Appendix 1: Procedure for the use of HBPs - version 1.2 2019

The associate Directors of Pharmacy (ADOPs) to be informed of any proposed applications for services to use HBP. Inform the Medicines Management Teams of expected application

Approval for new HBP form obtained from relevant Drug and Therapeutics Sub Committee-appendix 3

Clinical Pharmacist obtains cost code from service management accountant

Clinicians and Pharmacists

Prescribers wishing to prescribe on HBP complete ISD (HBP) 1 and then send to the relevant Medicines Management Team (appendix 4)

The relevant Associate Director of Pharmacy authorises request for Clinicians and Pharmacists

The ISD (HBP)1 forms are sent by the relevant Medicines Management Team to ISD to enable HBP prescriber codes to be allocated

PSD HBP order forms are completed by the Clinicians and/or Pharmacists and sent to the Procurement Department, Central Stores. Appendix 5

Procurement Department receives HBP order form, orders the pads from ISD then issues HBP prescription pads directly to prescribers.

The Clinical Pharmacist for the team, the relevant Medicines Management Team and the Finance Department should always be informed about new prescriber codes. Medicines Management, Procurement, Central Stores and the Finance Department all hold lists of prescribers and associated codes.

Nursing

The ISD form is completed on behalf of the non medical prescriber by the relevant department of nursing (appendix 4)

The relevant Nurse Prescribing Lead authorises Nursing and AHP (REAS only) requests

The ISD (HBP)1 form is sent by the relevant Department of Nursing to ISD to enable an HBP prescriber code to be allocated

PSD HBP order forms are completed by the relevant Department of Nursing and sent to the Procurement Department, Central Stores. Appendix 5

Procurement Department receives HBP order form, orders the pads from ISD then issues HBP prescription pads to the appropriate department of nursing for distribution using local processes

Prescribers prescribe medicines for the patient

Duplicate copy of prescription filed in patient’s notes

Community Pharmacists dispense the medicines and submit HBPs to the Prescription Pricing Department, ISD for processing

HBP medicines charged to prescriber code

Clinical pharmacist monitors and reports on prescribing quarterly