

Non-medical prescribers in SystemOne

Introduction

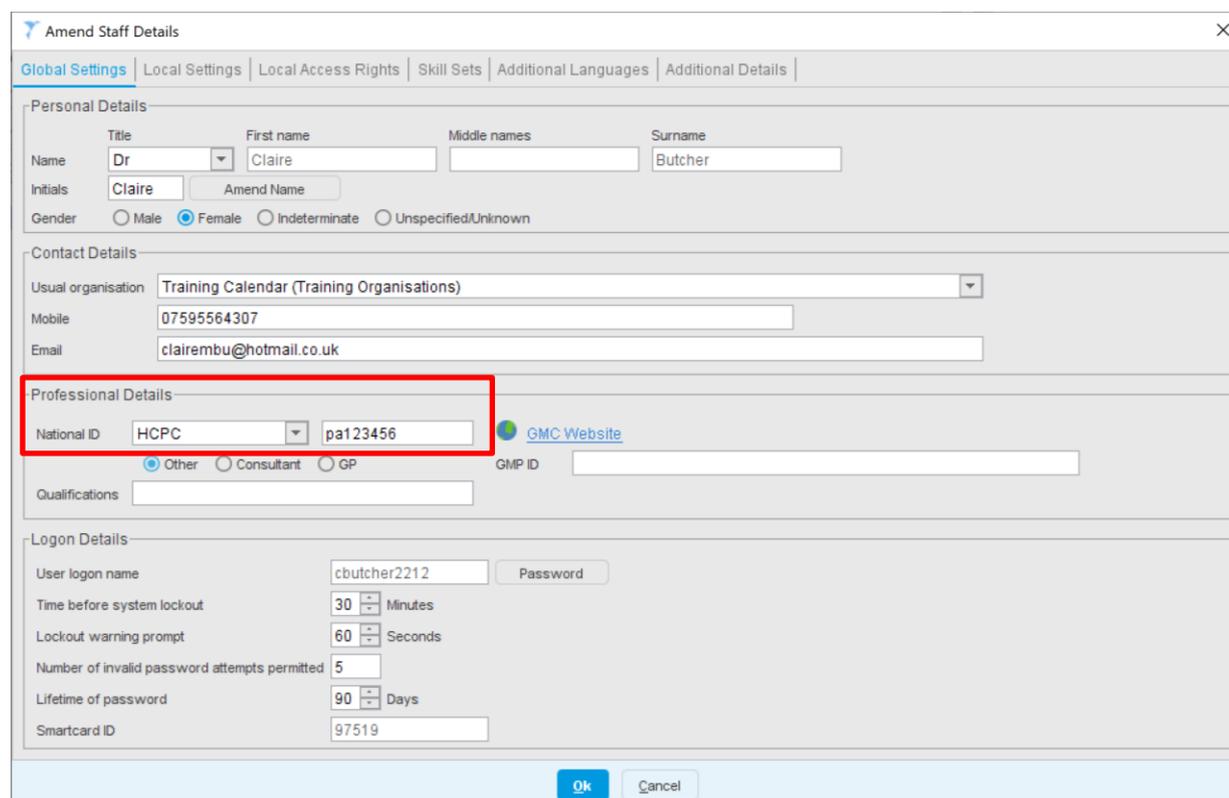
This document presents a comprehensive guide on prescribing as a non-medical healthcare professional within SystemOne. It details the setup process for these staff members and how to use the functionality.

Staff Setup

The staff member's profile needs to be checked and updated if necessary to ensure that the correct RBAC role has been added to their smartcard. Please speak to your RA team for further information around this.

To check the staff profile, navigate to *Setup – Users and Policies – Staff and Organisation Setup*.

Find the relevant staff member in the list, right-click, and select 'Amend staff'. Ensure that the National ID number is set to HCPC (Health Care Professional Council) on the Global settings tab.



Amend Staff Details

Global Settings | Local Settings | Local Access Rights | Skill Sets | Additional Languages | Additional Details

Personal Details

Title: Dr | First name: Claire | Middle names: | Surname: Butcher

Name: Dr Claire Butcher

Initials: Claire | Amend Name

Gender: Male Female Indeterminate Unspecified/Unknown

Contact Details

Usual organisation: Training Calendar (Training Organisations)

Mobile: 07595564307

Email: clairembu@hotmail.co.uk

Professional Details

National ID: HCPC | pa123456 [GMC Website](#)

Other Consultant GP | GMP ID:

Qualifications:

Logon Details

User logon name: cbutcher2212 | Password:

Time before system lockout: 30 Minutes

Lockout warning prompt: 60 Seconds

Number of invalid password attempts permitted: 5

Lifetime of password: 90 Days

Smartcard ID: 97519

Ok Cancel

Once the correct information has been added, navigate to the 'Local Settings' tab at the top of the screen. The job role should reflect the smartcard RBAC role that the RA team have allocated to the staff member. The PPA ID and Using PPA ID fields should be kept blank.

The screenshot shows the 'Amend Staff Details' window with the 'Local Settings' tab selected. The 'Employment Details' section contains the following fields and controls:

- Employment role:** A dropdown menu with 'Paramedic' selected. This field is highlighted with a red box.
- GP Connect role:** A dropdown menu.
- Telephone no. / ext.:** A text input field.
- Pager number:** A text input field.
- Employment start date:** A date selector showing '17 Sep 2012'.
- GP local codes:** A text input field.
- Buttons:** 'Edit Local Codes', 'Caseload Prescribing', 'Set', and 'Clear' buttons are present.
- PPA ID:** A text input field, highlighted with a red box.
- Using PPA ID:** A text input field, highlighted with a red box.
- Using GMC Number:** A text input field.
- Preferred appointment duration:** A spinner set to '10' minutes.
- Start/end location:** A text input field with location icons.

The 'Activation' section includes:

- Logon at this organisation is enabled
- Automatically disable this logon if not used for 56 hours (this number can be changed via preferences)
- Text: 'This logon will not be disabled automatically' with a 'Reset Timer' button.

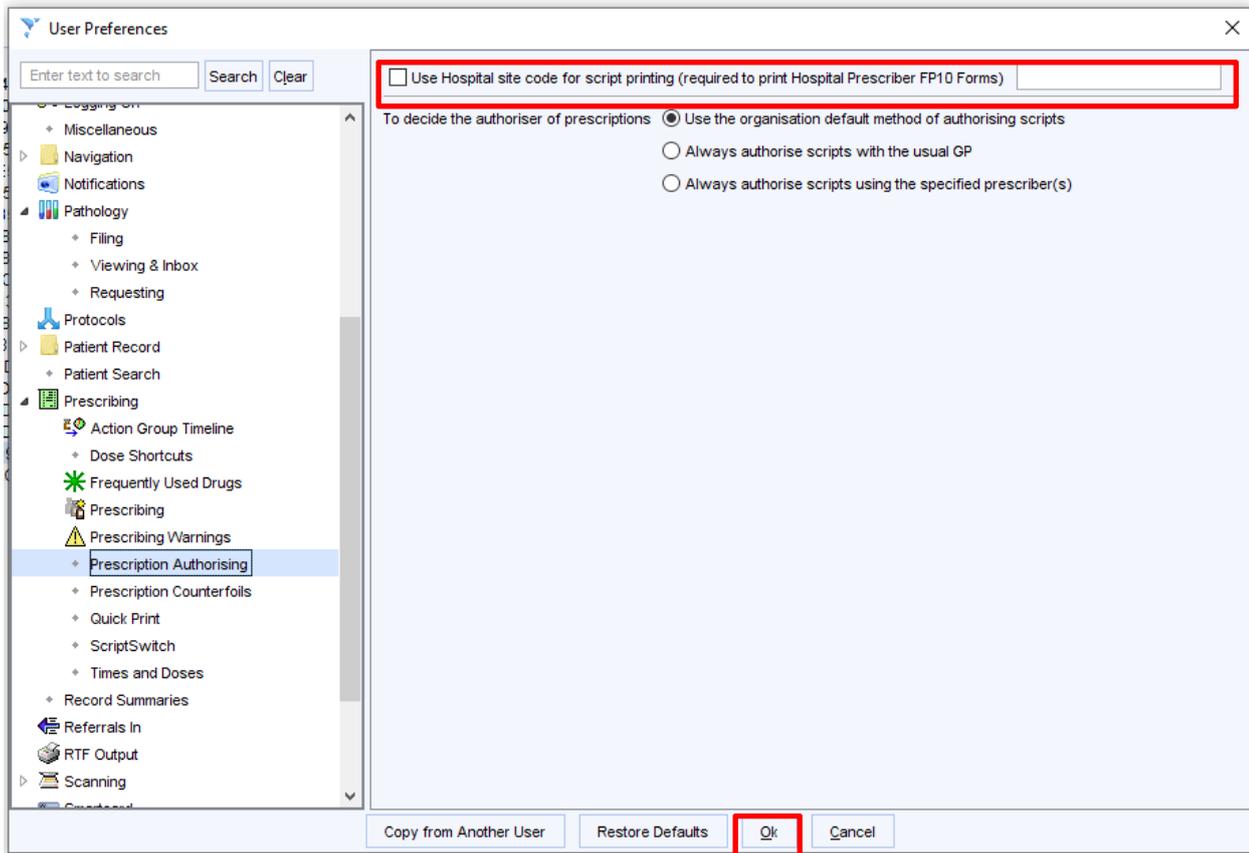
At the bottom, the 'Ok' button is highlighted with a red box, along with a 'Cancel' button.

Press 'OK' to confirm

User Preferences

Navigate to *User – User Preference – Prescribing – Prescription Authorising*

- **For non-hospital prescribers:** Ensure that the option 'Use Hospital Site for script printing' is unticked.
- **For hospital prescribers:** Ensure that the option 'Use Hospital Site for script printing' is ticked and the correct site code has been added into the empty field. This information will then show on the Token or FP10.



Press 'OK' to confirm

Scripts and EPS tokens

Non-medical prescribers will be able to send prescriptions electronically via EPS, as well as create FP10s. The token/script will display the type of non-medical prescriber that created the script (e.g. "Paramedic Prescriber"), and will also display their National ID (e.g. HCPC ID).

Note: If the Staff member is using a Hospital Site code this will also appear on the prescription. the prescribers information for the Non-Medical Prescriber staff member.

<p>32 y Miss Pippa Grimshaw 02/02/1988 3 Low Lane Horsforth Leeds LS18 5PX 590 008 4167</p> <p>EPS TOKEN PARAMEDIC PRESCRIBER SP</p> <p>Amoxicillin 250mg/5ml oral suspension 1x5ml spoon 3 times/day 100 ml</p> <p>1 item on this prescription</p> <p>PRESCRIPTION TOKEN – Not to be used as a prescription, even if signed by an authorised prescriber. 20/03/2020</p> <p>Phoenix One pa125365 SP C86030 Dr Peter Brock Spine Testing, The Practice, Woodvale Terrace Horsforth Leeds LS18 4JW 01132050080 Doncaster CCG 02X</p>	<p>Ilkley Moor Pharmacy 36 y Miss Rosie Hanniford 10 Cow Pasture Road, Ilkley, LS29 8SR 02/03/1984 2 Kirkstall Road Leeds LS4 2HA 555 247 8371</p> <p>PARAMEDIC PRESCRIBER SP</p> <p>Ramipril 2.5mg capsules Patients taking this medication usually require a blood test every year. take one daily 28 capsule</p> <p>1 item on this prescription</p> <p>25/03/2020</p> <p>Phoenix One pa125365 SP C86030 Dr Peter Brock Spine Testing, The Practice, Woodvale Terrace Horsforth Leeds LS18 4JW 01132050080 Doncaster CCG 02X</p>
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