

EPS One-Off Nomination		
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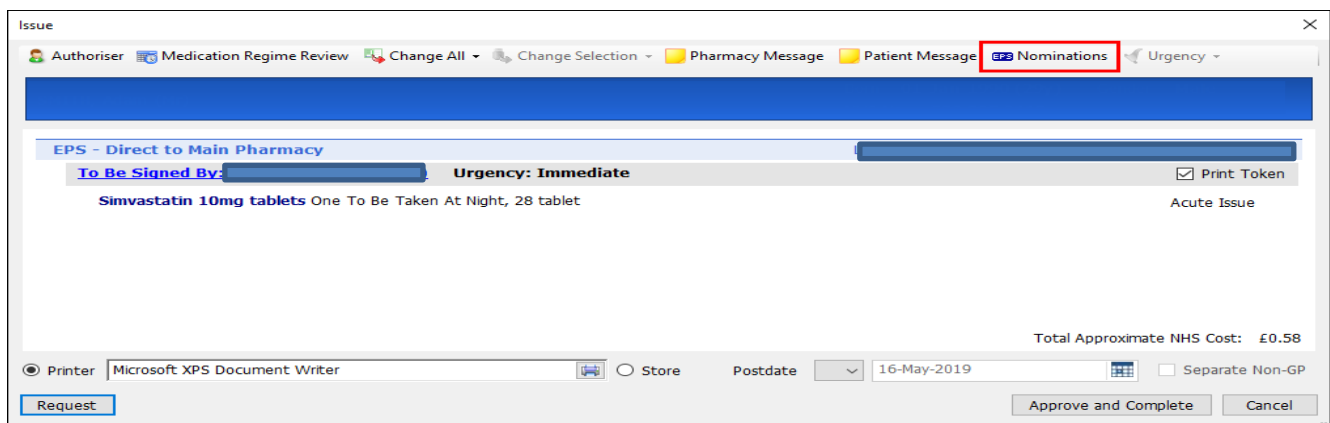
1. Purpose

One-off nominations allow patients with an EPS nomination to request a one-off prescription to be sent to a different pharmacy without the need to change their primary nomination. It can be used where the patient will not be able to collect their prescription from their usual pharmacy, or if they are on holiday in a different part of the country and they may have forgotten to take their medication with them

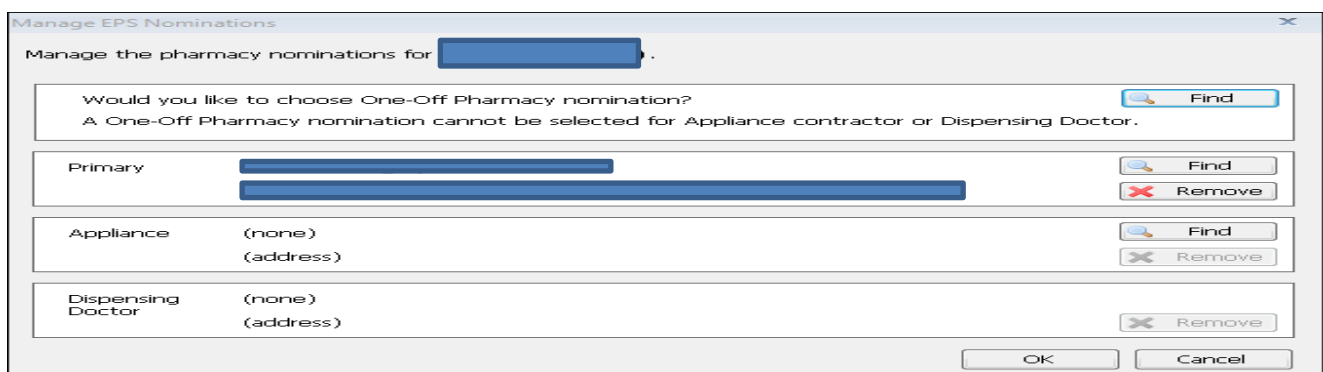
2. Procedure

Only Community Pharmacies can be selected, you can't select Appliance Contractors


You only see the One off Nomination when you go to issue a prescription



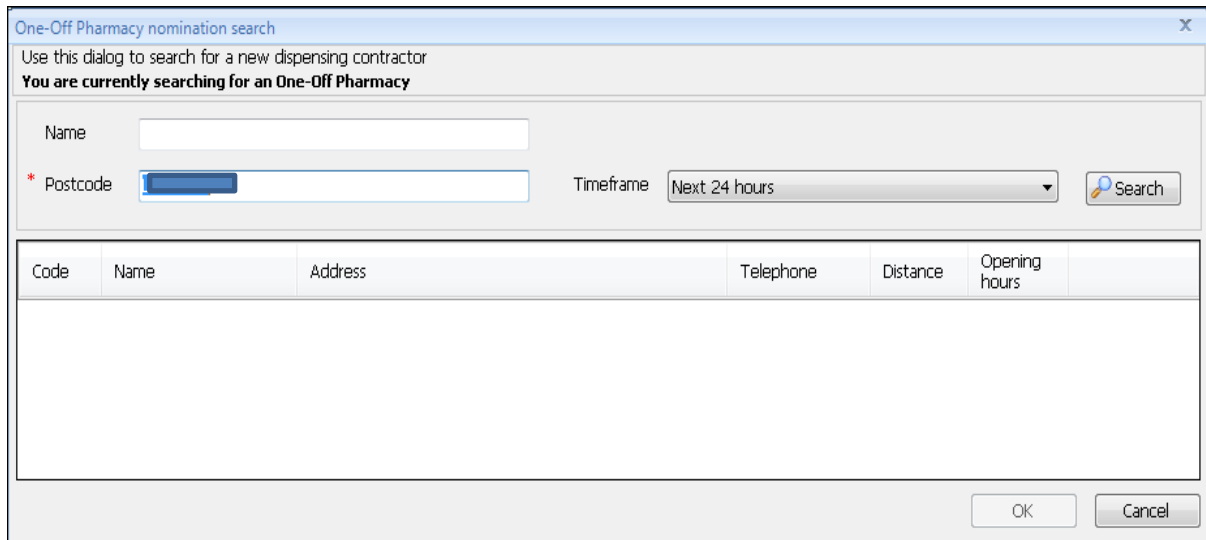
In the 'would you like to choose One-Off Pharmacy nomination' section, click **Find**.



Enter the postcode and name of the required pharmacy

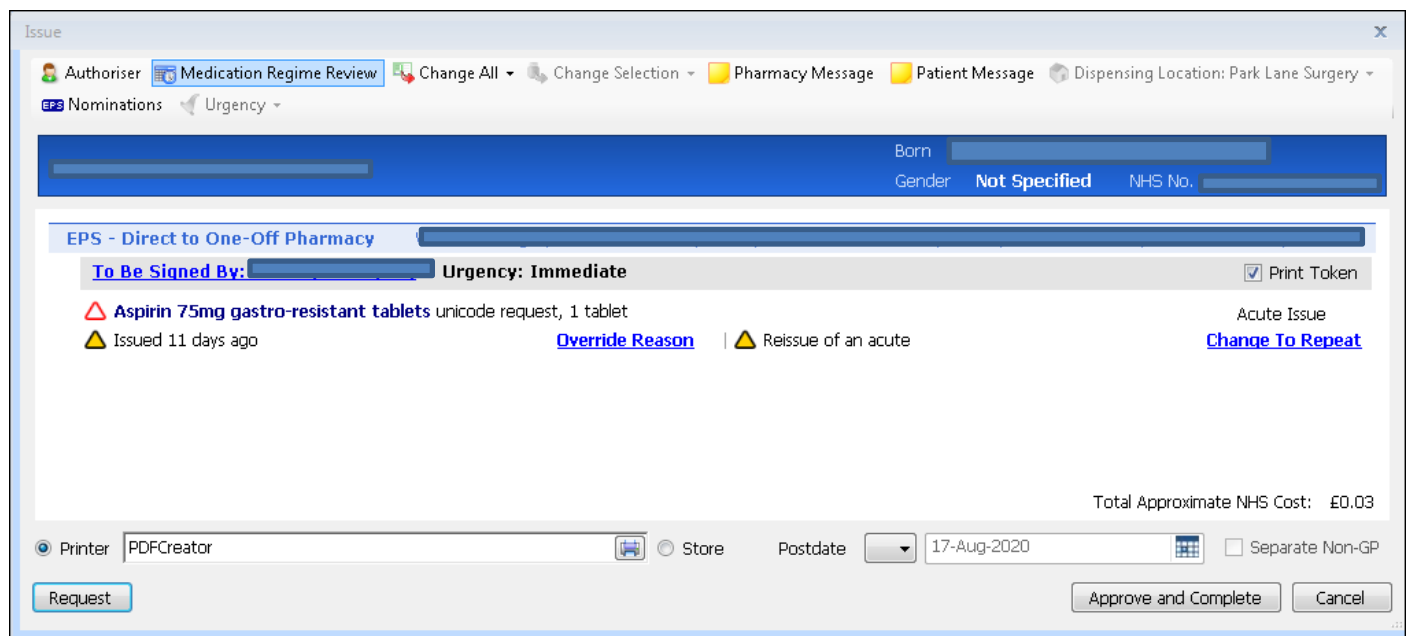
In the Timeframe section, click  and select the number of hours the pharmacy needs to be accessible.

The default Timeframe is the next 24 hours. Click Search, select Pharmacy & click OK



The dialog box is titled "One-Off Pharmacy nomination search" and includes a close button (X) in the top right corner. Below the title bar, it says "Use this dialog to search for a new dispensing contractor" and "You are currently searching for an One-Off Pharmacy". The form contains three input fields: "Name" (empty), "* Postcode" (with a blue selection bar), and "Timeframe" (set to "Next 24 hours" with a dropdown arrow). A "Search" button with a magnifying glass icon is to the right of the Timeframe field. Below these fields is a table with the following headers: "Code", "Name", "Address", "Telephone", "Distance", and "Opening hours". The table body is currently empty. At the bottom right of the dialog are "OK" and "Cancel" buttons.

The one-off nomination will now be displayed with the updated information



The "Medication Regime Review" window shows patient details at the top: "Born" (with a selection bar), "Gender" (set to "Not Specified"), and "NHS No." (with a selection bar). Below this is a blue bar with "EPS - Direct to One-Off Pharmacy". The main section is titled "To Be Signed By:" followed by a selection bar and "Urgency: Immediate". A checkbox "Print Token" is checked. The medication listed is "Aspirin 75mg gastro-resistant tablets" with a "unicode request, 1 tablet". It notes "Issued 11 days ago" and "Acute Issue". There are links for "Override Reason" and "Change To Repeat". At the bottom right, it shows "Total Approximate NHS Cost: £0.03". The footer includes a "Printer" dropdown set to "PDFCreator", a "Store" button, a "Postdate" dropdown set to "17-Aug-2020", a "Separate Non-GP" checkbox, and buttons for "Request", "Approve and Complete", and "Cancel".

Using one-off pharmacy nomination for an appliance item

One-off pharmacy nomination only applies to pharmacies and will not override the appliance contractor nomination, however one-off nominations can be used for an appliance item. To do this, you must do the following to remove the 'Use DAC' option from appliance item so that it is directed to a one-off community pharmacy.

1. [Add a new item](#) or [edit an existing one](#).
2. Untick the **Use DAC** box.

3. Click **Update** if you are editing an item.
4. Issue the item using the one-off nominations functionality detailed above.
5. Edit the item once it has been issued and tick the **Use DAC** to revert it back to the appliance contractor nomination

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