

Moving from paper to electronic prescriptions

A step by step guide

A presentation to the Pharmacy Show by
Mohammed Hussain, MRPharmS
EPS Clinical Safety Assurance Manager
NHS Connecting for Health, Department of Health

11/10/2011

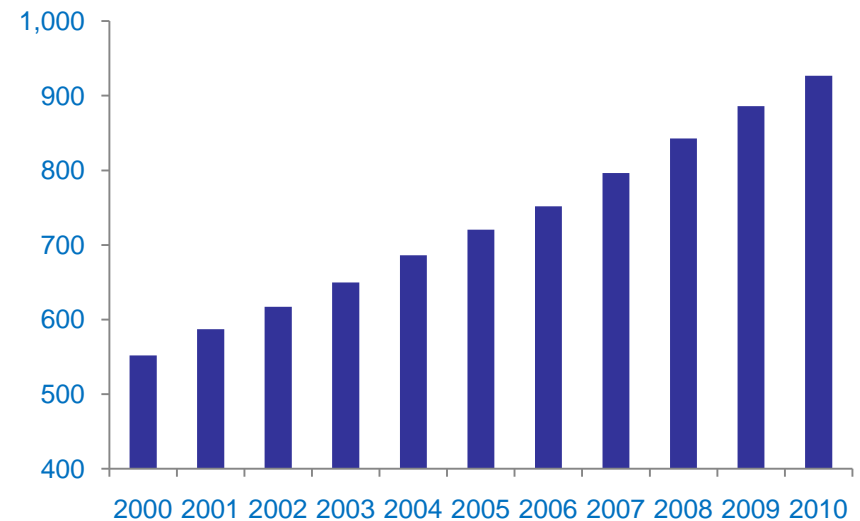


Why it is needed?

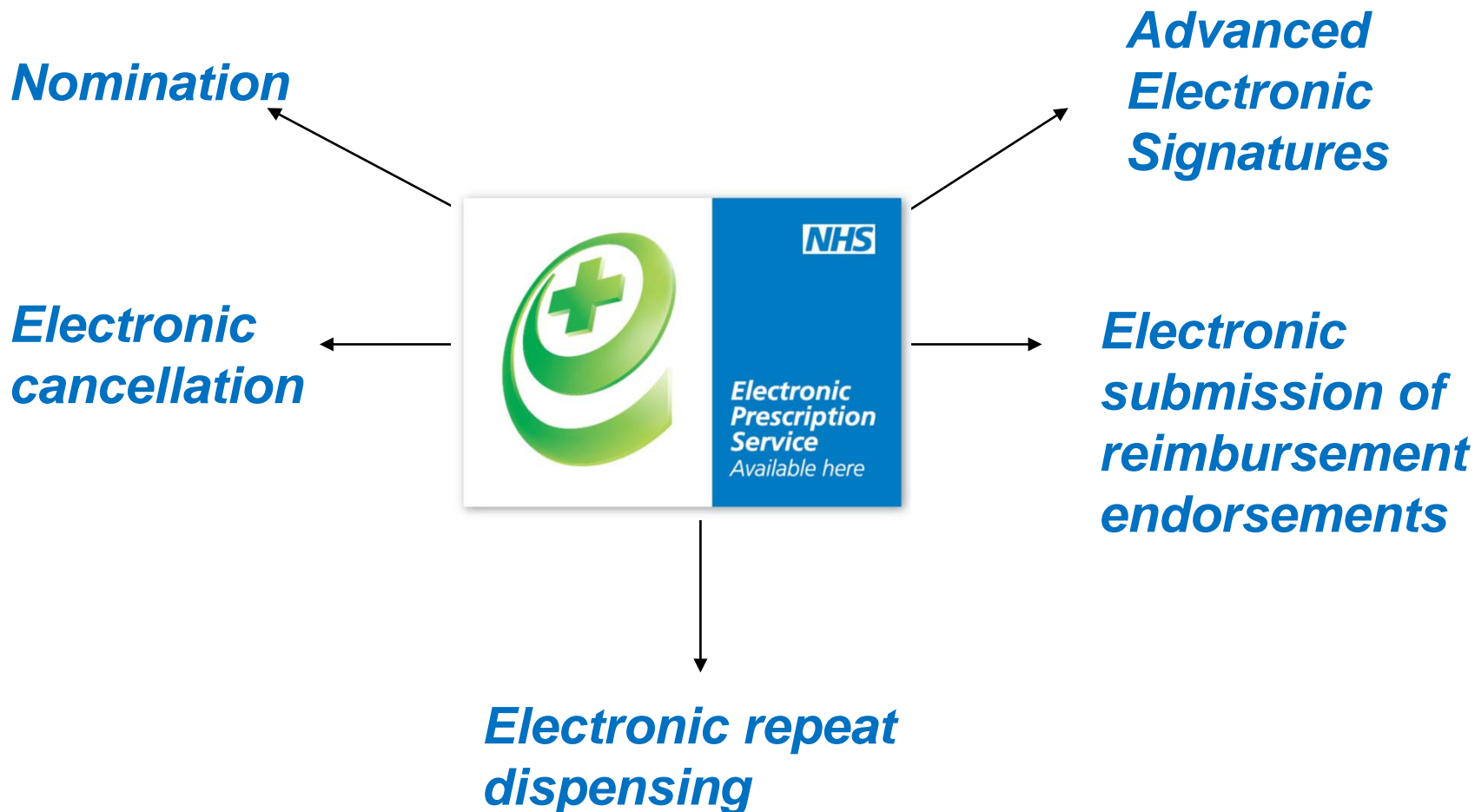
Almost a billion prescription items were issued in 2010.

- An increase of:
 - 4.6% on 2009
 - 67.9% since 2000
- About 70% of prescriptions are for repeat medication

Number of prescription items dispensed each year (Millions)



Release 2 - functionality



What do the users say?

“It's made a significant difference in terms of end of month prescriptions, reimbursement claims and endorsements on prescriptions. It's freed up a lot of my time.”

Yasin Patel, Pharmacist.
Brownhill Pharmacy, Blackburn



What do the users say?



"I am glad to have been a part of the first of type for EPS Release 2 and I would go through it again – now that I've got it I don't want it to be taken away!"

Alison March, Pharmacist.

Lloyds, Blackburn



What do the users say?

"It speeds up processing, as there is no paper to process and I can prepare the repeat prescription in advance, at my convenience."

Linda Udale, Pharmacist.
Medichem, Mainsforth, Sunderland



What do the users say?



"It's fantastic you can control the dispensing process from the very outset."

Joanne Rowell, Pharmacist.
Medichem, Sunderland



What do the users say?

“I think that the key to our success with the system has been close co-operation with our community pharmacy colleagues, many of whom have been actively seeking nominations from their customers.”

Dr John Hampson, GP.
Greenmount Medical Centre, Bury



When is it coming?

GP system suppliers

- EMIS Web and InPractice Vision have full rollout approval (FRA)
- Four further systems are working towards FRA
- EMIS* and InPractice have around 74% of the GP market

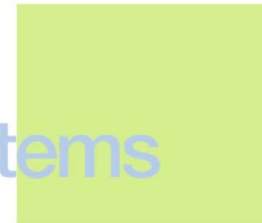
* EMIS includes EMIS Web, LV and PCS



When is it coming?

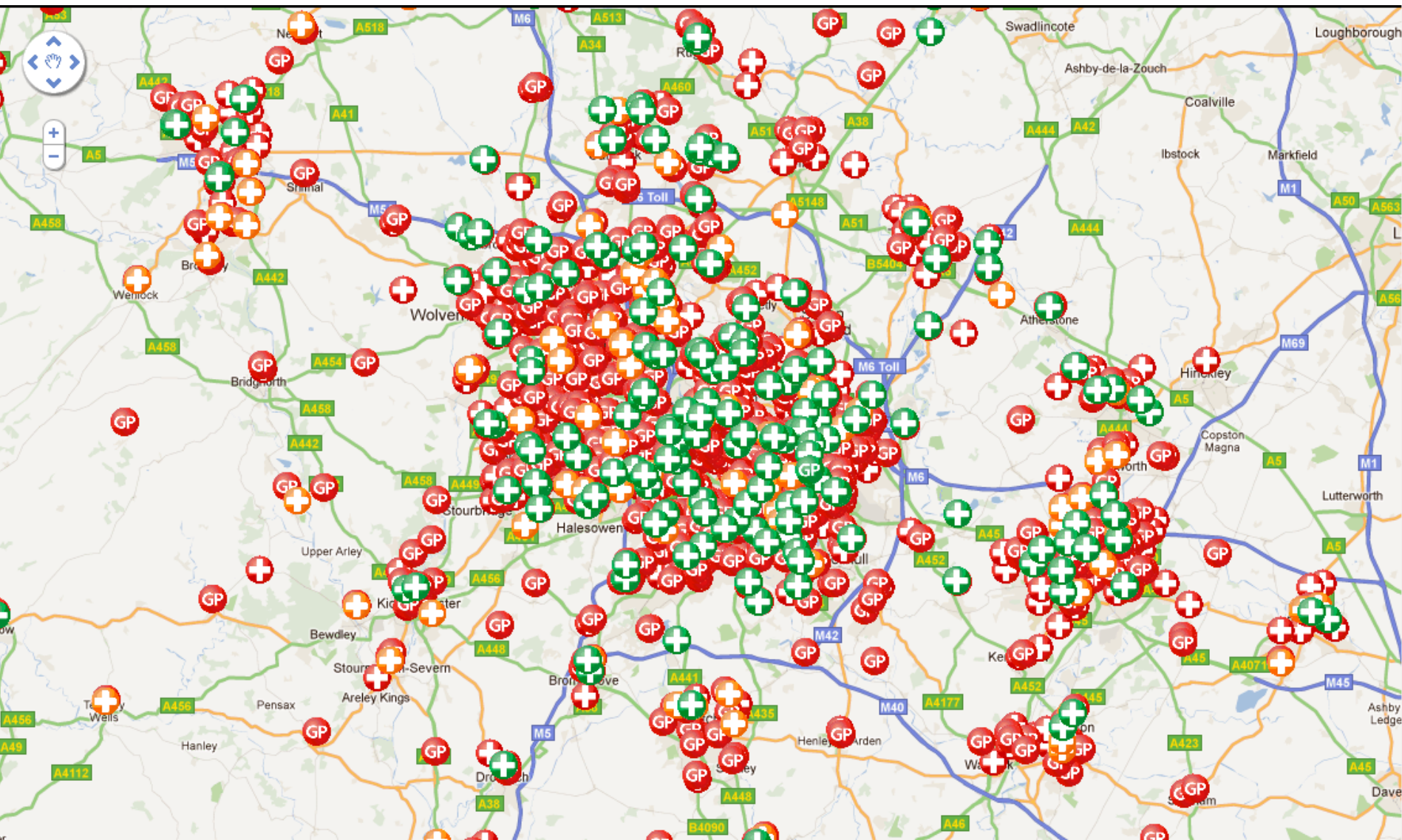
Pharmacy system suppliers

~ 99% of the pharmacy market has access to EPS Release 2 now.



1 in 6 pharmacies have it now

1,771 pharmacies and 11 DACs (30/9/2011)



What's happening in your area?

Check your town on the link below

[EPS Deployment maps on the Internet](#)





1.

Electronic Prescription Service General Preparation

NHS

To Do

When

Done

- Check that your pharmacy's details are correct on NHS Choices & register to edit details
- Identify Business Continuity SOPs & draft for EPS Release 2
- Identify Nomination SOPs & draft for EPS Release 2
- Identify Dispensing SOPs & draft for EPS Release 2
- Identify Accuracy Checking SOPs & draft for EPS Release 2
- Identify Smartcards SOPs & draft for EPS Release 2
- Identify Claiming SOPs & draft for EPS Release 2
- Identify Endorsements SOPs & draft for EPS Release 2
- Identify Exemptions SOPs & draft for EPS Release 2 (if patient is exempt from prescription charges and the exemption is non-age related)
- Check deployment maps for EPS Release 2 activity in your area (see EPS Website)
- Raise dm+d awareness in your pharmacy (change in quantity, description etc.)
- Sign-up to EPS Bulletin
- Attend local training event (e.g. Local Practice Forum (LPF), Local Pharmacy Council (LPC), PCT, Pharmacy Show)
- EPS Release 2 awareness training (all staff should be aware of the differences between EPS Release 2 and EPS Release 1)
- Familiarise yourself with your of Local Nomination Policy (these are PCT specific)
- Identify PCT EPS Lead
- Ensure current Smartcards are working correctly and are being used
- Continue with usual end of month process
- Identify GP sites that are not using EPS Release 1 or where prescription barcodes do not scan correctly and work to resolve any issues.
- Consider how you will promote EPS Release 2 to your patients (posters, leaflets etc.)
- Identify the EPS Release 2 system that you will order and begin to consider pharmacy workflow.
- Ensure you have the latest drug dictionary update and regularly backup
- How should incidents be raised? (discuss with your system supplier)
- Identify Hardware/Software requirements (discuss with your system
- Outstanding EPS Release 1 issues.
- Scan EPS Release 1 prescriptions
- Cleanse data (match patients)
- Familiarise yourself with sending dispense notifications
- Capture exemption details in system
- Align labelling with products dispensed
- Capture paper nominations (optional) these will need to be confirmed four to six weeks prior to EPS Release 2 Go-Live

When	Done
12 weeks	<input type="checkbox"/>
11 weeks	<input type="checkbox"/>
10 weeks	<input type="checkbox"/>
9 weeks	<input type="checkbox"/>
8 weeks	<input type="checkbox"/>
7 weeks	<input type="checkbox"/>
6 weeks	<input type="checkbox"/>
5 weeks	<input type="checkbox"/>
4 weeks	<input type="checkbox"/>
3 weeks	<input type="checkbox"/>
2 weeks	<input type="checkbox"/>
1 week	<input type="checkbox"/>
Go-Live D2	<input type="checkbox"/>
Go-Live D1	<input type="checkbox"/>
Go-Live D0	<input type="checkbox"/>
Go-Live D+1	<input type="checkbox"/>
Go-Live D+2	<input type="checkbox"/>
Go-Live D+3	<input type="checkbox"/>
Go-Live D+4	<input type="checkbox"/>
Go-Live D+5	<input type="checkbox"/>
Go-Live D+6	<input type="checkbox"/>
Go-Live D+7	<input type="checkbox"/>
Go-Live D+8	<input type="checkbox"/>
Go-Live D+9	<input type="checkbox"/>
Go-Live D+10	<input type="checkbox"/>
Go-Live D+11	<input type="checkbox"/>
Go-Live D+12	<input type="checkbox"/>
Go-Live D+13	<input type="checkbox"/>
Go-Live D+14	<input type="checkbox"/>
Go-Live D+15	<input type="checkbox"/>
Go-Live D+16	<input type="checkbox"/>
Go-Live D+17	<input type="checkbox"/>
Go-Live D+18	<input type="checkbox"/>
Go-Live D+19	<input type="checkbox"/>
Go-Live D+20	<input type="checkbox"/>
Go-Live D+21	<input type="checkbox"/>
Go-Live D+22	<input type="checkbox"/>
Go-Live D+23	<input type="checkbox"/>
Go-Live D+24	<input type="checkbox"/>
Go-Live D+25	<input type="checkbox"/>
Go-Live D+26	<input type="checkbox"/>
Go-Live D+27	<input type="checkbox"/>
Go-Live D+28	<input type="checkbox"/>
Go-Live D+29	<input type="checkbox"/>
Go-Live D+30	<input type="checkbox"/>
Go-Live D+31	<input type="checkbox"/>
Go-Live D+32	<input type="checkbox"/>
Go-Live D+33	<input type="checkbox"/>
Go-Live D+34	<input type="checkbox"/>
Go-Live D+35	<input type="checkbox"/>
Go-Live D+36	<input type="checkbox"/>
Go-Live D+37	<input type="checkbox"/>
Go-Live D+38	<input type="checkbox"/>
Go-Live D+39	<input type="checkbox"/>
Go-Live D+40	<input type="checkbox"/>
Go-Live D+41	<input type="checkbox"/>
Go-Live D+42	<input type="checkbox"/>
Go-Live D+43	<input type="checkbox"/>
Go-Live D+44	<input type="checkbox"/>
Go-Live D+45	<input type="checkbox"/>
Go-Live D+46	<input type="checkbox"/>
Go-Live D+47	<input type="checkbox"/>
Go-Live D+48	<input type="checkbox"/>
Go-Live D+49	<input type="checkbox"/>
Go-Live D+50	<input type="checkbox"/>
Go-Live D+51	<input type="checkbox"/>
Go-Live D+52	<input type="checkbox"/>
Go-Live D+53	<input type="checkbox"/>
Go-Live D+54	<input type="checkbox"/>
Go-Live D+55	<input type="checkbox"/>
Go-Live D+56	<input type="checkbox"/>
Go-Live D+57	<input type="checkbox"/>
Go-Live D+58	<input type="checkbox"/>
Go-Live D+59	<input type="checkbox"/>
Go-Live D+60	<input type="checkbox"/>
Go-Live D+61	<input type="checkbox"/>
Go-Live D+62	<input type="checkbox"/>
Go-Live D+63	<input type="checkbox"/>
Go-Live D+64	<input type="checkbox"/>
Go-Live D+65	<input type="checkbox"/>
Go-Live D+66	<input type="checkbox"/>
Go-Live D+67	<input type="checkbox"/>
Go-Live D+68	<input type="checkbox"/>
Go-Live D+69	<input type="checkbox"/>
Go-Live D+70	<input type="checkbox"/>
Go-Live D+71	<input type="checkbox"/>
Go-Live D+72	<input type="checkbox"/>
Go-Live D+73	<input type="checkbox"/>
Go-Live D+74	<input type="checkbox"/>
Go-Live D+75	<input type="checkbox"/>
Go-Live D+76	<input type="checkbox"/>
Go-Live D+77	<input type="checkbox"/>
Go-Live D+78	<input type="checkbox"/>
Go-Live D+79	<input type="checkbox"/>
Go-Live D+80	<input type="checkbox"/>
Go-Live D+81	<input type="checkbox"/>
Go-Live D+82	<input type="checkbox"/>
Go-Live D+83	<input type="checkbox"/>
Go-Live D+84	<input type="checkbox"/>
Go-Live D+85	<input type="checkbox"/>
Go-Live D+86	<input type="checkbox"/>
Go-Live D+87	<input type="checkbox"/>
Go-Live D+88	<input type="checkbox"/>
Go-Live D+89	<input type="checkbox"/>
Go-Live D+90	<input type="checkbox"/>
Go-Live D+91	<input type="checkbox"/>
Go-Live D+92	<input type="checkbox"/>
Go-Live D+93	<input type="checkbox"/>
Go-Live D+94	<input type="checkbox"/>
Go-Live D+95	<input type="checkbox"/>
Go-Live D+96	<input type="checkbox"/>
Go-Live D+97	<input type="checkbox"/>
Go-Live D+98	<input type="checkbox"/>
Go-Live D+99	<input type="checkbox"/>
Go-Live D+100	<input type="checkbox"/>



2.

Electronic Prescription Service Preparing to Upgrade to EPS Release 2

NHS

To Do

When

Done

- Identify Smartcard sponsor
- Consider what roles staff will require (who does what?)
- Close down old Smartcard roles
- Order Dispensing Tokens from PCT
- Discuss emergency Smartcards with PCT
- Choose an EPS Release 2 system (consider your pharmacy workflow).
- Discuss your pharmacy's workflow with your system supplier (how many terminals, printers etc. will you need?)
- How should incidents be raised? Discuss with your system supplier.
- Discuss Hardware/Software requirements with your supplier
- Discuss Training approach with your system supplier
- Discuss Dossets/MDS with your system supplier
- Discuss NCSOs with your system supplier
- Discuss Management of Prescriptions (housekeeping) with your system supplier
- Order EPS Release 2 system
- Agree Go-Live dates with your system supplier
- Confirm paper nominations
- Discuss Business Continuity with your system supplier
- Check Smartcard expiry dates
- Communicate Go-Live date to Local GP sites and Patients
- Engage with local GPs to find out if they are using EPS Release 2. If not find out when they plan to move to Release 2.
- Update Locum Briefing Pack
- Define Business Continuity SOPs
- Define Nomination SOPs
- Define Dispensing SOPs
- Define Accuracy Checking SOPs
- Define Smartcard SOPs
- Define Claiming SOPs
- Identify Exemptions (if patient is exempt from prescription charges and the exemption is non-age related) SOPs & draft for EPS Release 2
- Discuss Back-Up/Rollback Plans with your system supplier
- Agree processes with local GPs (Queries & Cancellations, Repeat Dispensing, Business Continuity Scenarios, Split Prescriptions)
- Check Dispensing Tokens have arrived from PCT
- Agree training date with your system supplier

When	Done
12 weeks	<input type="checkbox"/>
11 weeks	<input type="checkbox"/>
10 weeks	<input type="checkbox"/>
9 weeks	<input type="checkbox"/>
8 weeks	<input type="checkbox"/>
7 weeks	<input type="checkbox"/>
6 weeks	<input type="checkbox"/>
5 weeks	<input type="checkbox"/>
4 weeks	<input type="checkbox"/>
3 weeks	<input type="checkbox"/>
2 weeks	<input type="checkbox"/>
1 week	<input type="checkbox"/>
Go-Live D2	<input type="checkbox"/>
Go-Live D1	<input type="checkbox"/>
Go-Live D0	<input type="checkbox"/>
Go-Live D+1	<input type="checkbox"/>
Go-Live D+2	<input type="checkbox"/>
Go-Live D+3	<input type="checkbox"/>
Go-Live D+4	<input type="checkbox"/>
Go-Live D+5	<input type="checkbox"/>
Go-Live D+6	<input type="checkbox"/>
Go-Live D+7	<input type="checkbox"/>
Go-Live D+8	<input type="checkbox"/>
Go-Live D+9	<input type="checkbox"/>
Go-Live D+10	<input type="checkbox"/>
Go-Live D+11	<input type="checkbox"/>
Go-Live D+12	<input type="checkbox"/>
Go-Live D+13	<input type="checkbox"/>
Go-Live D+14	<input type="checkbox"/>
Go-Live D+15	<input type="checkbox"/>
Go-Live D+16	<input type="checkbox"/>
Go-Live D+17	<input type="checkbox"/>
Go-Live D+18	<input type="checkbox"/>
Go-Live D+19	<input type="checkbox"/>
Go-Live D+20	<input type="checkbox"/>
Go-Live D+21	<input type="checkbox"/>
Go-Live D+22	<input type="checkbox"/>
Go-Live D+23	<input type="checkbox"/>
Go-Live D+24	<input type="checkbox"/>
Go-Live D+25	<input type="checkbox"/>
Go-Live D+26	<input type="checkbox"/>
Go-Live D+27	<input type="checkbox"/>
Go-Live D+28	<input type="checkbox"/>
Go-Live D+29	<input type="checkbox"/>
Go-Live D+30	<input type="checkbox"/>
Go-Live D+31	<input type="checkbox"/>
Go-Live D+32	<input type="checkbox"/>
Go-Live D+33	<input type="checkbox"/>
Go-Live D+34	<input type="checkbox"/>
Go-Live D+35	<input type="checkbox"/>
Go-Live D+36	<input type="checkbox"/>
Go-Live D+37	<input type="checkbox"/>
Go-Live D+38	<input type="checkbox"/>
Go-Live D+39	<input type="checkbox"/>
Go-Live D+40	<input type="checkbox"/>
Go-Live D+41	<input type="checkbox"/>
Go-Live D+42	<input type="checkbox"/>
Go-Live D+43	<input type="checkbox"/>
Go-Live D+44	<input type="checkbox"/>
Go-Live D+45	<input type="checkbox"/>
Go-Live D+46	<input type="checkbox"/>
Go-Live D+47	<input type="checkbox"/>
Go-Live D+48	<input type="checkbox"/>
Go-Live D+49	<input type="checkbox"/>
Go-Live D+50	<input type="checkbox"/>
Go-Live D+51	<input type="checkbox"/>
Go-Live D+52	<input type="checkbox"/>
Go-Live D+53	<input type="checkbox"/>
Go-Live D+54	<input type="checkbox"/>
Go-Live D+55	<input type="checkbox"/>
Go-Live D+56	<input type="checkbox"/>
Go-Live D+57	<input type="checkbox"/>
Go-Live D+58	<input type="checkbox"/>
Go-Live D+59	<input type="checkbox"/>
Go-Live D+60	<input type="checkbox"/>
Go-Live D+61	<input type="checkbox"/>
Go-Live D+62	<input type="checkbox"/>
Go-Live D+63	<input type="checkbox"/>
Go-Live D+64	<input type="checkbox"/>
Go-Live D+65	<input type="checkbox"/>
Go-Live D+66	<input type="checkbox"/>
Go-Live D+67	<input type="checkbox"/>
Go-Live D+68	<input type="checkbox"/>
Go-Live D+69	<input type="checkbox"/>
Go-Live D+70	<input type="checkbox"/>
Go-Live D+71	<input type="checkbox"/>
Go-Live D+72	<input type="checkbox"/>
Go-Live D+73	<input type="checkbox"/>
Go-Live D+74	<input type="checkbox"/>
Go-Live D+75	<input type="checkbox"/>
Go-Live D+76	<input type="checkbox"/>
Go-Live D+77	<input type="checkbox"/>
Go-Live D+78	<input type="checkbox"/>
Go-Live D+79	<input type="checkbox"/>
Go-Live D+80	<input type="checkbox"/>
Go-Live D+81	<input type="checkbox"/>
Go-Live D+82	<input type="checkbox"/>
Go-Live D+83	<input type="checkbox"/>
Go-Live D+84	<input type="checkbox"/>
Go-Live D+85	<input type="checkbox"/>
Go-Live D+86	<input type="checkbox"/>
Go-Live D+87	<input type="checkbox"/>
Go-Live D+88	<input type="checkbox"/>
Go-Live D+89	<input type="checkbox"/>
Go-Live D+90	<input type="checkbox"/>
Go-Live D+91	<input type="checkbox"/>
Go-Live D+92	<input type="checkbox"/>
Go-Live D+93	<input type="checkbox"/>
Go-Live D+94	<input type="checkbox"/>
Go-Live D+95	<input type="checkbox"/>
Go-Live D+96	<input type="checkbox"/>
Go-Live D+97	<input type="checkbox"/>
Go-Live D+98	<input type="checkbox"/>
Go-Live D+99	<input type="checkbox"/>
Go-Live D+100	<input type="checkbox"/>



3.

Electronic Prescription Service Using EPS Release 2

NHS

To Do

When

Done

- Run Validation Script
- Add nominations to EPS Release 2 system
- Check that EPS Release 2 Smartcards are working correctly for all staff
- Installation of EPS Release 2 system
- System Training (including locums)
- Check that your pharmacy is flagged as enabled on NHS Choices
- Continue as per usual process until you receive your first EPS Release 2 prescription
- Start receiving EPS Release 2 prescriptions from EPS Release 2 enabled GP sites (timescales will depend on availability of EPS enabled GP sites in your area)
- Familiarise yourself with the claiming process for EPS Release 2
- Implement Business Continuity SOPs
- Implement Nomination SOPs
- Implement Dispensing SOPs
- Implement Accuracy Checking SOPs
- Implement Smartcards SOPs
- Implement Claiming SOPs
- Implement Endorsement SOPs
- Implement Exemption SOPs (if patient is exempt from prescription charges and the exemption is non-age related) SOPs & draft for EPS Release 2
- Refresh training if appropriate (consider timescales, staff turnover etc.)
- Continue to promote EPS Release 2 with your patients
- Continue to capture nominations
- Business Process Training
- Discuss Repeat Dispensing with local GP sites

When	Done
-12 weeks	<input type="checkbox"/>
-11 weeks	<input type="checkbox"/>
-10 weeks	<input type="checkbox"/>
-9 weeks	<input type="checkbox"/>
-8 weeks	<input type="checkbox"/>
-7 weeks	<input type="checkbox"/>
-6 weeks	<input type="checkbox"/>
-5 weeks	<input type="checkbox"/>
-4 weeks	<input type="checkbox"/>
-3 weeks	<input type="checkbox"/>
-2 weeks	<input type="checkbox"/>
-1 week	<input type="checkbox"/>
Go-Live D2	<input type="checkbox"/>
Go-Live D1	<input type="checkbox"/>
Go-Live D0	<input type="checkbox"/>
Go-Live D+1	<input type="checkbox"/>
Go-Live D+2	<input type="checkbox"/>
Go-Live D+3	<input type="checkbox"/>
Go-Live D+4	<input type="checkbox"/>
Go-Live D+5	<input type="checkbox"/>
Go-Live D+6	<input type="checkbox"/>
Go-Live D+7	<input type="checkbox"/>
Go-Live D+8	<input type="checkbox"/>
Go-Live D+9	<input type="checkbox"/>
Go-Live D+10	<input type="checkbox"/>
Go-Live D+11	<input type="checkbox"/>
Go-Live D+12	<input type="checkbox"/>
Go-Live D+13	<input type="checkbox"/>
Go-Live D+14	<input type="checkbox"/>
Go-Live D+15	<input type="checkbox"/>
Go-Live D+16	<input type="checkbox"/>
Go-Live D+17	<input type="checkbox"/>
Go-Live D+18	<input type="checkbox"/>
Go-Live D+19	<input type="checkbox"/>
Go-Live D+20	<input type="checkbox"/>
Go-Live D+21	<input type="checkbox"/>
Go-Live D+22	<input type="checkbox"/>
Go-Live D+23	<input type="checkbox"/>
Go-Live D+24	<input type="checkbox"/>
Go-Live D+25	<input type="checkbox"/>
Go-Live D+26	<input type="checkbox"/>
Go-Live D+27	<input type="checkbox"/>
Go-Live D+28	<input type="checkbox"/>
Go-Live D+29	<input type="checkbox"/>
Go-Live D+30	<input type="checkbox"/>
Go-Live D+31	<input type="checkbox"/>
Go-Live D+32	<input type="checkbox"/>
Go-Live D+33	<input type="checkbox"/>
Go-Live D+34	<input type="checkbox"/>
Go-Live D+35	<input type="checkbox"/>
Go-Live D+36	<input type="checkbox"/>
Go-Live D+37	<input type="checkbox"/>
Go-Live D+38	<input type="checkbox"/>
Go-Live D+39	<input type="checkbox"/>
Go-Live D+40	<input type="checkbox"/>
Go-Live D+41	<input type="checkbox"/>
Go-Live D+42	<input type="checkbox"/>
Go-Live D+43	<input type="checkbox"/>
Go-Live D+44	<input type="checkbox"/>
Go-Live D+45	<input type="checkbox"/>
Go-Live D+46	<input type="checkbox"/>
Go-Live D+47	<input type="checkbox"/>
Go-Live D+48	<input type="checkbox"/>
Go-Live D+49	<input type="checkbox"/>
Go-Live D+50	<input type="checkbox"/>
Go-Live D+51	<input type="checkbox"/>
Go-Live D+52	<input type="checkbox"/>
Go-Live D+53	<input type="checkbox"/>
Go-Live D+54	<input type="checkbox"/>
Go-Live D+55	<input type="checkbox"/>
Go-Live D+56	<input type="checkbox"/>
Go-Live D+57	<input type="checkbox"/>
Go-Live D+58	<input type="checkbox"/>
Go-Live D+59	<input type="checkbox"/>
Go-Live D+60	<input type="checkbox"/>
Go-Live D+61	<input type="checkbox"/>
Go-Live D+62	<input type="checkbox"/>
Go-Live D+63	<input type="checkbox"/>
Go-Live D+64	<input type="checkbox"/>
Go-Live D+65	<input type="checkbox"/>
Go-Live D+66	<input type="checkbox"/>
Go-Live D+67	<input type="checkbox"/>
Go-Live D+68	<input type="checkbox"/>
Go-Live D+69	<input type="checkbox"/>
Go-Live D+70	<input type="checkbox"/>
Go-Live D+71	<input type="checkbox"/>
Go-Live D+72	<input type="checkbox"/>
Go-Live D+73	<input type="checkbox"/>
Go-Live D+74	<input type="checkbox"/>
Go-Live D+75	<input type="checkbox"/>
Go-Live D+76	<input type="checkbox"/>
Go-Live D+77	<input type="checkbox"/>
Go-Live D+78	<input type="checkbox"/>
Go-Live D+79	<input type="checkbox"/>
Go-Live D+80	<input type="checkbox"/>
Go-Live D+81	<input type="checkbox"/>
Go-Live D+82	<input type="checkbox"/>
Go-Live D+83	<input type="checkbox"/>
Go-Live D+84	<input type="checkbox"/>
Go-Live D+85	<input type="checkbox"/>
Go-Live D+86	<input type="checkbox"/>
Go-Live D+87	<input type="checkbox"/>
Go-Live D+88	<input type="checkbox"/>
Go-Live D+89	<input type="checkbox"/>
Go-Live D+90	<input type="checkbox"/>
Go-Live D+91	<input type="checkbox"/>
Go-Live D+92	<input type="checkbox"/>
Go-Live D+93	<input type="checkbox"/>
Go-Live D+94	<input type="checkbox"/>
Go-Live D+95	<input type="checkbox"/>
Go-Live D+96	<input type="checkbox"/>
Go-Live D+97	<input type="checkbox"/>
Go-Live D+98	<input type="checkbox"/>
Go-Live D+99	<input type="checkbox"/>
Go-Live D+100	<input type="checkbox"/>

EPS Release 2 checklists

General preparation

1. Electronic Prescription Service General Preparation		When				Done	
To Do	1	2	3	4	5	6	
• Check that your pharmacy's details are correct on NHS Choices & register to edit details	█						<input type="checkbox"/>
• Identify Business Continuity SOPs & draft for EPS Release 2	█						<input type="checkbox"/>
• Identify Nomination SOPs & draft for EPS Release 2	█						<input type="checkbox"/>
• Identify Dispensing SOPs & draft for EPS Release 2	█						<input type="checkbox"/>
• Identify Accuracy Checking SOPs & draft for EPS Release 2	█						<input type="checkbox"/>
• Identify Smartcards SOPs & draft for EPS Release 2	█						<input type="checkbox"/>
• Identify Claiming SOPs & draft for EPS Release 2	█						<input type="checkbox"/>
• Identify Endorsements SOPs & draft for EPS Release 2	█						<input type="checkbox"/>
• Identify Exemptions SOPs & draft for EPS Release 2 (if patient is exempt from prescription charges and the exemption is non-age related)	█						<input type="checkbox"/>
• Check deployment maps for EPS Release 2 activity in your area (see EPS Website)	█						<input type="checkbox"/>
• Raise dm-d awareness in your pharmacy (change in quantity, description etc.)	█						<input type="checkbox"/>
• Sign-up to EPS Bulletin	█						<input type="checkbox"/>
• Attend local training event (e.g. Local Practice Forum (LPF), Local Pharmacy Council (LPC), PCT, Pharmacy Show)	█						<input type="checkbox"/>
• EPS Release 2 awareness training (all staff should be aware of the differences between EPS Release 2 and EPS Release 1)	█						<input type="checkbox"/>
• Familiarise yourself with your of Local Nomination Policy (these are PCT specific)	█						<input type="checkbox"/>
• Identify PCT EPS Lead	█						<input type="checkbox"/>
• Ensure current Smartcards are working correctly and are being used	█						<input type="checkbox"/>
• Continue with usual end of month process	█						<input type="checkbox"/>
• Identify GP sites that are not using EPS Release 1 or where prescription barcodes do not scan correctly and work to resolve any issues.	█						<input type="checkbox"/>
• Consider how you will promote EPS Release 2 to your patients (posters, leaflets etc.)	█						<input type="checkbox"/>
• Identify the EPS Release 2 system that you will order and begin to consider pharmacy workflow.	█						<input type="checkbox"/>
• Ensure you have the latest drug dictionary update and regularly backup	█						<input type="checkbox"/>
• How should incidents be raised ? (discuss with your system supplier)	█						<input type="checkbox"/>
• Identify Hardware/Software requirements (discuss with your system	█						<input type="checkbox"/>
• Outstanding EPS Release 1 issues.	█						<input type="checkbox"/>
• Scan EPS Release 1 prescriptions	█						<input type="checkbox"/>
• Cleanse data (match patients)	█						<input type="checkbox"/>
• Familiarise yourself with sending dispense notifications	█						<input type="checkbox"/>
• Capture exemption details in system	█						<input type="checkbox"/>
• Align labelling with products dispensed	█						<input type="checkbox"/>
• Capture paper nominations (optional) these will need to be confirmed four to six weeks prior to EPS Release 2 Go-Live	█						<input type="checkbox"/>

Let's look at a few of these...



Information

- Identify PCT EPS Lead
- Check that your pharmacy's details are correct on NHS Choices & register to edit details
- Check deployment maps for EPS Release 2 activity in your area (see EPS Website)
- Sign-up for the EPS Bulletin



Equipment

- Resolve outstanding EPS Release 1 issues
- Identify your EPS Release 2 hardware requirements
- How should incidents be raised? (discuss with your system supplier)
- Ensure current Smartcards are working correctly and are being used



Standard operating procedures (SOPs)

Identify the following SOPs & draft for EPS
Release 2

- ✓ Business continuity
- ✓ Nomination
- ✓ Dispensing
- ✓ Accuracy checking
- ✓ Smartcards
- ✓ Claiming
- ✓ Endorsements
- ✓ Exemptions



Awareness

- Raise dm+d awareness in your pharmacy (change in quantity, description etc.)
- Familiarise yourself with sending dispense notifications
- Start EPS Release 2 awareness training (all staff should be aware of the differences between EPS Release 1 and EPS Release 2)



Preparing to upgrade to EPS Release 2

2. Electronic Prescription Service Preparing to Upgrade to EPS Release 2		NHS	
To Do	When		Done
	Complete	Opening	
Identify Smartcard sponsor	ASAP		<input type="checkbox"/>
Consider what roles staff will require (who does what?)	ASAP		<input type="checkbox"/>
Close down old Smartcard roles	ASAP		<input type="checkbox"/>
Order Dispensing Tokens from PCT	ASAP		<input type="checkbox"/>
Discuss emergency Smartcards with PCT	ASAP		<input type="checkbox"/>
Choose an EPS Release 2 system (consider your pharmacy workflow).			<input type="checkbox"/>
Discuss your pharmacy's workflow with your system supplier (how many terminals, printers etc. will you need?)			<input type="checkbox"/>
How should incidents be raised? Discuss with your system supplier.			<input type="checkbox"/>
Discuss Hardware/Software requirements with your supplier			<input type="checkbox"/>
Discuss Training approach with your system supplier			<input type="checkbox"/>
Discuss Dosssets/MDS with your system supplier			<input type="checkbox"/>
Discuss NCSOs with your system supplier			<input type="checkbox"/>
Discuss Management of Prescriptions (housekeeping) with your system supplier			<input type="checkbox"/>
Order EPS Release 2 system			<input type="checkbox"/>
Agree Go-Live dates with your system supplier			<input type="checkbox"/>
Confirm paper nominations			<input type="checkbox"/>
Discuss Business Continuity with your system supplier			<input type="checkbox"/>
Check Smartcard expiry dates			<input type="checkbox"/>
Communicate Go-Live date to Local GP sites and Patients			<input type="checkbox"/>
Engage with local GPs to find out if they are using EPS Release 2. If not find out when they plan to move to Release 2.			<input type="checkbox"/>
Update Locum Briefing Pack			<input type="checkbox"/>
Define Business Continuity SOPs			<input type="checkbox"/>
Define Nomination SOPs			<input type="checkbox"/>
Define Dispensing SOPs			<input type="checkbox"/>
Define Accuracy Checking SOPs			<input type="checkbox"/>
Define Smartcard SOPs			<input type="checkbox"/>
Define Claiming SOPs			<input type="checkbox"/>
Identify Exemptions (if patient is exempt from prescription charges and the exemption is non-age related) SOPs & draft for EPS Release 2			<input type="checkbox"/>
Discuss Back-Up/Rollback Plans with your system supplier			<input type="checkbox"/>
Agree processes with local GPs (Queries & Cancellations, Repeat Dispensing, Business Continuity Scenarios, Split Prescriptions)			<input type="checkbox"/>
Check Dispensing Tokens have arrived from PCT			<input type="checkbox"/>
Agree training date with your system supplier			<input type="checkbox"/>

Let's look at a few of these...



Think about Smartcards

- Identify Smartcard sponsor
- Consider what roles staff will require (who does what?)
- Discuss business continuity with your supplier



Talk to your supplier

- Agree training and go-live dates with your system supplier
- Discuss your pharmacy's workflow (how many terminals, printers etc. will you need?)
- Discuss business continuity
- Discuss Dosettes/MDS
- Discuss management of prescriptions (housekeeping)
- Discuss NCSOs



Prepare for the big day!

- Check dispensing tokens have arrived from PCT
- Communicate go-live date to local GP sites – when will they go live?
- Let your patients know
- Update locum briefing pack



Upgrading and using EPS Release 2

To Do	When											Done							
	-12 weeks	-11 weeks	-10 weeks	-9 weeks	-8 weeks	-7 weeks	-6 weeks	-5 weeks	-4 weeks	-3 weeks	-2 weeks		-1 week	Go-Live D±	+1 week	+2 weeks	+3 weeks	+4 weeks	Ongoing
• Run Validation Script																			<input type="checkbox"/>
• Add nominations to EPS Release 2 system																			<input type="checkbox"/>
• Check that EPS Release 2 Smartcards are working correctly for all staff																			<input type="checkbox"/>
• Installation of EPS Release 2 system																			<input type="checkbox"/>
• System Training (including locums)																			<input type="checkbox"/>
• Check that your pharmacy is flagged as enabled on NHS Choices																			<input type="checkbox"/>
• Continue as per usual process until you receive your first EPS Release 2 prescription																			<input type="checkbox"/>
• Start receiving EPS Release 2 prescriptions from EPS Release 2 enabled GP sites (timescales will depend on availability of EPS enabled GP sites in your area)																			<input type="checkbox"/>
• Familiarise yourself with the claiming process for EPS Release 2																			<input type="checkbox"/>
• Implement Business Continuity SOPs																			<input type="checkbox"/>
• Implement Nomination SOPs																			<input type="checkbox"/>
• Implement Dispensing SOPs																			<input type="checkbox"/>
• Implement Accuracy Checking SOPs																			<input type="checkbox"/>
• Implement Smartcards SOPs																			<input type="checkbox"/>
• Implement Claiming SOPs																			<input type="checkbox"/>
• Implement Endorsement SOPs																			<input type="checkbox"/>
• Implement Exemption SOPs (if patient is exempt from prescription charges and the exemption is non-age related) SOPs & draft for EPS Release 2																			<input type="checkbox"/>
• Refresh training if appropriate (consider timescales, staff turnover etc.)																			<input type="checkbox"/>
• Continue to promote EPS Release 2 with your patients																			<input type="checkbox"/>
• Continue to capture nominations																			<input type="checkbox"/>
• Business Process Training																			<input type="checkbox"/>
• Discuss Repeat Dispensing with local GP sites																			<input type="checkbox"/>

Let's look at a few of these...



The big day

- Run the validation script
- Add nominations to EPS Release 2 system
- Check that EPS Release 2 Smartcards are working correctly for all staff
- Undertake system training (including locums)
- Continue as per usual process until you receive your first EPS Release 2 prescription

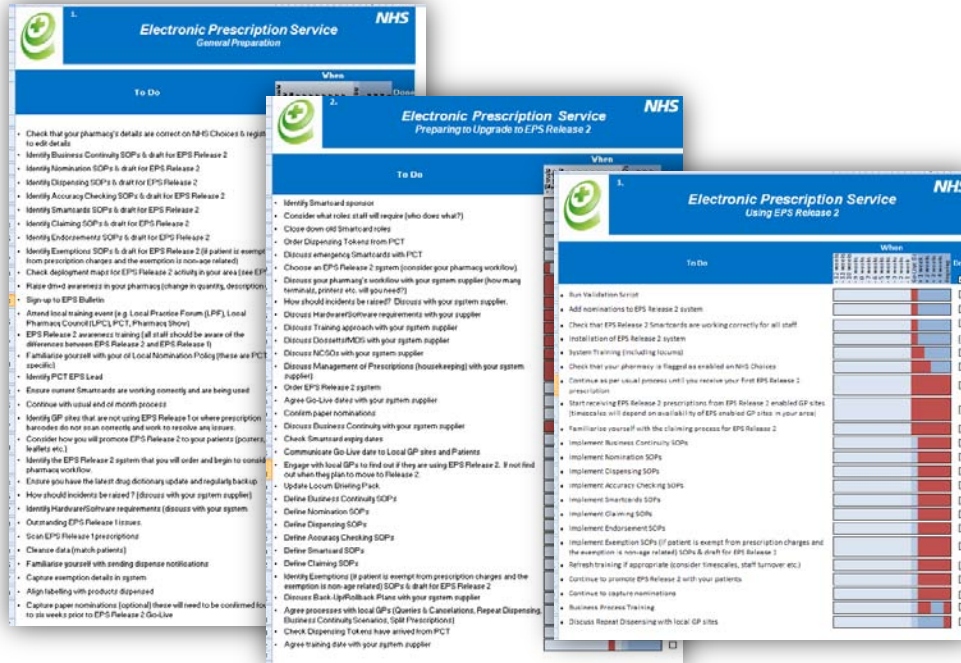


Making EPS Release 2 the norm

- Implement your revised SOPs
- Familiarise yourself with the claiming process for EPS Release 2
- Continue to promote EPS Release 2 with your patients and capture nominations
- Discuss repeat dispensing with local GPs



You can download the pharmacy checklists from the EPS website



<http://www.connectingforhealth.nhs.uk/systemsandservices/eps/dispensing/using>



Where to get more info

- PCT
- System supplier
- Local practice forum
- Local pharmaceutical committee
- PSNC, NPS, RPS
- EPS website www.cfh.nhs.uk/eps

Services & Applications

Electronic Prescription Service (EPS)

- ▶ Patients and carers
- ▶ Prescribing staff
- ▶ Dispensing staff
- ▶ NHS: PCT/SHA staff
- ▶ System suppliers
- ▶ News
- ▶ Background
- ▶ Resource library



Electronic Prescription Service (EPS)

The Electronic Prescription Service will enable prescribers - such as GPs and practice nurses - to send prescriptions electronically to a dispenser (such as a pharmacy) of the patient's choice. This will make the prescribing and dispensing process safer and more convenient for patients and staff.



Patients and carers
Can find out about using the service and the



Prescribing staff
Can find out about using EPS, electronic



Dispensing staff
Can find out about using EPS, online endorsement



NHS: PCT/SHA staff
Can find out about the benefits, stages of



Electronic Prescription Service

What to do now

- [Subscribe to the EPS Bulletin](#)
- [Look at the EPS checklists](#)
- Use Release 1 and prepare for Release 2
- Speak to your local GPs
- Upgrade your Smartcards
- Nominate patients

