

EPS Prescription Tracker Business Continuity Mode User Guide – Part 1 – BC Mode Functionality

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Introduction

Business Continuity (BC) Mode has been added to the EPS Prescription Tracker. Within this mode:

- Resident pharmacy staff will have access to summary level information on prescriptions which are nominated to their site. They will also be able to drill down to view prescription information relating to the patient and medication details.
- Locum pharmacy staff using the (FFFFF) Smartcard role profile will also have access to summary level information relating to the EPS prescriptions which are nominated to the selected pharmacy site. However, patient and medication details will only be viewable when a search has been performed for the relevant prescription ID, or the patient NHS Number.

Access to this information is intended to assist business continuity planning and working e.g. helping to assist any discussions with GP practices, and helping to determine which patients might require emergency supply.

Further information about using BC Mode is outlined below, including how to access the mode and how to find prescription information to assist continuity working.

Entering Business Continuity Mode

Accessing Prescription Tracker and Selecting BC Mode

Access EPS Prescription Tracker in the usual way, via the **NHS Spine Portal (Smartcard required)** (Figure 1).

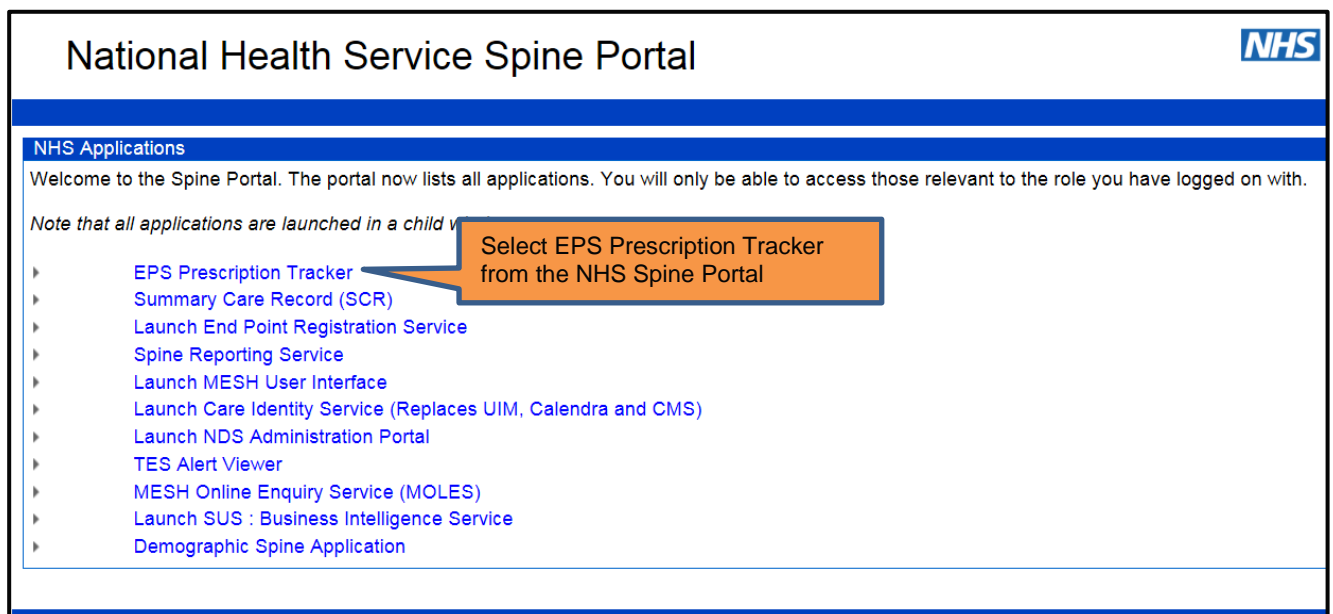


Figure 1: Accessing EPS Prescription Tracker

Changing the Mode

To use BC Mode, you must change the mode in which it operates usually.

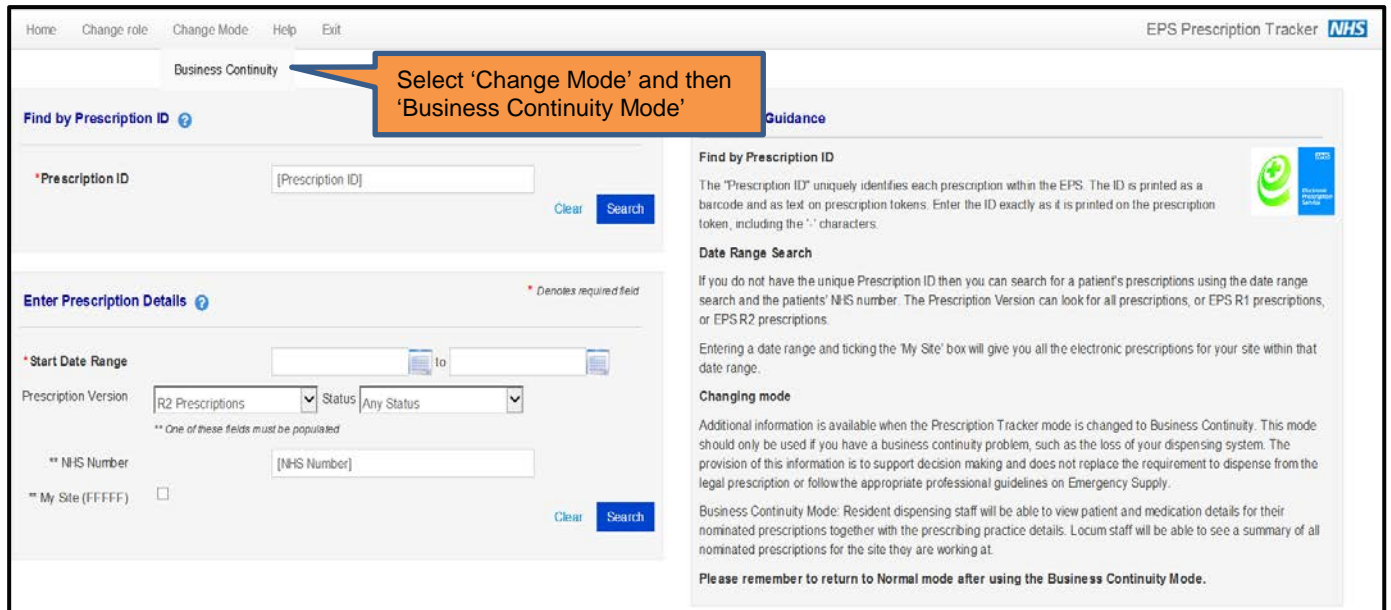


Figure 2: Entering Business Continuity Mode

Accepting the Disclaimer

To proceed and use BC Mode, you need to agree the terms and conditions in the disclaimer. This will confirm that the pharmacy has a BC situation and that prescription details cannot be accessed using the usual dispensing system in the usual way.

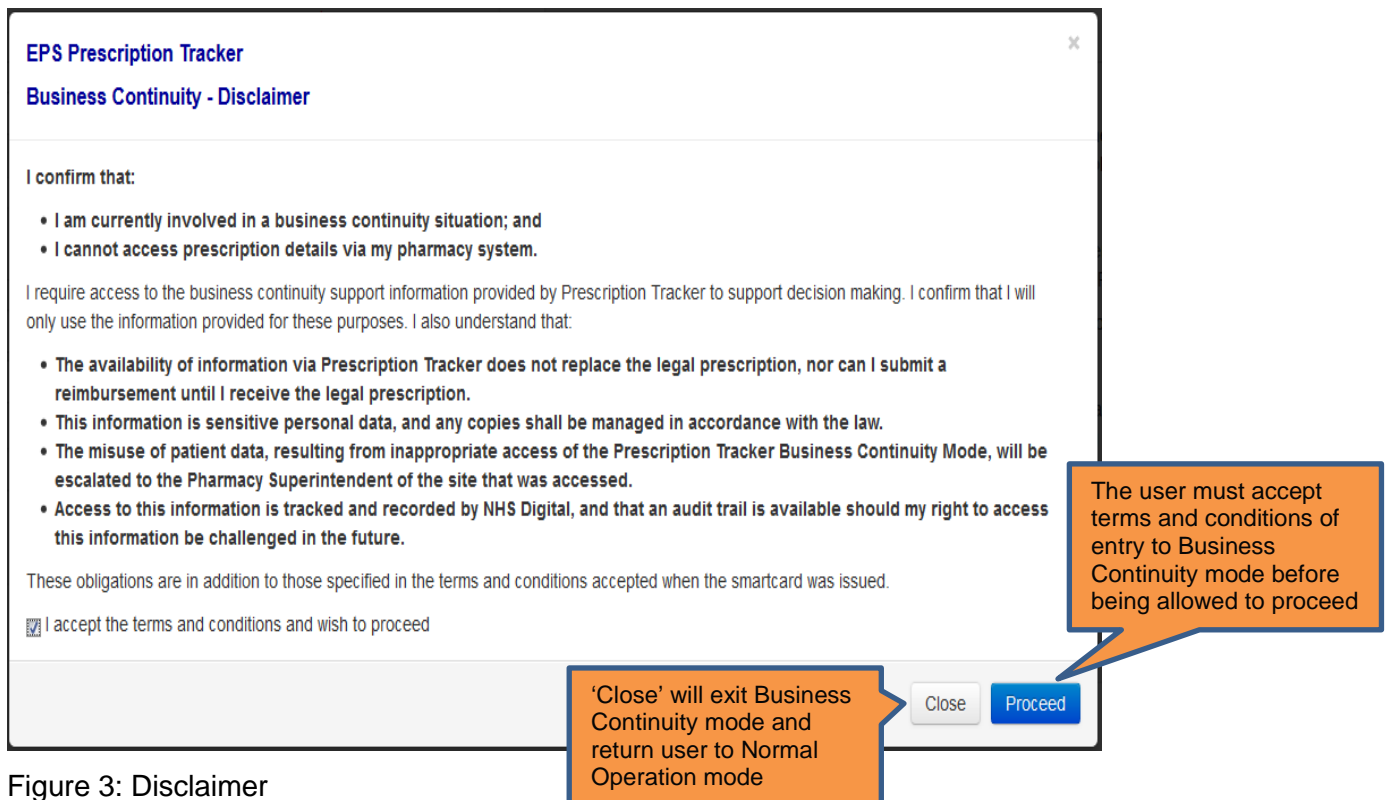


Figure 3: Disclaimer

Selecting your Pharmacy Site

Resident pharmacy staff: If you only have one pharmacy site assigned onto your Smartcard then the site will have been selected when you authenticated using your Smartcard reader. If you work at more than one pharmacy then you will need to select the site for business continuity when authenticating access to the NHS Spine Portal.

Locum pharmacy staff using (FFFFF) Smartcard role profile: A Locum (FFFFF) user must select and confirm which pharmacy site will use business continuity arrangements before proceeding (Figures 4 & 5). All activity by the locum whilst assigned to this site will be recorded within NHS Spine audit logs.

Select Dispensing Site

You have authenticated using a Virtual Locum Pharmacy (FFFFF) User Role Profile.

In order to access Business Continuity mode within Electronic Prescription Service, you must select the dispensing site in which you are working.

Search by exact ODS site code, partial pharmacy name or partial postcode

FL584 Search Clear

Site Code	Name	Address	Postcode
FL584	ALLIANCE PHARMACY	67 NEW ROAD, ARMITAGE, NEAR RUGELEY, STAFFORDSHIRE, WEST YORKSHIRE	WS15 4AA

Showing 1 to 1 of 1 entries ← Previous 1 Next →

Cancel Continue

Click on the pharmacy name to highlight it Blue and then click 'Continue' to confirm site selection

Figure 4: Locum Site Selection

Confirm selected dispensing site

You are accessing Business Continuity mode under the following site:

ALLIANCE PHARMACY (FL584)
67 NEW ROAD, ARMITAGE, NEAR RUGELEY, STAFFORDSHIRE, WEST YORKSHIRE, WS15 4AA

Warning: You must not select this pharmacy unless you are actually working at this site.

Please confirm this organisation is correct or choose another organisation.

Cancel Choose another Pharmacy Accept & Continue

Click 'Accept & Continue' to confirm selected site;
 OR Choose another Pharmacy to return to pharmacy site selection;
 OR Cancel to return to Normal Operation mode

Figure 5: Locum Site Confirmation

Using Tracker Business Continuity Mode

Find by Prescription ID

Resident staff or Locum (FFFFF) pharmacy staff can search by Prescription ID to look-up a single prescription (Figure 6).

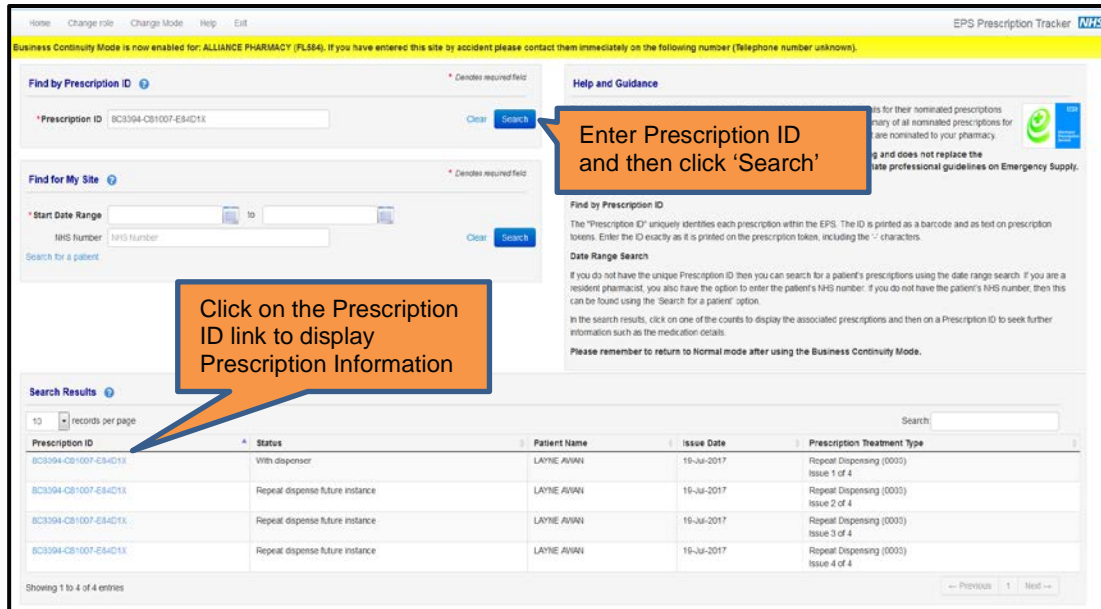


Figure 6: 'Find by Prescription ID' Search Results

Clicking on the 'Prescription ID' link will display the Prescription Information Screen (Figure 7) which provides details of the quantity and type of medication prescribed

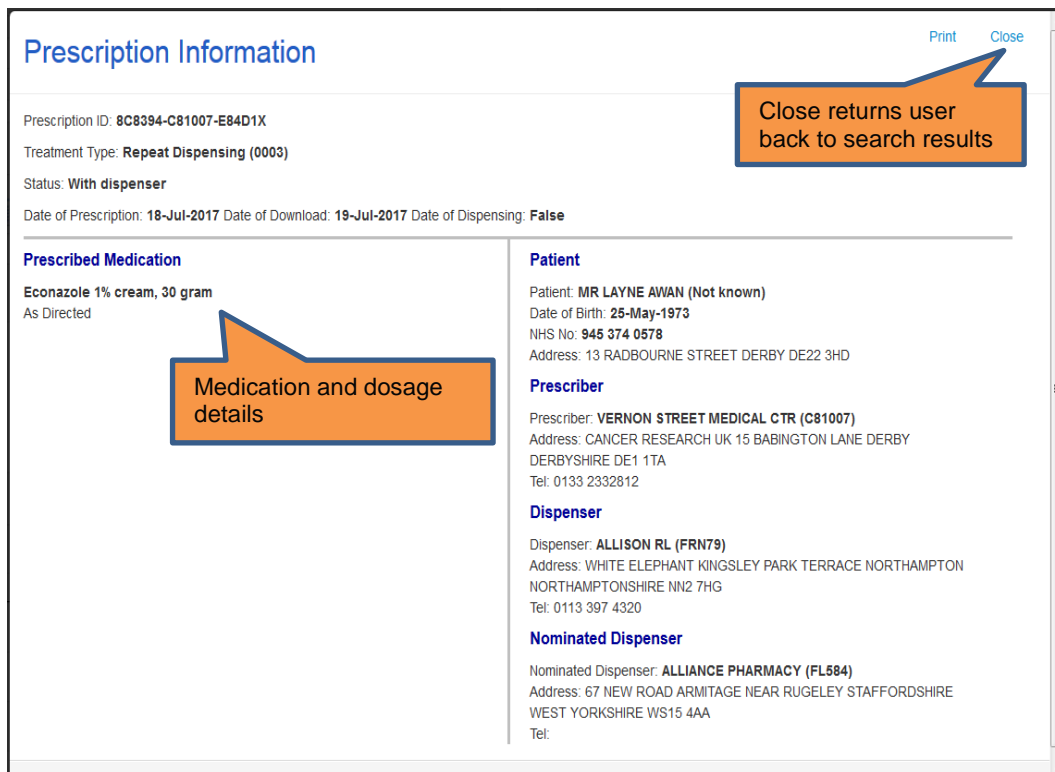


Figure 7: 'Prescription Information' Screen

Find for My Site

Resident staff or Locum (FFFFF) pharmacy staff can search by 'Date Range' to view all live prescriptions which are held on the NHS Spine for their site, within a set date range.

The information will be presented in a summary view filtered by 'Prescribing Site' and 'Prescription Status', for example 'with dispenser'. Clicking on any underlined numeric value for each report will display a report containing the corresponding prescriptions.

Individual prescription information can then be accessed by clicking on the Prescription ID link.

The screenshot shows the 'Find for My Site' search interface. It includes search filters for 'Start Date Range' (02-Jul-2017 to 26-Jul-2017) and 'NHS Number'. A table displays search results for two sites: VERNON STREET MEDICAL CTR and IKLEY & WHARFEDALE MEDICAL PRACTICE. A callout box points to the 'With Dispenser' count for VERNON STREET MEDICAL CTR, stating that clicking on this count provides a link to a drilled down report. Another callout points to the 'Close' button on the site details popup, stating it returns the user to the summary stats information.

Prescribing Sites: 2	To be Dispensed: 0	With Dispenser: 60	With Dispenser (Active): 10	Last Date: 20-Jul-2017 12:07
<u>VERNON STREET MEDICAL CTR</u>	0	<u>30</u>	<u>4</u>	20-Jul-2017 12:07
IKLEY & WHARFEDALE MEDICAL PRACTICE	0	21	6	20-Jul-2017 12:07

Clicking on prescribing site name provides contact details for the prescribing site – shown below

Clicking onto this prescription count total number provides a link to a drilled down report of search results sorted by their Prescription Status (see Figure 8, and Figure 11)

Prescribing site contact details. 'Close' returns the user back to the summary stats information

Figure 8: 'Find for My Site' - Date Range Search Results (Resident User)

Prescribing Sites: 2 To be Dispensed: 0 With Dispenser: 60 With Dispenser (Active): 10 Last Date: 20-Jul-2017 12:07

VERNON STREET MEDICAL CTR 0

ILKLEY & WHARFEDALE MEDICAL PRACTICE 0

Search Results All Prescribing Sites With Dispenser

10 records per page Search

Prescription ID	Status	Patient Name	Issue Date	Prescription Treatment Type
038585-C81007-E84BF4	With dispenser	LEON FELSKI	19-Jul-2017	Repeat Dispensing (0003) Issue 1 of 6
04A509-C81007-E89E1U	With dispenser	LEON FELSKI	20-Jul-2017	Repeat Dispensing (0003) Issue 1 of 4
08948D-C81007-E82211	With dispenser	LAYNE AWAN	18-Jul-2017	Repeat Dispensing (0003)
0037E3-C81007-E84CDK	With dispenser	LEON FELSKI		
0074EE-C81007-E8227M	With dispenser	LEON FELSKI		
135C70-8B1003-E1E2FG	With dispenser	CASSIAN SIMONOV	19-Jul-2017	Repeat Dispensing (0003) Issue 1 of 4
192570-8B1003-E1E2FG	With dispenser	LEON FELSKI	18-Jul-2017	Repeat Dispensing (0003) Issue 1 of 4
200A60-C81007-E8215M	With dispenser	LAYNE AWAN	20-Jul-2017	Repeat Dispensing (0003) Issue 1 of 4
200A60-C81007-E8215M	With dispenser	LEON FELSKI	19-Jul-2017	Repeat Dispensing (0003) Issue 1 of 4
200A60-C81007-E8215M	With dispenser	LEON FELSKI	18-Jul-2017	Repeat Dispensing (0003) Issue 1 of 4

Showing 1 to 10 of 60 entries -- PREVIOUS 1 2 3 4 5 Next --

Figure 9: Find for My Site Report - Resident Pharmacy User

Users can also search for a specific patient by adding an NHS number to the Date Range search. Again, the Prescription ID link will be available and prescription information can be viewed.

Find by Prescription ID * Denotes required field

* Prescription ID Prescription ID Clear Search

Find for My Site * Denotes required field

* Start Date Range 02-Jul-2017 to 25-Jul-2017 Clear Search

NHS Number 9453740578 Clear Search

Search for a patient

Search Results

10 records per page Search

Prescription ID	Status	Issue Date	Prescription Treatment Type
012907-C81007-E89C9H	With dispenser active	20-Jul-2017	Acute Prescription (0001)
08948D-C81007-E82211	With dispenser	18-Jul-2017	Repeat Dispensing (0003) Issue 1 of 4
08948D-C81007-E82211	Repeat dispense future instance	18-Jul-2017	Repeat Dispensing (0003) Issue 2 of 4
08948D-C81007-E82211	Repeat dispense future instance	18-Jul-2017	Repeat Dispensing (0003) Issue 3 of 4
08948D-C81007-E82211	Repeat dispense future instance	18-Jul-2017	Repeat Dispensing (0003) Issue 4 of 4

Figure 10: Find For My Site - Date range & NHS Number Search Results

Please note: Locum FFFFF users will not have access to the Patient Name or Prescription ID link when searching using a Date Range search unless they add an NHS Number to the search.

Locum (FFFFF) pharmacy staff may need to work with resident staff if further information is required. If Locum (FFFFF) pharmacy staff regularly work at the same pharmacy site they can speak with the pharmacy contractor and the **Smartcard Registration Authority (RA) about getting the ODS code for that site added to their Smartcard, so that more information is accessible via BC Mode.**

Search for a Patient’s NHS Number

If the NHS Number is not known then this can be looked-up and selected using the new ‘Search for Patient (NHS Number)’ functionality (Figure 11).

Once you have identified the correct patient within the search results, click on the patient name. This will take you back to the search screen and automatically populate the search box with the NHS Number.

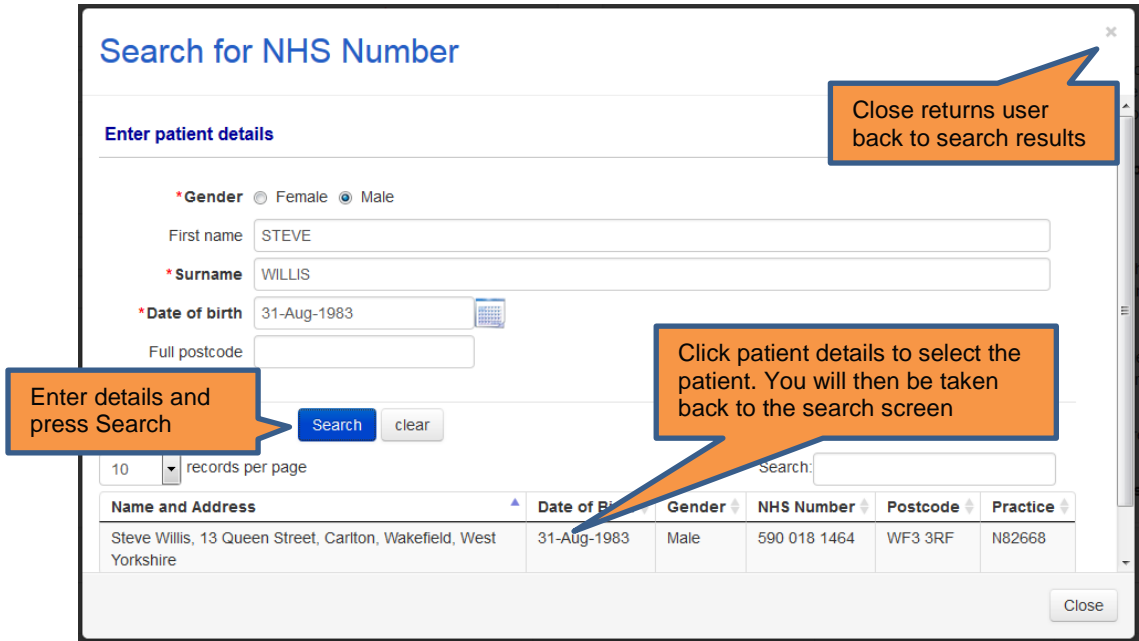


Figure 11: ‘Search for a Patient’ functionality