

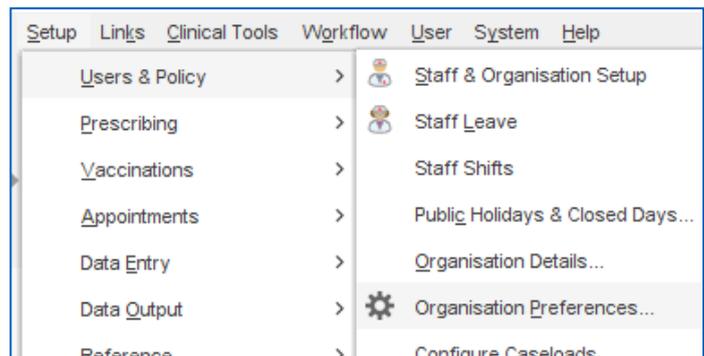
Dorset Formulary in SystemOne

This document shows how to set the Dorset Formulary as the default for prescribing and some hints and tips around its use, following a successful pilot.

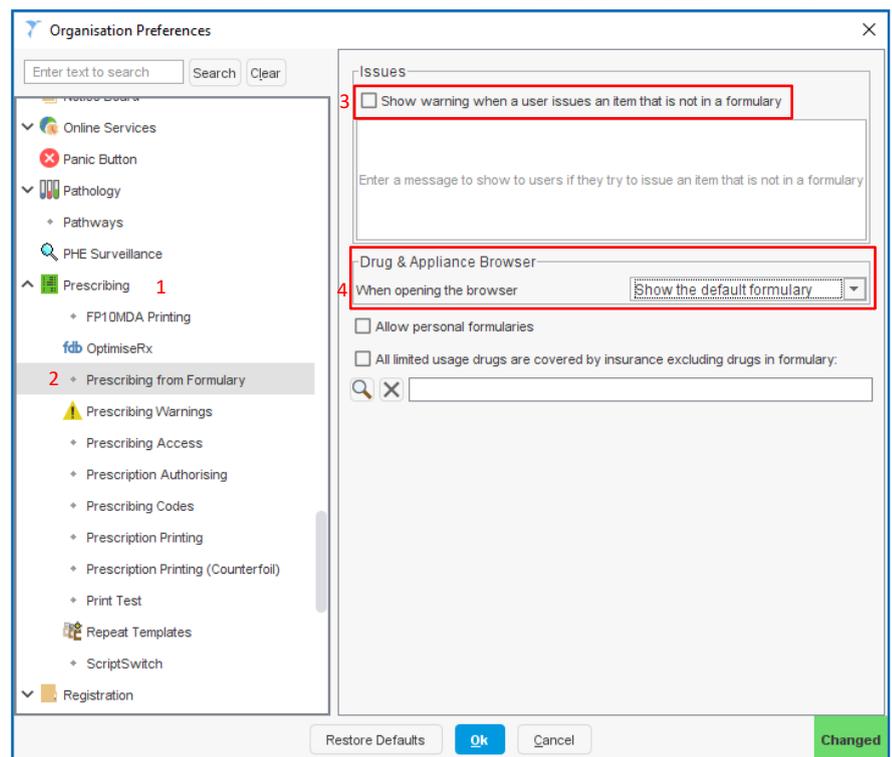
Note: The Pilot raised a few areas to be aware of, these are listed at the end of this guide on page 3.

Setting Organisation Preferences

- Click **Setup**
- Select **Users & Policy**
- Select **Organisation Preferences**



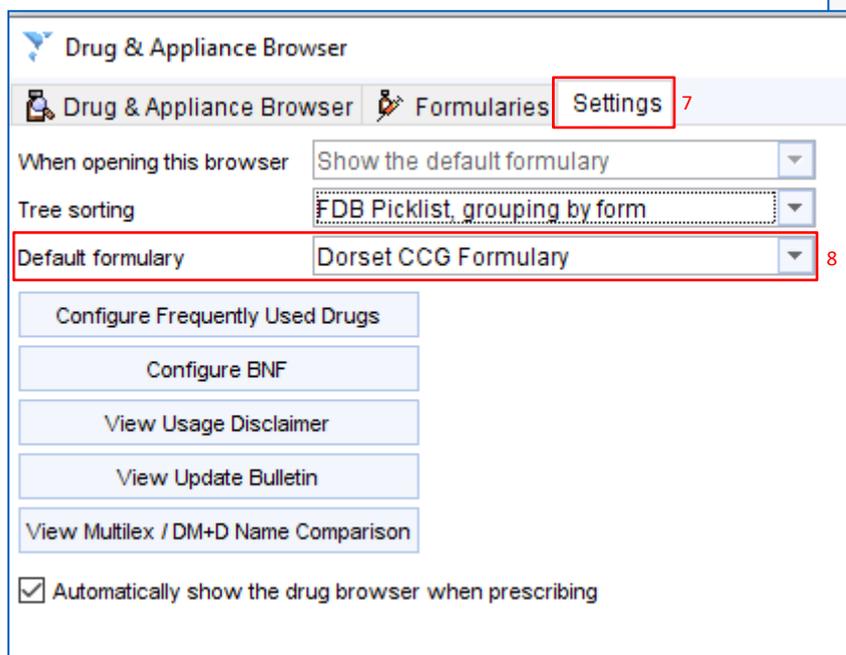
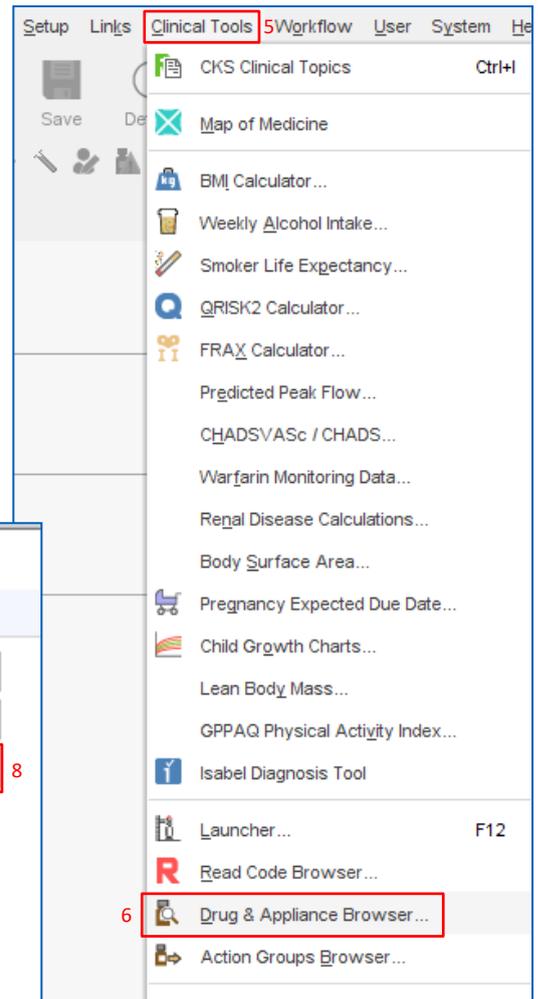
- Open the **Prescribing** folder in the tree (1)
- Select **Prescribing from Formulary** (2)
- We recommend ticking **Show warning when a user issues an item that is not in a formulary** (3) and add a message in the box below the tick to suggest staff use the Dorset CCG Formulary
- Select **Show the default formulary** from the **When opening the browser** dropdown list (4)
- Click **Ok**



Setting The Default Formulary

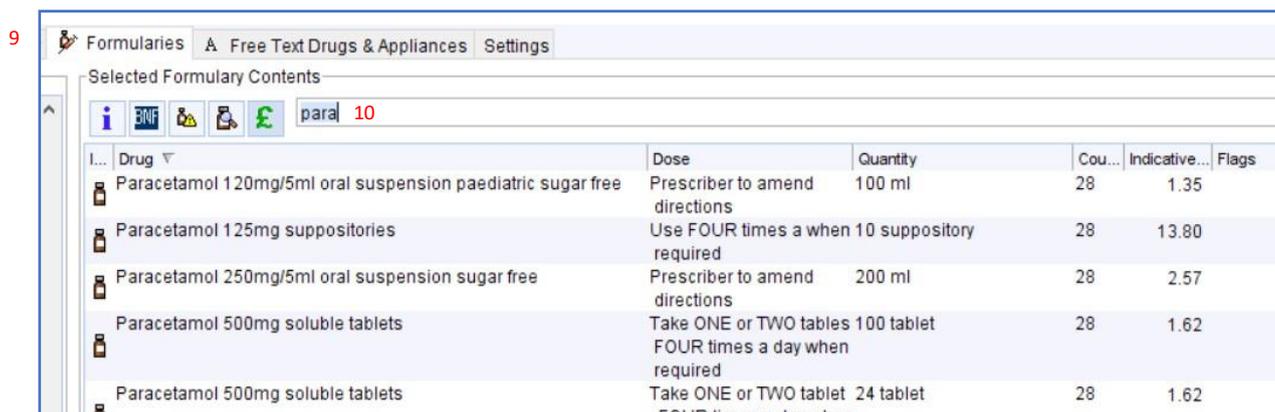
Note: This is *user specific* and would need to be completed by each member of staff that adds medications to records.

- Select the **Clinical Tools** menu (5)
- Select **Drug & Appliance Browser** (6)
- Select the **Settings** tab (7)
- Select **Dorset CCG Formulary** from the **Default formulary** dropdown list (8)
- Click **Close** at the bottom of the window



Using the Formulary – Finding Medication

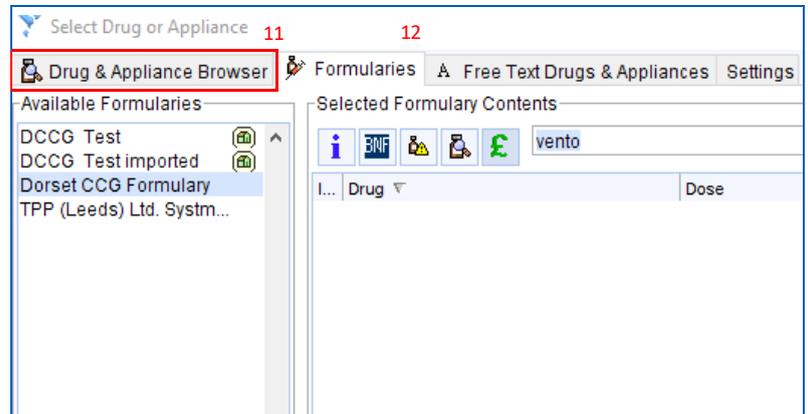
Once the user has set the Default formulary, when prescribing, the **Formularies** tab (9) will automatically be selected, allowing them to search (10) *just* the Dorset CCG Formulary for the item.



Medications Not Found

To find an item that is not listed in the Dorset Formulary, e.g. as a branded item but you can only remember the generic name:

- From the **Select Drug & Appliance** window
- Select the **Drug & Appliance Browser** tab (11)
- Search for the branded item, note the generic name
- Re-select the **Formularies** tab (12)
- Search for the generic item



Notes:

1. **Warnings when there are multiple formularies (including local or Ardens formularies):** The Organisation Preference to set a warning when prescribing off-formulary says: 'Show a warning when a user issues an item not in a formulary'. This does not specify which formulary should be used or that triggers the warning.

This means that if you have a *local* or alternative formulary, e.g. Ardens, in your Unit of SystemOne (in addition to the Dorset CCG Formulary) and a user issues from this alternative formulary they **will not get a warning** because they are using a formulary, even though it is not the Default formulary. You cannot specifically set a warning just for not using the Dorset CCG formulary when you have more than one formulary.

2. **User Preferences**

You cannot check that a user has set their preference to use the Default formulary of 'Dorset CCG Formulary', so if your Practice intends to use the CCG formulary, staff may need some assistance to follow the above guide and to ensure that everyone has selected this as their Default.

If you have any questions or require assistance with setting up SystemOne to use the Dorset CCG formulary, please email it.training@nhsdorset.nhs.uk and one of the team will contact you.