

NECS Clinical Systems Specialist Team SystemOne – One-off Nominations

Setting a One-off Nomination

A One-off nomination can be set when issuing a prescription which does not affect the regular nomination. This is ideal for when the patient's usual pharmacy is shut or has closed down temporarily etc.

1. Prescribe and/or issue the patient's medication in the usual manner but do not print or send for signing yet.
2. Choose one of the following:

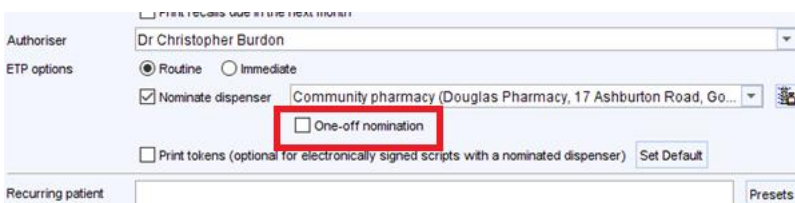
- a. Click the **Print Un-printed Issues** icon:



or

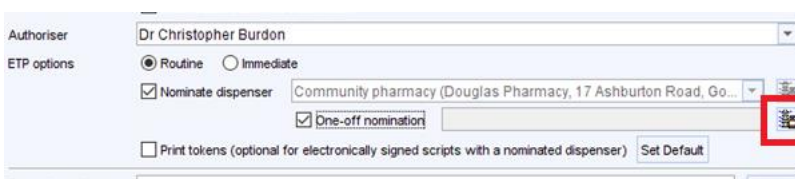
- b. **Save** the record as per your usual process to bring up the **Print Issues** dialogue.

3. Put a tick in the **One-off nomination** box.



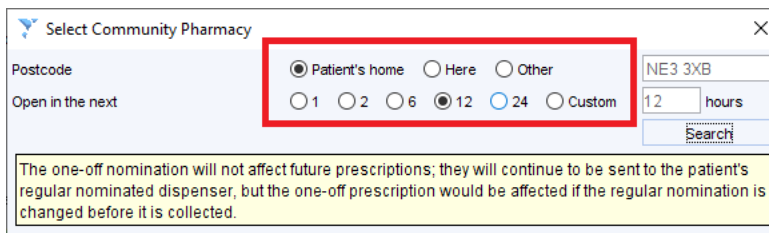
Authoriser: Dr Christopher Burdon
ETP options: Routine Immediate
 Nominate dispenser: Community pharmacy (Douglas Pharmacy, 17 Ashburton Road, Go...
 One-off nomination
 Print tokens (optional for electronically signed scripts with a nominated dispenser) Set Default
Recurring patient: [] Presets

4. This will then allow you to click the button to select a pharmacy.



Authoriser: Dr Christopher Burdon
ETP options: Routine Immediate
 Nominate dispenser: Community pharmacy (Douglas Pharmacy, 17 Ashburton Road, Go...
 One-off nomination
 Print tokens (optional for electronically signed scripts with a nominated dispenser) Set Default
Recurring patient: [] Presets

5. Select a Postcode option and then select a number of hours in the Open in the next section to show which pharmacies are open within that time period.



Select Community Pharmacy

Postcode: NE3 3XB

Open in the next: 12 hours

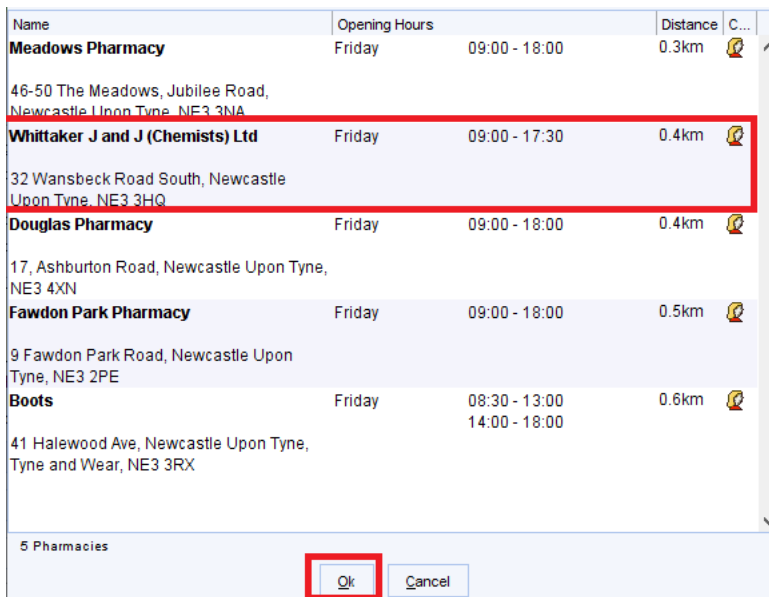
Patient's home Here Other

1 2 6 12 24 Custom

The one-off nomination will not affect future prescriptions; they will continue to be sent to the patient's regular nominated dispenser, but the one-off prescription would be affected if the regular nomination is changed before it is collected.

Please note the warning in the yellow box about changing the regular nomination too soon.

6. Click to highlight the appropriate pharmacy and click **OK**.



Name	Opening Hours	Distance	C...
Meadows Pharmacy 46-50 The Meadows, Jubilee Road, Newcastle Upon Tyne, NE3 3NA	Friday 09:00 - 18:00	0.3km	
Whittaker J and J (Chemists) Ltd 32 Wansbeck Road South, Newcastle Upon Tyne, NE3 3HQ	Friday 09:00 - 17:30	0.4km	
Douglas Pharmacy 17, Ashburton Road, Newcastle Upon Tyne, NE3 4XN	Friday 09:00 - 18:00	0.4km	
Fawdon Park Pharmacy 9 Fawdon Park Road, Newcastle Upon Tyne, NE3 2PE	Friday 09:00 - 18:00	0.5km	
Boots 41 Halewood Ave, Newcastle Upon Tyne, Tyne and Wear, NE3 3RX	Friday 08:30 - 13:00 14:00 - 18:00	0.6km	

5 Pharmacies

Ok Cancel

7. Proceed to Print/Send & Sign Now or Later as per your usual process.