

Setting up users on SystemOne

It is important that all users should be correctly set up in SystemOne. Incorrect set up may stop staff running reports, electronically signing prescriptions / tokens, and printing tokens

- Ensure the user's Smartcard is valid and has the correct access
- Ensure the user set up within SystemOne is correct for each user

SystemOne – GP Locum Set Up to enable the signing of EPS Prescriptions

When a **Locum** uses SystemOne within a practice, it is important to ensure that they are set up correctly in order to be able to sign EPS prescriptions

Staff Preferences

- Within the Global Settings tab make sure that the Locum's GMC number is recorded

Professional Details

National ID	<input type="text" value="GMC"/>	<input type="text" value="2467845"/>
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- Within the Local Settings tab make sure that the 'Using PPA ID' option is recorded to do this:
 - Click on **Set** and a list of staff members with a PPA ID already recorded will be shown. Select the user who's PPA ID the locum is to use (i.e. the lead practitioner) and click OK

Using PPA ID	<input type="text" value="236589, from Dr Elsie Boxall-Rayner"/>	<input type="button" value="Set"/>	<input type="button" value="Clear"/>
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Smartcard Role

To enable the Locum GP to digitally sign prescriptions they need the correct prescribing rights on their Smartcard. To check this, select the user within **Organisation preferences** and within the **Local Access Rights** tab, check that the **Digitally sign prescriptions** option is ticked

Global Settings | Local Settings | **Local Access Rights** | Skill Sets

Prescribing

- Repeat Prescriber - can issue repeat templates
- Repeat Reauthoriser - can reauthorise repeats
- Community Practitioner Nurse Prescriber - can prescribe from t
- Independent Prescriber - can prescribe as a GP, Nurse or Phar
- Supplementary Prescriber - can prescribe any medication (with
- Owns a Doctors Bag - allows drug stock to be transferred to tl
- Formulary Manager - can configure drug and Read code formu
- Digitally Sign Prescriptions - can digitally sign prescriptions
- Perform ETP Cancellations - can perform ETP cancellations

- If this is not the case, the Locum's Smartcard may need to be updated to include the Independent Prescriber rights code, which is B0420
- If running reports is required, from the Data Gathering section ensure Run Reports (B0540) is available and ticked

- If any of these access rights are missing, please use local RA arrangements to ensure that the relevant codes can be added to their Smartcards. (*NB if a user has only B0278 – perform prescription preparation – they will still have a tick in Independent prescriber, but not digitally sign. They will not be able to sign EPS prescriptions)

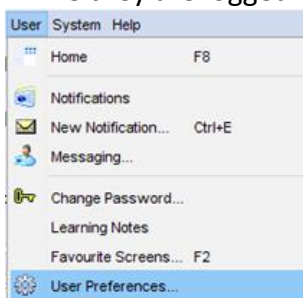
Prescribers can use the link below to ensure there are no invalid certificates present on their Smartcard, which can prevent EPS signature: <http://nww.hscic.gov.uk/eps/cardexaminer/start.html>

GP Locum's User Preferences

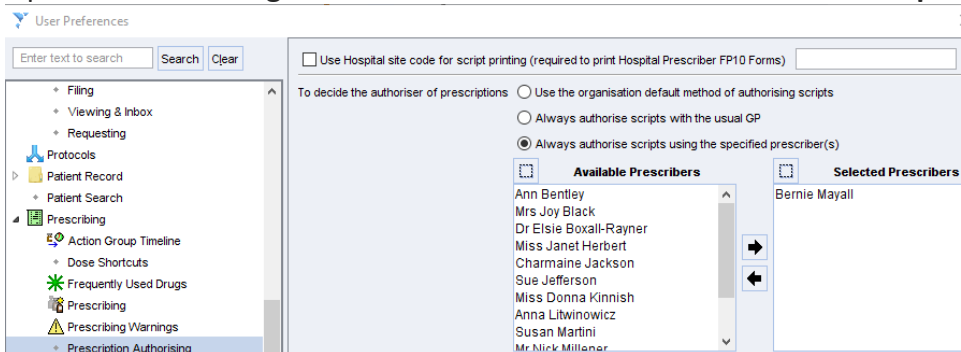
Once a GP Locum has logged on to SystemOne, if they are still unable to sign EPS prescriptions, it may be worth checking their Prescription Authorising User Preferences. Whether this needs to be changed will depend on what the Organisation preference for Prescription Authorising has been set up as

How to check the Locum's Prescription Authorising User Preferences:

- While they are logged in access **User** on the main menu then select **User Preferences**.



- Open the **Prescribing** folder in the left-hand column and select **Prescription Authorising**

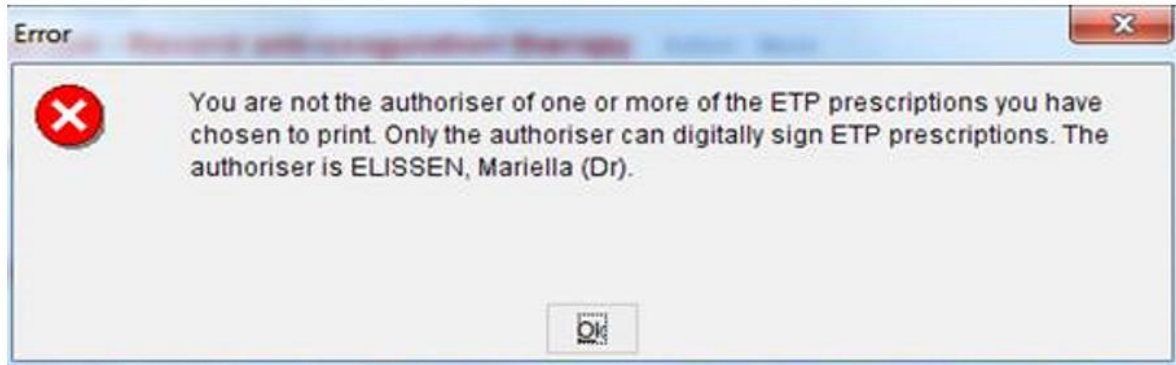


- From here select either **always authorise scripts with the usual GP** or **always authorise scripts using the specified prescriber(s)** as appropriate.

Note: You may need to try each of these options to see which ones works, as it does depend on which Organisation Preferences for Prescription Authorising is used

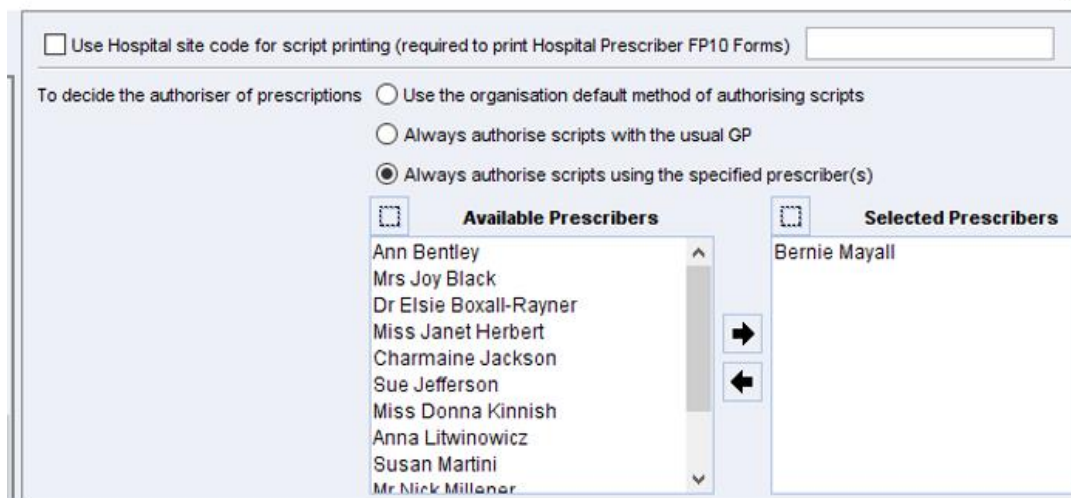
Authorisation Issues

If a User is unable to authorise a prescription / token a warning message (below) may display on screen



1. Check if the user has logged completely out of SystmOne since Phase4 was enabled. If not, log user completely out of system and log back in again
2. Check the user's settings

User/User Preferences /Prescribing/Prescription Authorising



Options:

- Use the Organisation default method
- Authorise with the Usual GP
- Authorise using specified prescriber(s)**

A User Preference setting will override the Organisation Preference setting, if not set to 'Use the Organisation default'.

If the Organisation Preference is set to auto-calculate: *(recommended option for EPS)*

- Signing users can leave their User Preference set to **'Use organisation default'**, as when issuing it will apply their name (or the owner of the PPA ID they are 'using') as the authoriser
- Admin /non-signing users should set their User Preference to 'Usual GP' or 'specified prescriber(s)'

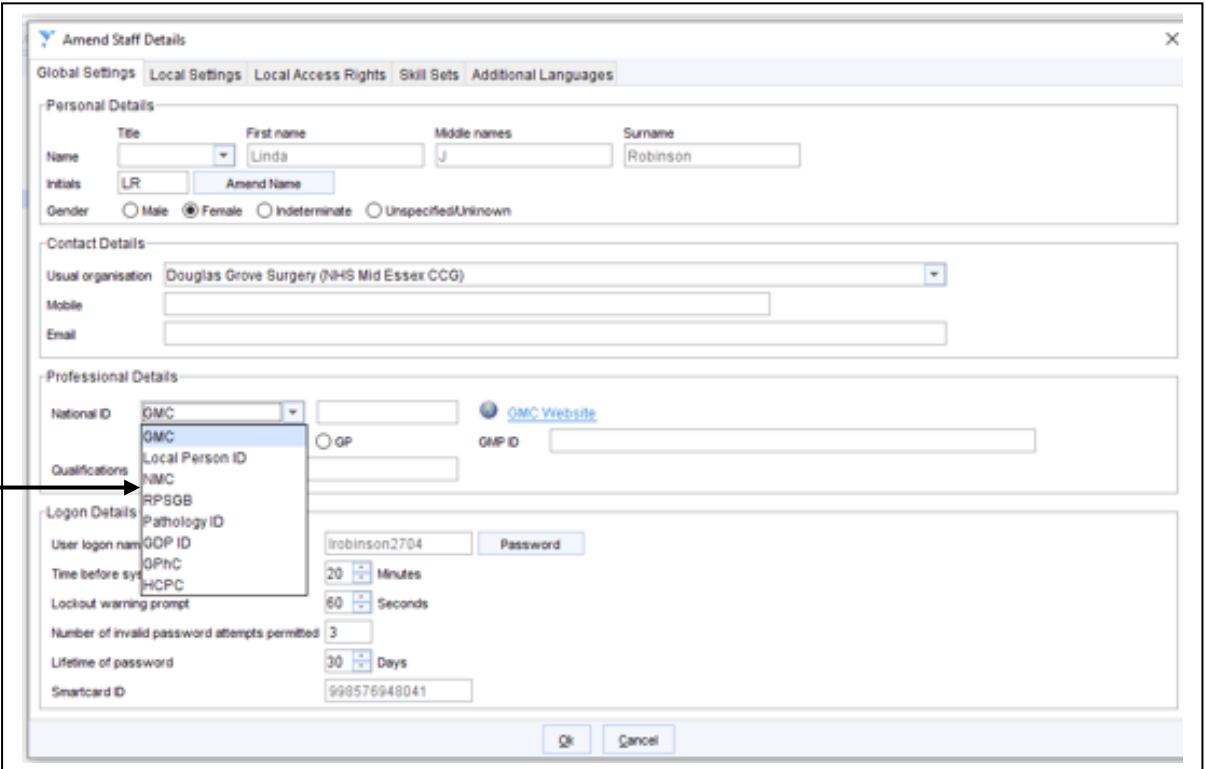
If the Organisation Preference is not set to auto-calculate:

- Signing users may need to change their User Preference to 'authorise using specified prescriber' - choosing themselves (or the owner of the PPA ID they use), otherwise if the patient's Usual GP does not match their PPA ID it may cause difficulties when trying to Sign Now (e.g. acute prescriptions)

SystemOne – NMP Set Up to enable the signing of EPS Prescriptions

Follow the instructions above but ensure you change the National ID

Change National ID to reflect correct prescriber



The screenshot shows the 'Amend Staff Details' form with the following fields:

- Personal Details:** Title, First name (Linda), Middle names (J), Surname (Robinson), Initials (LR), Gender (Female selected).
- Contact Details:** Usual organisation (Douglas Grove Surgery (NHS Mid Essex CCG)), Mobile, Email.
- Professional Details:** National ID (OMC selected), Qualifications (RPSGB, Pathology ID), GP (selected), GMP ID.
- Logon Details:** User logon name (lrobinson2704), Password, Time before sys (20 Minutes), Lockout warning prompt (60 Seconds), Number of invalid password attempts permitted (3), Lifetime of password (30 Days), Smartcard ID (998576948041).