## Setting Up Nurse/Pharmacist Prescriber on SystmOne

Points 1-6 do not need staff user's smartcard to action; Points 7-10 do require the user's smartcard.

 Someone with Admin Rights: Setup – Users & Policy – Staff & Organisational Setup



2. Highlight the staff member needing prescribing rights and Click Amend Staff



3. In Global Settings tab of Amend Staff Details pop-up box, add NMC/GPhC number and ensure Organisation details are correct

🝸 Amend Staff Details 📃 🗾					
Global Settings Local Settings Local Access Rights Skill Sets Additional Languages					
Personal Details					
Title First name Middle names Surname					
Name Shona King					
Initials Amend Name					
Gender O Male Female Indeterminate Unspecified/Unknown					
Contact Details					
Usual organisation Hounslow GP Practice (Hounslow Training PCT)					
Mobile					
Email					
Professional Details					
Other Consultant GP GMP ID					
Qualifications					
Logon Details					
User logon name SKing0102 Password					
Time before system lockout 20 + Minutes					
Lockout warning prompt 60 ÷ Seconds					
Number of invalid password attempts permitted 5					
Lifetime of password 90 ÷ Days					
Smartcard ID					
Qk Cancel					

4. In Local Settings tab of Amend Staff Details pop-up box, pick either Nurse Prescriber or Pharmacist for Employment Role. PPA ID box **does not** need to be filled in.

Y Amend Staff Details						×	
Global Settings Local Setting	s Local Access Rights	Skill Sets Addition	nal Langu	Jages			
Employment Details							
Employment role	Q         X         Nurse Prescriber         ▼						
Telephone no. / ext.							
Pager number							
Employment start date	14 Aug 2014 🔻						
GP local codes			Edit Lo	cal Codes			
PPA ID			Caseload	Prescribing			
Using PPA ID			Set	Clear			
Using GMC Number			Set	Clear			
Preferred appointment duration 10 🕂 Minutes							
Activation							
✓ Logon at this organisation is enabled							
Automatically disable this logon if not used for 56 hours (this number can be changed via preferences)							
This logon will not be disabled automatically Reset Timer							
	<u>c</u>	<u>D</u> k <u>C</u> ancel					

5. In Local Access Rights tab of Amend Staff Details pop-up box, under prescribing ensure than Independent Prescriber and Digitally Signs Prescriptions (if doing ETP) are ticked.

⊿	I Prescribing
	🕼 Repeat Prescriber - can issue repeat templates
	Repeat Reauthoriser - can reauthorise repeats
	Community Practitioner Nurse Prescriber - can prescribe from the Nurse Prescribers' Formulary
	🕼 Independent Prescriber - can prescribe as a GP, Nurse or Pharmacist prescriber
	Supplementary Prescriber - can prescribe any medication (within the framework of a Clinical Management Plan)
	Owns a Doctors Bag - allows drug stock to be transferred to the 'bag'
	Formulary Manager - can configure drug and Read code formularies and Read code synonyms
	Digitally Sign Prescriptions - can digitally sign prescriptions
	Perform ETP Cancellations - can perform ETP cancellations

6. Then OK.

7. With user's smartcard in, go to User – User Preferences



8. Under prescribining on the left hand side, highlight Prescription Authorising Ensure 'Use the organisation default method of authorising scripts' is the choosing authorising method to ensure nurse/pharmacist details are printed on the prescription.

Y User Preferences					
Enter text to search Search Clear	Use Hospital site code for script printing (required to print Hospital Prescriber FP10 Forms)				
A Pathology	If I am the authoriser then print the following prescriber details on prescriptions (this only applies to non-GP prescribers)				
+ Filing	Print practice-employed-style prescription if at a practice and PCT-employed-style prescriptions otherwise				
<ul> <li>Viewing &amp; Inbox</li> </ul>	Always print practice-employed-style prescriptions				
🙏 Protocols					
Patient Record	Always print PCT-employed-style prescriptions				
<ul> <li>Patient Search</li> </ul>	To decide the authoriser of prescriptions 💿 Use the organisation default method of authorising scripts				
Prescribing	Always authorise scripts with the usual GP				
🕵 Action Group Timeline	Always authorise scripts using the specified prescriber(s)				
<ul> <li>Dose Shortcuts</li> </ul>					
🗰 Frequently Used Drugs					
Rescribing					
A Prescribing Warnings					
<ul> <li>Prescription Authorising</li> </ul>					
Prescription Counterfoils					
Quick Print					
ScriptSwitch					
<ul> <li>Times and Doses</li> </ul>					
<ul> <li>Record Summaries</li> </ul>					
n 🖶 Referrals In					
STF Output					
🕨 🚈 Scanning					
Smartcard					
▷ 🖄 Tasks					
* Telehealth					
🐏 URLs & Programs					
🔢 Warnings 🔫					
	Copy from Another User Restore Defaults <u>Ok</u> <u>C</u> ancel				

## 9. Then click OK

10. Go to a test patient and try prescribing and printing to ensure that it prints correctly.