Appendix 2: How to search for patients dispensed SSRIs in Toniq:

Go to 'Prescription Reports'

ESC	F1 Help	(RH) Menu			Fri 05/07/2019 04:31pm	TONIQ	WIN
Staff	Toniq Library	Green Papers	Help Desk	LTC Manager	Diary Tasks	About	
F2	F3	F4	F5	F7	F9	F10	

Prescription reports

1. Repeats due
2. Prescription details
3. Owings
4. IMMP
5. Special authority expiry
6. Prescriptions held on file
7. A4 prescription summary

LTC Manager
1 Review OVERDUE
3 Patients with last dispensing OVER 120 days ago
6 Reviews due in next 14 days
1 Patient with last dispensing over 100 days ago

Staff Tasks

Name	Late	Today	<5 days
Mandy Nathan	1	0	1
Negin Kafi Mallak	1	0	0
Rosie Gibbons	1	0	0
Raewyn Cox	0	2	0
DISP3	0	0	1

Choose search criteria e.g. 'SSRI'

ESC	F1 Help	(RH) Select Prescription det..		05/07/2019 04:30pm	TONIQ	WIN
	Add		Show Hidden			
	F3		F7			

Enter search criteria and/or press ENTER for a list of prescription details

Type in therapeutic group to search for

| | Add F3 | | | | Show Hidden F7 | | | | | | |

Criteria Name

ss

SSRI

| | Date Range F3 | | | | No Pat. Details F8 | Other F10 | Next Page F11 | Accept Details F12 |

Prescription details report options

| Report name | SSRI | Start date | 01/05/19 00:00 | End date | 31/0 |

Include date range

Select medicine		Medicine notes	
Select mixture		Patient age: From		To		At Rx date □
Select prescriber		Professional group	
Select patient		Patient notes	
Institution		Patient address	
Institution group		Exclude □	Dispensing staff	
Rx codes		Excl. Rx codes		Rx notes	
Medicine class		Excl. class		Hospital Category		Any Rx note □
Stock points	
Therapeutic group	Nervous System/Antidepressants/Selective Serotonin Reuptake Inhibitors
Patient condition		Entry Date	/ /

Show patient name ☑   Reverse Order □   Include Prices □   Include ...pensing staff ...☑

Include New Rxs ☑   Show patient address □   Include Rx Notes/comment □   Show Rx...

Tick appropriate criteria

Include Repeats □   Show NHI number ☑   Include dose/freq/contract □   Outstanding Tel. Rxs Only □

Patient Name order □   Show patient phone no. □   Include prescriber details □   Outstanding Fax Rxs Only □

Medicine order □   Show patient birth date □   Show spec rec details □   Outstanding Ref. Rxs Only □

Rx number order □   Include Directions □   Show E script source details □   Disp Freq Trial only □

Enter F12 to accept details

You can export to excel:

Then randomly select 10 patients who have been prescribed an SSRI during that month.

After you have randomly selected the 10, go into each of their files, and check the 'Intervention' section to see if an intervention was documented. During the course of this programme, if any interventions are made, include them here so everyone can see what has happened. If you have another method of recording interventions, you can use this, so long as everyone in the pharmacy knows where to document and look for interventions.

ESC	F1 Help	(RH) Add Intervent					Tue 12/09/2017 01:02pm		TORIQ	WIN
Edit Note	Change Date	Goto Time		Reason Code	Action Code	Outcme Code	Print	Change Rx	Attach/ Audit	Accept Details
F2	F3	F4		F6	F7	F8	F9	F10	F11	F12

Intervention

Description Intervention

Importance Improve drug therapy

Status In progress

Time taken [   ] minutes

Date/Time: 12/09/17 13:01

Link to

☐ Rx

Patient ☑ [   ]

Prescriber ☐ [   ]

Medicine ☐ [   ]

Script med:

Reasons: Patient concern/question   Actions: Patient history reviewed   Outcomes: Patient educated/counselled

Enter the total time take so far in minutes.

ESC	F1 Help	(RH) New Rx					Tue 12/09/2017 01:43pm		TORIQ	WIN
Edit Patient	LTC/ Services	Ph/Fax Refer	Use History	Dose Pack	Supply Option	Use Log	Bag Option	Other	End Visit	
F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	

Patient/ R: **Select option**

Rx code

Prescribe

Medicine

Quantity

Repeats

Directions

Rx Notes

S Patient Services
L LTC Details
C Conditions
P CCMS Portal
O Open Patient Diary
T Task
U Use Diary Template
1 QuickNote – Face To Face Meeting
2 QuickNote – Phone Call - Spoke to Patient
3 QuickNote – Phone Call - Unavailable
4 QuickNote – Hospital Visit
5 QuickNote – Reconciled medicines
6 QuickNote – Synchronised medicines
7 QuickNote – Returned medicines
8 QuickNote – Delivered medicines
9 QuickNote – Contact prescriber
0 QuickNote – Other

contract

LTC score 21 = A10, L6, OS
taking medicines but picking up more than 80%
tive impairment, LTC PF: unstable health status
and/or Depression
or Chronic Obstructive Pulmonary disease
more

/3 Not paid in claim so ran repeat 27/02/15

Patient has outstanding owes

Diary items (active) linked to patient
4 historical notes
4 historical quick notes

This section could also be used to record discussions with the patient and prescriber.