

## Drug Dictionary Utilities Overview

The **Drug Dictionary Utilities** enable you to create and manage formularies, which are a subset of prescribable items, created to help direct prescribers towards the most appropriate, evidence based and cost-effective items when prescribing. These can be selected from the current Dictionary of Medicines and Devices (DM+D).

You can create a practice-wide drug formulary in one of three ways:

- **Vision 3** can compile a list of the most used drugs in your practice, you can then edit this list and use it as a basis for your formulary.
- Create a formulary from a blank list.
- Import an existing formulary, for example, from another practice or Integrated Care Board (ICB)/Health Board, this can then be modified if required.

## Why Create a Drug Formulary?

A practice formulary enables you to create a practice-wide preferential list of prescribable items.

This also allows for quick and easy selection of the most prescribed drugs within **Consultation Manager** and can help to control generic prescribing. You still have the clinical freedom of selecting drugs outside of the formulary if required.

From **Consultation Manager** you are also able to add and remove items from the formulary on an ad-hoc basis.

## What is Dictionary of Medicines and Devices (DM+D)?

The Dictionary of Medicines and Devices (DM+D) is a dictionary containing unique identifiers and associated textual descriptions for medicines and medical devices. It has been developed for use throughout the UK as a means of uniquely identifying the specific medicines or devices used in the diagnosis or treatment of patients. Benefits of using DM+D includes, providing clear, unambiguous information leading to reliable exchange of information on medicine and medical devices.

## Prerequisites

Before using the **Drug Dictionary Utilities**:

- You must change the security settings of staff who are going to use the formulary, so that their default selection of drugs is from the formulary, see [App Controller - User Profile Manager](#) in the **App Controller Help Centre** for details.
- We also advise you to restrict access to **Drug Dictionary Utilities** in **Security** to system managers, in case a user inadvertently selects **Formulary - Remove All Formulary Entries** or **Replace Formulary with List**.

## Using Drug Dictionary Utilities

- First, create or import a formulary, this can then be edited as required.

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 See [Creating a List of Prescribable Items for a Formulary](#) on page **3** for details.

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- You can then view and print a formulary or refine further, adding or removing individual therapy items.

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 See [Viewing or Printing Existing Formulary](#) on page **6** and [Managing a Formulary](#) on page **8** for details.

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- You can run reports to list various items on your system, for example, unprescribable formulary items, unissuable repeat masters, invalid drug codes and discontinued repeat masters.

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 See [Validation of Formulary](#) on page **10** for details.

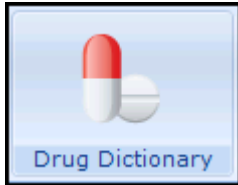
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- Therapy Build is only used under Help Line guidance.
- The formulary can also be shared with other practices.

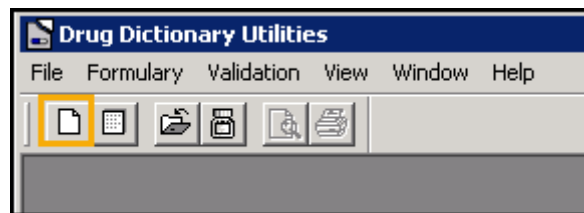
## Creating a List of Prescribable Items for a Formulary

To create a list of most commonly prescribed items:

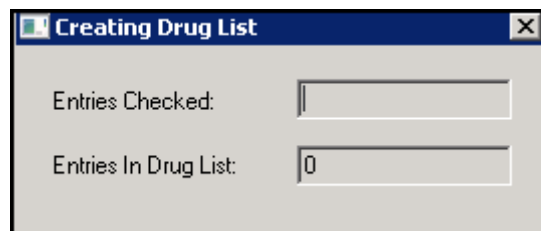
1. From the **Vision 3 Front Screen**, select **Utilities - Drug Dictionary**



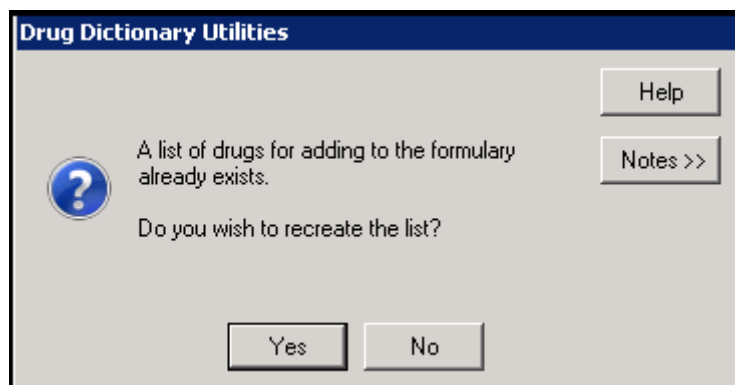
2. The **Drug Dictionary Utilities** screen displays, select **Create drug list for formulary**:



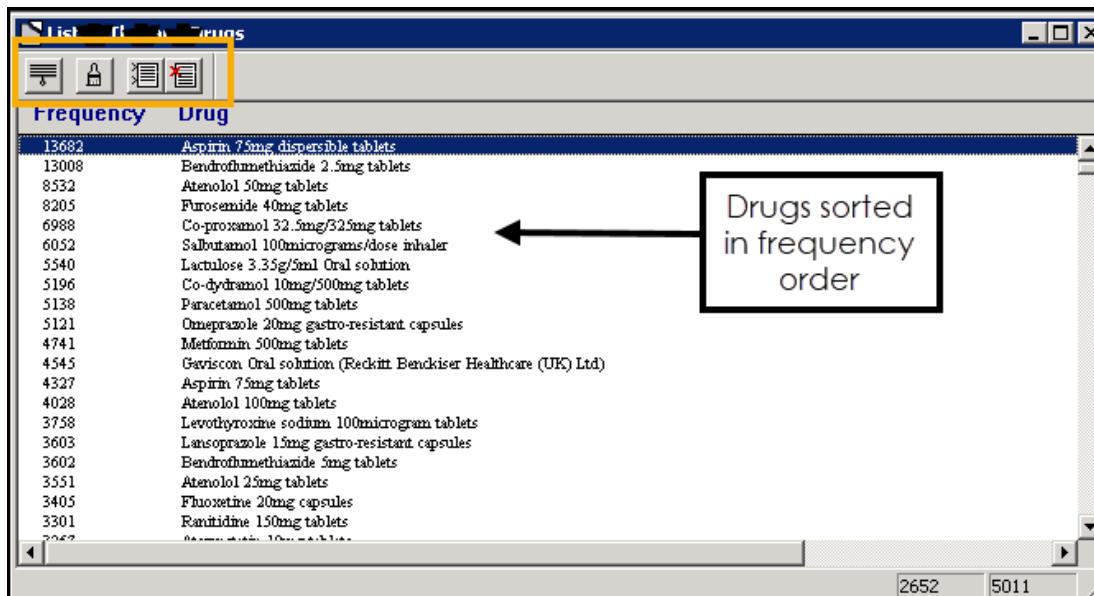
3. The 'Create list of drugs for adding to the formulary. This will take many minutes.' message displays. Select **OK** to proceed and the **Creating Drug List** screen displays:



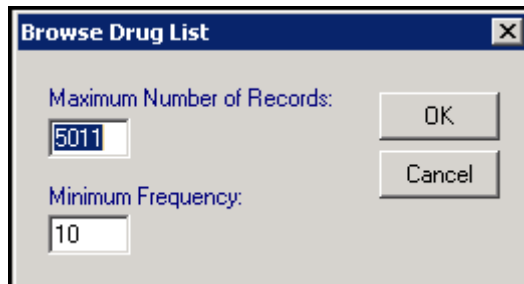
4. A list of therapy items in order of frequency prescribed displays. If a list already exists, the 'A list of drugs for adding to the formulary already exists. Do you wish to recreate the list?' message displays, select **Yes** to recreate the formulary or **No** to retain your current formulary:



5. On completion a list of drugs displays with their drug name, form and strength. The **Frequency** column includes the number of times each item has been issued, with the most frequent at the top:




Optionally, select **Change frequency and count**  to refine the list. The **Browse Drug List** screen displays:




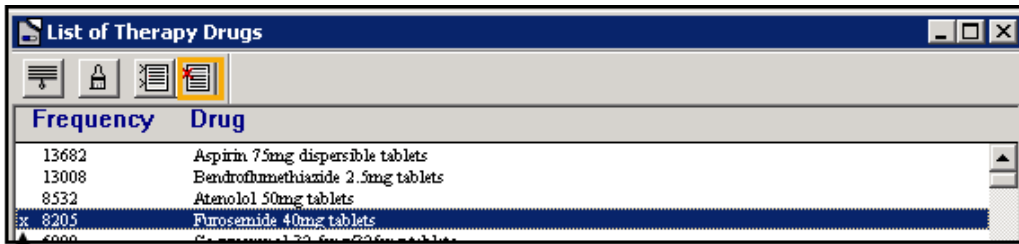
**Browse Drug List**

Maximum Number of Records:

Minimum Frequency:


- Amend the figures as required:
  - Maximum number of records** - Enter a figure to limit the number of records included in the formulary list, for example, include the fifty most prescribed items.
  - Minimum Frequency** - This is the number of times an entry has been used. For example, if you enter 10, this shows all the items that have been used in patient records at least ten times. Entries used nine times or below are excluded (the lowest permitted number is one).
- Select **OK** to apply changes.
- Select **Create List**  to apply the changes.
- Repeat steps a) to c) to refine further if required.

6. You can exclude individual items from the Formulary list. Select an item and then select **Disable List Item** . An **X** displays to the left of **Frequency** to indicate it is excluded:

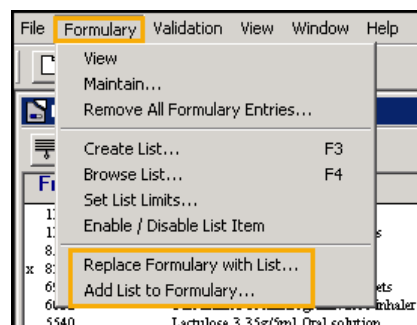


Frequency	Drug
13682	Aspirin 75mg dispersible tablets
13008	Bendroflumethiazide 2.5mg tablets
8532	Atenolol 50mg tablets
x 8205	Furosemide 40mg tablets
6000	Furosemide 20mg tablets

X displays to indicate an item is excluded

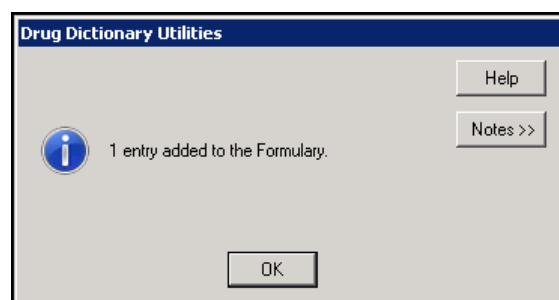
If you change your mind and want to include a disabled item, simply highlight the item required and then select **Enable List Item** .

7. To include your list in a formulary, from **Formulary** select either:



- **Replace Formulary with List** - This overwrites the current formulary.
- **Add List to Formulary** - This compares the list with the current formulary and adds in any new items.

8. Select **OK** to proceed. The number of entries added displays:



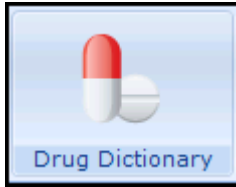
9. Select **OK** clear the alert.

 See **Viewing or Printing Existing Formulary** on page 6 for details.

## Viewing or Printing Existing Formulary

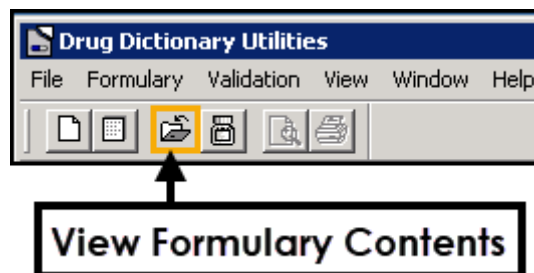
To view or print an existing formulary:

1. From the **Vision 3 Front Screen**, select **Utilities - Drug Dictionary**

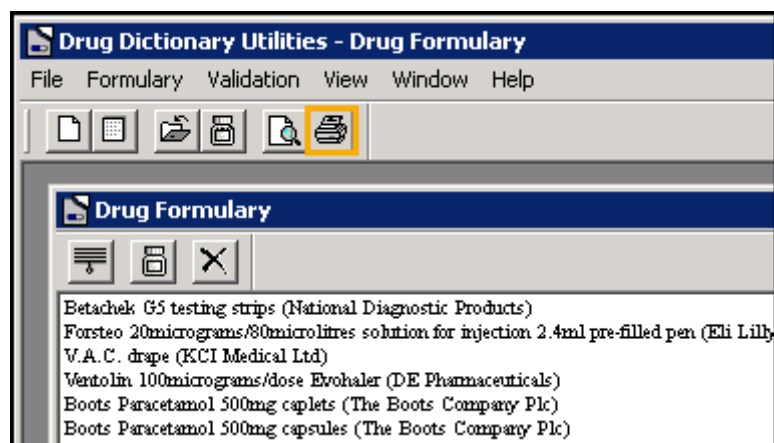


The **Drug Dictionary Utilities** screen displays.

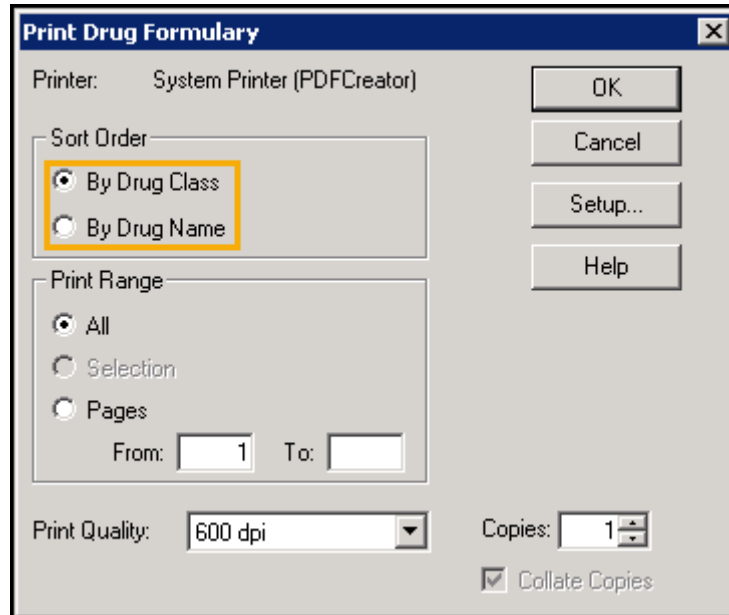
2. Select **View Formulary Contents**:



3. The **Drug Formulary** displays for viewing. If required select **Print**:



4. The **Print Drug Formulary** screen displays. Before printing you can choose to sort the items, select from:
- **By Drug Class** - A hierarchical order of drugs by class.
  - **By Drug Name** - An alphabetical list by drug name:



5. Optionally, update the **Print Range** to select which pages to print.
6. Select **OK** to proceed.

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 See [Managing a Formulary](#) on page 8 for details.

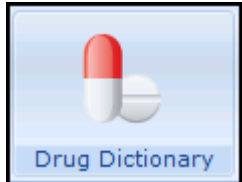
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## Managing a Formulary

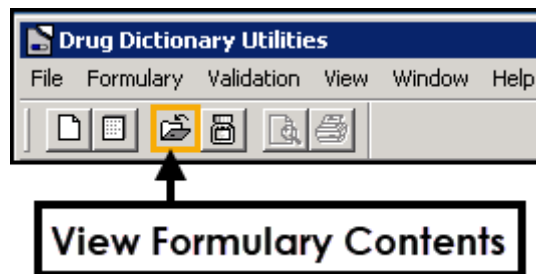
### Adding or Removing Items from your Formulary

To add or remove items from your formulary:

1. From the **Vision 3** front screen, select **Utilities - Drug Dictionary**



2. The **Drug Dictionary Utilities** screen displays, select **View Formulary Contents** and the **Drug Formulary** displays for viewing:

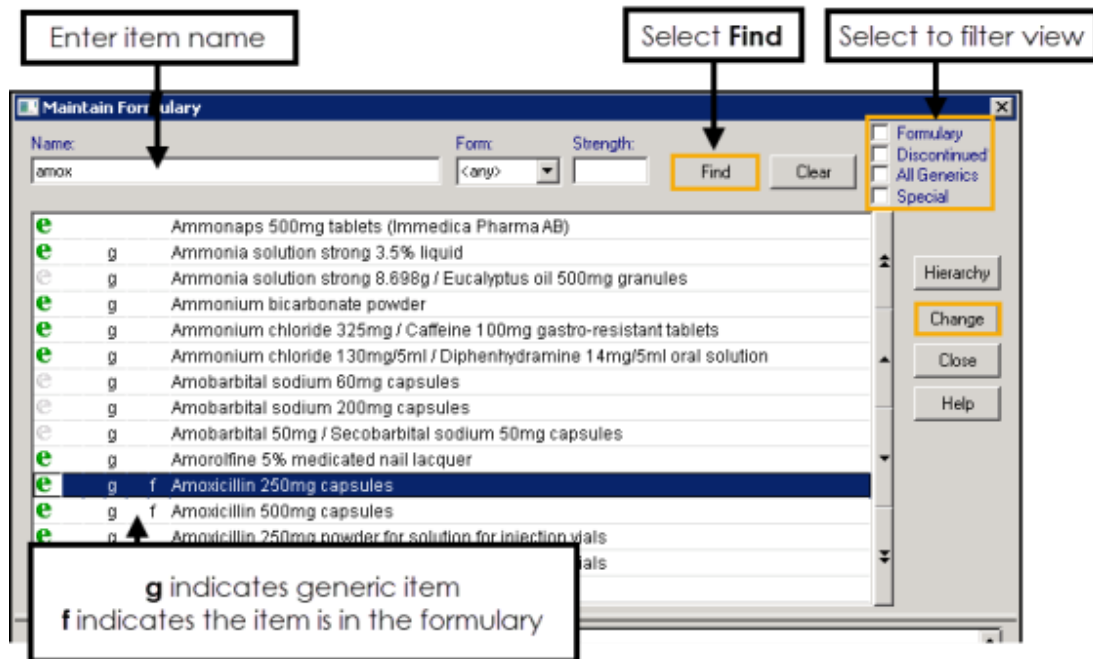


3. Select **Maintain Formulary** to **Add** or **Remove** items from your formulary:





4. The **Maintain Formulary** screen displays, enter the name of the item you want to add or remove from the formulary and select **Find**:



5. You can now:

- Add an item to the formulary - Highlight the item required, select **Change** and an **f** displays to the left of the item name and the item is added to the formulary.
- Remove an item from the formulary - Highlight the item no longer required, select **Change** and the item is removed and the **f** no longer displays to the left of the item name.



**Training Tip** - You can select from **Formulary**, **Discontinued**, **All Generics** and **Special** to filter the list that displays.

6. Select **Close** to exit.

## Removing all Items from you Formulary



**Important** - There is no undo for **Remove All Entries**, so do not use it unless you are sure.

To remove all items from your formulary select **Remove All Entries** .

## Validation of Formulary

There are four validation options available from the **Drug Dictionary Utilities**:

- **Unprescribable Formulary Items** - Lists all unavailable items in the current formulary, for example, discontinued items.
- **Unissuable Repeat Masters** - Lists all unissuable repeat masters, for example, repeat masters referencing discontinued items, items which have become non-NHS or have been changed to a controlled drug.
- **Invalid Drug Codes** - Lists all medication records with an invalid item code, for example, items from a GP2GP message with invalid codes.
- **Discontinued Repeat Masters** - Lists all repeat masters with a discontinued item.

The results can be viewed, printed or saved as a patient group. Each may take several minutes to run and you need to confirm you want to proceed.

When the list displays, you can use **File - Print** to print the list out. You can then amend and update your formulary accordingly.


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 See [Managing a Formulary](#) on page 8 for details.

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## Therapy Rebuild

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 **Important** - This utility must not be run unless you have been instructed by the Cegedim Healthcare Solutions **Service Desk**.

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**Therapy Rebuild** rebuilds drug classes for all records against the current dictionary regardless of upgrades.