

Hospital based prescriptions for dispensing by Community Pharmacy

Purpose of this procedure:

To define the process to ensure the appropriate use of hospital based prescriptions (HBP) by clinicians and non-medical prescribers within the hospital setting for dispensing at a community pharmacy.

The Procedure:

- 1 Request of a new clinical service/indication to use HBPs (*see also Appendix 1*)**
- 1.1 The Associate Directors of Pharmacy (ADOPs) should be informed about any proposed applications from services to use HBPs. HBPs can be used for supply of medicines for outpatients in appropriate situations (e.g. specialist medicines that cannot be prescribed by GPs but can be supplied via a community pharmacy; emergency circumstances to support a plan for service resilience). Alignment with national tiered services will be considered as part of this process. The ADOPs will then inform the appropriate Medicines Management Teams about the expected applications.
- 1.2 Services wishing to use HBPs to prescribe medicines should seek approval from the relevant Drug and Therapeutic Sub Committee. (*Appendix 2*). This application form covers all Clinicians and Non-Medical Prescribers within the service. Where possible, details of the medicines to be prescribed and predicted expenditure should be included on the form. Where this is not possible, justification for prescribing on HBPs should be provided including a description of the patient group, the remit of service in terms of prescribing and an estimated average cost of medicines per patient. The relevant Medicines Management Team will monitor and report on drug usage and expenditure. If the service or the medicines being prescribed significantly change then a further application to the relevant Drug and Therapeutics Committee may be required.
- 1.3 Once the relevant Drug and Therapeutics Committee has approved the request, the Clinical Pharmacist for the service wishing to use HBPs is required to liaise with the appropriate management accountant to obtain a cost code.
- 1.4 Each service wishing to prescribe on HBPs is required to complete the Information Services Division (ISD) (HBP) 1 application form to obtain approval and a prescribing code (*see Appendix 3 for example. Follow this link for each application - [Prescriber Codes Application](#)*). Clinicians within a service can share prescriber codes and HBP pads. Non-Medical Prescribers must obtain an individual prescriber code and personal HBP pad as specified in the [NHSL Non-Medical Prescribing Framework](#). The Clinical Pharmacist for the service and the relevant Pharmacy Medicines Management Team should always be informed about any new prescriber codes.

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- 1.5 Once the prescriber code has been obtained from ISD, the HBP order form should be completed to obtain prescription pads (see *Appendix 4 for example. Follow this link for each application* [Prescription Form Ordering](#)). Completed forms should be sent Procurement Department, Central Stores, SupplyChainPCFORMS@nhslothian.scot.nhs.uk and not to the pre-printed address on the top of the form. Procurement department provides a central point of ordering and receipt for NHS Lothian.
- 1.6 The HBP order form has a section for annotating the approved delivery address for the HBP pads which should be detailed as 'The Procurement Department, Central Stores, RIE'. On receipt of the prescription pads, procurement will then forward them to the address detailed on the original ISD(HBP)1 prescriber code application form'.
- 1.7 HBP pads should be ordered in multiples of 4. Follow this same process for re-ordering of HBP pads.
- 1.8 **Depending on profession and location of prescribing, follow the subsequent process as detailed below. A robust process should be in place within each professional body to check the individual has the required qualifications and registration to prescribe.**

Clinicians and Pharmacist Non-Medical Prescribers

- 1.9 Submit the completed ISD(HBP)1 form(s) to the appropriate Pharmacy Medicines Management Team. The Medicines Management Team will send the ISD (HBP) 1 application form to the appropriate Associate Director of Pharmacy (an authorised Health Board signatory) to authorise the request. Once authorised, the Medicines Management Team will then send the request to Information Services Division (ISD) to enable an HBP prescriber code to be allocated.
- 1.10 For Clinicians the HBP order form needs to be completed by a nominated Clinician for the service. For Pharmacist-Non Medical Prescribers, HBP order forms require to be completed for every prescriber (See Appendix 4 for example; follow this link for application [Prescription Form Ordering](#)).
- 1.11 HBPs will be issued directly to Clinicians and Pharmacist Non-Medical Prescribers from the RIE Procurement Department, Central Stores.

Nursing and Allied Healthcare Professionals Non-Medical Prescribers – Acute Division

- 1.12 The process is managed and coordinated by the Lead Nurse for Non Medical Prescribing (Acute) (an authorised Health Board signatory). Use the email address below to obtain authorisation for and receive an ISD prescriber code:
acutenonmedicalprescribing@nhslothian.scot.nhs.uk

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- 1.13 The ISD (HBP) 1 application form (*Appendix 3*) and the HBP order form (*Appendix 4*) are completed by the assistant to the Lead Nurse For Non Medical Prescribing (Acute) on behalf of Nurses. The HBP pads are delivered via RIE Procurement Department, Central Stores to the associate Director of Nursing offices and distributed thereafter using local procedures.
- 1.14 Allied health professionals (AHP) in the acute division wishing to prescribe on HBPs should contact the AHP Director for advice.

Nursing and Allied Healthcare Professionals Non-Medical Prescribers- Royal Edinburgh and Associated Services

- 1.15 The process is managed and coordinated by the Prescribing Lead (an authorised Health Board signatory) at the Department of Practice Nursing / Nurse Prescribing. Contact this Department to obtain authorisation for and obtain an ISD prescriber code. nmahp.prescribing@nhslothian.scot.nhs.uk.
- 1.16 The ISD (HBP) 1 application form (*Appendix 3*) and the PSD HBP order form (*Appendix 4*) are completed by the personal assistant for the Department of Practice Nursing / Nurse Prescribing on behalf of Nurses and AHP. The HBP pads are delivered via RIE Procurement Department, Central Stores to the Department of Practice Nursing / Nurse Prescribing and distributed thereafter using local procedures.
- 1.17 Supporting information and guidance can also be found on the intranet in the section titled Non-Medical Prescribing- Primary Care/REAS and via the following link. [Non-medical Prescribing Intranet page](#)

2. Prescribing

- 2.1 Prescriber codes for HBPs will be issued for Clinicians and named Non-Medical-Prescribers, linked to clinical location. The accountability for prescribing lies with the Clinical lead/Consultant for the relevant speciality/cost centre.
- 2.2 Prescribed medicines should, where possible, be those recommended in the Lothian Joint Formulary (LJF) (www.ljf.scot.nhs.uk). The main aim of the LJF is to promote safe, effective, and economic prescribing in both hospital and general practice. The medicines included provide appropriate treatment for the vast majority of patients. Use of the formulary will ensure seamless prescribing for patients between general practice and hospital, and minimise supply problems.
- 2.3 A common sense approach is advised for those occasions when *non-formulary* drugs are required for patients. Non-formulary drugs are both appropriate and justifiable when there are contra-indications to formulary drugs or when patients require further medicines in addition to the recommended first and second choice drugs. The key to agreement in these

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cases is clear communication between primary and secondary care and explanation of the reasons why this is necessary.

- 2.4 The need for immediate supply must be considered, i.e. should the patient receive a prescription (treatment is required within a time frame that would not allow a prescription to be issued from a GP surgery), or can supply wait until the patient can obtain a prescription from their GP.
- 2.5 Prescribers must restrict the prescribing of medicines on HBPs to their own specialist therapeutic area. Non-Medical Prescribers must only work within their own level of competence and professional expertise, and according to their professional code of conduct and as per guidance laid out in NHS Lothian Safe Use of Medicines Policies and Procedures, and [NHSL Non-Medical Prescribing Framework](#)
- 2.6 Length of prescription supply is governed by sensible patient management, and should fit in with review. Specific examples are:
 - Short course of treatment, e.g. antibiotics
 - Initiation of a newly prescribed medicine, which the GP can continue immediately thereafter
 - Newly prescribed medicine which the specialist will review and the GP will continue in the longer term.
 - Treatment which the specialist would like reviewed.
- 2.7 Prescribers **must** communicate details of the prescribed medicines to the patient's GP, and a clear statement indicating when prescribing is likely to be transferred to the GP (in line with Shared Care Agreements if one exists).
- 2.8 After prescribing on a HBP the duplicate copy of the prescription should be filed in the patient's notes, including scanned into electronic notes where appropriate.

3 Dispensing (Community Pharmacy)

- 3.1 The medicines are dispensed by community pharmacists and the HBPs submitted to the Practitioner Services Division (PSD), NHS National Services Scotland, for processing. They are charged, as are GP10s, back to the prescriber as per the details/code stamped on the prescriptions
- 3.2 The need for a compliance aid to be issued will be considered on an individual patient basis.
- 3.3 See also 4.3 and 4.4 below.

4 Budgetary and Tracking aspects

- 4.1 Specific budgets for HBP use, associated with the service, should be established. The specific budget code can be obtained from the management accountant for that service.

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- 4.2 The cost of HBPs is charged to the relevant specialist service budget, secondary care.
- 4.3 Drug costs may be different when dispensed in community pharmacy, but named prescriber/named patient prescriptions, e.g. GP10s, HBPs, are exempt from VAT.
- 4.4 Prescriptions dispensed by community pharmacists may incur additional fees.
- 4.5 Information Services Division (ISD) produces monthly total cost reports on the use of HBPs. These are sent to NHS Finance departments and in some cases to individual prescribers. Level 2 reports detailing drug items prescribed are also available. The Practitioner Services Division (PSD) also maintains a database of valid HBP prescriber codes. Specific information may be able to be extracted from the database on request.
- 4.6 Regular reports by prescriber code, linked to location, items and expenditure will be co-ordinated by the relevant Medicines Management Teams. The service and the designated Clinical Pharmacist will monitor appropriate use of HBPs and are required to report any anomalies.
- 4.7 HBP expenditure is also reported to the relevant Drug and Therapeutic Sub Committee.

5 Risk management

- 5.1 A list of prescribers approved through this process to use HBPs and their associated prescriber codes will be held by the Pharmacy, Procurement and Finance departments.
- 5.2 Prescribers are responsible for the safekeeping and secure storage of HBPs in their possession. A robust procedure for signed delivery, receipt, issuing and tracking of prescriptions should be in place. The prescriber / service should keep a receipt log for all prescriptions detailing the date received, quantity and serial numbers. The prescriber details should be checked and verified against any order. HBPs should be locked in a secure place with restricted access to keys, when not in use.
- 5.3 Information on the National Services Scotland (NSS) website (www.nnhsnss.org) allows you to anticipate when an order should be expected. [Prescription form ordering - NSS](#)
- 5.4 If the orders do not arrive within 6-8 weeks of the due date, the person who ordered the HBP pads should contact RIE Procurement Department, Central Stores to enquire about the order and escalate further if necessary. Prescribers should refer to 'NSS Security of Prescription Form Guidance' for more detailed recommendations for the secure storage and processes for dealing with the loss or potential theft of prescriptions (available direct from NSS).

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- 5.5 The NHS Lothian Framework for Non-Medical Prescribing also contains advice regarding the security of prescription pads. [NHSL Framework for Non-Medical Prescribing](#)
- 5.6 Any anomalies in prescribing identified by the Clinical Pharmacist should be reported as appropriate to the Medicines Management Team and to the relevant Nurse Prescribing Lead, the Allied Healthcare Professional Director or the Clinical Director/Medical Director and the Associate Director of Pharmacy for discussion and action.
- 5.7 The Medicines Management Team and the relevant Nurse Prescribing Lead/Allied Healthcare Professional Director should be informed immediately of any HBP codes which are no longer in use. Old and redundant HBP pads should be destroyed as per locally agreed processes.
- 5.8 The Medicines Management Team should inform e-Vadis of old and redundant HBP prescribing codes.

6 Monitoring and Audit

- 6.1 An audit of the use of HBPs is desirable, to track how they are being used and to identify patterns of prescribing.
- 6.2 Monitoring of the expenditure and prescribing trends related to HBP prescribing are monitored continuously by Pharmacy and finance.

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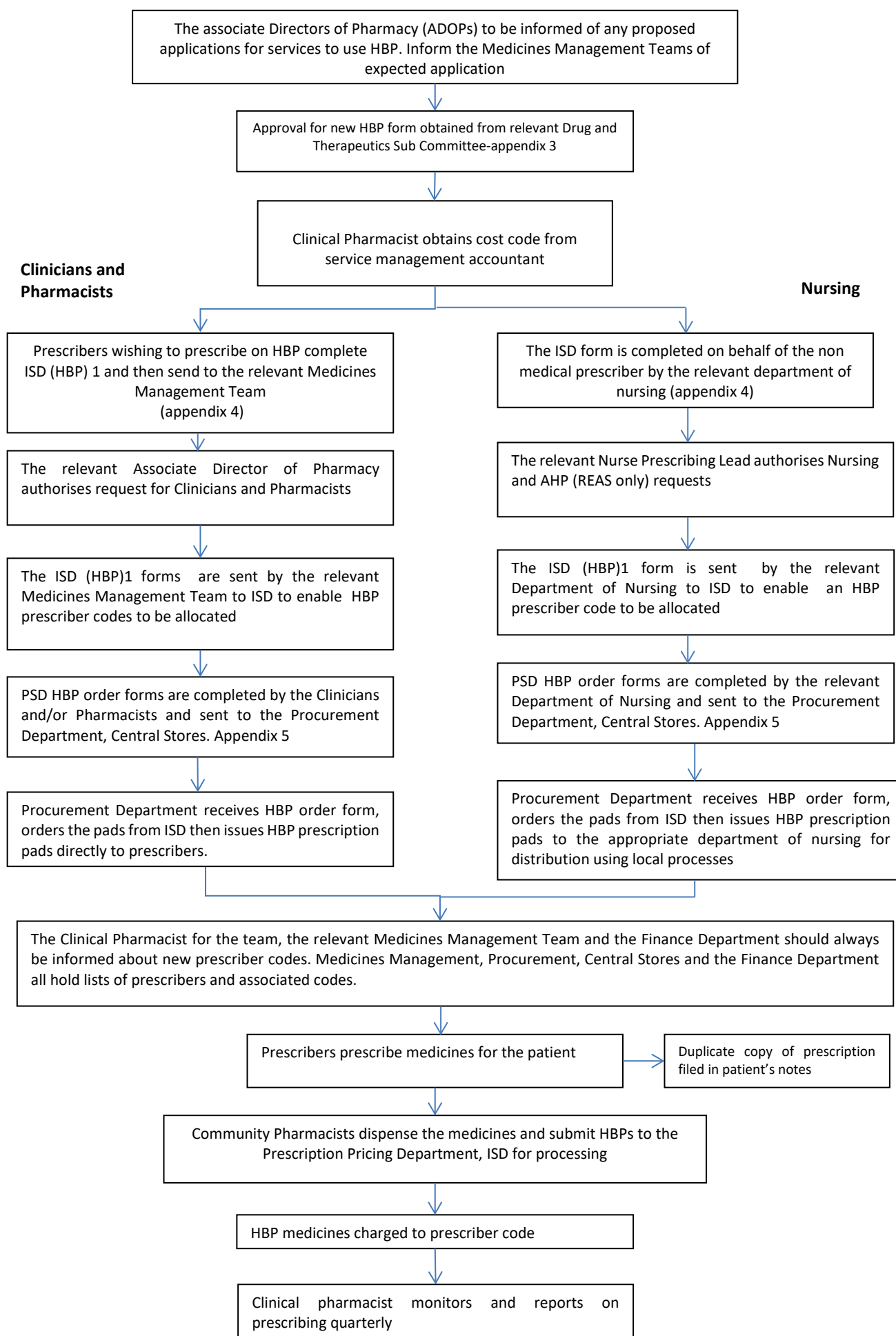
Associated materials/references:

This procedure should be used in conjunction with the Lothian Hospital Based Prescription Policy

References:

1. Lothian Primary Care NHS Trust, Policy on the use of Hospital Based Prescriptions (HBPs) 17 June 2003 and 3rd June 2016.
2. <http://www.isdscotland.org>, accessed November 2017.
3. NHS Lothian Framework for Non-Medical Prescribing 2017 available at [NHSL Framework for Non-Medical Prescribing](#)
4. <https://nhsnss.org>, accessed November 2017.
5. <http://intranet.lothian.scot.nhs.uk/Directory/NonMedicalPrescribing/Pages/default.aspx>
6. NHS Lothian Safe Use of Medicines Policy and Procedure available at [NHSL Safe Use of Medicines Policy and Procedure](#)
7. Practitioner Services, NHS National Services Scotland, Security of Prescription Forms Guidance, July 2014. Available on request from NHS NSS (NSS.psd-pscriber-statnry@nhs.net)

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



HBP Application Form Drug and Therapeutics Sub Committee**HOSPITAL BASED PRESCRIPTION (HBP) APPLICATION FORM**

This form should be completed to provide the Drug and Therapeutics Sub Committee with information to allow consideration for approval of a Service to prescribe medicines via Hospital Based Prescriptions. For information regarding Hospital Based Prescriptions please read NHS Lothian Procedure for Hospital Based Prescriptions for dispensing by Community Pharmacy.

Name and brief description of the Service:

Section 1: Background Information

Hospital site(s) that will prescribe on HBP:

Outpatient area/speciality:

Responsible consultants(s):

Where possible detail the medicine(s) to be prescribed including brand and manufacturer if appropriate. Where it is not possible to detail a finite list of medicines, include a description of the patient group and the remit of the service in terms of prescribing.

Completed by:

GP/Consultant - Name, full postal address and email address:

Clinical Pharmacist - Name, full postal address and email address:

Approved by:

Clinical Director - NAME, SIGNATURE, DATE:

By signing this form, it is confirmation that this medicine in Lothian is clinically appropriate to be prescribed and supplied via a HBP form and that the necessary budget provision is in place and available if Drug and Therapeutics Committee approve the application.

Site Lead Pharmacist - NAME, SIGNATURE, DATE:

Section 2: Description of Service in Lothian and justification of the requirement for HBPs

a) Please estimate for ALL Lothian use:

Number of patients to be treated by the service:

Number of new patients per annum:

Number of patients to be prescribed treatment with the medicine on HBP per annum:

Are these medicine(s) currently supplied by primary care or secondary care, please specify:

.....
.....

If secondary care, please detail the number of patients currently prescribed these medicines and supplied from hospital pharmacies per annum:

b) Please summarise in the boxes below how it is proposed that the medicine will be prescribed using HBPs in Lothian.

Please specify the criteria for patient selection:

Please specify therapy, quantity supplied and course length to be prescribed on HBPs and why:

Please include any useful appendices eg Nurse Non-Medical Prescribing Formularies

Reasons for using HBPs:

Benefits and risks of supply via HBPs:

Section 3: Financial information

Please include supporting explanatory notes or document.

		No. of patients in Lothian eligible for treatment	Cost per annum (£) per patient	Cost per annum (£) ALL patients
Secondary Care	Lothian			
	Non-Lothian			
	Primary Care			
TOTAL NET COST:				
Other cost implications if supplied via HBP and not supplied by hospital pharmacy	e.g. VAT			

Approved by:

Chair of Paediatric Drug and Therapeutics Committee/ UHD Drug and Therapeutics Committee/ HSSMC Drug and Therapeutics Committee/ Cancer Therapy Advisory Committee (if applicable) -

By signing this form, it is confirmation that it is clinically appropriate for this Service to prescribe and supply medicines as described above via the Hospital Based Prescription process.

NAME:

SIGNATURE:

DATE:

Section 4: Declaration of Interests

A declaration of interest should be completed by each applicant as detailed in section 1 of this form. A common form is used by ADTC and all its subcommittees, as detailed in the ADTC procedure [Declarations of Interest: Applying the Principles of Good Business Conduct](#). Please include a completed form with HBP application.

Please post the completed form and signed declaration of interests to relevant Professional Secretary of Drug and Therapeutics Sub Committee.

Note This document is regularly reviewed with the aim of ensuring that it is as user- friendly as possible. Please email any comments on the documentation to prescribing@nhslothian.scot.nhs.uk

ISD (HBP) 1 Application Form

**HOSPITAL PRESCRIBING
REGISTRATION OR CHANGE OF CIRCUMSTANCES**

Return form to: Healthcare Information Group, Area 114c, 1st Floor, Gyle Square
1 South Gyle Crescent, Edinburgh EH12 9EB
Mail to nss.evadis@nhs.net

Please tick appropriate box:

☐ New HBP Code Required
☐ HBP Prescribing activity ends

☐ Change of HBP Code Name
☐ Change of HBP Code Address

Prescribers requiring more than one HBP Code must fill in one form for each location/service.

SECTION A: Prescriber Details

	New Prescriber Registration	Change of Circumstances
1 Health Board Name	NHS Lothian	
2 Hospital / Clinic / Service Name		
3 Individual Prescriber Name (if appropriate)		
4 Individual Professional No. eg GMC, NMC RPSGB (if appropriate)		
5 Address (inc postcode)		
6 Tel. No.		
7 Existing HBP Code		
8 HBP Prescribing Planned Start Date		
9 HBP Prescribing End Date		

SECTION B: NHS Organisation Details

1 NHS Organisation	
2 Address	
3 Contact Telephone Number	

SECTION C: To be completed by Health Board Official responsible for notifying registration:

Name (capital letters please) : _____

Telephone number: _____

Address: _____

Signature /Date _____

HIG use only	Prescriber code:	Date issued:
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FINANCE CODE FOR CHARGING =

PSD HBP Order Form

HOSPITAL BASED PRESCRIBERS PRESCRIPTION PAD ORDER FORM (HBP)

TO BE COMPLETED BY AUTHORISED SIGNATORY AND RETURNED TO:

Practitioner & Counter Fraud Services, 3 Bain Square, Livingston, EH54 7DQ

Tel: 01506 705100

Fax: 01506 705191

Email: NSS.psd-pscriber-statnry@nhs.net

Hospital/Clinic Code

Hospital Name

Personal Details (only to be completed by Nurse, Pharmacist & Non-Medical Prescribers)

SURNAME: INITIALS:

Professional Code	Tick as appropriate	Insert Professional Code
NMC – Nurse		
GPhC - Pharmacist		
Prof Reg - Other Non Medical Prescriber, e.g. Physiotherapist, Radiographer, Podiatrist etc		

Address to be printed on pads:

Clinic Name:

Town:

Post Code:

Contact Telephone Number:

NO OF PADS (Minimum 4)

Approved address for delivery of pads:

.....
.....
.....

Health Board Details

Post Code:

Signed:.....Authorised Signatory

date.....

Print Name..... Telephone number.....