

## **SystemOne practices: Prescriber and Nurses guide on the process of electronic Direction to Administer forms.**

In Nottingham, Nottinghamshire and Bassetlaw, every medication that needs to be administered by a community nurse (e.g. insulin, Vitamin B12, palliative care medication, suppositories) requires a direction to administer. This is a written instruction from a prescriber that enables the administration of a patient's prescribed medication by a healthcare professional.

The governance frameworks for our community nursing providers require one to be in place to authorise their staff to administer all types of medication. The nurses must be assured that the Direction to Administer has come from the prescriber, which will be verified against the smartcard details recorded on SystemOne. There is a requirement to fill in your registration number on the form and save the form as a final version.

Please see the Direction to Administer guidance hosted on Nottinghamshire APC for more information which includes the validity of the different forms.

There are four forms in use in Nottingham and Nottinghamshire:

- Direction to administer form (DA) for all injectables, suppositories, enemas (Replaces DNS1/ASS1/T34/DN14)
- Direction to administer Vitamin B12 form
- Direction to administer Anticipatory Medication form (Replaces DNS1/ASS1/T34/DN14AP)
- Direction to administer Syringe Driver form (Replaces DNS1/ASS1/T34/DN14SP)

The key changes for primary care are:

- An electronic signature is pulled from the smartcard avoiding the need for physical signatures.
- Forms have been reviewed and standardised.
- Editable forms – whilst prefilled with some parameters, can be altered, with prescriber taking responsibility for content.
- Paper forms can be used if there is no access to the electronic record. These will need a physical signature, name of organisation and a copy would need to be uploaded to the patient's record at the earliest opportunity.

Key points to bear in mind:

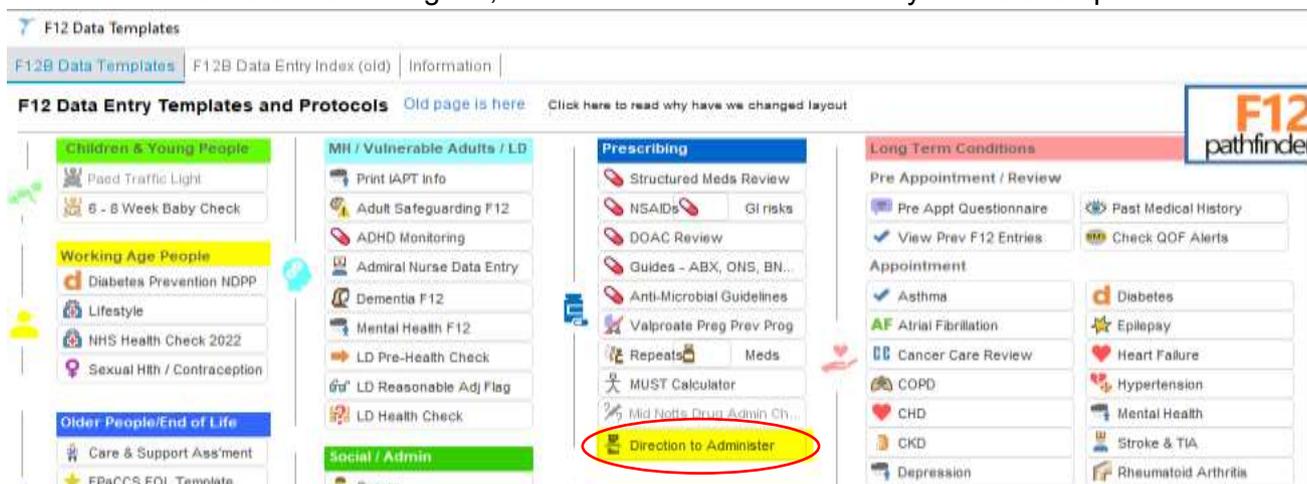
- 'Save as final version' to ensure forms cannot be edited further. Nurses will refer the form back to the prescriber if not saved as final version which may cause delay in patient care.
- There needs to be a new form if any change is made.
- Forms will be saved in Communication and Letters. An entry will also be made in the New Journal.
- Always use the F12 or Epaccs template – please do not use any practice created or downloaded forms. This will ensure the nurses are able to find the correctly labelled DA forms and that the most updated version of the forms is being used.
- Keep a set of printed blank forms should you need to visit patients' home for times when there is no electronic access.
- Please fill in all boxes on the forms as this information is needed by the nurses in order to enable them to administer the medications safely.

## Prescriber How to Guide for Direction to Administer forms (SystmOne practices)

1. Open the patient record and select F12 on your keyboard. Search & open F12 Pathfinder or F12 Direction to Administer Templates. Please move this to your favourites. Alternatively, you can search for F12 Direction to Administer and move this to favourites. It will look like the image below.

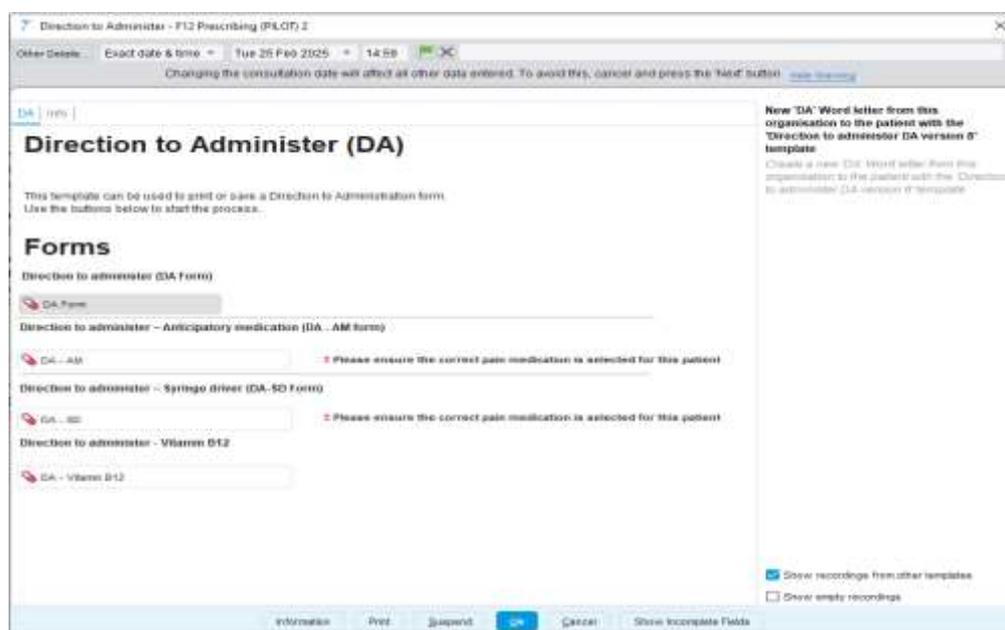


2. Choose the F12 Pathfinder; a window will open, and then click on the "Direction to Administer" option under the Prescribing tab, as shown below. This will take you to the template.

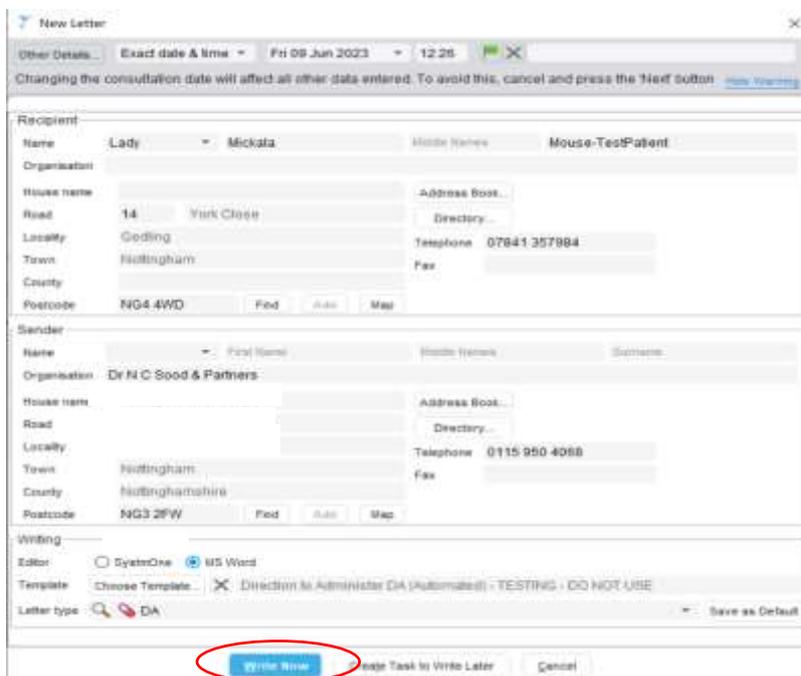


Note: If you choose the F12 Direction to administer (DA) from the launcher, it will go straight to the template below.

3. Once the template is open- select the appropriate DA form



4. The below window will open – please select "Write now."

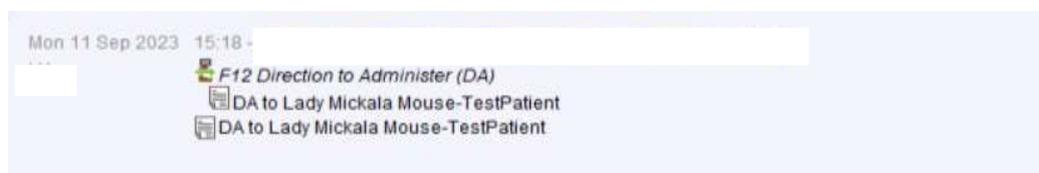


5. The form will open. An example of the DA form is shown below. Please fill out the required information




6. "Save as final version." as per the icon circled

7. The completed form will now be available under the Communications and Letters tab. The New Journal entry will be as follows.



## Nurse information on how to access Direction to Administer forms on SystemOne.

### Key points

- Nurses should check that the electronic signature and prescriber name on the Direction to Administer form matches the Smart card entry prescriber's name in the New Journal.
- Check the form is saved as a final version before using it. A nurse should check in three places to ensure they use the most recent Direction to Administer form. These are:
  1. Communications and letters
  2. Record attachments
  3. New Journal
- There should be only one medication per DA form, with the exception of insulin.
- A new form should be written if there are any changes to medication, dose, frequency or route.

### How to guide

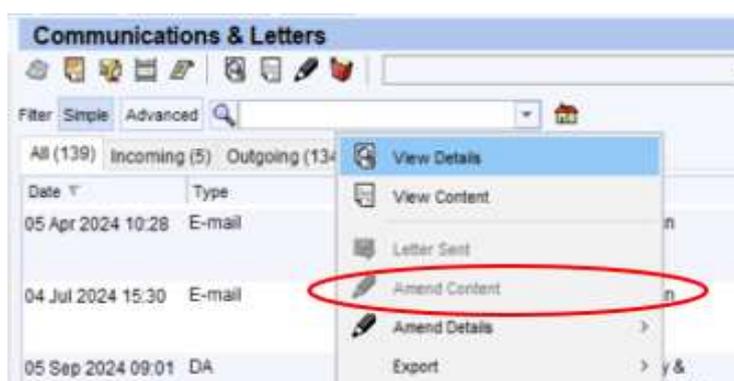
1. Please access the patient records via SystemOne.
2. Once in the patient record, please go to the Communications and Letter tab. You may find an entry like the example below.



Please note that these should be sorted by date, with the most recent at the bottom. If not, the documents can be sorted by date. The image shown below shows where the filter can be found.



3. Please check that the document has been saved as final. If it has been saved as final then the 'amend document' box will be greyed out as per image below. This ensures that the document cannot be edited further. If this box is NOT greyed out then the form can be edited. Please do not administer medication and contact prescriber to save as final.



4. Right-click on the entry and select 'view content'. The document will open as below.



**Direction to administer (DA) form**  
Please write a separate form for each medicine to be administered with the exception of insulin.

|  |  |   |
|--|--|---|
| Patient Name: Mr Test Patient<br>Patient Address: Testing Avenue RG12BC<br>Date of Birth: 01/01/75<br>NHS Number: 12345678 | <b>MEDICINE ALLERGIES</b><br><br>Patient allergy<br><small>MUST be completed by prescriber</small> | Write a new direction to administer form if any changes are made.<br><br>This form is valid for 6 months for all medicines. |
|--|--|---|

| MEDICINE   | ROUTE | DOSE | FREQUENCY | STOP DATE/COURSE LENGTH |
|--|-------|------|-----------|-------------------------|
| *Please insert a row as required for multiple insulin preparations |       |      |           |                         |

Prescriber Name: Dr XY Zed    GMC/NMP Registration Number: 30755432    Date: 01/05/2025

Electronic copies do not require a wet signature.

For paper copies only (if access to patient record in SystmOne is not available)

Prescriber signature \_\_\_\_\_ Prescriber organisation \_\_\_\_\_

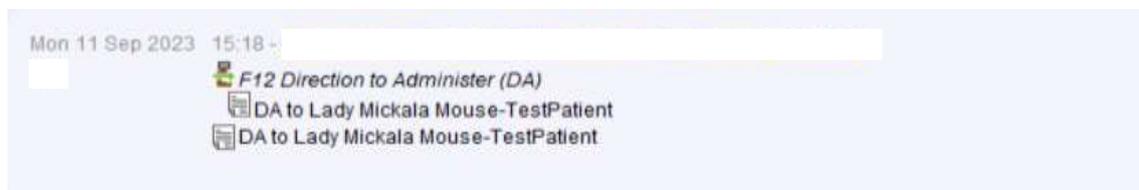
\*\*Please cross through any unused lines in the table above if using a paper copy\*\*

Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use. Please refer to the electronic patient record for the latest version.

5. Please ensure all relevant fields are completed to your satisfaction per standard protocol. The prescriber's name and regulatory body registration number should be on the record. SystmOne prefills the names based on the prescriber's smart card detail.

6. The form can be printed if needed.

7. Please go to the "New Journal" tab and check that the prescriber details on the DA form match the smartcard details of the prescriber who completed the DA form. The entry will look as below:



8. Please check "Record attachments" to see if there are any other Direction to Administer forms from the out-of-hours teams or other prescribers. Please remember to sort by date.

-  Communications & Letters (142)
-  Referrals (17)
-  Record Attachments (99)
-  Recalls (1)
-  Reminders (1)

If you need to see previous or other Direction to Administer forms written for this patient, this can be done by going into Communications and Letters and filtering it by clicking the Type column. The search function in the New Journal should also be used as a double check.

| Date              | Type | Date Finalised    | Sender | Recipient                      | Information  |
|-------------------|------|-------------------|--------|--------------------------------|--|
| 13 Jun 2023 08:57 | DA   | 13 Jun 2023 09:21 |        | Lady Mickala Mouse-TestPatient | Letter Template: Direction to Administer DA (Automated) - TESTING - DO NOT USE     |
| 08 Aug 2023 12:21 | DA   | 08 Aug 2023 12:26 |        | Lady Mickala Mouse-TestPatient | Letter Template: Direction to Administer DA (Automated) - TESTING - DO NOT USE     |
| 09 Aug 2023 11:04 | DA   | 09 Aug 2023 11:07 |        | Lady Mickala Mouse-TestPatient | Letter Template: Direction to Administer DA (Automated) - TESTING - DO NOT USE     |
| 21 Aug 2023 09:26 | DA   | 21 Aug 2023 09:33 |        | Lady Mickala Mouse-TestPatient | Letter Template: Direction to Administer DA (Automated) - TESTING - DO NOT USE new |