

GUIDANCE FOR ORDERING PRESCRIPTION RELATED STATIONERY

Please follow the instructions outlined below for the ordering of prescription related stationery.

In-patients wards/units

Prescribing on Lorenzo including discharge prescriptions will continue as normal. Where ward based technicians are available to do so, they will control the stock order and labelling process of non-stock items, leave and discharge.

Where ward based technicians are unavailable:

- Stock items will be ordered by emailing your stocklist to hnf-tr.pharmacyprocurement@nhs.net, the stock will then arrive directly from the wholesaler.
- Items that are non-stock or require labelling (i.e. for leave and discharge) will be ordered via FP10HNC pads ordered from Jennie Rimington and dispensed from a local pharmacy.

All FP10 prescription pads ordered by Pharmacy Department at Trust HQ will be delivered to Trust HQ, (with the exception of Whitby/Malton) where the serial numbers will be recorded and the prescriber/secretary informed that the pads are ready for collection. Prescription pads can be ordered by emailing jennie.rimington@nhs.net. It is necessary for the prescriber or pre-arranged nominated signatory, to come to collect the prescription pads in person where you will be required to check the serial numbers and sign a collection record. If the prescription pads are to be distributed to other prescribers within the team, you will be given a form to record the serial numbers. These must be kept for two years after the last entry on the form.

FP10s are controlled stationery and therefore each time a prescription is used, this will need to be logged. There is also a requirement for FP10 pads to be stored in a lockable cabinet, in a lockable room or area*. All prescribers should order an individualised stamp which can be ordered by emailing jennie.rimington@nhs.net. This stamp should include your profession, name (as registered with your professional organisation) and registration number, for example:

Dr A N Other – GMC 123456
Consultant Psychiatrist/Nurse Independent Prescriber/Pharmacist Independent Prescriber

*Under the Medicines Act 1968 the prescription pads are classed as controlled stationery and must be locked away securely when not in use.

All stamps are ordered in black ink. When the stamp is ready for collection Jennie will inform the prescriber/secretary.

HTFT Out-Patient & CMHTs

Each team will be issued with a green FP10HNC pad. All prescribers should order an individualised stamp which can be ordered by emailing jennie.rimington@nhs.net. This stamp should include your profession, name (as registered with your professional organisation) and registration number, for example:

Dr A N Other – GMC 123456
Consultant Psychiatrist/Nurse Independent Prescriber/Pharmacist Independent Prescriber

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FP10PN (Purple) Prescription Form Ordering Procedure

Please e-mail your Locality Administrator as detailed below stating 'FP10PN Order' in the subject line, with your request for prescription pads, ensuring you specify your **Prescriber PIN Code**. These requests will then be passed to Jennie Rimington who will order them. The orders will be delivered directly to the Locality Administrator*, who will record the serial numbers and inform the prescriber that the pads are ready for collection from the Locality base. It is necessary for the prescriber or pre-arranged nominated signatory, to come to collect the prescription pads in person where you will be required to check the serial numbers and sign a collection record.

Purple FP10PN

Name	Contact Details	Locality
Caroline Playfair Caroline.Playfair@nhs.net	01759 448320	Pocklington (West Wolds) & Goole (to be collected from George Street Pocklington Health Centre)
Louise Overvoorde lovervoorde@nhs.net	01482 344400	Withernsea, Hornsea & Hedon (to be collected from Rosedale, Preston Road, Hedon)
Lynne Symonds Barbara.symonds2@nhs.net	01723 344480	Community Nursing Scarborough To be collected from 174 Prospect Road
Alison Gibson Alison.gibson4@nhs.net	01723 344260	Community Nursing Ryedale (to be collected from Malton Community Hospital)
Jennie Rimington Jennie.rimington@nhs.net	01482 389113	For all others not listed above and where the preferred collection point is Trust HQ.

* Any orders not received within 10 working days please inform Jennie Rimington immediately.