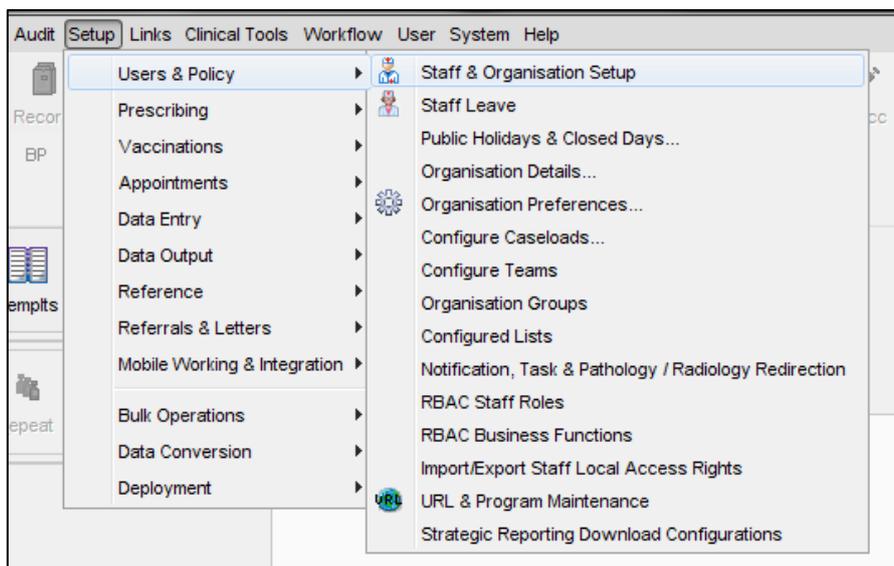


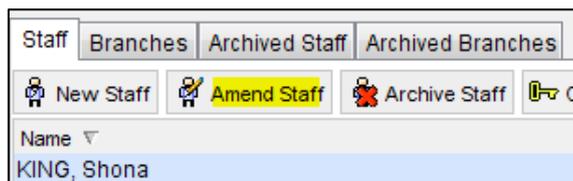
## Setting Up Nurse/Pharmacist Prescriber on SystemOne

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

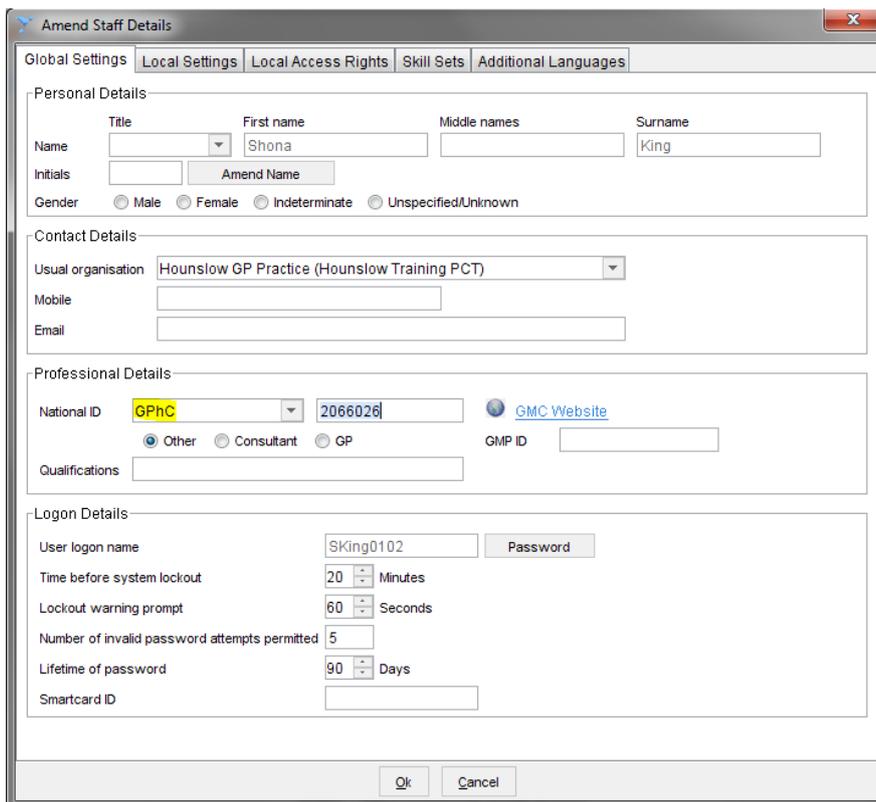
1. Someone with Admin Rights:  
Setup – Users & Policy – Staff & Organisational Setup



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

A screenshot of the 'Amend Staff Details' pop-up box, showing the 'Global Settings' tab. The form is divided into several sections: Personal Details, Contact Details, Professional Details, and Logon Details. In the Professional Details section, the 'National ID' dropdown is set to 'GPhC' and the text input field contains '2066026'. The 'Usual organisation' dropdown in the Contact Details section is set to 'Hounslow GP Practice (Hounslow Training PCT)'. The 'User logon name' in the Logon Details section is 'SKing0102'. The form includes 'Amend Name' and 'Password' buttons, and 'Ok' and 'Cancel' buttons at the bottom.

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.

The screenshot shows the 'Amend Staff Details' window with the 'Local Settings' tab selected. The 'Employment Details' section includes a dropdown menu for 'Employment role' set to 'Nurse Prescriber', a date picker for 'Employment start date' set to '14 Aug 2014', and several input fields for 'Telephone no. / ext.', 'Pager number', 'GP local codes', 'PPA ID', 'Using PPA ID', and 'Using GMC Number'. There are also buttons for 'Edit Local Codes', 'Caseload Prescribing', and 'Set/Clear' for the PPA ID and GMC Number fields. The 'Preferred appointment duration' is set to 10 minutes. The 'Activation' section has a checked box for 'Logon at this organisation is enabled' and an unchecked box for 'Automatically disable this logon if not used for 56 hours'. At the bottom are 'Ok' and 'Cancel' buttons.

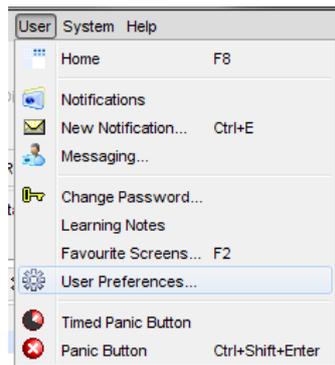
5. In Local Access Rights tab of Amend Staff Details pop-up box, under prescribing ensure that Independent Prescriber and Digitally Signs Prescriptions (if doing ETP) are ticked.

The screenshot shows the 'Prescribing' section of the 'Local Access Rights' tab. It contains a list of checkboxes with descriptions:

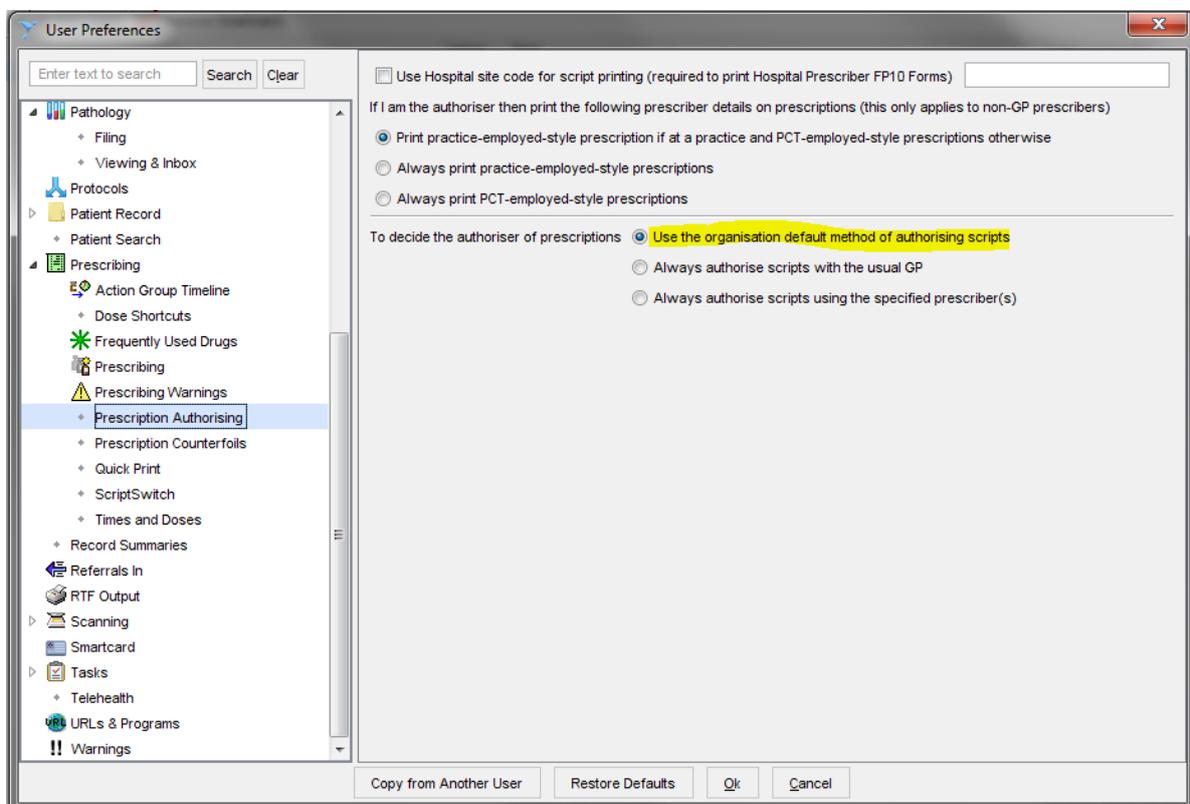
- Repeat Prescriber - can issue repeat templates
- Repeat Reauthoriser - can reauthorise repeats
- Community Practitioner Nurse Prescriber - can prescribe from the Nurse Prescribers' Formulary
- Independent Prescriber - can prescribe as a GP, Nurse or Pharmacist prescriber
- Supplementary Prescriber - 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 prescribing on the left hand side, highlight Prescription Authorising  
Ensure 'Use the organisation default method of authorising scripts' is the chosen authorising method to ensure nurse/pharmacist details are printed on the prescription.



9. Then click OK

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