

BMC Dosette Prescription

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Contents

1.	Purpose	3
2.	Scope	3
3.	Responsibilities	3
4.	Required Resources	3
5.	Procedure	3
6.	References	5
	Version Control.....	5

BMC Dosette Prescription SOP – V1.0

1. Purpose

To ensure consistent and accurate processing of dosette prescriptions for patients, maintaining medication continuity and compliance with review and dispensing requirements.

2. Scope

This SOP applies to all staff responsible for managing and issuing dosette prescriptions for patients via EMIS Web, including communication with clinicians and pharmacies.

3. Responsibilities

- **Prescription Team:** To check, process, issue, or request reauthorisation of dosette prescriptions in accordance with this SOP
- **Clinicians / Practice Pharmacist:** To authorise and approve dosette prescriptions as required
- **Pharmacy Staff:** To dispense dosette medications as per issued prescriptions.

4. Required Resources

- Access to EMIS Web
- Dosette Diaries
 - Blue Diary: For patients collecting from Boots branches.
 - Red Diary: For patients collecting from all other pharmacies.

5. Procedure

Detailed steps for processing dosette prescriptions.

5.1 Checking and Processing Dosette Diaries

1. Review both Blue and Red diaries weekly.
2. Identify patients due for their next dosette issue.

5.2 Issuing Dosette Prescriptions

Step 1 – Access Patient Record

- Open the patient's record in EMIS Web.
- Navigate to the Medication screen.
- Locate the Repeat Dispensing section.

BMC Dosette Prescription SOP – V1.0

Step 2 – Complete Pre-Issue Checks

Ensure:

1. Review expiry date is valid.
2. Number of issues available – issues must remain.
3. All issue dates align.

If any checks fail, refer to section 5.3 Requesting Reauthorisation.

Step 3 – Authorise and Issue

1. Highlight all medications in Repeat Dispensing.
2. Click Authorise and Issue.
3. Click Authorise All in the Reauthorise Medication window.
4. If prompted, click Yes.
5. Confirm green ticks appear and click OK.

Step 4 – Handle Care Record Pop-Up

Select Keep Issues.

Step 5 – Assign to Clinician

Change to Practice Pharmacist or designated approver.

Step 6 – Postdate Prescription

1. Check next issue date beside medication name.
2. Select Postdate and choose correct date.
3. Click OK when prompted about remaining batches.

Step 7 – Record in Care History

Add note: 'EPS2 Dosette dated [date] for [pharmacy name] to PP.'

5.3 Requesting Reauthorisation

If unable to issue due to failed checks:

1. Select all items in Repeat Dispensing.
2. Click Request Issue.
3. Type: 'Unable to issue dosette – e.g. Out of issues / Review overdue.'
4. Assign to Practice Pharmacist and click Request Issue.
5. Add Care History note: 'Unable to issue dosette as [reason]. Passed to PP/pharmacy name.'

5.4 Diary Management

Determine next issue date (e.g., last issue 01/03/23, next due 29/03/23 for 4-week dosette).

Add reminder to diary 2 weeks before due date.

Record: EMIS number, name, next due date, and pharmacy.

BMC Dosette Prescription SOP – V1.0

5.5 Change of Dosette Forms

When medication changes occur:

1. Clinician sends task to Prescriptions Team.
2. Complete Change of Dosette Form on EMIS.
3. If handwritten, scan into patient record and email to pharmacy.
4. Clinician updates EMIS record to reflect new prescriptions.

6. References

- EMIS Web User Guide – Repeat Dispensing
- Local Prescribing Policy
- NHS Repeat Dispensing Guidance

Version Control

Date	Version	Author	Change Details
1.0	01/02/2023	Sally Lester	Created, approved by Megan Joscelyne.
1.0	01/10/2025	Sally Lester	Reviewed 8/10/25 no changes