



Setting up Locums/Registrars for signing EPS prescriptions

Locums and Registrars can sign EPS prescriptions but need to do so under another GP's PPA ID number. The locum/registrar's name won't appear in the Authorisers drop down list but this won't prevent them digitally signing an EPS prescription. They can also electronically sign any prescription awaiting signing in the EPS signing queue (they just won't have their own 'inbox').

If there are any errors preventing the signing of electronic prescriptions the following settings should be checked –

Step 1 – User Profile

- **Global Settings - GMC Number** recorded
- **Global Settings – Other** selected under **GMC Number**

The screenshot shows the 'Amend Staff Details' form with the following sections:

- Global Settings:** Local Settings (selected), Local Access Rights, Skill Sets, Additional Languages, Additional Details.
- Personal Details:**
 - Title: Mr (dropdown)
 - First name: Nick
 - Middle names: (empty)
 - Surname: Millener
 - Initials: (empty)
 - Amend Name: (button)
 - Gender: Male, Female, Indeterminate, Unspecified/Unknown
- Contact Details:**
 - Usual organisation: Wiltshire Practice (Training PCT) (dropdown)
 - Mobile: (empty)
 - Email: nick.millener@nhs.net
- Professional Details:**
 - National ID: NMC (dropdown), 22x5612h
 - [GMC Website](#) (link)
 - Other, Consultant, GP
 - GMP ID: (empty)
 - Qualifications: (empty)

- **Local Settings - Using PPA ID** set to another user (usually senior partner)

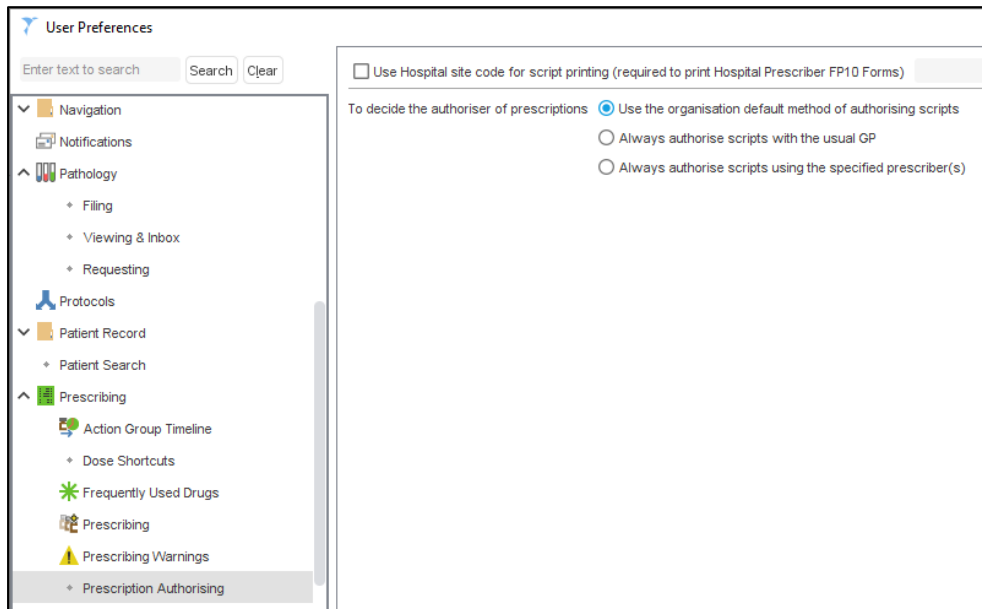
- **Local Access Rights - Required Smartcard access rights (Digitally Sign Prescriptions and Perform ETP Cancellations)**

Step 2 – User Preferences (On Locum/Registrar log in)

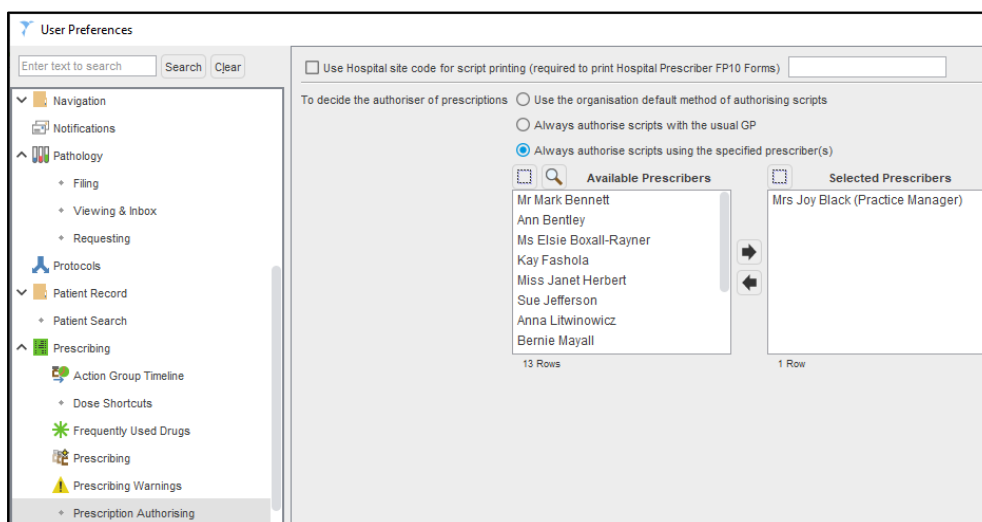
User > User Preferences > Prescribing > Prescription Authorising.

Depending on what is set as the Organisation preference for Prescription Authorising (**Setup > Users and Policy > Organisation Preferences > Prescribing > Prescription Authorising**) will determine what the user preference needs to be set as.

If the Organisation Preference is set to **Automatically calculate the authoriser** then the user preference should be set as **Use the organisation default method of authorising scripts** (When a user is set to using someone else's PPA ID, the name of the PPA ID owner will be used on any prescription).



If the Organisation Preference is set to either of the other two options (**Authorise scripts with the usual GP** or **Authorise scripts using the specified prescriber**) then the user preference should be set to **Always authorise scripts using the specified prescriber(s)** and select the same user as set as the Using PPA ID.



User preferences will always override the organisation default

VERSION CONTROL

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CHANGE CONTROL

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