

**Office of the Nursing and Midwifery Services Director**



**Nurse and Midwife Prescribing  
Data Collection System**

**User Guide for:**

Registered Nurse Prescribers

Prescribing Site Coordinators

Directors of Nursing/Midwifery/Public  
Health Nursing/Services

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## 1. Introduction

The Nurse and Midwife Prescribing Data Collection System is a web based application for the retrospective recording of prescription information by Registered Nurse Prescribers. The purpose of the application is to provide a system for each Registered Nurse Prescribe to monitor and report on the number of prescriptions written by them, and for what clinical indications, over periods of time. This is not a prescribing system, nor should it be used for recording clinical or patient information.

The intended audience for this document is: -

- Registered Nurse Prescribers
- Prescribing Site Coordinators
- Directors of Nursing/Midwifery/Public Health  
Nursing/Services

The system can be accessed at the public website <https://www.nurseprescribing.ie> which is the main landing page for the system. Login to the system is restricted to qualified Registered Nurse Prescribers and authorised users who have been provided with a password to accompany their username, which is their Nursing and Midwifery Board of Ireland (NMBI) PIN.

The system has an intuitive user interface to allow maximum flexibility relating to the recording of prescription information, while simultaneously minimising the amount of data entry required by the Registered Nurse Prescriber.

The system ensures security, privacy and confidentiality are maintained, and is in compliance with the requirements of the Data Protection Acts, 1988 and 2003. All information is entered retrospectively and is not linked in any way to individual patients. Neither patient nor clinical information is recorded in the system. The system is not for prescribing; it is not used in patient assessment or outcome or the dispensing of medications.

The system was reviewed in 2013, following which a number of modifications were made. This User Guide has been updated to reflect the modifications.

For further information please contact Hugh O'Neill, Office of the Nursing and Midwifery Services Director, Dr. Steevens Hospital, Dublin 8 or by email at [hugh.oneill2@hse.ie](mailto:hugh.oneill2@hse.ie) or any member of the prescribing team.

## 2. Functionality

The current functionality supports entry of the minimum dataset relating to prescription information, and searching and reporting on these entries.

## 3. Registration and Login

To register to use the System:

- Log onto <https://www.nurseprescribing.ie>.
- Click on “Not a User, Register Now”
- Complete the online Registration Form and click “Register”
- You will be sent an email confirming receipt of your application, and subsequently an email issuing you with a password.
- Once you have registered to use the System, you can amend your details:
  - Clicking on “My Profile” in the Navigation bar.
  - Select “Update” when you have entered your new details (including Change Password).
  - *Note:* You will be suspended from using the system until your amendments have been accepted by the System Administrator.

### Password

- After you log on the first time, you can change your password by:
  - Click on “My Profile” on the navigation bar
  - Select “Change password”.
  - *Note:* The system will ask if you wish the password to be remembered. Only choose this option if you are the sole or only user of the computer or laptop. Passwords should not be revealed to any third party. Users should not log on to the system as other users, nor allow other users to log onto the system as them. It is the user’s responsibility to protect their password.

### Logging in:

- You can log onto the system once you have been issued with a password.
- Your user name is your NMBI PIN. Once you log on, you can change your password in the *My Profile* section by following the instructions above.
- When you log on, you will land on the “New prescription” page. The first time you log on, go to “My CPA Products” to create your list of medicinal products that you have on Attachment B of your CPA (see instructions below).

## 4. Navigation

The system can be navigated using the links in the navigation area on the left hand side of each page:

- New Prescription (RNP users only)
- Bulk Prescription (RNP users only)
- Last Prescription (RNP users only)
- Search Prescriptions
- My Profile

- My CPA Products (RNP users only)
- Reporting
- Glossary
- Minimum Dataset
- Resources
- Privacy Statement
- User Guide
- Contact us
- Log Out

## 5. New Prescription (RNPs only)

After successful login, the default screen is the New Prescription screen. The information in the header of this page cannot be edited:

- Name
- PIN
- Grade
- Clinical Area
- Site

Enter the following details in this first screen. Mandatory fields are highlighted in bold:

- **Date (mandatory field)**
- Site (defaults to primary site)
- **Medical Record Number (mandatory field)**
- Prescription Reference (optional field)
- Prescription Mode (optional Field)
- Prescription Type (defaults to most common type)
- Shift (optional field for 0800 -1700; mandatory field for 24 hr shift workers)

*Note:* Do not include any identifiable patient or clinical information here. Information in this note is not reportable or traceable to the patient.

Clicking on the “Next” button progresses to the Prescription Item screen. The information inputted in the Prescription Header is automatically displayed and is non-editable on this screen.

Enter the following details on this screen:

- **Medicinal Product (mandatory field)**
- **Dose (mandatory field)**
- **Unit (mandatory field)**
- Per (optional field for infusion)
- Frequency (optional field). Note: this field now includes the option to record a medicinal product that has been discontinued.
- **Route (mandatory field)**
- Clinical Indication (optional field)

Click the “Add button”. A window will be displayed requesting the user to confirm that the prescription item is to be added to the prescription list for that patient. The data fields in the Prescription Items section of the page are cleared after an

item is added to the Prescription List, facilitating entry of another item for that prescription (*Note*: the prescription item has not been recorded permanently at this point). At this stage, the prescription item can be edited or deleted.

To complete the prescription, click on the button “**Complete Prescription**”. A new page will be displayed stating “The prescription information was recorded successfully”.

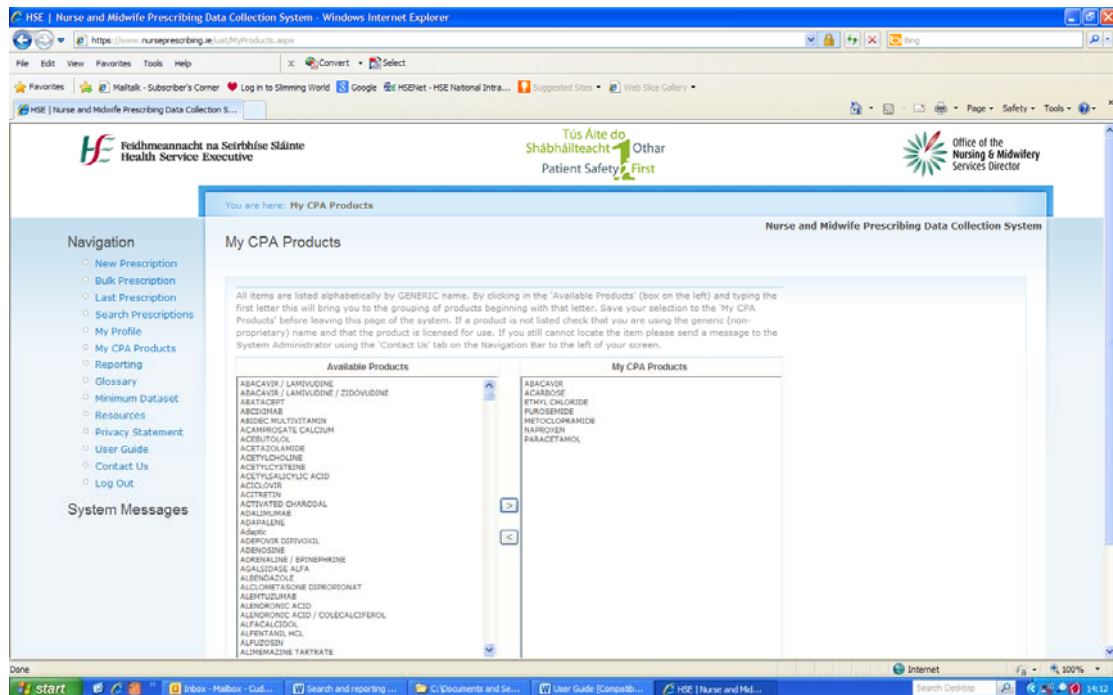
System messages are displayed under the navigation panel at the bottom left hand corner of the screen. Messages identifying mandatory fields or problems with invalid field data are displayed here in red. Required fields are identified by red asterisks on the form. As missing required fields are completed, the asterisks are removed from the screen.

## 6. My CPA Products

When logging on initially, you need to set up your list of medicinal products:

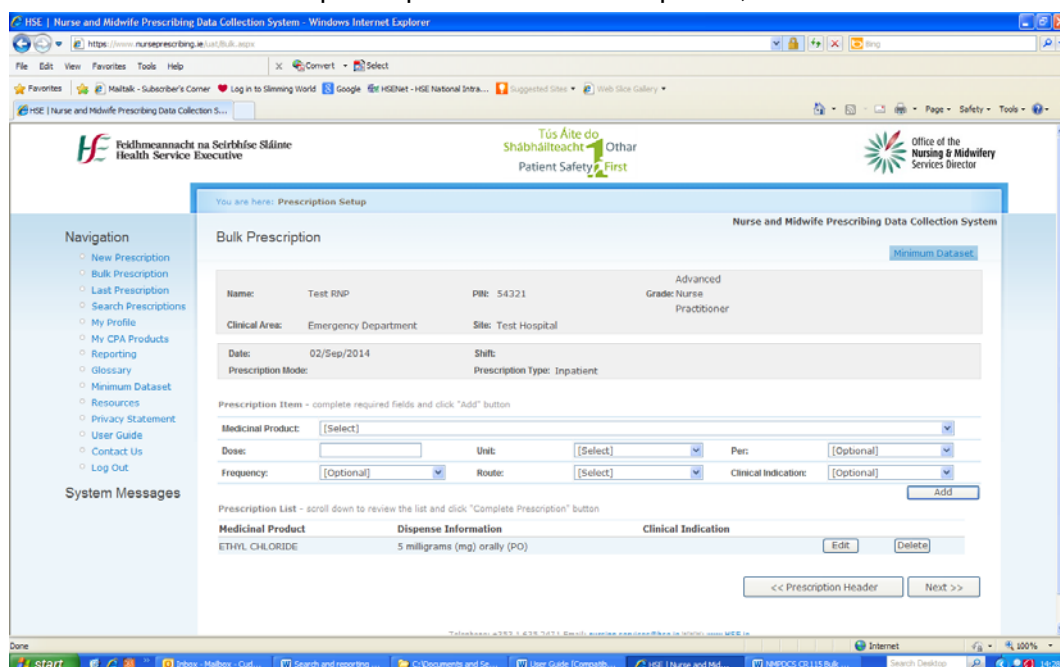
- go to “My CPA Products” on the navigation bar
- A screen like the one shown below will be displayed.
- To move a medicinal product from the list of available products to your list of used ones (Attachment B of your CPA), select a product in the left-hand box and click the ‘>’ button.
- Alternatively, to move a medicinal product out of the list of used products, select a product in the right-hand box and click the ‘<’ button. (*Note*: When prescribing and reporting on your practice you must select **only** medicinal products for which you have prescriptive authority and listed on your CPA).

**To save any changes made, remember to click the ‘Save’ button at the bottom right-hand corner of the screen.**

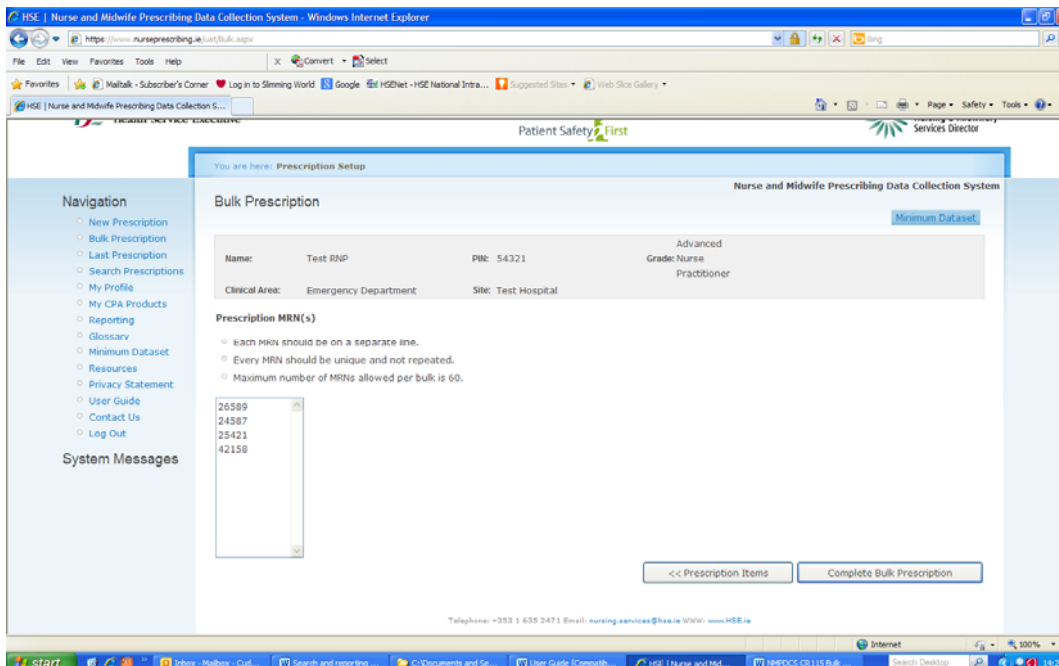


## 7. Bulk Prescription

This function allows RNPs to record one medicinal product and dose for a number of patients/clients. Click on “Bulk prescription” on the navigation bar. The screen below allows the prescription details to be inputted, minus the MRN.



Once the prescription has been inputted, click on “Next”. The following screen will appear:



Up to 60 MRNs can be inputted. Click on “Complete Bulk Prescription”. This will create an individual prescription record for each MRN. When prescriptions are inputted in this manner they will then be recorded and reported on as individual prescriptions for each patient/client.

## 8. Last Prescription

To view the latest prescription entered by a user, click the ‘Last Prescription’ menu option to the left of the screen. The most recent prescription inputted will be displayed in a format that can be modified.

## 9. Search Prescription

Use the search function to:

Search for prescriptions written for a specific date range.

- Use the filter options to refine your search.
- To change a filter option, untick “all” then choose the required options(s).
- Registered Nurse Prescribers can only search their own prescriptions. Prescribing Site Coordinators and Directors of Nursing/Midwifery can search prescriptions entered by all RNPs in that service.
- Once the options for searching have been identified, choose to “export” or “search” your prescriptions.





## Exporting the Returned Data

This function allows you to view and analyse the data. To export the returned search results:

1. Click the “Export” button. A dialog box will open asking “Do you want to open or save this file?”
2. Click the “Open” button to open an Excel spreadsheet with the search results in it.
3. To save the spreadsheet, click the “Save” button and specify a location for the file.

## Using the “Filter” option in Excel

The information listed can be further broken down as follows:

- Select the title row (row 1)
- Click on “Filter” (older versions, i.e. Windows 3 click on “Data >>Filter>>Autofilter”)
- A drop down menu will be created for each item in row 1.
- To filter an item, e.g. “Medicinal Product”, click on the drop down arrow to the right of the field. Select the items you want to filter.
- This function allows you to analyse, break down and report on your prescribing activity

File Name [1.xls] Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

From Access From Web From Text From Sources - Get External Data Existing Connections Refresh All Edit Links Connections Sort & Filter Filter Clear Reapply Advanced Text to Columns Remove Duplicates Data Validation Data Tools Consolidate What-If Analysis Group Ungroup Subtotal Show Detail Hide Detail Outline

	A1	Site								
	A	B	C	D	E	F	G	H		
	Site	Prescription Date	Shift	Mode	PIN	Clinical Area	Prescription Type	Medicinal Product		
1	Test Hospital	22/09/2014			Test RNP, 54321	Emergency Department	Inpatient			
2	Test Hospital	22/09/2014			Test RNP, 54321	Emergency Department	Inpatient			
3	Test Hospital	22/09/2014			Test RNP, 54321	Emergency Department	Inpatient			
4	Test Hospital	14/09/2014			Test RNP, 54321	Emergency Department	Inpatient			
5	Test Hospital	11/09/2014	Morning (08:00-11:59)	Medication Record (Kardex)	Test RNP, 54321	Emergency Department	Inpatient			
6	Test Hospital	11/09/2014	Morning (08:00-11:59)	Medication Record (Kardex)	Test RNP, 54321	Emergency Department	Inpatient			
7	Test Hospital	09/09/2014			Test RNP, 54321	Emergency Department	Inpatient			
8	Test Hospital	09/09/2014			Test RNP, 54321	Emergency Department	Inpatient			
9	Test Hospital	09/09/2014			Test RNP, 54321	Emergency Department	Inpatient			
10	Test Hospital	09/09/2014			Test RNP, 54321	Emergency Department	Inpatient			
11	Test Hospital	09/09/2014			Test RNP, 54321	Emergency Department	Inpatient			
12	Test Hospital	09/09/2014			Test RNP, 54321	Emergency Department	Inpatient			
13	Test Hospital	09/09/2014	Afternoon (12:00-15:59)		Test RNP, 54321	Emergency Department	Inpatient			
14	Test Hospital	01/09/2014	Morning (08:00-11:59)	Medication Record (Kardex)	Test RNP, 54321	Emergency Department	Inpatient			
15	Test Hospital	01/09/2014	Morning (08:00-11:59)	Medication Record (Kardex)	Test RNP, 54321	Emergency Department	Inpatient			
16	Test Hospital	25/08/2014	Night (20:00-07:59)	Medication Record (Kardex)	Test RNP, 54321	Emergency Department	Inpatient			
17	Test Hospital	25/08/2014	Night (20:00-07:59)	Medication Record (Kardex)	Test RNP, 54321	Emergency Department	Inpatient			
18	Test Hospital	25/08/2014	Afternoon (12:00-15:59)	Medication Record (Kardex)	Test RNP, 54321	Emergency Department	Inpatient			
19	Test Hospital	25/08/2014	Morning (08:00-11:59)	Medication Record (Kardex)	Test RNP, 54321	Emergency Department	Non-GMS (Community)			
20	Test Hospital	25/08/2014			Test RNP, 54321	Emergency Department	Inpatient			
21	Test Hospital	25/08/2014			Test RNP, 54321	Emergency Department	Inpatient			
22	Test Hospital	25/08/2014			Test RNP, 54321	Emergency Department	Inpatient			
23	Test Hospital	25/08/2014			Test RNP, 54321	Emergency Department	Inpatient			
24	Test Hospital	25/08/2014			Test RNP, 54321	Emergency Department	Inpatient			
25	Test Hospital	25/08/2014			Test RNP, 54321	Emergency Department	Inpatient			

Count: 10 100%

Ready

start

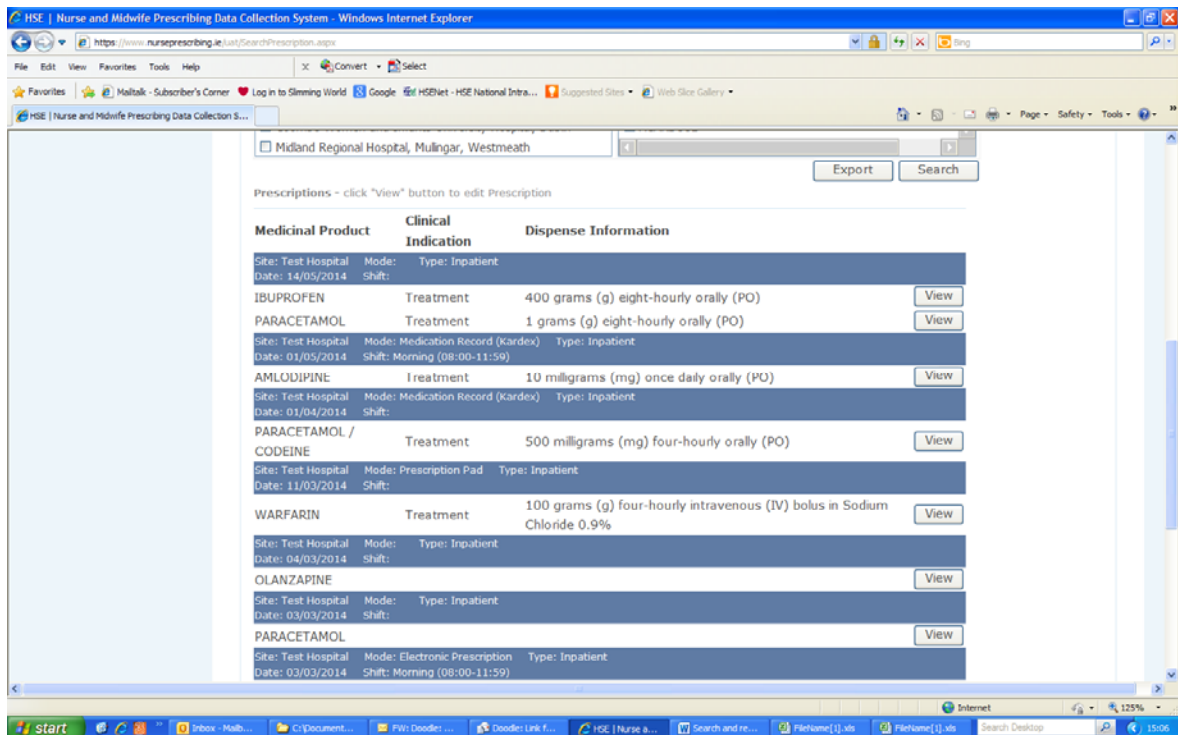
File Explorer - Mailbox - Cu... C:\Documents and S... User Guide R0, Track... Nurse Module Prescri... HSE - Nurse and Med... Microsoft Excel - File... Search Desktop

## Using the Search Option

On clicking the Search option, the list of items prescribed will appear on the Search page.

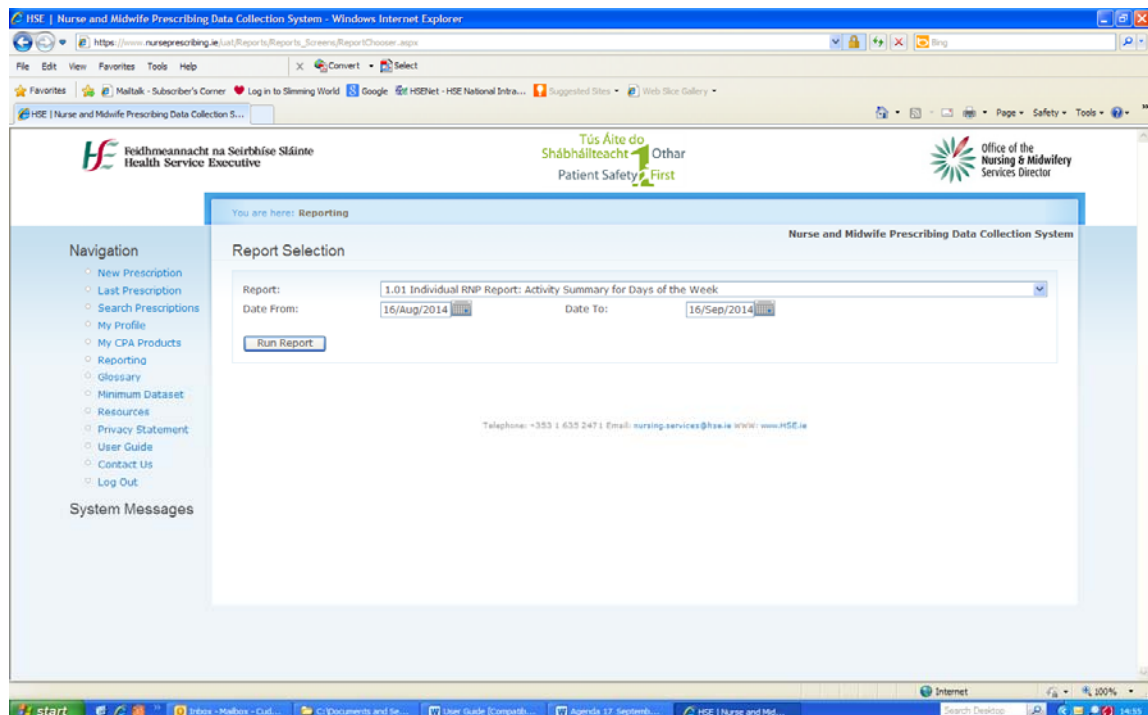
Prescribing Site Coordinators and Directors of Nursing/Midwifery can view the list on that page.

Registered Nurse Prescribers can view the list on the page, and they can also choose to view individual prescriptions by clicking on the “view option”. This enables that prescription episode to be reviewed and/or edited or deleted.



## 10. Reporting

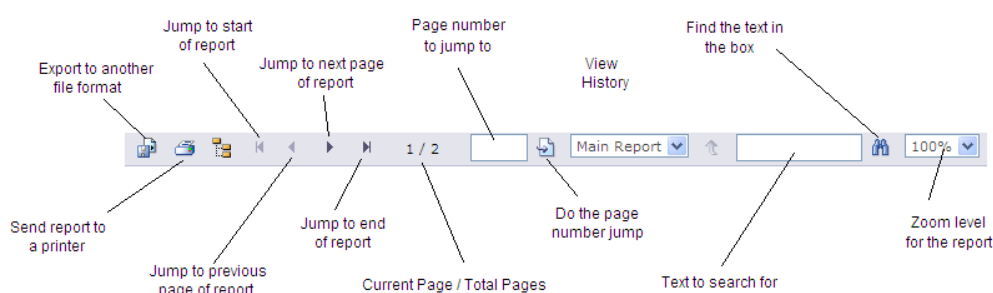
To produce a standard report that can be printed, select the 'Reporting' menu link from the menu at the left-hand side of the screen. The screen below is shown:



There are three steps that need to be carried out to generate a report.

1. Select the report that is to be run from the drop down list of available reports.
2. Enter a date range for the report by selecting a start date and end date.
3. Click the 'Run Report' button to produce the report. This report can be viewed on the screen or printed on a printer.

All reports in the System have a toolbar which enables the report to be exported, printed, saved, drilled and viewed:



Each report will also have a header that describes who produced the report and what parameters were used.

### Exporting the Report

- Click on the first icon on the report toolbar.
- The first time you do this, a message may display "Pop-Ups Blocked". Click on the message, and click on "Always allow Pop-Ups for this site"
- A window will display asking you to select the format you wish to export the report to.



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**Export Options**

Please select an Export format from the list.

Format: **All**

Enter the page range that you want to Export.

☒ All

☐ Pages

From  To

OK

**Report Selection**

Report: 1.01 Individual RNP Report: Activity

Date From: 03/Sep/2014

Run Report

**1.01 Individual RNP Report: Activity**

Displays frequency of prescription of medicinal products

Report Run by

54321 RNP, Test

RNP Active

Advanced Nurse Practitioner

Test Hospital

Emergency Department

Prescription Episodes: 14 Prescribed Items: 14 Unique Patients: 14

Number of Prescription Episodes by Day of Week and Week Issued

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Week Total
Sun, 31-Aug-2014 to Sat, 06-Sep-2014	0	2	0	0	0	0	0	2

- Click on the format, e.g. PDF, Word, Excel.
- The report will be displayed and can now be printed on one page.

**1.01 Individual RNP Report: Activity-Summary for Days of the Week**

Displays frequency of prescription of medicinal products over a selected date range

Report Run by: 54321 RNP, Test

RNP Active

Advanced Nurse Practitioner

Test Hospital

Emergency Department

Date Retrieved for: 54321 RNP, Test

RNP Active

Advanced Nurse Practitioner

Test Hospital

Emergency Department

Report Parameters: Date From: Sun, 31-Aug-2014; Date To: Sat, 06-Oct-2014; Date of Report: Fri, 03-Oct-2014

Prescription Episodes: 14 Prescribed Items: 14 Unique Patients: 14

Number of Prescription Episodes by Day of Week and Week Issued

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Week Total
Sun, 31-Aug-2014 to Sat, 06-Sep-2014	0	2	0	0	0	0	0	2
Sun, 07-Sep-2014 to Sat, 13-Sep-2014	0	0	0	0	0	0	0	0
Sun, 14-Sep-2014 to Sat, 20-Sep-2014	0	0	0	0	0	0	0	0
Sun, 21-Sep-2014 to Sat, 27-Sep-2014	0	0	0	0	0	0	0	0
<b>Total</b>	0	2	0	0	0	0	0	2

End of Report

The following reports can be generated by RNPs:

**Registered Nurse Prescriber User reports:**

### 1.01 Individual RNP Report: Activity Summary for Days of the Week

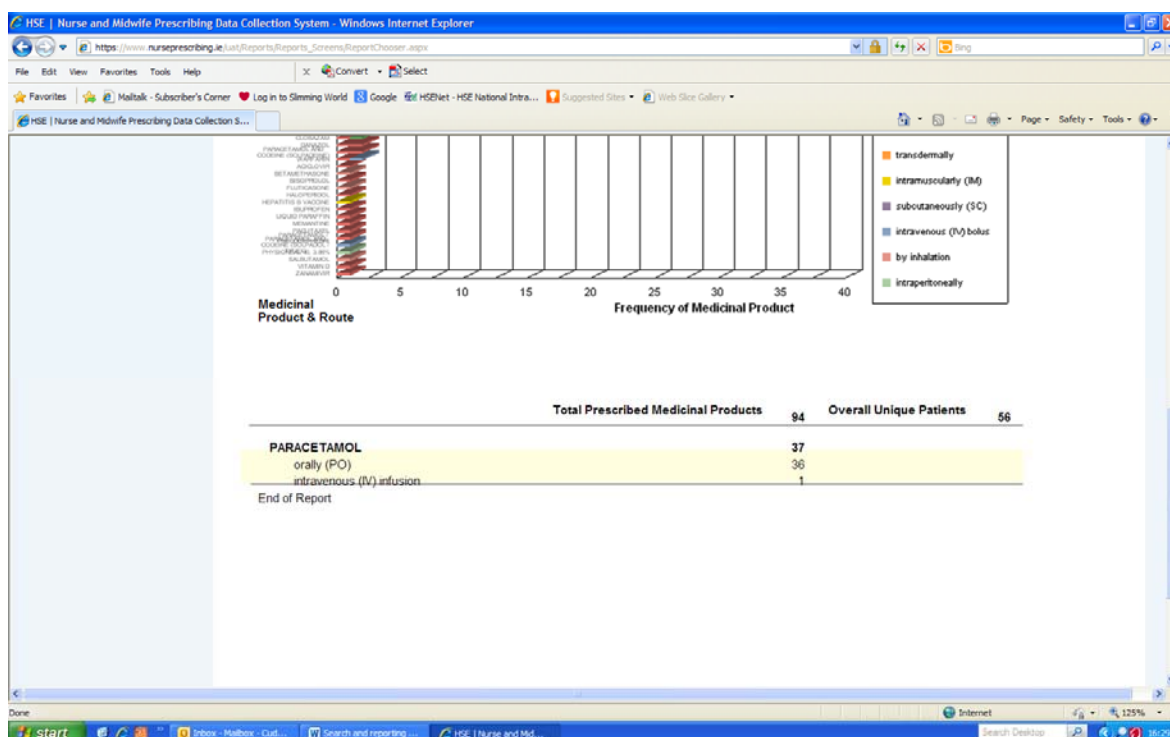
This report displays the frequency of medicinal products over a selected date range. It identifies the number of prescription episodes, the number of items prescribed and the number of unique patients prescribed for in the date range.

**Benefit of report:** Enables a review of activity at a glance, allowing periods of high/low activity to be highlighted. Useful for planning resources.

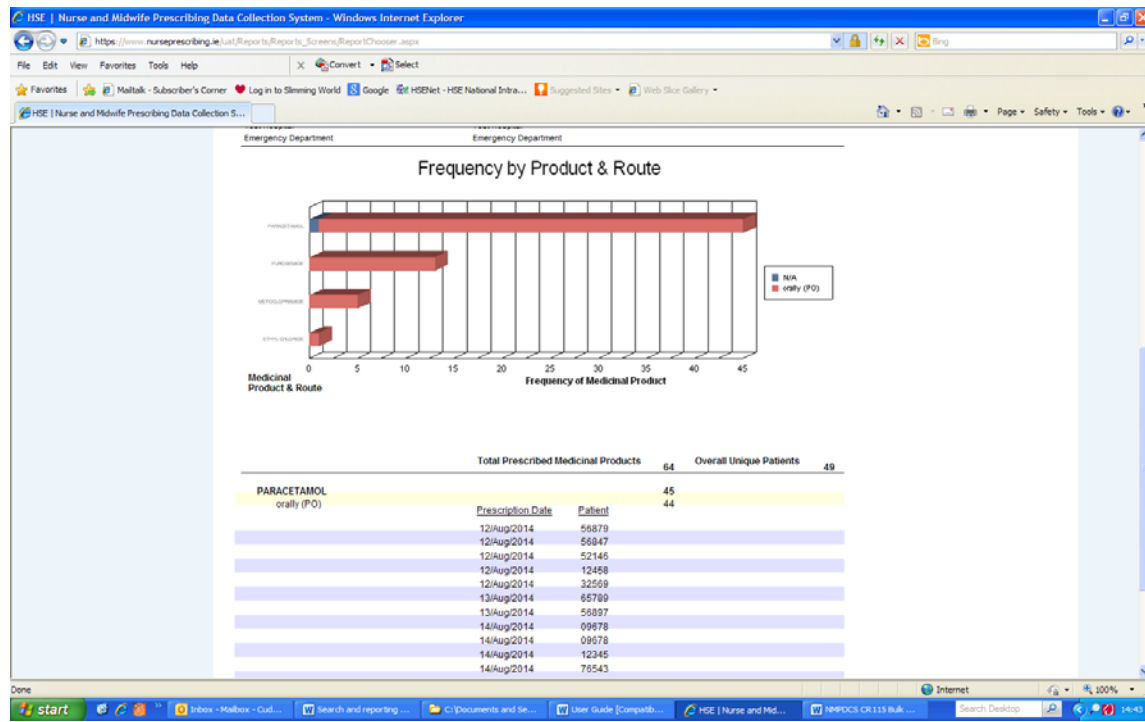
### 1.02: Individual RNP Report: Medicinal Product Frequency by Route

This report displays the frequency of prescription of certain medicinal products and breaks this down over the displayed delivery routes. An optional graph is displayed on this report. Where a high volume of data may be displayed the graph is illegible and the “No” option should be selected.

This is a drillable report. By clicking on a selected medicinal product, the routes and frequency of prescribing are displayed:



By clicking on the route, the list of MRNs and date of prescriptions are displayed:



**Benefit of Report:** Enables monitoring of frequency of prescribing by route. Useful for audit purposes.

Reports 1.03, 1.04 and 1.05 are also drillable in a similar way.

### Report 1.03: Medicinal Product Frequency by Clinical Indication

This report displays the frequency of prescription of medicinal products analysed by clinical indication, i.e. treatment, prophylaxis, diagnosis. As this is an optional inputting field, only inputted data will be reported. Non reported data is recorded as "Not Recorded". An optional graph is displayed on this report. Where a high volume of data may be displayed the graph is illegible and the "No" option should be selected.

This is a drillable report. By clicking on a selected medicinal product, the clinical indication for prescribing that product is displayed:

**Benefit of Report:** Allows for monitoring of clinical indication for prescription written.

### Report 1.04: Individual RNP Report: Route Frequency by Medicinal Product

This report displays the frequency of route prescribed, grouped by medicinal product. This is a drillable report. By clicking on the route, the medicinal products prescribed will be displayed.

**Benefit of report:** Allows for monitoring of frequency of routes prescribed, including the

medicinal products that were prescribed for that route.

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#### **Report 1.05: Individual RNP Report: Clinical Indication Frequency by Medicinal Product**

This report displays the frequency of clinical indication and groups them by medicinal product prescribed. As this is an optional inputting field, only inputted data will be reported. Non reported data is recorded as "Not Recorded".

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#### **Report 1.06: Individual RNP Report: Prescription Detail Listing**

This report displays all prescription data for an individual prescriber over the timeframe specified.

**Benefit of Report:** Enables RNP to view prescribing activity for date range at a glance. Useful for audit purposes.

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#### **Report 1.07: Individual RNP Report: Activity Summary for Time of Prescribing**

This report displays the number of prescriptions recorded over the supplied date range, grouped by day and shift.

**Benefit of Report:** enables analysis of workload at time of day. Useful for service/business planning.

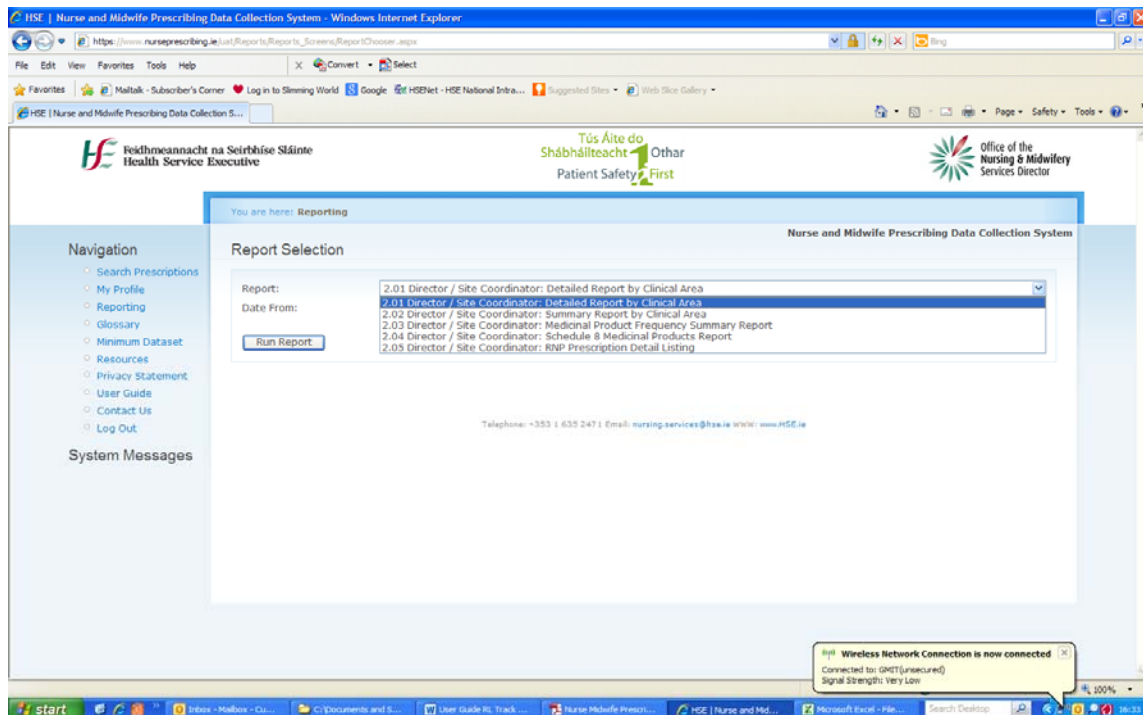
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**Prescribing Site Coordinator/Director of Nursing and Midwifery User reports:**





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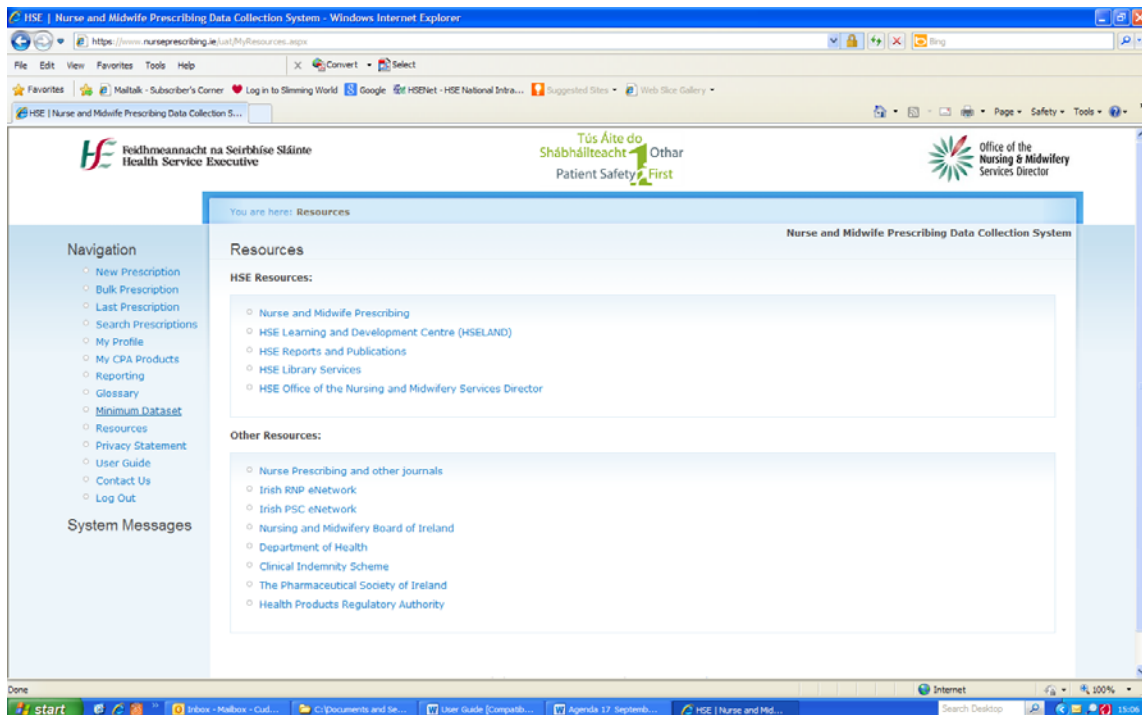
- 2.01: Director/Site Coordinator Detailed Report by Clinical Area
- 2.02: Director/Site Coordinator: Summary Report by Clinical Area
- 2.03: Director/Site Coordinator: Medicinal Product Frequency Summary Report
- 2.04: Director/Site Coordinator: Schedule 8 Medicinal Products Report
- 2.05: Director/Site Coordinator: RNP Prescription Detail Listing

## 10 Glossary and Minimum Dataset

Glossary of Terms and Minimum Dataset are available to download from the DCS

## 11 Resources

A number of links to other sites can be accessed via the Resources section, including free access to the Nurse Prescribing and many other nursing journal:



## 12 Contact Us

If you have any problems with the System, click on Contact Us and enter your message for the site administrator. Click "Send" when you have completed your message.

## 13 Log Out

Clicking on the "Log Out" menu to the left of the screen will cause the user to be logged out of the system. The user is returned to the Login screen.

## 14. Cautions: -

- The system only supports use of Microsoft Internet Explorer.
- The system may not display correctly on web browsers other than Microsoft Internet Explorer or Firefox.
- Navigate the system using only the on-screen buttons
- Do not use the browser Back, Forward or Refresh buttons
- The session and authentication timeouts are set to 20 minutes. This means that after 20 minutes of inactivity, the user will be logged out of the system, and any unsaved information will be lost.
- You will be blocked from accessing the system after 3 unsuccessful attempts to log on. If this occurs, click on "Forgot Password" and complete the onscreen form.
- Passwords should not be revealed to any third party.
- Users should not log on to the system as other users, nor allow other users to log onto the system as themselves.