

MEMORANDUM OUTPATIENT PRESCRIBING

September 2018

Consultants and Outpatient Managers

We kindly urge you to refresh your familiarity with our outpatient prescribing policy.

Non-urgent prescriptions should not be issued from outpatient clinics. Medication changes that are suitable to defer for 14 days are classified as non-urgent. The clinician should send an outpatient letter to the relevant GP, within 7 days of the outpatient clinic, recommending the dose alteration / class of medication to be prescribed.

- If immediate initiation of the medication is clinically necessary, prescriptions should be written for at least 14 days' supply (or shorter if clinically appropriate) and limited to a maximum of a 28 day supply. Repeats of regular medication should not be prescribed.
- Prescriptions for supply of **RED** medications (Hospital Only) on the Joint Formulary traffic light system are excluded from the 28 day supply limit. Prescribers should refer to the prescribing information sheet (**BLUE** – specialist initiation) or shared care guidance (**AMBER**) for initiation responsibilities.
- Please ensure details of any prescribed medication(s) are included in the outpatient letter.

The Joint Formulary may be accessed on the [intranet](#); for patients outside the Joint Formulary area please refer to the relevant CCG website.

A Patient Information Leaflet is available which may be given to the patient at their clinic appointment.

Please direct any queries to your Divisional Lead Pharmacist or Medicines Information (ext 8153)

Kind regards,

Dr Mike Okorie,

Associate Medical Director for Medicines Safety & Prescribing

Chair - Medicines Optimisation Committee