You can not reuse the last 5 passwords or those used within the last 6 months, whichever is longer.
- Common passwords such as ProscriptConnect@123 are not permitted.

6. In the User Roles section, the administrator assigns the required user role.

   When selecting the Accredited Role, the name of the user and their GPHC number must be added, and you will be prompted to confirm the choice of role.



7. The administrator enters their admin username and admin password.
8. Click the green Create User icon. Any missing actions required are noted at the bottom in red and once rectified, the new user is added to the list of current users.

Edit an existing User: To edit existing users, a user with Administrator Access is required.

1. On the Settings screen, click the Accounts tab.
2. The User Maintenance panel is shown by default with current users displayed.

3. Click the Edit icon beside the selected user.

4. In the Update User section, edit the user details.

5. The administrator enters their admin username and admin password.

6. Click the green Create user icon to save.

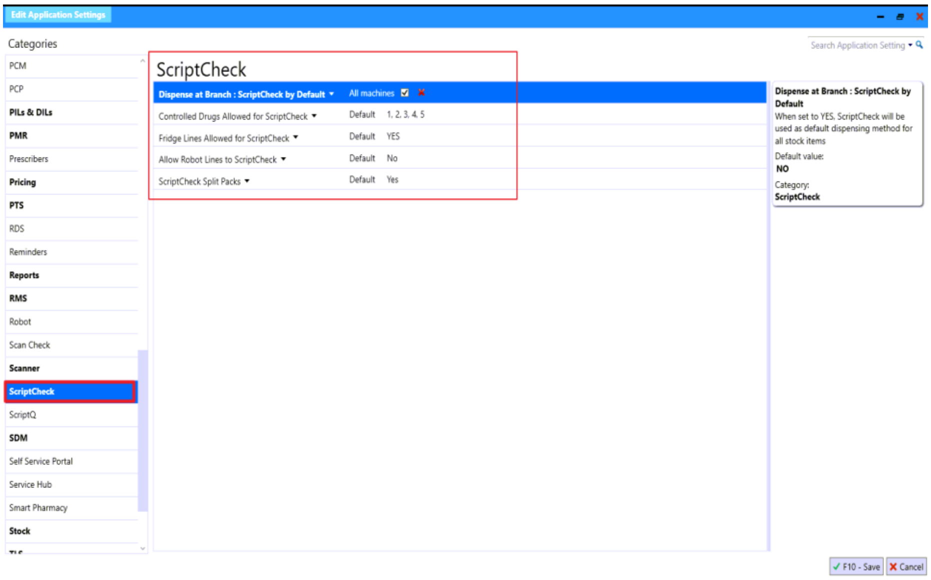
Any missing actions required are noted at the bottom in red and once rectified, the user is edited in the list of current users.

Step 4 – Application Settings Check (ProScript Settings)

We recommend you check your Application Settings before the system is activated to ensure your preferences are set to how you want them in your pharmacy, note this can be different on each machine.

To access your Settings: Click ProScript Connect in top left-hand corner> Select Edit Application settings> click ScriptCheck on left hand side.

Alternatively you can follow the process on the AAH training room:
https://aahtrainingroom.co.uk/module/scriptcheck-application-settings-2/



Step 5 – Quick Dispensing Process

For your first attempt I suggest you choose 4 single item tokens/patients each with a fast line item on each, if possible, e.g. omeprazole, ramipril, atorvastatin etc to show the full end to end process smoothly, then once you are familiar with the steps you can increase the number of patients

Proscript Connect Application **must** be opened before the ScriptCheck Scanning Application

1) Download your ETP prescriptions and print the tokens.
2) Process your prescriptions as normal, you may want to bulk dispense a few and place them into a pile ready to hand over to the pharmacist *note - **you will not receive any labels at this stage.**
3) Hand the dispensed/Processed tokens to the pharmacist *note this step will change slightly on the repeat dispensing of subsequent months.
4) The pharmacist opens the ScriptCheck manager and filters on 'Not checked' and will check that the tokens match the information on the screen and start to Clinically check the prescriptions.
5) The Clinically Checked tokens will be handed back to the dispensing team for Picking and then labelling.
6) The dispensers will log in to the ScriptCheck App, Click 'Scan Scripts' on the left and scan scripts into the picklist builder (you can use the toggle to scan to the right) and create a picklist.
7) Exit picklist builder and wait for the picklist to load. Using the **3 dots** select Print Picklist, and then pick the stock.
8) The dispenser then goes back to the ScriptCheck App and Scans the Picklist QR code to open the Picklist (or double click the line to open), this will produce basket labels. Add the basket labels to baskets and add the token into the correct basket.
9) The Dispenser scans each drug/item Non FMD barcode to produce the dispensing label, add the label to the pack and put into the correlating basket that the computer displays (E.G basket 1)
10) Once all items have been Scanned the dispenser can then select 'Click to Start Basket Check'
11) Scan the Barcode on the basket label and then begin one by one to scan the label barcode and then the box/drug non FMD barcode until the basket has been completed.
12) If the computer Displays *Verification Required* then this will need another check by a pharmacist or and ACT for the final check and bag up the prescription ready for the patient.

Verification:

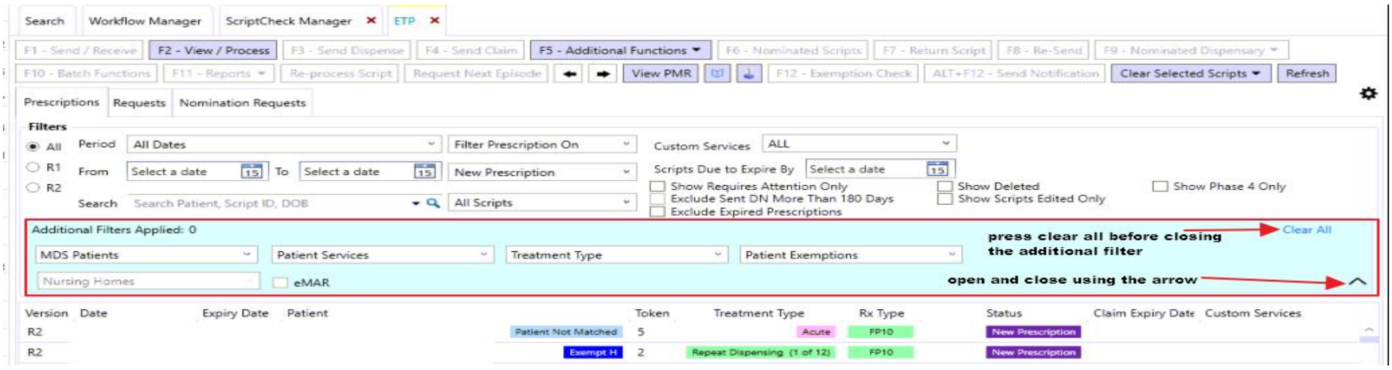
1) Log in as a Pharmacist or ACT
2) Click 3 dots
3) Select verification
4) Click verify if correct

Note for any urgent prescriptions you can dispense locally at any time to remove the prescription from the ScriptCheck module.

For sites that have multiple terminals, note these can be set up with different settings.

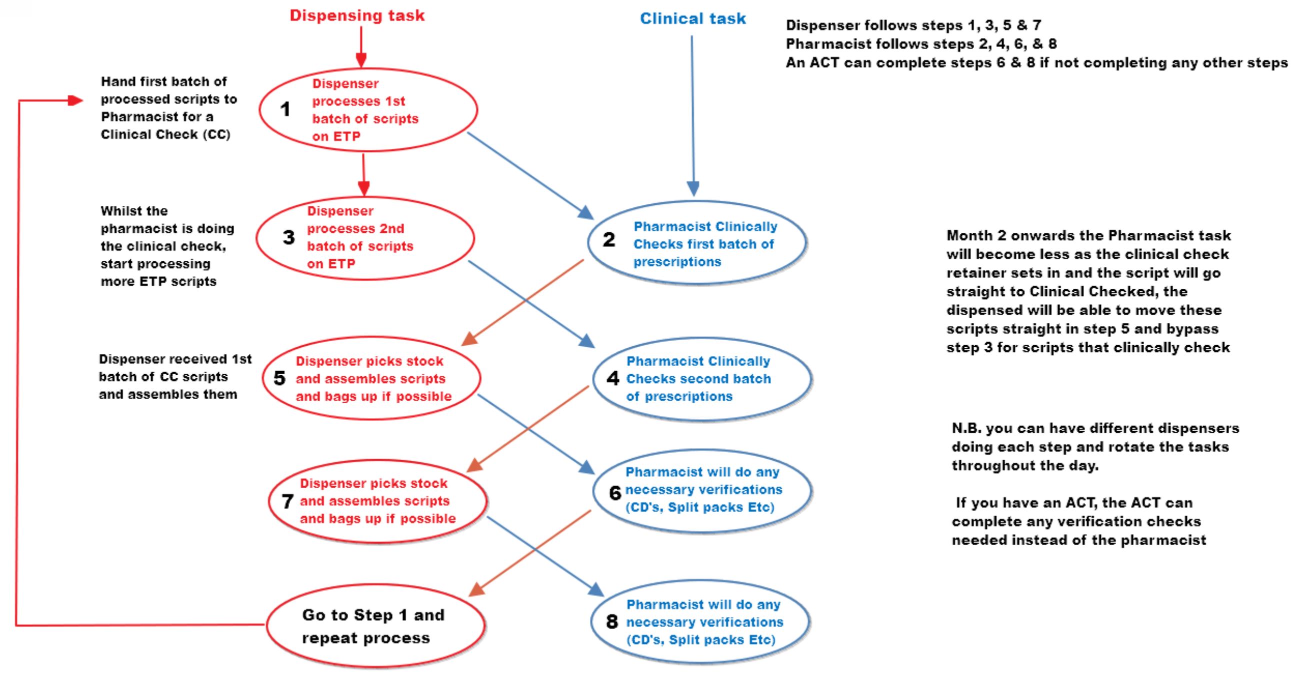
Once the ScriptCheck Retainer has been Checked on the second dispensing (month 2) the subsequent months going forward will not need to go to the pharmacist unless there is a change, you may wish to amend your dispensing process at this point.

Did you know that in the ETP Screen you can filter on prescription types e.g., acute, repeat dispensing, this could save time and assist with deciding which prescriptions you want to process through the ScriptCheck module.



Recommended process flow

The process flow is designed to keep the pharmacy processes moving and preventing any breaks in a smooth workflow:



Links to Training Materials

Please take some time to look through the training guides on the AAH training Room

ScriptCheck (main page)	https://aahtrainingroom.co.uk/module/scriptcheck-v2/
ScriptCheck workflows	https://aahtrainingroom.co.uk/module/scriptcheck-workflows-v2/
ScriptCheck implementation	https://aahtrainingroom.co.uk/module/scriptcheck-implementation-v2/
ScriptCheck application settings	https://aahtrainingroom.co.uk/module/scriptcheck-application-settings-2/
ScriptCheck - clinical check retention	https://aahtrainingroom.co.uk/module/scriptcheck-clinical-check-retention-v2/
ScriptCheck: Complete the clinical check when processing the prescription	https://aahtrainingroom.co.uk/module/scriptcheck-completing-the-clinical-check-when-processing-the-prescription/
ScriptCheck complete clinical checks	https://aahtrainingroom.co.uk/module/scriptcheck-completing-clinical-checks/
ScriptCheck Dispense Now	https://aahtrainingroom.co.uk/module/scriptcheck-manager-dispense-now/
ScriptCheck - the ACT workflow	https://aahtrainingroom.co.uk/module/scriptcheck-the-act-workflow/
ScriptCheck Clinical Check Retention as a medical device	https://aahtrainingroom.co.uk/module/scriptcheck-clinical-check-retention-as-a-medical-device/
Roles Manager	https://aahtrainingroom.co.uk/module/roles-manager/
SSP	https://aahtrainingroom.co.uk/endorsing-ssp-using-the-new-dispenser-endorsement/
ScriptCheck FAQs	https://aahtrainingroom.co.uk/module/scriptcheck-faqs/
ScriptCheck scanning app settings	https://aahtrainingroom.co.uk/module/4530-2/
Using ScriptCheck with the scanning app	https://aahtrainingroom.co.uk/module/using-scriptcheck-with-the-scanning-app/
ScriptCheck Workflows using the scanning app	https://aahtrainingroom.co.uk/module/scriptcheck-workflows-using-the-scanning-app/
ScriptCheck Implementation using the scanning app	https://aahtrainingroom.co.uk/module/scriptcheck-implementation-using-the-scanning-app/
ScriptCheck using the scanning app guides	https://aahtrainingroom.co.uk/module/scriptcheck-using-the-scanning-app-guides/
ScriptCheck and ODS scenarios	https://aahtrainingroom.co.uk/module/scriptcheck-and-ods-scenarios/
ScriptCheck scanning app FAQs	https://aahtrainingroom.co.uk/module/scriptcheck-scanning-app-faqs/
ScriptCheck Product Manager and barcode verification	https://aahtrainingroom.co.uk/module/scriptcheck-product-manager-and-barcode-verification/

Contact us

For more information please contact our Support Centre at :

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