NHS Lothian has a commitment to promoting and supporting high quality and cost-effective prescribing. The Medicines Management Team (MMT) develops and provides a range of tools and information to support prescribers. The Lothian Joint Formulary (LJF) is our prescribing policy and has strong support from both primary and secondary care. Here we will show you how to find your way around the LJF website www.ljf.scot.nhs.uk which contains the following...

- Lothian Formulary Committee decisions
- the introduction of new drugs
- local prescribing policies
- guidance on issues such as the prescribing of unlicensed medicines
- links to shared care agreements
- the LJF abbreviated drug list
- the Lothian Prescribing Bulletin (LPB)
- eLJF–CLINICAL for prescribing in a GP practice

As well as the formularies, the website aims to provide up-to-date prescribing information on many prescribing issues including:

Quick LINKS to external sites can be accessed from the home page.

Latest News provides a variety of different information. It could be the latest prescribing advice or highlight a safety concern or highlight a product withdrawal.

The latest issue of the LPB is available from this box on the homepage. Previous issues can be accessed via the Prescribing Bulletins tab.

Recent updates detail which sections of the LJF have changed recently.
“How to…” Guide

Please take some time to familiarise yourself with the layout of the LJF website.

You can access different areas of the site by clicking on the relevant multi-coloured tabs which run horizontally across the top of the screen.

The search function can also be used if you are looking for information about a specific drug, drug class or condition. The search box is in the top right corner of the page.

The following pages give examples that may help you to find your way around the LJF website:-

- Prescribing advice p3
- Shared Care of Medicines p10
- Lothian Prescribing Bulletin p11
- Scottish Medicines Consortium and NHS Lothian Approval p13
1 Finding Prescribing Advice

Example 1: How do I find the LJF prescribing notes for ACE inhibitors use in adults?

- Click on the light blue ‘Lothian Joint Formularies’ tab at the top of the page.
- Select the formulary you require from the menu on the left hand side of the page. In this case select ‘Adult’.

![Image of Lothian Joint Formulary]

- Select the therapeutic chapter you require down the left hand side. In this case select ‘2.0 Cardiovascular system’ to expand the chapter.

![Image of Lothian Joint Formulary - Adult]

**NB:** If you are looking for information on, for example, what beta blocker is the LJF first choice and are unsure which section that information would be in, the LJF sections usually reflect the section headings in the BNF.
• Then select the section you require. In this case select ‘2.5 Hypertension and Heart failure’.
• Scroll down and you can now see all the LJF advice relating to ACE inhibitors.

Alternatively you can:
• Enter ‘ACE inhibitors’ into the search box, then either press the [ENTER] key or click on the magnifying glass at the end of the search box.
This brings up the search results – the first result is ‘ACE inhibitors in children’ and the second and third are LPB articles containing the text searched for, and the fourth result is ‘hypertension and heart failure in adults’ and so on. Clicking on a result takes you to that relevant section of the website.

Example 2: How do I read the LJF advice on the combined oral contraceptive pill?

- As in the previous example, find your way through the navigation menus: Lothian Joint Formularies > Adult > 7 Obstetrics, Gynaecology and Urinary-tract disorders > 7.3 Contraceptives.
- You can now see the LJF advice relating to contraceptives.
Alternatively you can:

- Enter ‘contraceptives’ into the search box, then either press the [ENTER] key or click on the magnifying glass at the end of the search box.

- This brings up the search results – the first result is the contraceptives section of the adult formulary. Clicking on the result takes you to the relevant section of the website.
Example 3: How can I see the LJF advice for treating otitis media in a child?

- As in the previous example, find your way through the navigation menus: Lothian Joint Formularies > Child > 5.0 Infections in children > (e) ENT and scroll down.
- Alternatively you can also search for the term ‘otitis media’ using the search box as previously described.

Example 4: I have been asked to prescribe dressings that I am unfamiliar with. How do I check that these are recommended by the Lothian Joint Formulary?

- Advice relating to wound dressings is contained in the Wound Formulary. This is accessed through the navigation menus: Lothian Joint Formularies > Adult > Wound Section.
• Then you select Wound management products or bandages or adhesive tapes in the menu on the left – depending on what you are looking for.

• There is also additional material to support selection of an appropriate LJF dressing. This is in a different area of the website…

• Select the red ‘Education and Training’ tab at the top of the screen, then select ‘Lothian Joint Formulary Support Material’ in the menu on the left.
- Here you can access posters with clinical information relating to wound type and dressing type and a dressing choice table that will help with identifying equivalent LJF and non LJF dressings.
2 Shared Care of Medicines

Example 1: I have been asked to prescribe methotrexate for a patient with rheumatoid arthritis. Where can I find the shared care agreements or protocol documents?

- Select the 'Shared Care of Medicines' tab at the top of the screen. This first page provides information regarding the shared care of medicines processes.

- Select the appropriate option from the left hand side, in this case 'Shared Care Protocols' and scroll down the alphabetical list until you find the SCP you are looking for.

- Click on the appropriate entry and a pdf version of the SCP will open up. This can then be printed off or viewed on screen.
3  Lothian Prescribing Bulletin (LPB)

*I know there was an article in the Lothian Prescribing Bulletin which gave advice on prescribing oxygen - how can I find it?*

- Select the ‘Prescribing Bulletins’ tab at the top of the screen.

- If you know the year and issue number you are looking for, you can select it directly, i.e. click on ‘2012 issues’ on the left hand side of the screen and all the LPBs from 2012 will be listed.
- If you are not sure of the year or issue number, click on the ‘Contents of all Lothian Prescribing Bulletin issues’. This will open a pdf list of all the LPBs and the articles that were included.

- You can then note the year and issue number and look for that LPB.
- Each LPB will open up as a pdf which can be viewed on screen or printed off.
Alternatively you can:

- Alternatively you can also search for the term ‘oxygen’ using the search box as previously described and select the relevant result, however it should be noted that the results will be from all areas of the website not just bulletins.
4 Scottish Medicines Consortium and NHS Lothian approval

I have been asked to prescribe a drug that I am unfamiliar with. How can I check that it has been approved for use by the Scottish Medicines Consortium (SMC) and NHS Lothian?

- The ‘Formulary Committee’ tab at the top of the screen allows you access to information relating to Formulary Committee business. We have also included meeting dates and information relating to the other prescribing committees.
- These can be accessed from the options on the left hand side.

- Information relating to SMC and local decisions can be found by selecting ‘New Drug Decisions’ on the left side of the screen.
There are four links to tables of advice:
  - Recommendations on new drugs for SMC and Formulary Committee
  - Formulary Committee recommendations on unlicensed and off-label medicines not considered by SMC
  - Drugs not recommended by SMC; and
  - Recommendations on medical devices.
Each link will take you to a pdf of the chosen table, as shown below for ‘Recommendations on new drugs for SMC and Formulary Committee’.

If you press Ctrl+f on your keyboard you can search the document for a particular medicine, condition or SMC registration number.
The sections in the **Education and Training** tab are currently under development but you will find additional material to support the LJF as mentioned briefly above.

The **Patient Zone** contains helpful Patient Information Leaflets as well as useful links to other key websites and information.

If you are unable to find the information you require on the website or need further prescribing advice please contact MMT via the ‘**Contact Us**’ link at the top right hand side of the home page.