

## 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.

Ver: 8.5.8.0000 (Microsoft Windows 7 Enterprise 64 bit)



Username

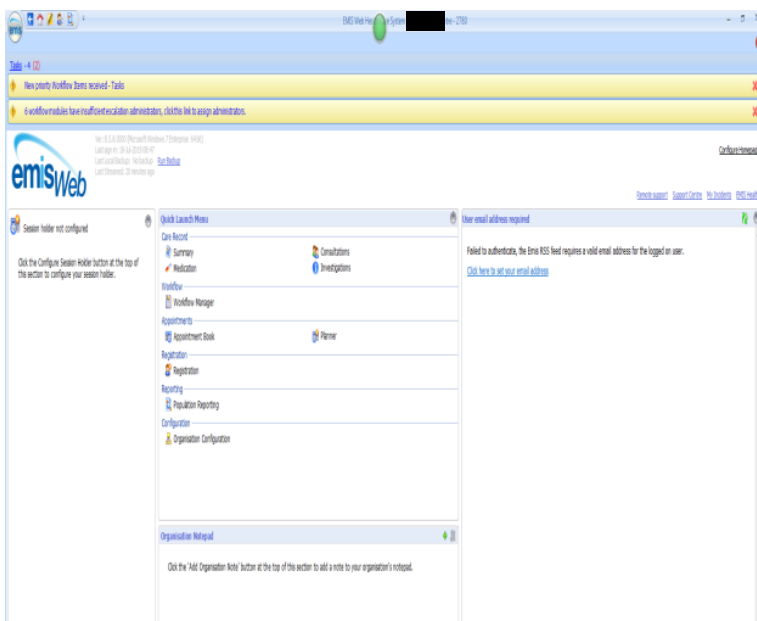
Password

Organisation ID

[Reset password](#) [Username reminder](#)

Current connection: [Primary](#) Having problems? View our [Status Page](#)

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Ver: 8.5.8.0000 (Microsoft Windows 7 Enterprise 64 bit)  
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Search, support, Support Centre, My business, EMIS Health

Session holder not configured  
Click the Configure Session Holder button at the top of this section to configure your session holder.

Quick Launch Menu

- Case Record
  - Summary
  - Medication
- Consultations
- Investigations
- Planner

Registration

- Registration

Reporting

- Population Reporting

Configuration

- Organisation Configuration

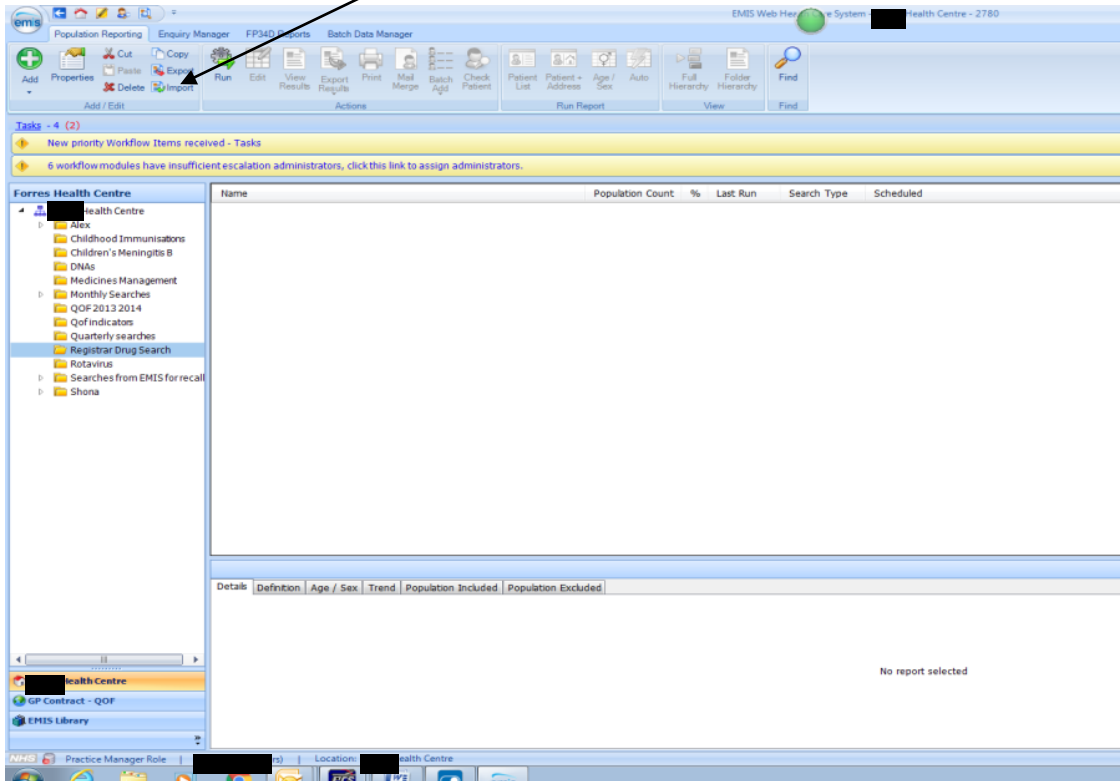
Organisation Metadata


Click the 'Add Organisation Note' button at the top of this section to add a note to your organisation's metadata.

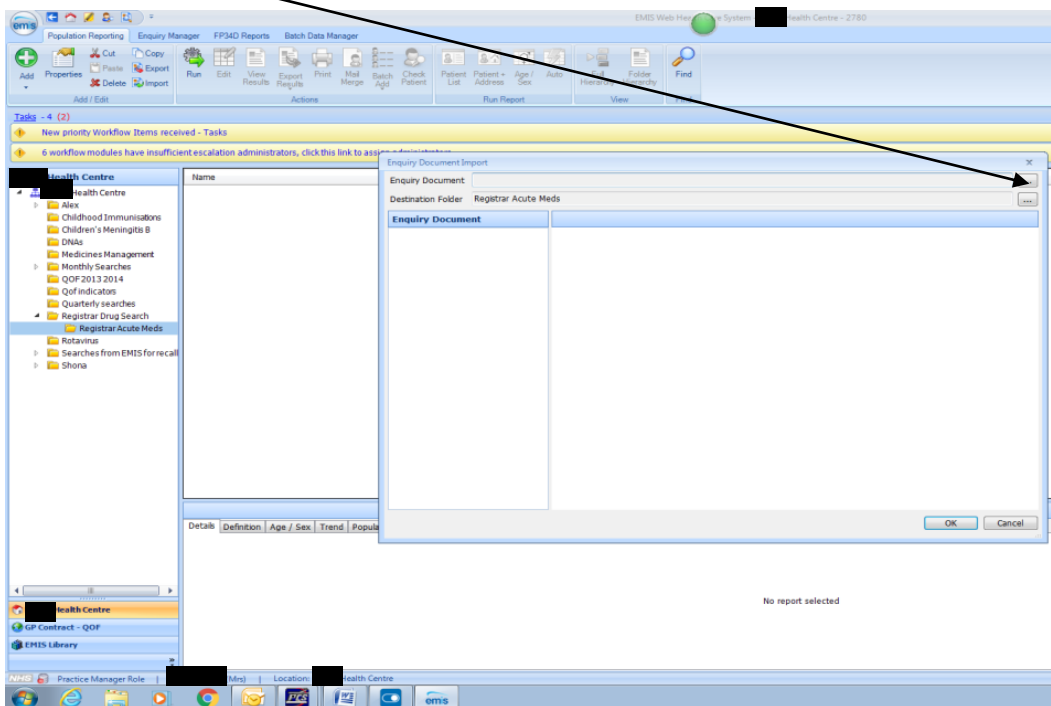
User email address required  
Failed to authenticate, the EMIS RSS feed requires a valid email address for the logged on user.  
[Click here to set your email address](#)

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

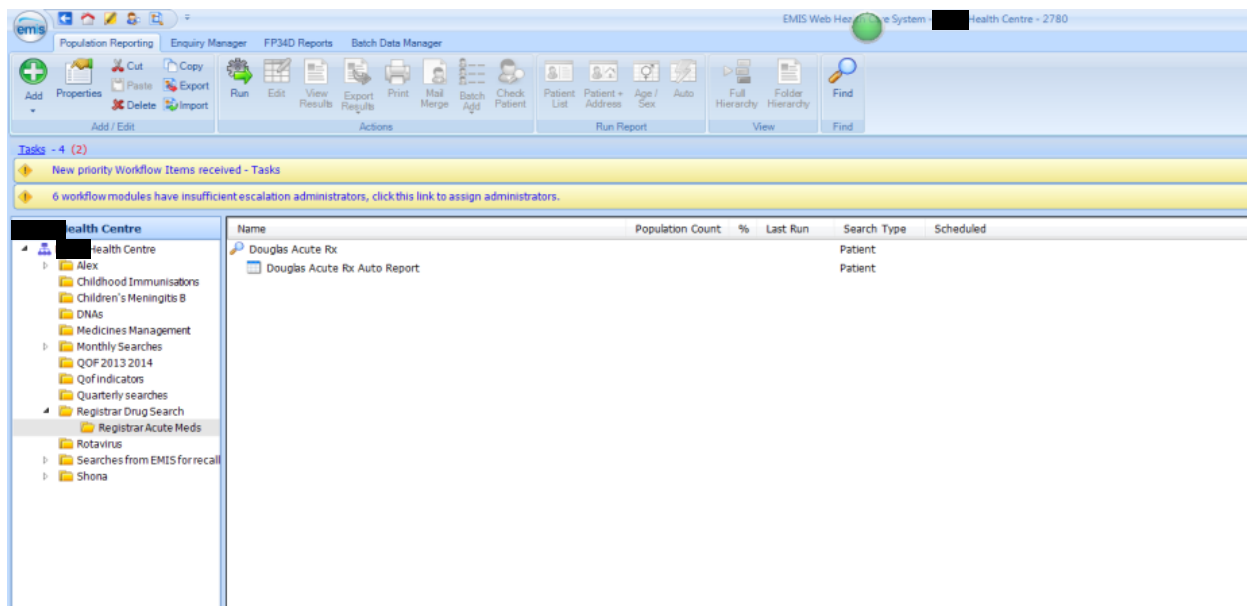
Highlight the folder and Select **Import** from the Top left section of the screen.



Click on the  and browse to the location of the Registrar Acute Meds XML file and click **OK**

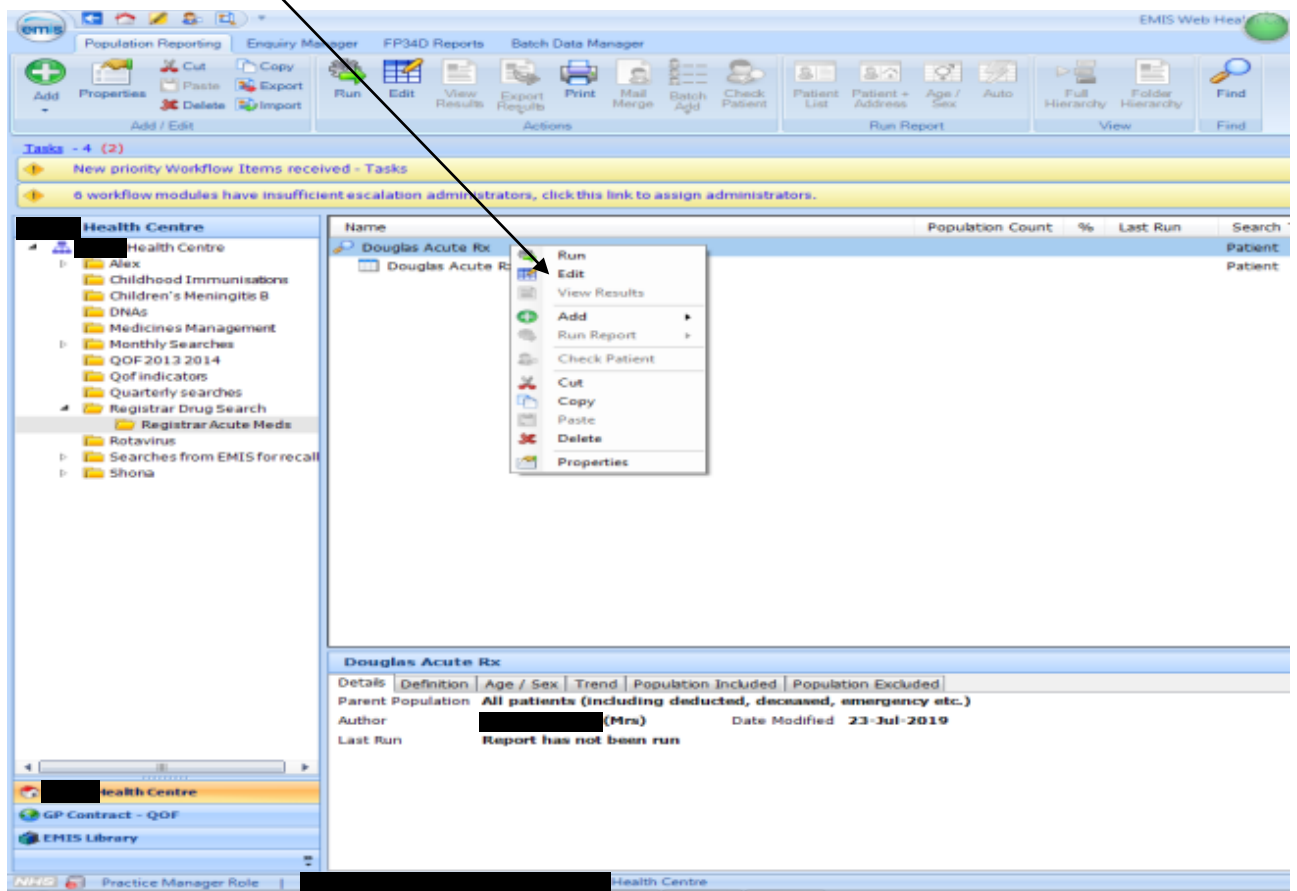


This will create a sub folder with the search and reports imported



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

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



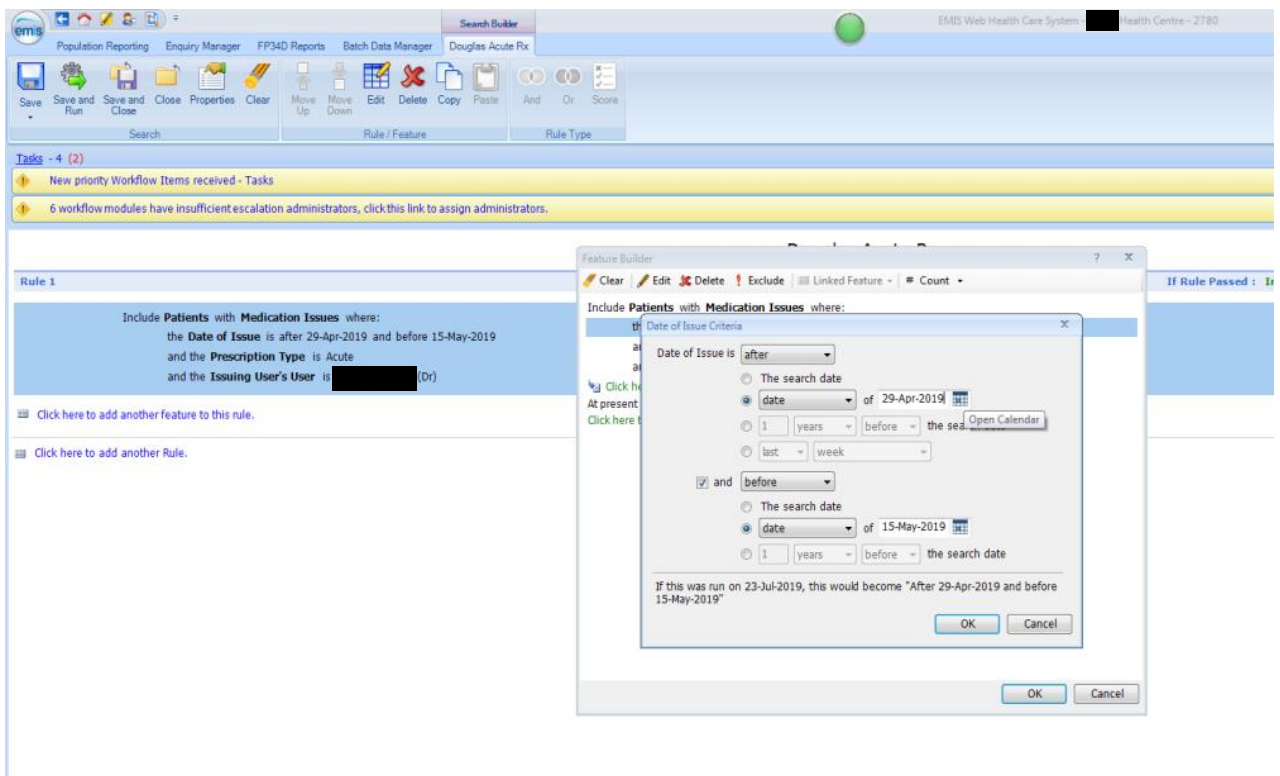
Highlight Rule 1 and select **Edit**

The screenshot shows the EMIS Web Health Care System interface. At the top, there is a navigation bar with tabs for 'Population Reporting', 'Enquiry Manager', 'FP34D Reports', 'Batch Data Manager', and 'Douglas Acute Rx'. Below this is a toolbar with various icons for 'Save', 'Save and Run', 'Save and Close', 'Close', 'Properties', 'Clear', 'Move Up', 'Move Down', 'Edit', 'Delete', 'Copy', 'Paste', 'And', 'Or', and 'Score'. The main content area displays 'Tasks - 4 (2)' with two yellow task bars. Below the tasks, the title 'Douglas Acute Rx' is centered. Underneath, 'Rule 1' is defined with the following criteria: 'Include Patients with Medication Issues where: the Date of Issue is after 29-Apr-2019 and before 15-May-2019 and the Prescription Type is Acute and the Issuing User's User is [redacted] (Dr)'. At the bottom, there are two links: 'Click here to add another feature to this rule.' and 'Click here to add another Rule.'

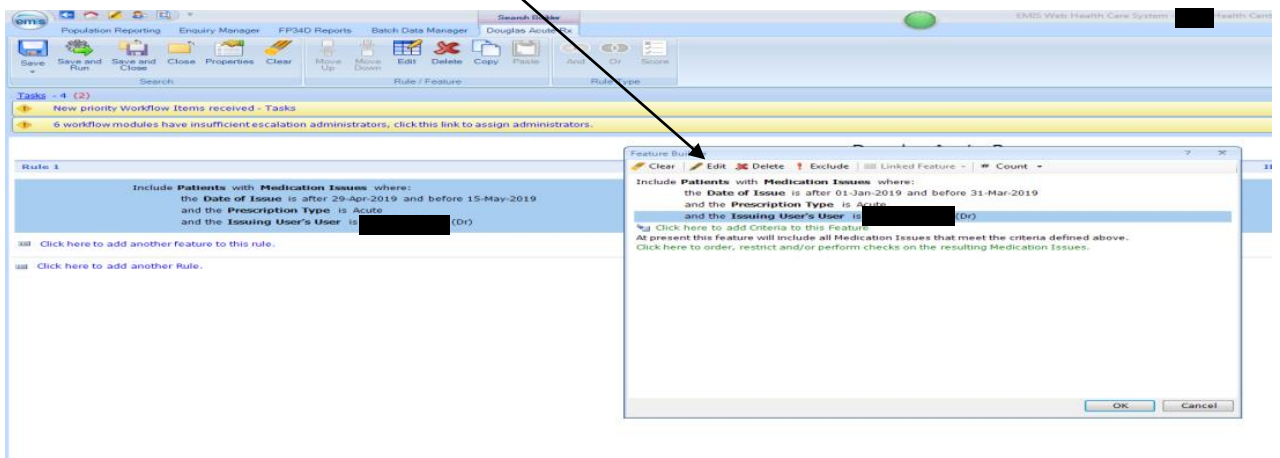
Highlight the **Date of Issue** and select **Edit**

This screenshot shows the same EMIS Web Health Care System interface as the first image, but with a 'Feature Builder' dialog box open. The dialog box has a toolbar with 'Clear', 'Edit', 'Delete', and 'Exclude' buttons. The 'Edit' button is highlighted with a black arrow. The main text in the dialog box reads: 'Include Patients with Medication Issues where: the Date of Issue is after 29-Apr-2019 and before 15-May-2019 and the Prescription Type is Acute and the Issuing User's User is [redacted] (Dr)'. Below this text, there are two links: 'Click here to add Criteria to this Feature' and 'At present this feature will include all Medication Issues that meet the criteria defined above. Click here to order, restrict and/or perform checks on the resulting Medication Issues.' At the bottom right of the dialog box, there are 'OK' and 'Cancel' buttons. The background shows the 'Rule 1' configuration page with the 'Date of Issue' criterion highlighted in blue.

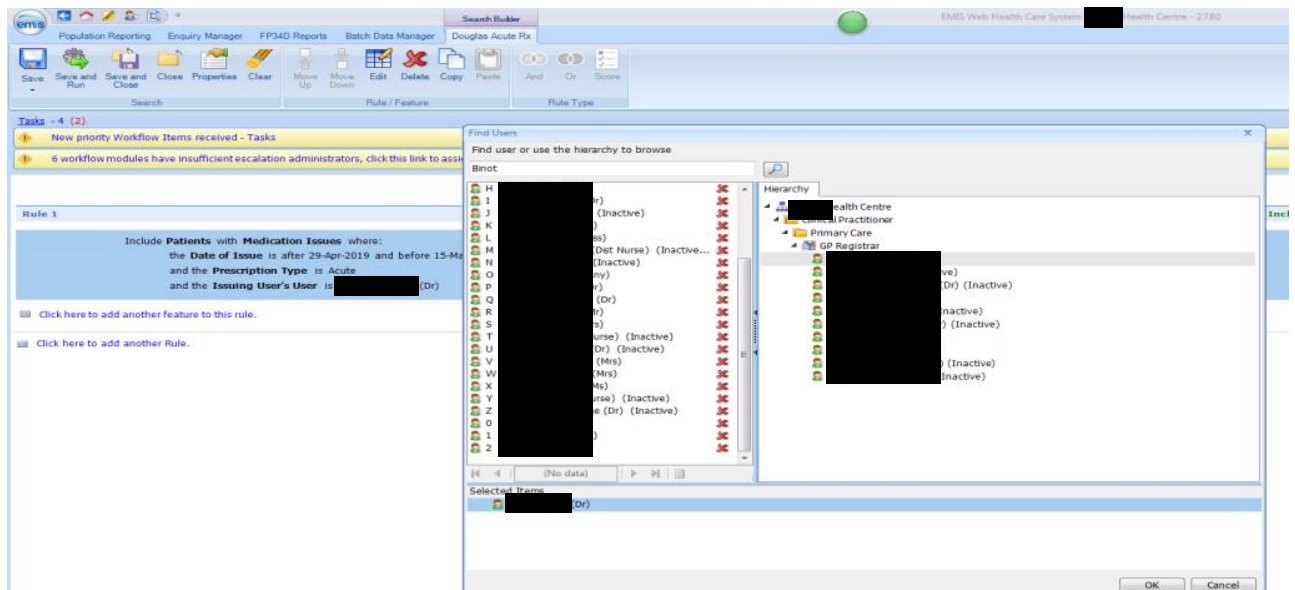
Use the Calendar boxes to enter the start and end dates for your search and click **OK**



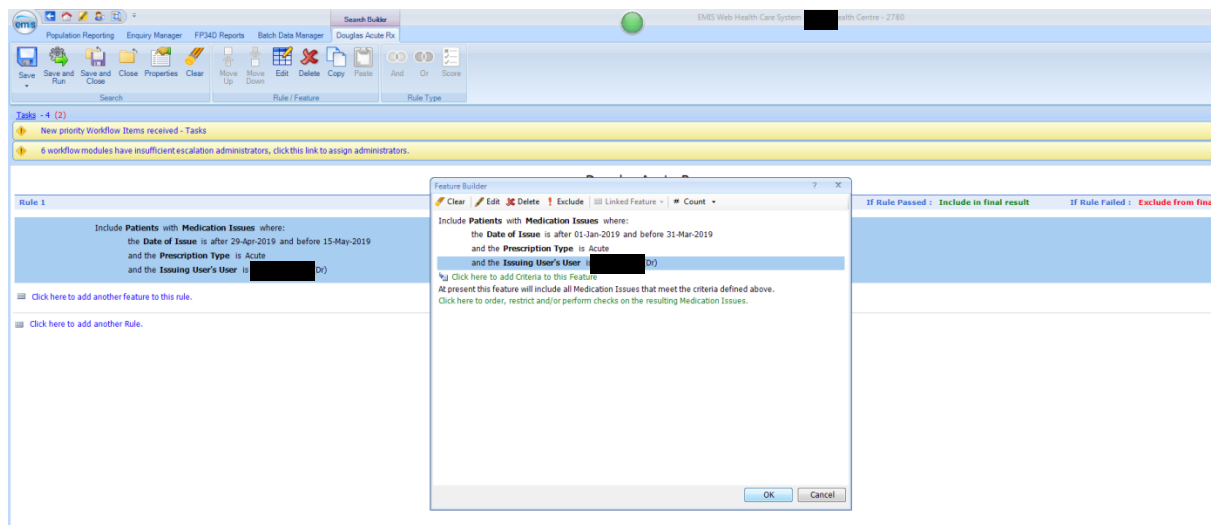
Select the Issuing User's User and select **Edit**



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**

ems Population Reporting Enquiry Manager FP34D Reports Batch Data Manager Douglas Acute Rx Search Builder EMIS Web Health Care System

Save Save and Run Save and Close Close Properties Clear Move Up Move Down Edit Delete Copy Paste And Or Score

Search Rule / Feature Rule Type

Tasks - 4 (2)  
New priority Workflow Items received - Tasks  
6 workflow modules have insufficient escalation administrators, click this link to assign administrators.

Douglas Acute Rx

Rule 1

Include **Patients** with **Medication Issues** where:  
the **Date of Issue** is after 01-Jan-2019 and before 31-Mar-2019  
and the **Prescription Type** is Acute  
and the **Issuing User's User** is [REDACTED] (Dr)

[Click here to add another feature to this rule.](#)

[Click here to add another Rule.](#)

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

ems Population Reporting Enquiry Manager FP34D Reports Batch Data Manager EMIS Web Health Care System [REDACTED] Health Centre - 2780

Add Properties Cut Paste Copy Run Edit View Results Export Results Print Mail Merge Batch Add Check Patient Patient List Patient + Address Age / Sex Auto Full Hierarchy Folder Hierarchy Find

Add / Edit Actions Run Report View Find

Tasks - 4 (2)  
New priority Workflow Items received - Tasks  
6 workflow modules have insufficient escalation administrators, click this link to assign administrators.

[REDACTED] Health Centre

Name	Population Count	%	Last Run	Search Type	Scheduled
Douglas Acute Rx	76	1%	23-Jul-2019	Patient	
<input type="checkbox"/> Douglas Acute Rx Auto Report				Patient	

Health Centre  
Alex  
Childhood Immunisations  
Children's Meningitis B  
DNAs  
Medicines Management  
Monthly Searches  
QOF 2013 2014  
Qof indicators  
Quarterly searches  
Registrar Drug Search  
Registrar Acute Meds  
Rotavirus  
Searches from EMIS for recall  
Shona

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

The screenshot shows the EMIS Web Health Care System interface. The main window is titled 'Douglas Acute Rx Auto Report'. On the left, there is a 'Medication Issues' box with a tree view containing sections like 'Columns', 'Criteria', and 'Sorting'. The 'Criteria' section is selected. The main area shows the configuration for the report, including 'Patient Details' (EMIS Number, Age), 'Medication Issues' (Issuing User's Full Name, Date of Issue, Name, Dosage and Quantity, Dose, Quantity), and 'Criteria' (Include Medication Issues where: the Date of Issue is after 22-Apr-2019 and before 15-May-2019 and the Prescription Type is Acute and the Issuing User's User is [redacted] (Dr)).

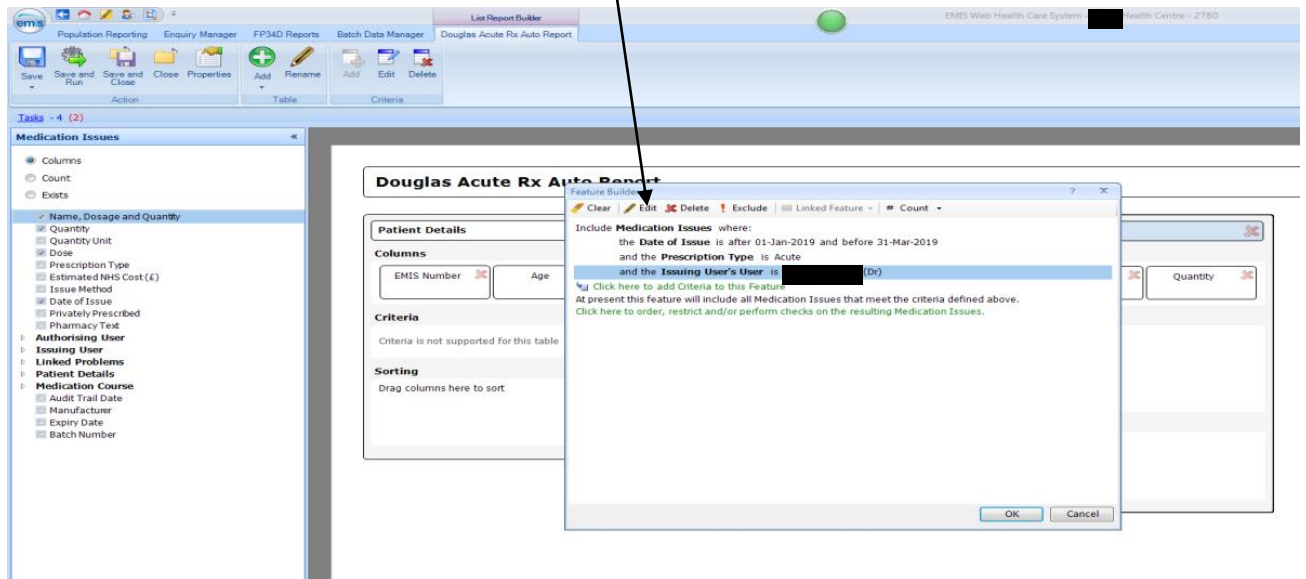
Highlight the **Date of Issue** section and click **Edit**

The screenshot shows the EMIS Web Health Care System interface. The main window is titled 'Douglas Acute Rx Auto Report'. On the left, there is a 'Medication Issues' box with a tree view containing sections like 'Columns', 'Criteria', and 'Sorting'. The 'Date of Issue' section is highlighted. The main area shows the configuration for the report, including 'Patient Details' (EMIS Number, Age), 'Medication Issues' (Issuing User's Full Name, Date of Issue, Name, Dosage and Quantity, Dose, Quantity), and 'Criteria' (Include Medication Issues where: the Date of Issue is after 22-Apr-2019 and before 15-May-2019 and the Prescription Type is Acute and the Issuing User's User is [redacted] (Dr)). A 'Feature Builder' dialog box is open, showing the criteria for the 'Date of Issue' section. The dialog box has a title bar 'Feature Builder' and buttons for 'Clear', 'Edit', 'Delete', 'Exclude', 'Linked Feature', and 'Count'. The criteria are: 'Include Medication Issues where: the Date of Issue is after 22-Apr-2019 and before 15-May-2019 and the Prescription Type is Acute and the Issuing User's User is [redacted] (Dr)'. Below the criteria, there are links: 'Click here to add Criteria to this Feature' and 'Click here to order, restrict and/or perform checks on the resulting Medication Issues.' The dialog box has 'OK' and 'Cancel' buttons at the bottom.

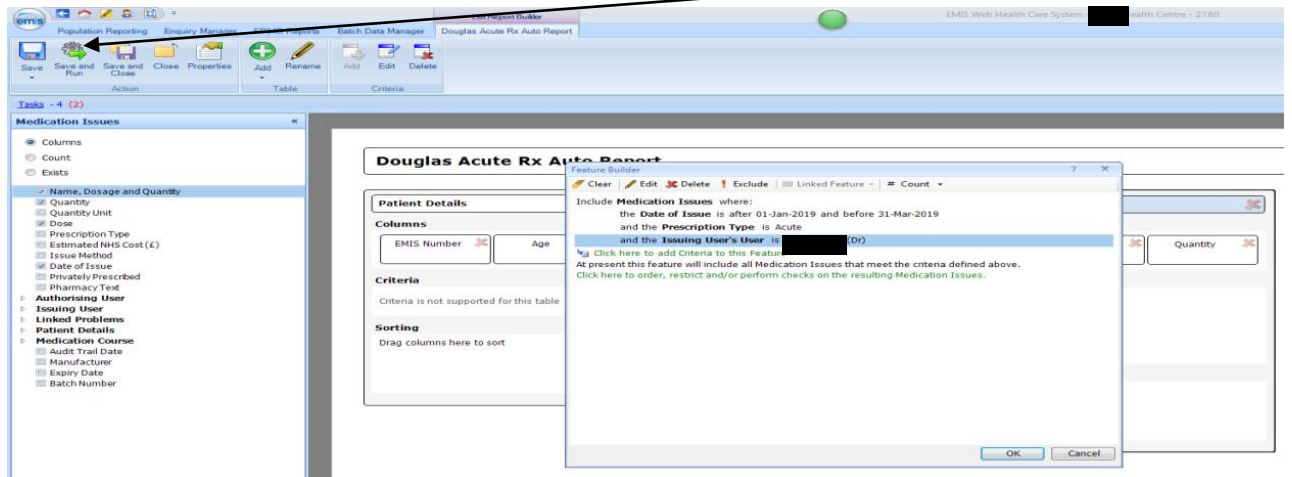


Enter the date range of your search in the same way as you did in the search and select **OK**

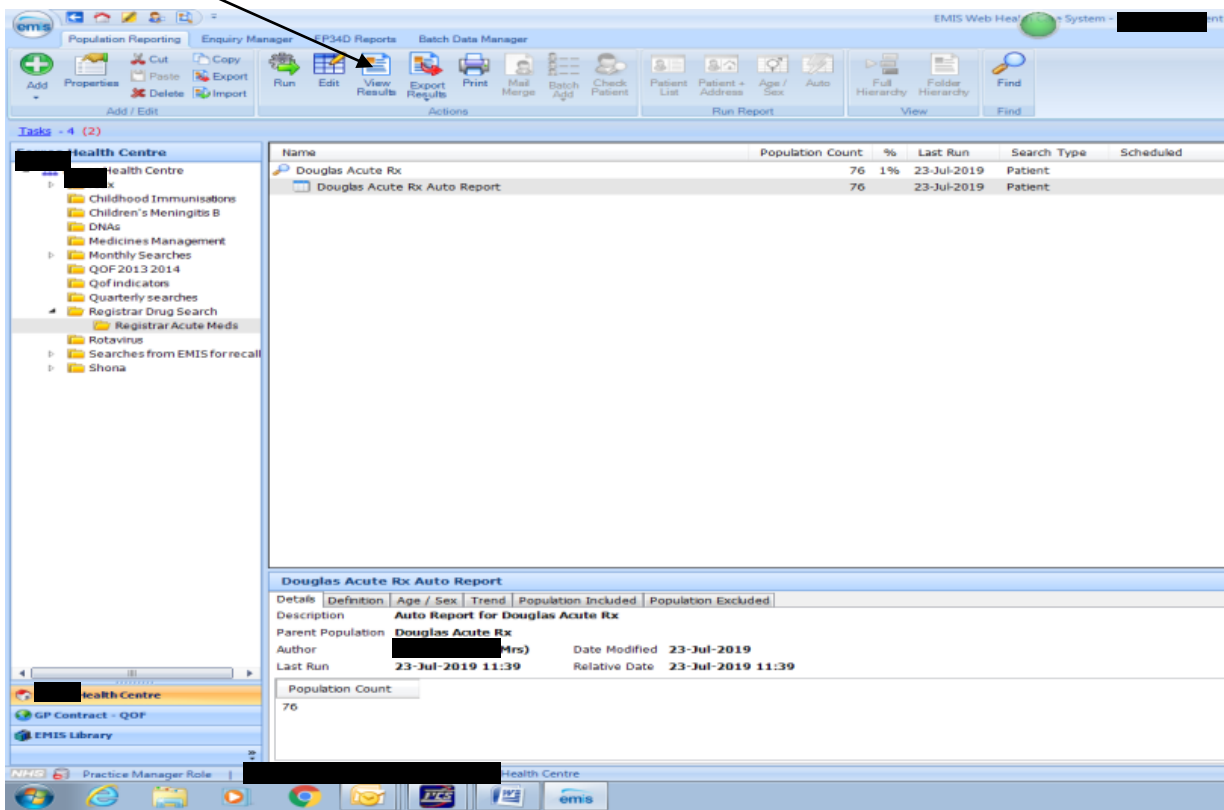
Highlight the **Issuing User's User** section and click **Edit**



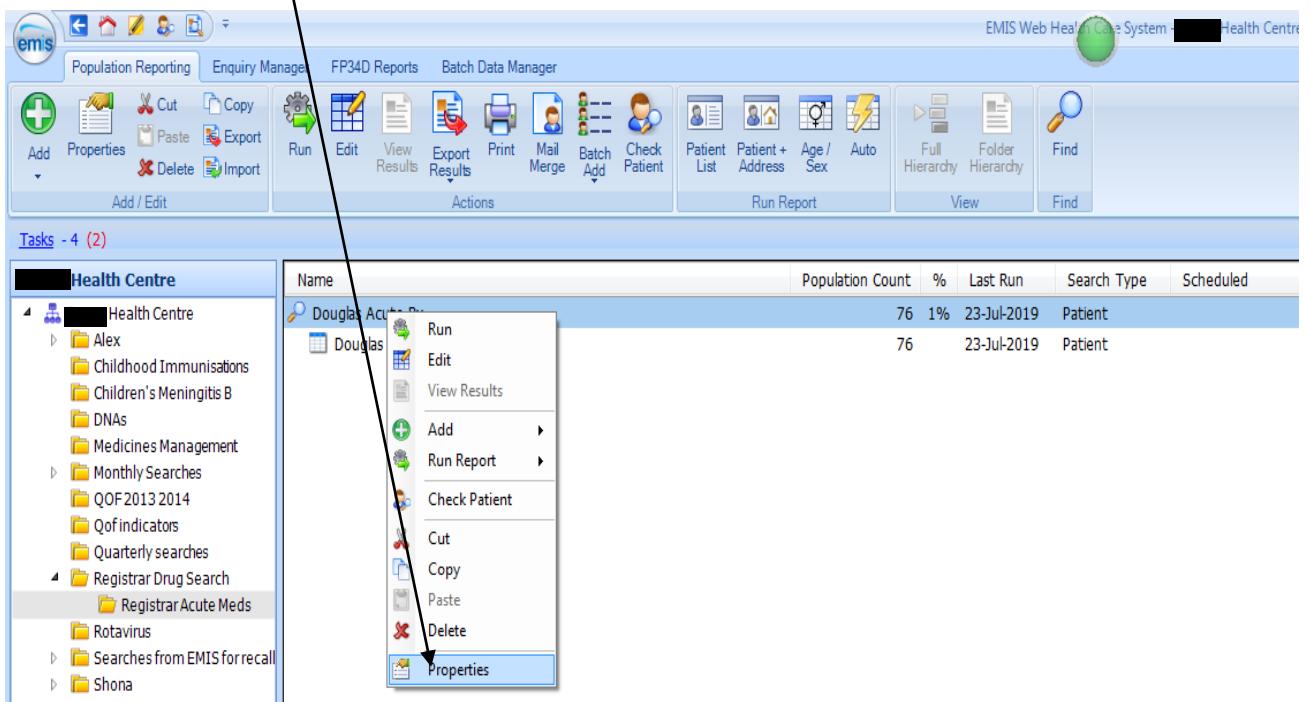
Select the name of the Trainee in the same way as you did in the search and select **OK**. The report should now have the date range and Trainee name that you selected – select **Save and Run**



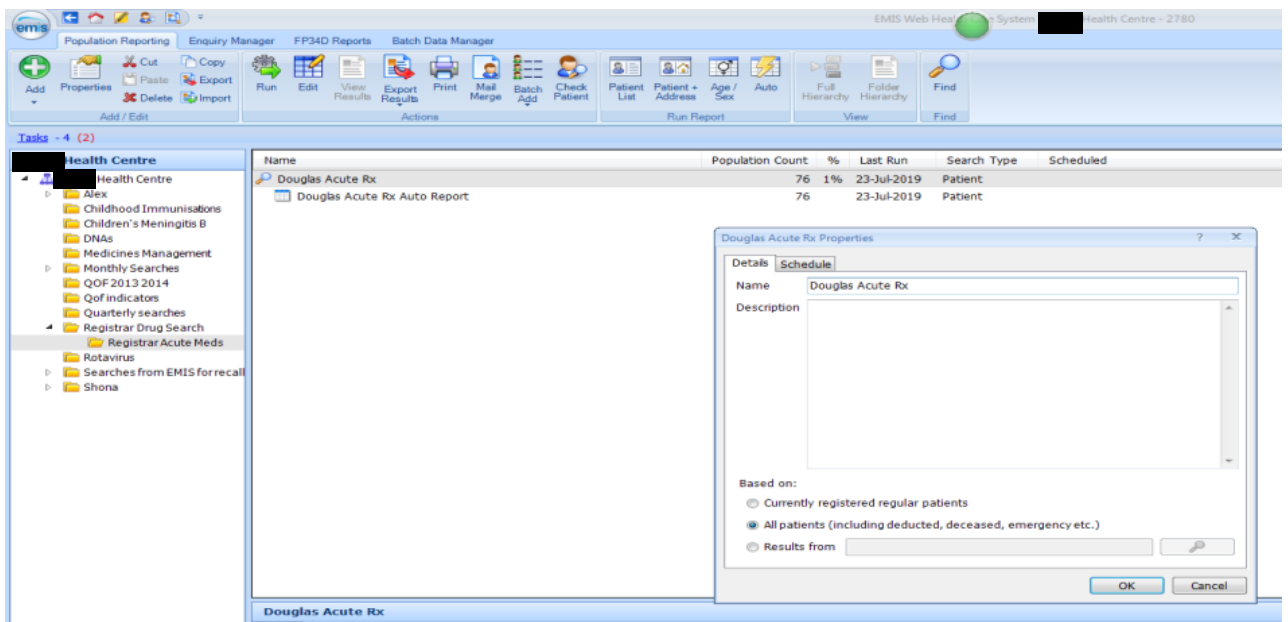
Select View Results



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

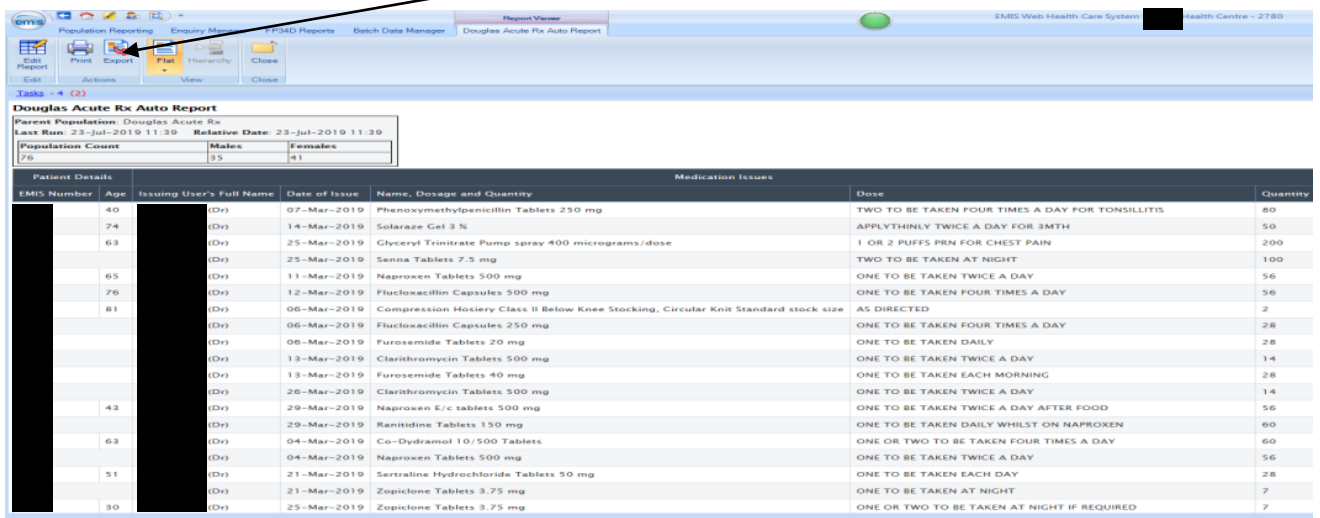


In the name field amend the search with the name of your trainee and click **OK**



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.

Report Name: Douglas Acute Rx Auto Report

Parent Population: Douglas Acute Rx  
 Last Run: 23-Jul-2019 11:39  
 Relative Date: 23-Jul-2019 11:39  
 Population Count: 76  
 Males: 35  
 Females: 41

Patient Details			Medication Issues			
EMIS Number	Age	Issuing User's Full Name	Date of Issue	Name, Dosage and Quantity	Dose	Quantity
40	74	Dr	07-Mar-2019	Phenoxymethylpenicillin Tablets 250 mg	TWO TO BE TAKEN FOUR TIMES A DAY FOR TONSILLITIS	80
74	74	Dr	14-Mar-2019	Solaraze Gel 3 %	APPLY THINLY TWICE A DAY FOR 3MTH	50
63	63	Dr	25-Mar-2019	Glyceryl Trinitrate Pump spray 400 micrograms/dose	1 OR 2 PUFFS PRN FOR CHEST PAIN	200
65	65	Dr	25-Mar-2019	Senna Tablets 7.5 mg	TWO TO BE TAKEN AT NIGHT	100
76	76	Dr	11-Mar-2019	Naproxen Tablets 500 mg	ONE TO BE TAKEN TWICE A DAY	56
76	76	Dr	12-Mar-2019	Flucloxacilin Capsules 500 mg	ONE TO BE TAKEN FOUR TIMES A DAY	56
81	81	Dr	06-Mar-2019	Compression Hosiery Class II Below Knee Stocking, Circular Knit Standard stock size	AS DIRECTED	2
		Dr	06-Mar-2019	Flucloxacilin Capsules 250 mg	ONE TO BE TAKEN FOUR TIMES A DAY	28
		Dr	06-Mar-2019	Furosemide Tablets 20 mg	ONE TO BE TAKEN DAILY	28
		Dr	13-Mar-2019	Clarithromycin Tablets 500 mg	ONE TO BE TAKEN TWICE A DAY	14
		Dr	13-Mar-2019	Furosemide Tablets 40 mg	ONE TO BE TAKEN EACH MORNING	28
		Dr	26-Mar-2019	Clarithromycin Tablets 500 mg	ONE TO BE TAKEN TWICE A DAY	14
43	43	Dr	29-Mar-2019	Naproxen E/c tablets 500 mg	ONE TO BE TAKEN TWICE A DAY AFTER FOOD	56
		Dr	29-Mar-2019	Ranitidine Tablets 150 mg	ONE TO BE TAKEN DAILY WHILST ON NAPROXEN	60
63	63	Dr	04-Mar-2019	Co-Dydramol 10/500 Tablets	ONE OR TWO TO BE TAKEN FOUR TIMES A DAY	60
		Dr	04-Mar-2019	Naproxen Tablets 500 mg	ONE TO BE TAKEN TWICE A DAY	56
51	51	Dr	21-Mar-2019	Sertraline Hydrochloride Tablets 50 mg	ONE TO BE TAKEN EACH DAY	28
		Dr	21-Mar-2019	Zopiclone Tablets 3.75 mg	ONE TO BE TAKEN AT NIGHT	7
		Dr	25-Mar-2019	Zopiclone Tablets 3.75 mg	ONE OR TWO TO BE TAKEN AT NIGHT IF REQUIRED	7
30	30	Dr	28-Mar-2019	Hydrocortisone Cream 1 %	APPLY TWICE A DAY FOR NO MORE THAN 10 DAYS TO	30
		Dr	28-Mar-2019	Zerobase Cream 11 %	APPLY FREQUENTLY TO AFFECTED AREAS	50
53	53	Dr	20-Mar-2019	Paracetamol Tablets 500 mg	TWO TABLETS TO BE TAKEN FOUR TIMES DAILY	100
		Dr	20-Mar-2019	Tramadol Hydrochloride Capsules 50 mg	1-2 UP TO FOUR TIMES DAILY FOR PAIN	100
56	56	Dr	29-Mar-2019	Zopiclone Tablets 7.5 mg	ONE TO BE TAKEN AT NIGHT	10
46	46	Dr	25-Mar-2019	Prochlorperazine Maleate Buccal tablets 3 mg	ONE TO BE DISSOLVED BETWEEN UPPER LIP AND GUM	21
34	34	Dr	22-Feb-2019	Venlafaxine Tablets 37.5 mg	ONE TWICE DAILY	28

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:

EMIS - GP trainee spreadsheet prescribing self assessment data form May 19 - Read-Only - Excel

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

B3

Prescription number	Patient number	age	Issuing user name	Date of issue	medication	dosage (as written)	quantity	linked problem	If column I not completed or inaccurate, condition for which medication was issued	Right Drug	Right Dose	Right Dose Instructions	Right Follow up	Right Documentation	Right Review	Good prescribing	description of prescribing issues identified	possible reasons	possible strategies for the future
1																			
2																			
3																			
4																			
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Trainee Trainer review

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 screenshot shows an Excel spreadsheet titled "8. GP excel spreadsheet prescribing self assessment data form GM - Last Saved 15/05/2019 22:05". The spreadsheet contains a table of prescriptions. A yellow warning box at the top reads: "Please make sure you enter at least 60 prescriptions. Make sure you review the summary box at the bottom of this page. Once complete pass to your ES to complete the Trainer Review which will look at a random 20 prescriptions. Anonymise this spreadsheet before uploading to your ePortfolio by deleting cells B3 - 70 in this and the Trainer sheet. Don't forget to complete the trainee questionnaire online after completing the review." The table has columns for Patient number, age, Issuing user name, Date of issue, medication, dosage (as written), quantity, and linked problem. The data includes various medications like Amoxicillin, Paracetamol, Amlodipine, Atorvastatin, Furosemide, Tegretol, Lisinopril, Naproxen, Citalopram, Femoston, Felodipine, Isosorbide, Aspirin, and Atenolol.

Patient number	age	Issuing user name	Date of issue	medication	dosage (as written)	quantity	linked problem
3	54	Dr Gordon McLeay	25/03/2019	Amoxicillin 5	TAKE ONE CAPSULE THREE TIMES A DAY	21	
4	85	Dr Gordon McLeay	04/04/2019	Paracetamol	TWO FOUR TIMES PER DAY FOR FOR PAIN	200	
5	85	Dr Gordon McLeay	18/04/2019	Amlodipine 1	1 TABLET ONCE A DAY	56	
6	85	Dr Gordon McLeay	18/04/2019	Atorvastatin	TAKE ONE AT NIGHT FOR CHOLESTEROL (REPLACES SIMVASTATIN)	56	
7	85	Dr Gordon McLeay	18/04/2019	Furosemide 1	1 TABLET ONCE A DAY	56	
8	85	Dr Gordon McLeay	18/04/2019	Tegretol 200	TAKE TWO TABLETS TWICE DAILY	224	
9	85	Dr Gordon McLeay	01/04/2019	Lisinopril 20	TAKE TWO DAILY	112	
10	52	Dr Gordon McLeay	04/03/2019	Naproxen 50	1 TABLET TWICE DAILY	56	
11	52	Dr Gordon McLeay	18/04/2019	Citalopram 1	TAKE ONE TABLET DAILY WITH A MEAL	56	
12	60	Dr Gordon McLeay	15/04/2019	Femoston-cd 1	1 TABLET ONCE DAILY	84	
13	86	Dr Gordon McLeay	07/03/2019	Felodipine 5	TAKE ONE DAILY	56	
14	86	Dr Gordon McLeay	11/03/2019	Isosorbide m	TWO IN THE MORNING AND ONE IN LATE AFTERNOON	168	
15	86	Dr Gordon McLeay	22/03/2019	Aspirin 75mg	TAKE ONE DAILY	56	
16	86	Dr Gordon McLeay	22/03/2019	Atenolol 25mg	TAKE ONE EACH MORNING	56	
17	86	Dr Gordon McLeay	22/03/2019	Atenolol 50mg	TAKE ONE EACH MORNING	56	
18	86	Dr Gordon McLeay	22/03/2019	Atorvastatin	TAKE ONE DAILY	56	
19	74	Dr Gordon McLeay	21/03/2019	Amlodipine 1	TAKE ONE DAILY FOR BLOOD PRESSURE	56	

### The Educational Supervisor view

