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MEDICAL PRACTICE

Practice Nurse Long-Term Condition Re-Authorisation Protocol

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Practice Nurse Long-Term Condition Re-Authorisation Protocol

Purpose

The purpose of this protocol is to standardise the re-authorisation process of repeat prescriptions for patients on repeat medication for long-term conditions during their review with the practice nurse/ pharmacist.

This will facilitate the issue of repeat prescriptions by the prescriber as they can see that all repeat medications prescribed for long-term conditions have been reviewed and are up to date, ensuring prescriptions are processed safely and efficiently.

Scope

This practice protocol applies to all practice nurses/ pharmacists involved in the monitoring patients with long-term conditions. All practitioners must work within their scope of competence.

Recent restrictions prevent non-prescribing practice nurses from adding any *new* medication onto patients' medication records. This protocol applies to patients' current medication i.e. medication that they have already been prescribed and is on the patient's current medication list. Non-prescribers are able to review and reauthorise these medications.

Reauthorising Repeat Prescriptions for Long-Term Conditions

Patients are reviewed for their long-term conditions at least annually. The length of time before the next review/ follow-up is determined by the practice nurse/pharmacist reviewing the patient.

Stable Patients

Patients who are stable on their medication, meeting all their targets and blood monitoring is all normal, are often only seen once a year. In this case, medication can be reauthorised on their repeat prescriptions to cover a 12-month period until their next review.

Patients are often prescribed monthly, 2-monthly or 3-monthly prescriptions. The number of repeats can be authorised for 12 months, depending on the quantity of medication prescribed. Select the medications corresponding to the long-term conditions that you have been reviewing and reauthorise them accordingly.

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The process of reauthorising repeat medication is as follows:

Medications may have different repeat reauthorisation if they were started at different times. Highlight *all* the medications that you have reviewed for reauthorisation so they will all have a constant future reauthorisation date and click the 'Reauthorise' icon.

The screenshot shows the EMIS Web Health Care System interface for a patient named HOUSE, Mick (Mr), born 24-Feb-1938 (86y), Male, NHS No. Unknown, Usual GP: NABL, Shaba (Dr). The 'Current' tab is active, displaying a list of repeat medications. The table below shows the details of these medications, including their names, dosages, and the last issue date and number.

Drug / Dosage / Quantity	Usage Current / Average	Last Issue Date / Authoriser	Last Issue Number / Method
Repeat			
A Aspirin 75mg dispersible tablets One To Be Taken Each Day felyng to prevent blood clots and protect the heart, 56 tablet		27-Sep-2024 NABL, Shaba (Dr)	2 of 2 Print
B Atorvastatin 80mg tablets One To Be Taken Each Day (to help prevent recurrent heart attack), 56 tablet		27-Sep-2024 NABL, Shaba (Dr)	2 of 2 Print
C Bisoprolol 1.25mg tablets One To Be Taken Each Day for heart and blood pressure, 56 tablet		27-Sep-2024 NABL, Shaba (Dr)	2 of 1 Print
D Metformin 500mg tablets Two To Be Taken Twice A Day with or after food for diabetes, 224 tablet	Altered	27-Sep-2024 NABL, Shaba (Dr)	2 of 1 Print
E Ramipril 5mg capsules One To Be Taken Each Day for blood pressure and heart, 56 capsule		27-Sep-2024 NABL, Shaba (Dr)	2 of 1 Print

Below the medication list, there is a section for 'Allergies' with the following text: Adverse Reaction to AMOXICILLIN 250mg capsules (Synergy code: e311.), H/O: drug allergy, Adverse Reaction to PENICILLIN (Synergy code: e153.), [X]Statin causing adverse effect in therapeutic use, Adverse Reaction to amoxicillin sugar free syrup 125mg/5ml (Synergy code: e32k.), H/O: erythromycin allergy, Drug reaction: ACE inhibitor, Drug reaction: antiBiotic, Anaphylactic shock, [X]Spicy/cheese causing adverse effects in therapeutic use, ... test

At the bottom right, there is a 'MOUSE: Mick (Mr)' window with a list of alerts: Pulse Rate & Rhythm required, Epilepsy Med review needed, Diary Entry Due (Ardens), Safety net symptom alert (Ard..., QOF Analyser (Ardens), Patient Info Analyser (Ardens).

This will open a new window with the drugs that are to be reauthorised. If the patient is stable and will only be reviewed again in 1 year, then add in the number of medication issues to last for 12 months i.e. if a patient has been issued 2-monthly prescriptions, then the number of issues will be 6, if 3-monthly then 3, and if monthly then 12. Click 'Authorise all' and 'OK'.

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Reauthorise Medication

Authorising Clinician: NABI, Shaba (Dr) Authorise All Number of issues (all): 6

Aspirin 75mg dispersible tablets One To Be Taken Each Day lifelong to prevent blood clots and protect the heart 56 tablet

Type: Repeat Number of issues: 2

Issue Duration: 56 days Review Date (optional): dd-MMM-yyyy

Variable use Authorise

Atorvastatin 80mg tablets One To Be Taken Each Day (to help prevent recurrent heart attack) 56 tablet

Type: Repeat Number of issues: 2

Issue Duration: 56 days Review Date (optional): dd-MMM-yyyy

Variable use Authorise

Bisoprolol 1.25mg tablets One To Be Taken Each Day for heart and blood pressure 56 tablet

Type: Repeat Number of issues: 1

Issue Duration: 56 days Review Date (optional): dd-MMM-yyyy

Variable use Authorise

Metformin 500mg tablets Two To Be Taken Twice A Day with or after food for diabetes 224 tablet

Type: Repeat Number of issues: 1

Issue Duration: 56 days Review Date (optional): dd-MMM-yyyy

Variable use Authorise

Ramipril 5mg capsules One To Be Taken Each Day for blood pressure and heart 56 capsule

Type: Repeat Number of issues: 1

Issue Duration: 56 days Review Date (optional): dd-MMM-yyyy

Variable use Authorise

OK Cancel

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This will update the number of issues for each medication. Press 'OK'.

The number of medication issues will be updated on the patient's medication list to cover 12 months.

Drug / Dosage / Quantity	Usage Current / Average	Last Issue Date / Authoriser	Last Issue Number
Repeat			
A Aspirin 75mg dispersible tablets One To Be Taken Each Day lifelong to prevent blood clots and protect the heart, 56 tablet		27-Sep-2024 NABI, Shaba (Dr)	0 of 6 Print
B Atorvastatin 80mg tablets One To Be Taken Each Day (to help prevent recurrent heart attack), 56 tablet		27-Sep-2024 NABI, Shaba (Dr)	0 of 6 Print
C Bisoprolol 1.25mg tablets One To Be Taken Each Day for heart and blood pressure, 56 tablet		27-Sep-2024 NABI, Shaba (Dr)	0 of 6 Print
D Metformin 500mg tablets Two To Be Taken Twice A Day with or after food for diabetes, 224 tablet	Altered	27-Sep-2024 NABI, Shaba (Dr)	0 of 6 Print
E Ramipril 5mg capsules One To Be Taken Each Day for blood pressure and heart, 56 capsule		27-Sep-2024 NABI, Shaba (Dr)	0 of 6 Print

Finally, if the patient is not on any other medication, and all the long-term conditions have been reviewed, click the 'Regime Review Date' at the bottom of the medication screen, and 'Medication review with patient'. This will automatically update the review for 12 months' time.

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Medication Regime Review Date

Current Patient Review: 27-Sep-2024

Medication review (282653015)
Medication review with patient (137851000000113)
Medication review of medical notes (158421000000116)
None

Next Patient Review Date or Duration: 28-Sep-2025

OK Cancel

Regime Review Date: 18-Aug-2012 (Remove)
(Reminder Sent On 22-Feb-2024)

Exemption Expiry Date

Regime Review Date: 28-Sep-2025 (Remove)

Exemption Expiry Date

If you think that the patient needs a review earlier than 12 months, then update the number if issued accordingly for 3 months or 6 months and remember to update the number of medication issues at the next review.

If the patient is on medication that you have not reviewed, then reauthorise the medication you have reviewed only.

If there is only a specific medication that you would like to review earlier, then reauthorise all the other medication and endorse the medication you would like to review with a specific date as follows:

Select the medication that you would like to review earlier, and press 'Edit' on the icon above or by right clicking your mouse to open the menu.

Click on the arrow to open 'Optional Prescription Information'.

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Click the box 'Review Date' and type in the date that you would like to review this medication and update the medication.

This will endorse only this medication with the date you would like to review it. Once reviewed, the box can be unticked and will no longer appear.

Bisoprolol 1.25mg Tablets One To Be Taken Each Day for heart and blood pressure, 56 tablet	Review Date	30-Dec-2024	27-Sep-2024 NABI, Shaba (Dr)	0 of 6 Print
Metformin 500mg Tablets Two To Be Taken Twice A Day with or after food for diabetes, 274 tablet	Review Date		27-Sep-2024 NABI, Shaba (Dr)	0 of 6 Print

Version Control

Date	Version	Author	Change Details
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Dec 2024	1.0	S Mohamed	Created SOP