Trainee Prescribing Assessment – EMIS Web

Log into EMIS Web & then select Population Reporting. You will need to be set up as a user on EMIS Web – The Practice Manager or someone else in the Practice should be able to do this for you.

Click on **Add** - & Select **New Folder –** Name the folder (e.g. Registrar Drug Searches).

Highlight the folder and Select **Import** from the Top left section of the screen.
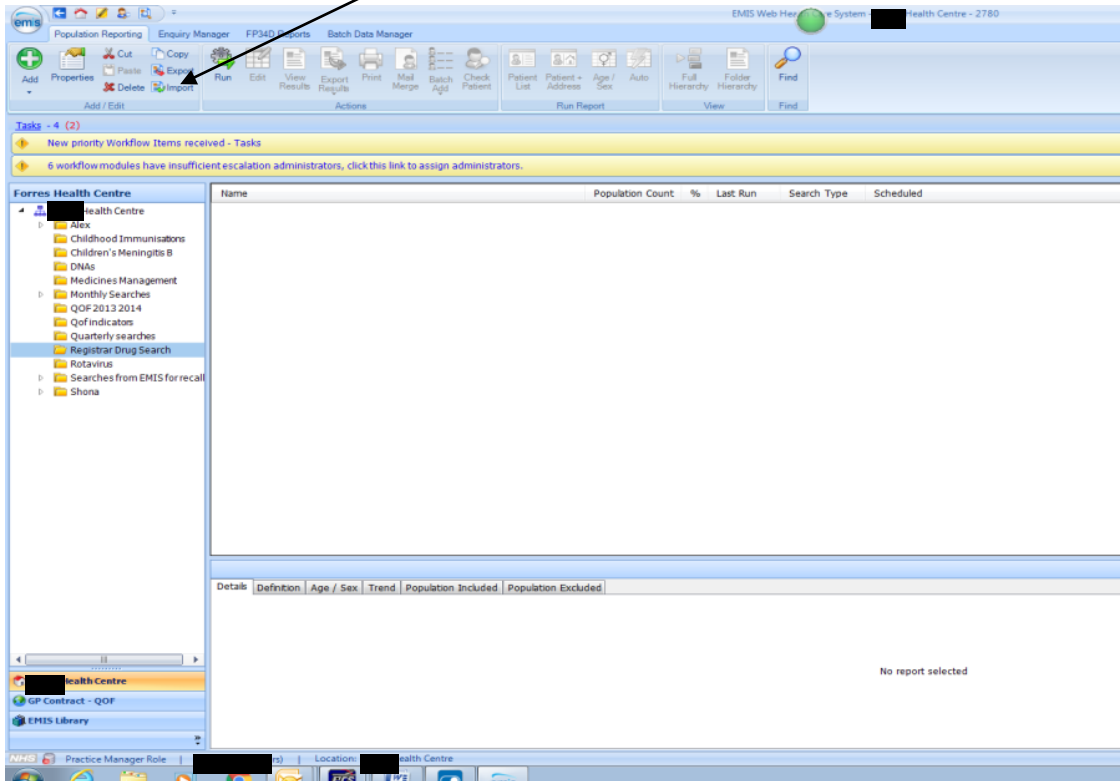
Click on the [...] and browse to the location of the Registrar Acute Meds XML file and click **OK**
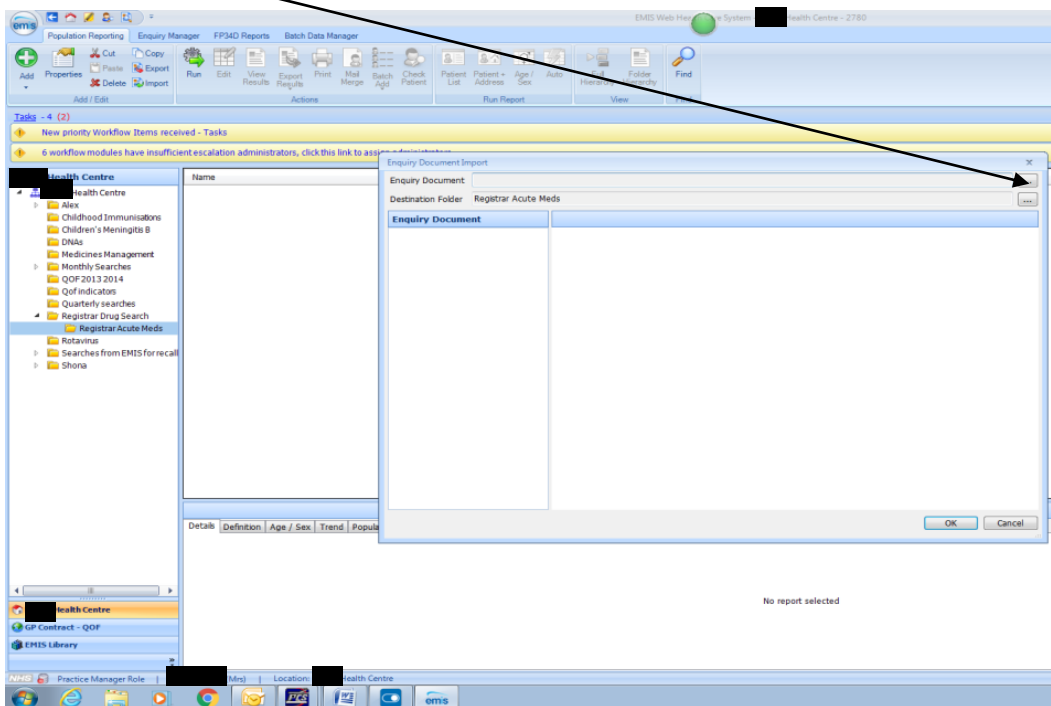
This will create a sub folder with the search and reports imported
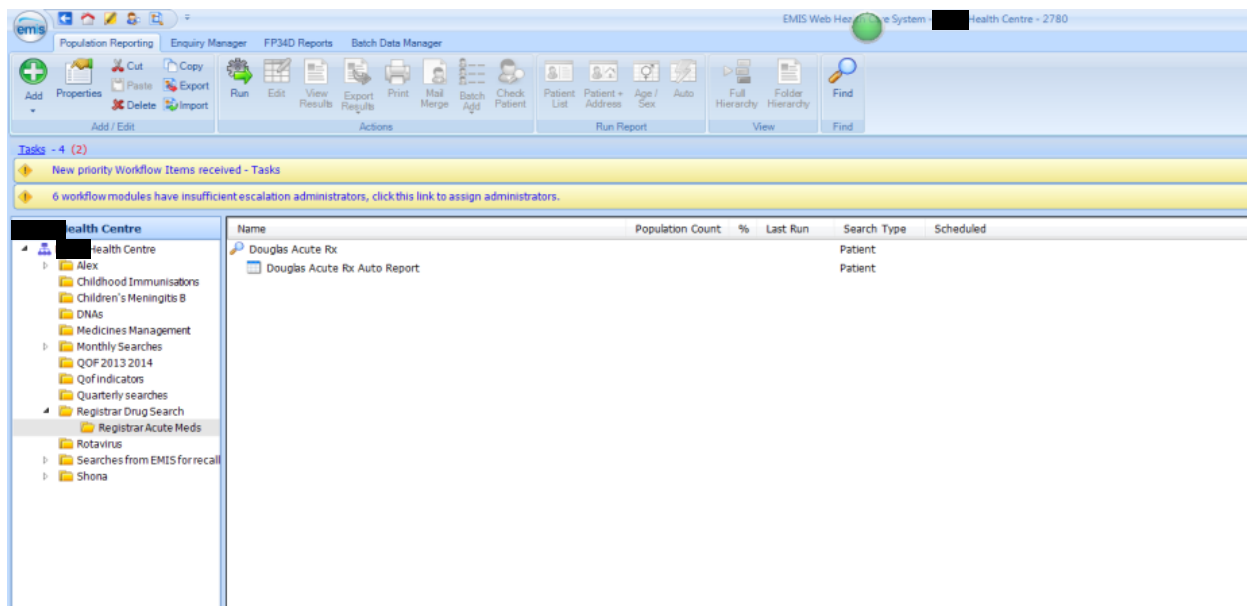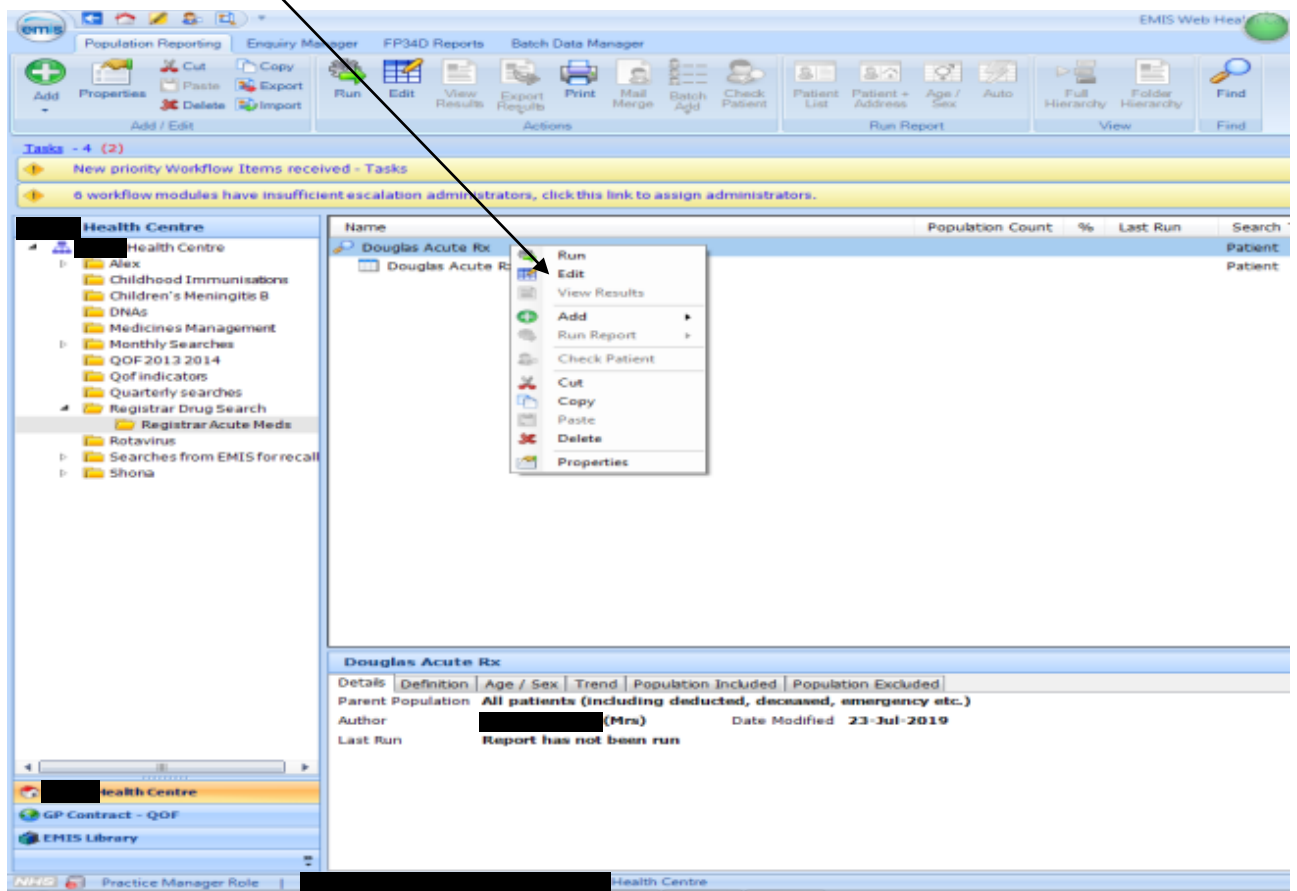

You will then need to update the search with the correct Trainee and Date Range.

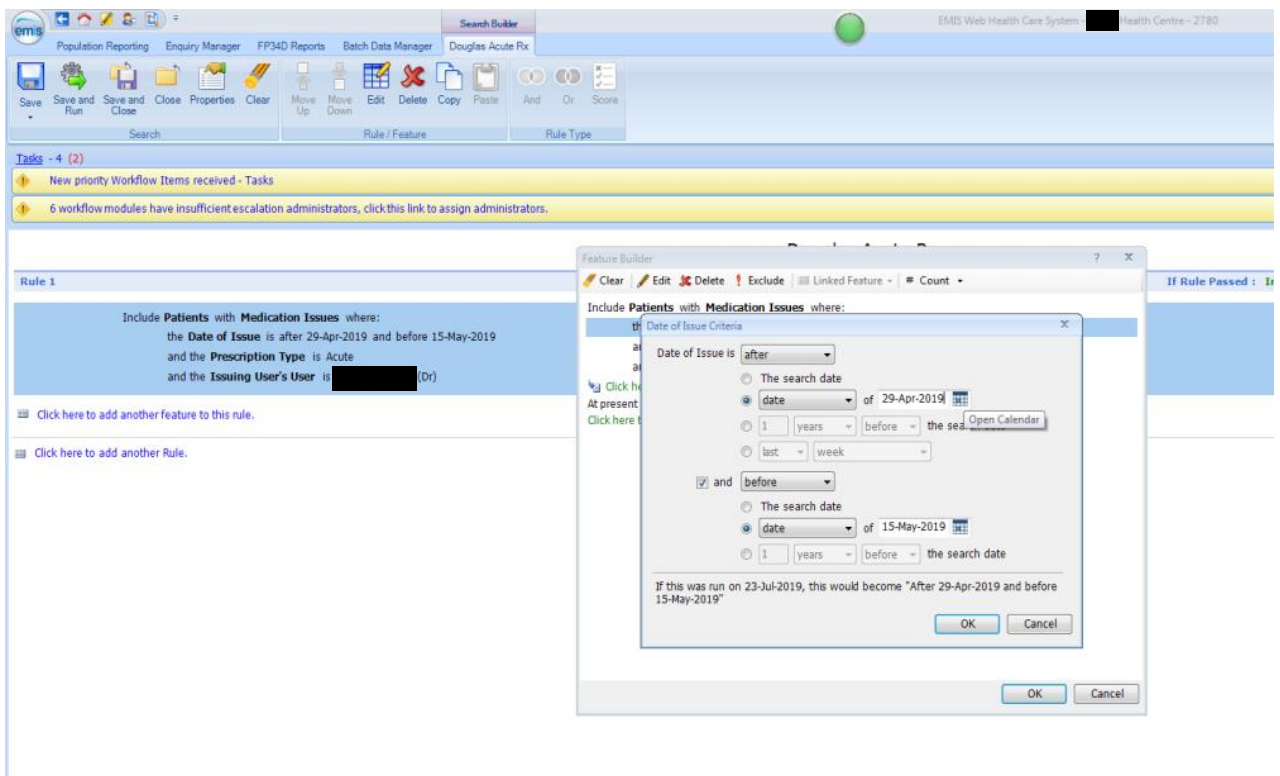Right Click on the Search and select **Edit**

Highlight Rule 1 and select **Edit**

Highlight the **Date of Issue** and select **Edit**

Use the Calendar boxes to enter the start and end dates for your search and click **OK**

Select the Issuing User's User and select **Edit**
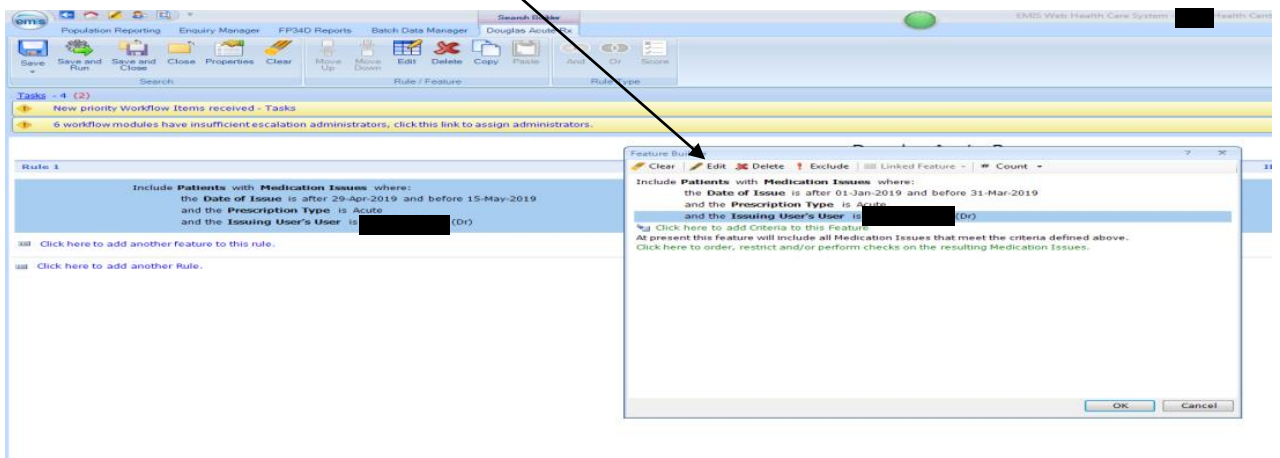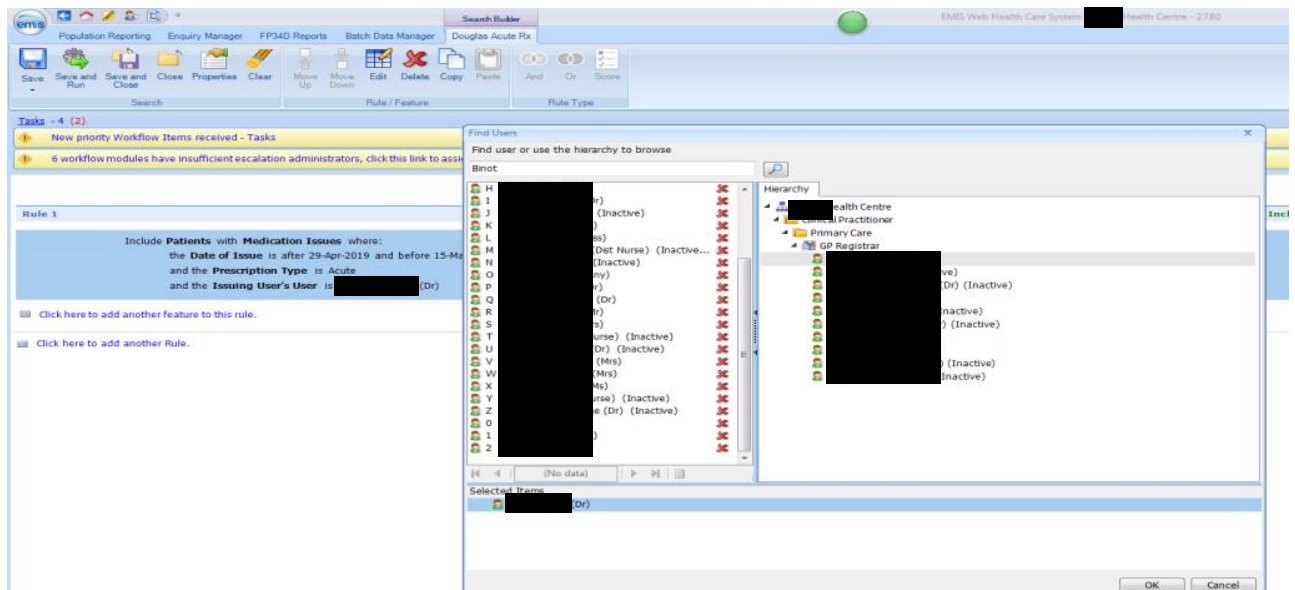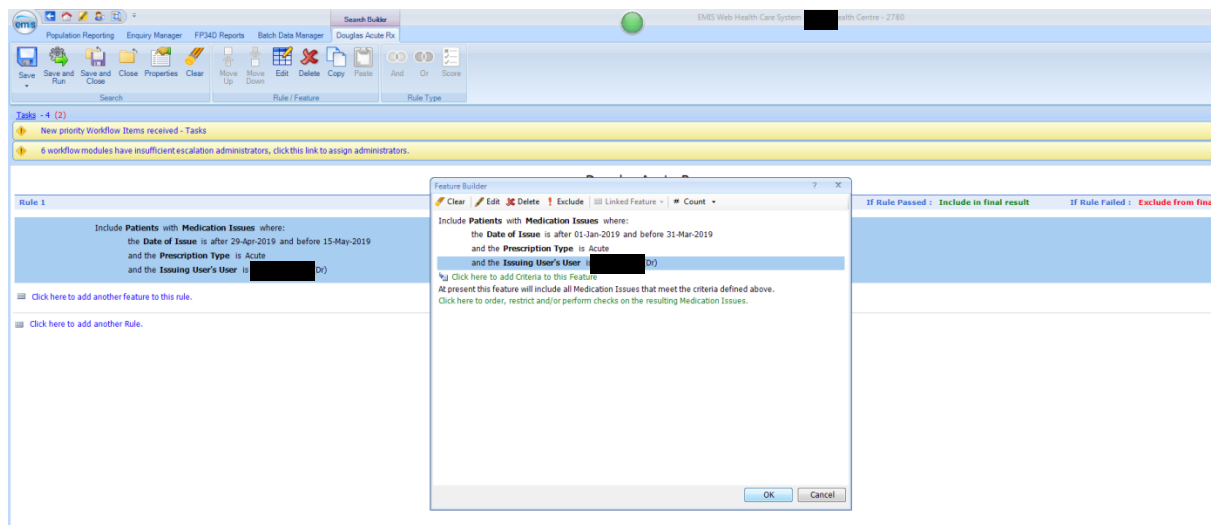
In the find user box put the name of the Trainee. Double click the Trainee from the list so that the name appears in the Selected Items and click **OK.**

The search should now show with the date range and Trainee you have selected. Click **OK**

To run your search select **Save and Run**

You will be prompted –Run this search – click **YES**

The search has now run and you will now need to edit the report with your date range and Trainee name.

Highlight the Auto Report and Select Edit

Click on the **Criteria** section of the Medication Issues box and click **Edit**

Highlight the **Date of Issue** section and click **Edit**

Enter the date range of your search in the same way as you did in the search and select **OK**

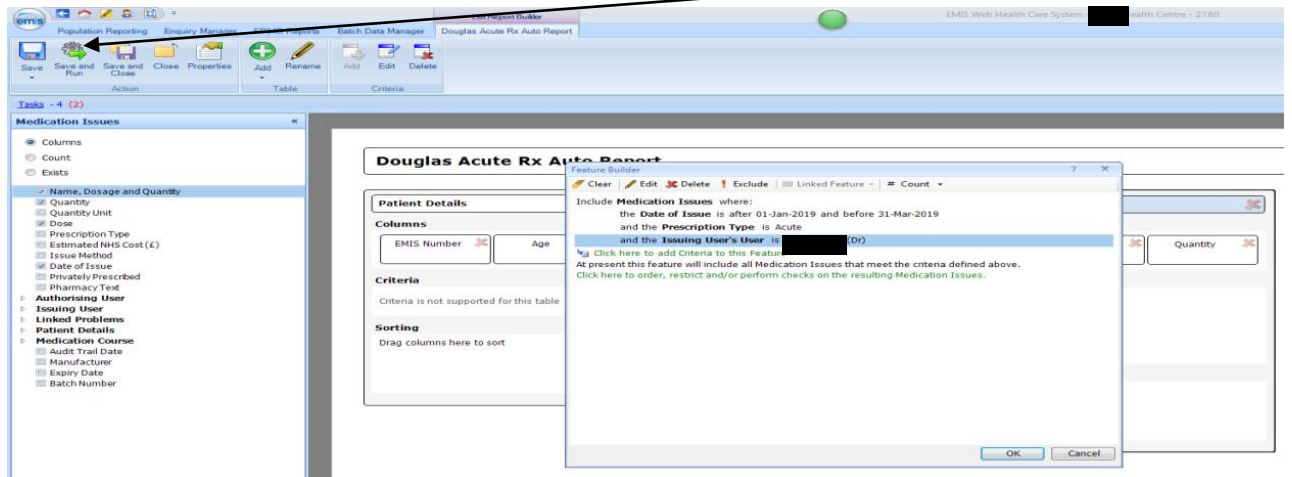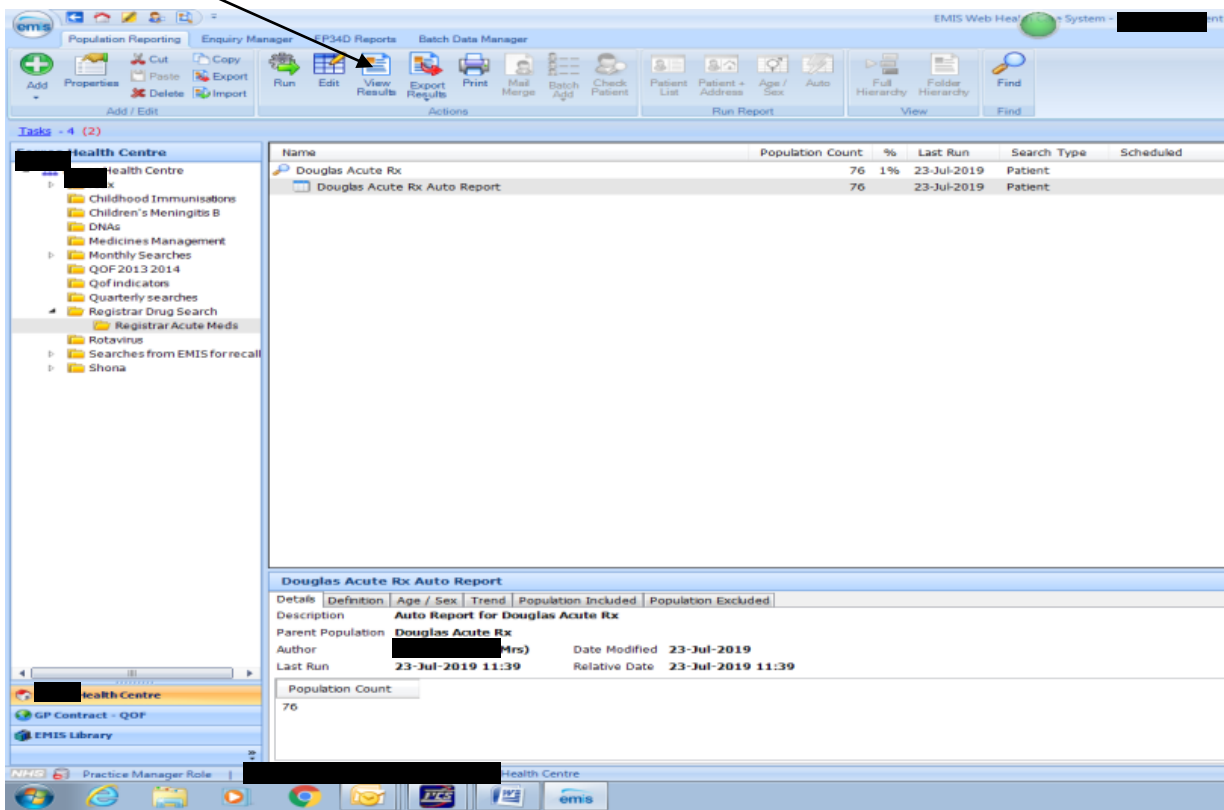Highlight the **Issuing User's User** section and click **Edit**
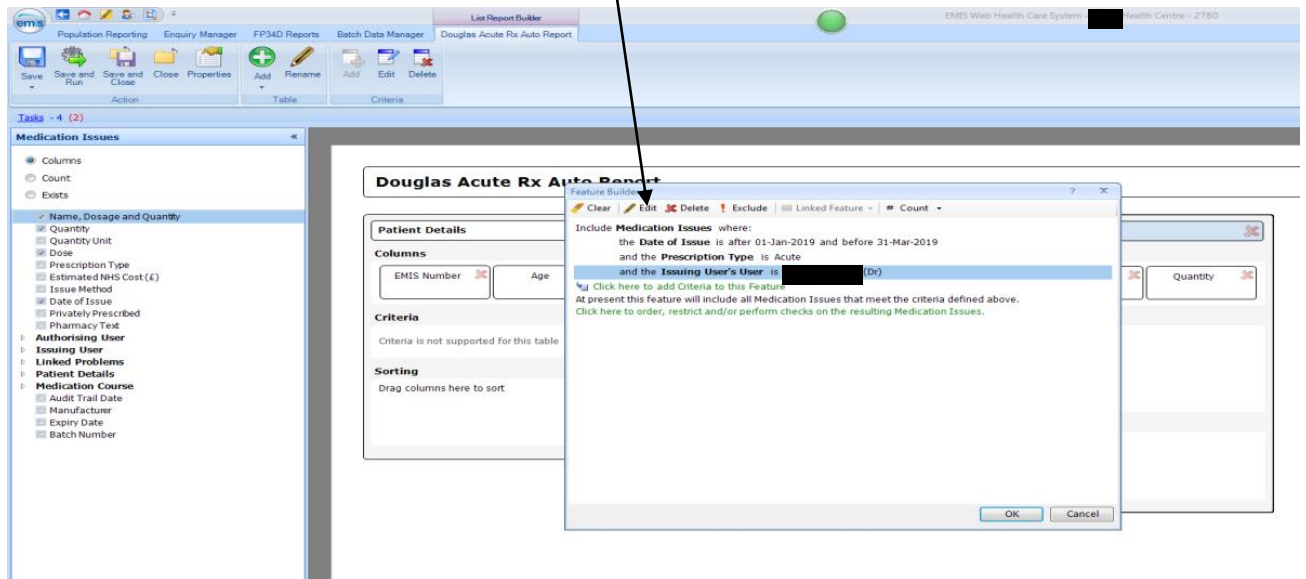
Select the name of the Trainee in the same way as you did in the search and select **OK**. The report should now have the date range and Trainee name that you selected – select **Save and Run**
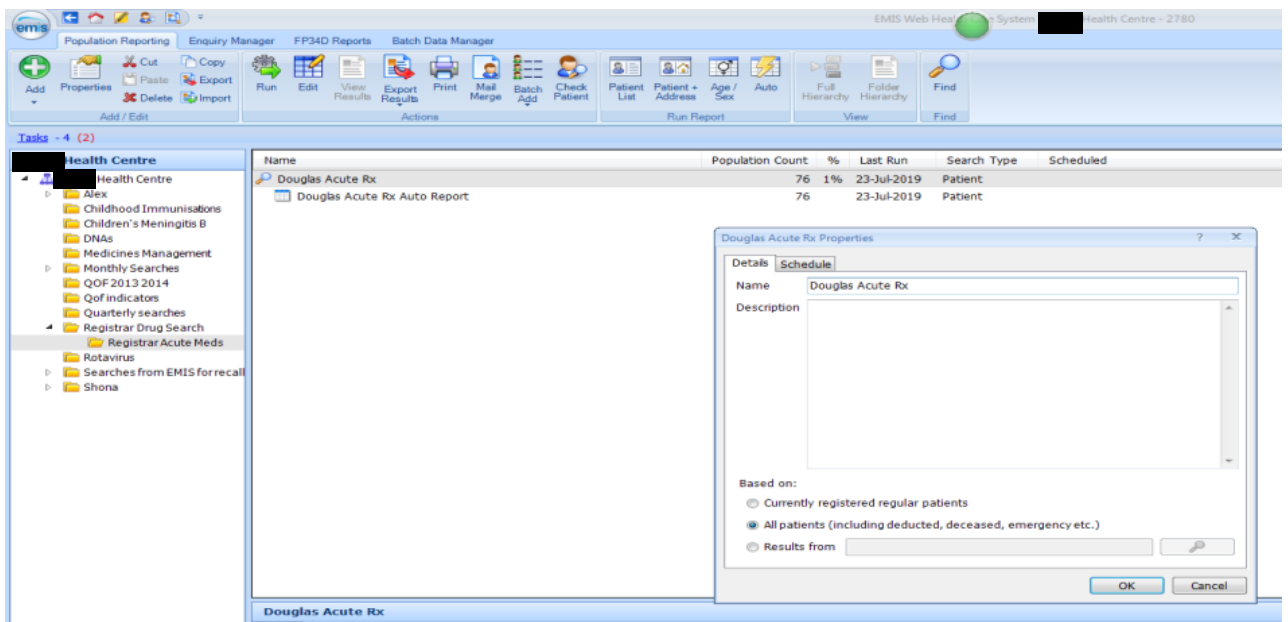
Select **View Results**

To amend the name of the search and report so that it shows your trainee name. Right click on the Search and select **Properties**
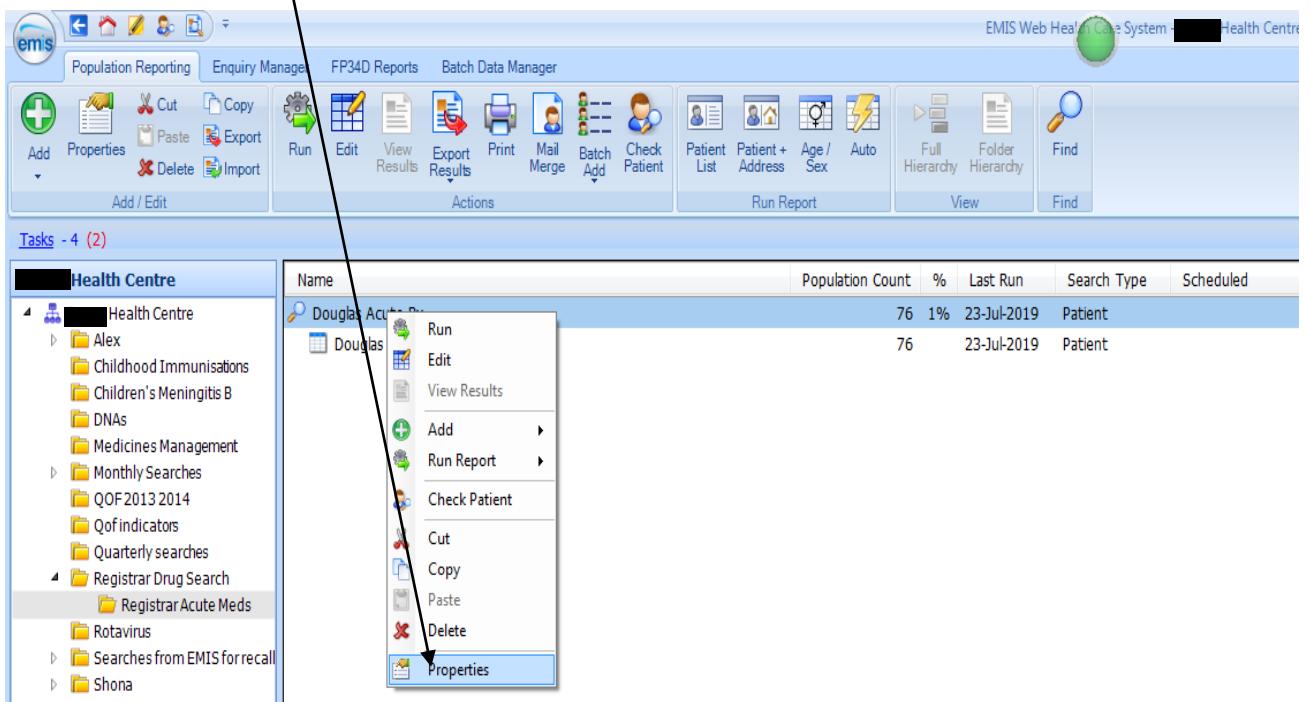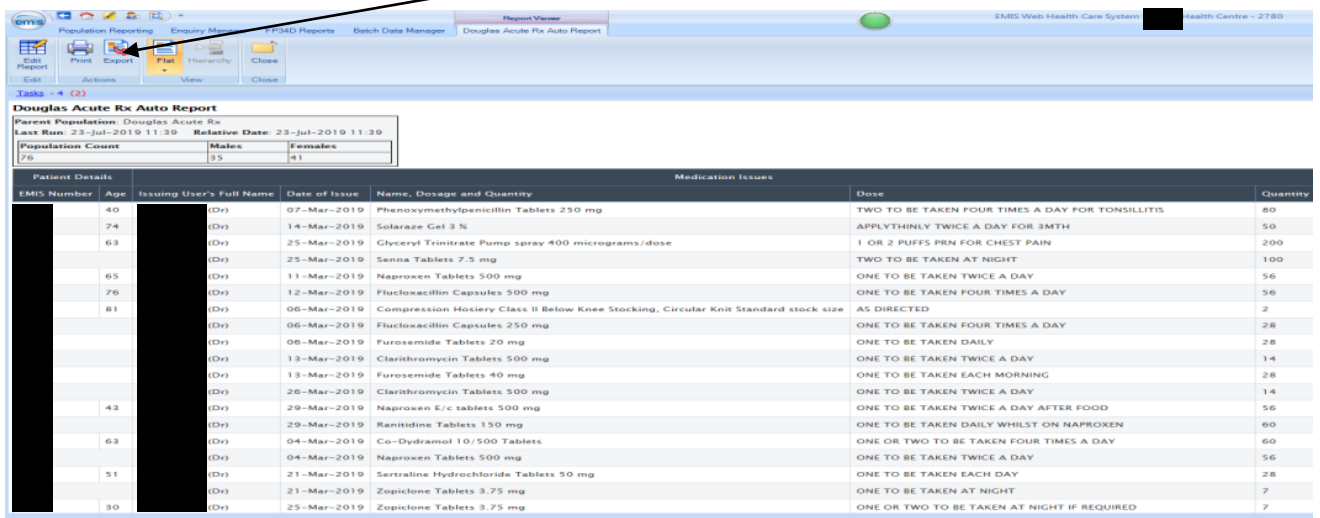
In the name field amend the search with the name of your trainee and click **OK**

Do the same for the Report

You can now export your results by Selecting **Export**

You can save the results as an Excel or CSV document.

Save the report as an Excel document.

You now need to transfer the contents of this report into the trainee prescribing assessment Excel spreadsheet which can be found here:

https://www.rcgp.org.uk/training-exams/training/mrcgp-workplace-based-assessment-wpba/prescribing/how-to-search.aspx

You want the document called "EMIS Spreadsheet" and I would suggest that once you have opened it you save it to your desktop. Do not save as read only.

It looks like this:

You need to go back to the Excel spreadsheet generated by your search and copy and paste the appropriate cells (should be cells A12 to H12 then go down to row 72) into the EMIS Spreadsheet.

The spreadsheet should then look like this:

The Trainee view

The Educational Supervisor view

The EMIS patient ID numbers have been blacked out. This number is used to access the patient's notes in EMIS using the option of "EMIS ID".

The Excel spreadsheet can then be completed by the Trainee (60 items) and then passed to the Educational Supervisor (for their random 20 items which have been populated from the Trainee list).

Good luck.