

Business Continuity Plan

Version Number	1
Date	9/10/24

Department	Medicines Management Pharmacy Services
Service Continuity Plan for	LTHT Outpatient Clinics

PLAN MAINTENANCE

Completed by (Manager's name and title)	Matthew Spence - Digital Clinical Lead
Agreed by line manager	
Date	
Review due (at least annually and following an exercise or incident)	

RECORD OF AMENDMENTS

Amendment	Amendment dated	Date inserted	Initials

DISTRIBUTION

Name	Title/Position

EXERCISE/ACTIVATION HISTORY

Activation/ Exercise Date	Location	Type of Nature of Exercise/Incident	Date of Debrief

PPM+ Outpatient eform Business Continuity Plan

In the event of planned or unplanned PPM+ downtime it's likely the PPM+ Outpatient eform will be unavailable.

If this occurs and a message is shared to enact PPM+ business continuity, then outpatient prescriptions will revert to paper. Paper prescriptions will be given to the patient, and they will walk them to the relevant outpatient pharmacy.

It is recommended that clinics keep white outpatient prescription pads, these are stored centrally and securely as part of their business continuity plans. This location should be documented and known to clinicians that support the service.

If a clinic has no prescriptions, they need to be ordered via the MMPS, Business Support Team - see appendix 1 for a guide on how to order white prescription pads.

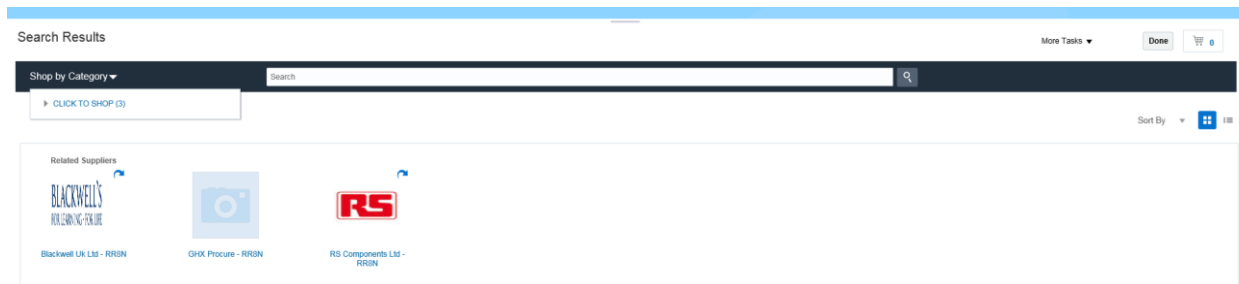
The relevant information for completing a paper prescription can be found in chapter 11 of the LTHT, Medicines Code [Chapter 11. Function of eMeds and Supplementary Paper Charts - Leeds Teaching Hospitals NHS Trust \(leedsth.nhs.uk\)](#)

Appendices

Appendix 1

Ordering white outpatient prescription pads, Lilac CD prescription pads & FP10 pads from Pharmacy

- Log into the Oracle system
- select “Shop by Category”
- then “Click to Shop” then “GHX Procure - RR8N”.




- In “Description, Supplier & Manufacturer Part Number...” enter the pads you wish to order:
The items will be coded on Oracle as below
White Outpatient Prescription Pad - Code ‘**OPWhite**’
Nova Healthcare (Blue) Hospital Outpatient Prescription Pad - Code ‘**Nova Blue**’
Controlled Drug (Lilac) Outpatient Prescription Pad - Code ‘**CDLilac**’

- To order your FP10 pad you will need to be familiar with the code associated with your area of work e.g. RR8K5, Respiratory, SJUH or N7X6N, Renal Transplant Immuno. This number can be found on each FP10. If you are unsure or unable to locate the code for your area, please contact our team at SJUH on xtn 66853 or at the LGI on xtn 26856.
- Select from dropdown, enter quantity and add to cart.

Item search OPWHITE

Items per page: 10 1 - 1 of 1

ITEM	QTY
 <p>OPWhite OPWhite Prescription Pads</p> <p>Supplier: Leeds Teaching Hospitals NHS Trust Prescription Form Service Supplier PN: OPWHITE Mfr: LEEDS PRESCRIPTION FORM SERVICES Mfr PN: OPWHITE Customer Item #:</p> <p>Price £0.00 PACKAGING EA</p> <p>Contract:</p>	1 <input type="button" value="Add to Cart"/>

Open cart and click "Submit"

As these items are controlled stationery, we need to ensure that we retain the same level of assurance with issue and recording; therefore, in the "Note to Buyer" box on the order please provide the name of the person who will be collecting the pads from Pharmacy. This will link the person collecting the order to your area of work and provide us with an audit trail, as receipt of orders cannot be signed for on the Oracle system.

Notes and Attachments

Note to Buyer

Note to Supplier

Attachments None

- Once the order has been approved by the manager go back into your order and click on “view pdf”.
- Print the document and bring this down to Pharmacy where the prescription pads will be issued.
- The staff collecting the order MUST also bring their Trust ID with them
- If you have any other queries or concerns, please contact the Business Support Team on 66853 at SJUH and 26856 at the LGL.