

Useful
Information
for
Non-medical
Prescribers



A database is maintained by the Administrator which lists all prescribers registered to prescribe within NHS Borders. This list includes nurses (basic, extended, secondary care) and pharmacists. The Administrator is currently based at NHS Borders headquarters at Newstead.

New Prescribers

- 1 No qualified prescriber will be registered to prescribe within NHS Borders until the appropriate form is completed by their line manager and returned to the administrator. The form for nurses is available via the intranet under “Clinical Area – Nursing” and is entitled NOTIFICATION OF NEWLY QUALIFIED NURSE PRESCRIBER/CHANGE OF CIRCUMSTANCE. The form for pharmacists is also available on the intranet under “Community Pharmacy”, “Practice Guidance” page.
- 2 The administrator will, upon receipt of the appropriate form, apply to the Information & Statistics Division in Edinburgh for the unique identifier code for the individual concerned.

For those who prescribe in secondary care, the information supplied on the form will be recorded on the database but a code will not be applied for and no prescription pads ordered as they will prescribe via kardexes/medical notes. If a secondary care prescriber has a valid requirement for prescribing on HBPN or HBPP, then these will require a specific request for a code and prescription pads which should be approved by the Deputy Chief Pharmacist prior to ordering. The Administrator will notify the secondary care prescriber and their line manager that their information has been received and that they are able to prescribe and will also copy in the Deputy Chief Pharmacist to ensure that all relevant pharmacists and pharmacy staff are notified.

- 3 Upon receipt of the identifier code from ISD, the administrator will then order NP10N, HBPN or HBPP prescription pads from Prescriber Stationery at Livingston. Pads will be delivered directly to Stores at Borders General Hospital.
- 4 The Administrator will issue a letter to the prescriber indicating their code(s) and informing her/him that prescription pads have been ordered.
- 5 Prescriber Stationery will deliver the pads directly to Stores at Borders General Hospital. The administrator will not necessarily have knowledge of when this occurs. Prescribers should, therefore, either contact Stores or the Administrator approximately two weeks after receiving their letter to see if the appropriate pads have arrived.

Change of Circumstances for Existing Prescribers

- 1 No amendment to existing circumstances will be made until the appropriate form is completed by the prescriber's line manager and submitted to the Administrator. This also applies to prescribers who are retiring or leaving NHS Borders employment. The form for nurses is available via the intranet under "Clinical Area-Nursing" and is entitled NOTIFICATION OF NEWLY QUALIFIED NURSE PRESCRIBER/CHANGE OF CIRCUMSTANCE. The form for pharmacists is also available on the intranet under "Community Pharmacy", "Practice Guidance" page.
- 2 If the prescriber is changing practice, prescribing for additional practices or has changed the qualification to prescribe, the process as previously described for new prescribers will apply using the form described above.

Prescription Pads

- 1 Prescribers who will be prescribing for one practice will be allocated pads which will be fully printed with their name, code, practice address and contact telephone number.
- 2 Prescribers who will be prescribing for more than one practice, will be allocated two sets of pads. One will be fully printed with details as above and another part printed with the address of NHS Borders, Newstead, Melrose TD6 9DB and the telephone number and the letter B. For each additional practice that the prescriber is registered to prescribe, they must write in their individual code against the B.
- 3 Prescribers are allocated a total of 5 fully printed prescription pads (and 5 part printed, if appropriate) from Prescriber Stationery which will be held in Stores at Borders General Hospital.
- 4 For reasons of security, prescribers will only be issued one printed pad (and one part printed, if appropriate) upon request from Stores.
- 5 The administrator holds a supply of computer prescription forms. These are allocated to prescribers upon request.
- 6 Supplies of pads are automatically re-ordered when required by liaison between Stores and the Administrator.
- 7 NHS Borders is obliged to destroy all unused prescription pads. Before destruction, we are also obligated to note the numbers of each pad and send this information to Information & Statistics Division.
- 8 When a prescriber changes practice (including changing principle practice), changes their qualification to prescribe, retires or leaves NHS Borders employment they **MUST** return any unused prescriptions to the Administrator. Under no circumstances, should the prescriber destroy prescriptions themselves.

BNF, BNF for Children, Drug Tariff

- 1 BNFs will be issued by the Administrator when updated to all prescribers including those in secondary care.
- 2 The drug tariff is now available electronically and can be accessed through this link: <http://www.isdscotland.org/isd/2245.html>

The electronic version is updated monthly, however, if you would prefer to receive a paper copy, this will be issued annually in April.

Other Documents:

Non Medical Prescribing in Scotland

- 1 Each newly qualified prescriber, including those in secondary care, will receive a copy of the above document while stocks remain available and then prescribers will be directed to the electronic link

Borders Joint Formulary

- 1 Each newly qualified prescriber, including those in secondary care, will receive a copy of the Formulary and regular updates will be sent annually.

Do's and Don'ts

- 1 Do contact the Administrator as quickly as possible when **any** change takes place. For reasons of clinical governance, it is essential that NHS Borders database for prescribers is current and accurate. It is, therefore, of great importance that nurses/pharmacists ensure that the correct paperwork is completed by their line manager.
- 2 Do keep your scripts in a safe place at all times.
- 3 Do contact the Administrator if you have any questions or you have not received your pads within the expected time frame.
- 4 Do remember to order replacement pads either directly through Stores (by phone) or the Administrator (by phone or email) as these are only issued upon request.
- 5 Do not share prescriptions. Prescribers can only prescribe using their allocated pads/computer forms.
- 6 Do not allow another prescriber to prescribe using your unique identifier code.

Contact Information

Administrator

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