

# Tayside

# Area

# Formulary

# App User Guide

Tayside Area Formulary (Adult Formulary) app  
(netFormulary)

Version 3

23/07/2021

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## Getting Started

### Downloading the App

- Available to download for Apple (iOS) and Android devices
- Find it on the App store or Google Play by searching for '**netformulary**' – the app is a platform that hosts formularies for a number of different health boards/hospitals
- Once the app is downloaded it can be synchronised for the Tayside region to provide the Tayside Area Formulary

Synchronising the app to your formulary (Note: Wi-Fi connection advised otherwise this will use a significant amount of data)

- After you have downloaded the App select the **Region Tab** and choose **NHS Tayside** from the available list. You will then be asked to confirm your choice
- N.B. The region only needs to be selected on first use of the app
- It will then ask you to click to start the update
- It will also ask if you would like to download linked files (these are documents/files that have been flagged from the formulary website (by website administrators) as appropriate for caching (saving onto your device within the app) e.g. local guidance/protocols. You can choose to download linked files for use off line. Downloading linked files will take up more memory on your device, but may be useful as an internet connection is then not required in order to access these documents while using the app. Click YES if you would like to download linked files and select the section(s) you want to download files from, then close the sections menu to carry on. Click NO if you do not want to download linked files.

## Updates

The update process also allows you to download into your copy of the app any linked documents/files. To change the status of the Download Linked Files option, from the app home screen, click on Updates then click on 'Choose Sections To Download Linked Files' and select the section(s) you wish to download the linked files for (or click select none), then click to start an update.

When you are ready to download the app contents for the first time, or download an update select **start**. The update process begins and can be monitored via the log box. Please note you must be connected to the internet in order to do this (Wi-Fi recommended). Once complete, it will let you know the update is complete and take you to the Home Screen.

You now have access to your formulary information. Select any of the tabs from the Home Screen to access the correct part of the app.

### **Maintaining an up to date copy of your app**

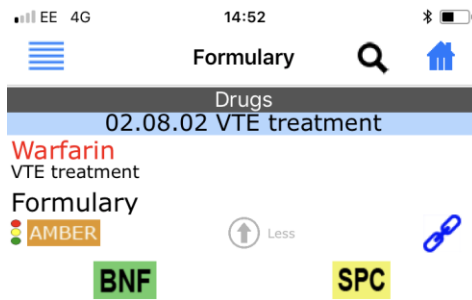
- When the formulary content in the app needs to be updated the updates tab on the Home Screen will be highlighted in red. Please update at this stage before the app locks you out.
- Notification of an update will only work if the app is opened up when a 3G or above connection or Wi-Fi is available.
- Therefore we advise all users to do regular monthly updates at the start of every month.

### **How to use the app**

The app can be used to search for medicines within the formulary or can be used in a menu format which can then be used to select formulary sections to display the medicines within a specific sub-section.

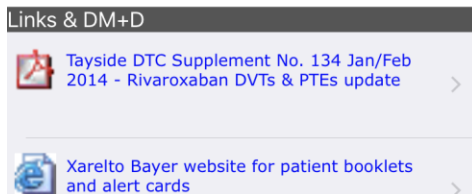
#### **Search function:**

- From the Home Screen select the search tab, this brings up a search screen. Touch the search box and type in chosen word(s) (e.g. medicine name (preferred) or disease state) and select the blue Search button at the bottom.
- The results are categorised by formulary matches, non-formulary matches, keywords, section titles, notes and links. If no results are found, check spelling. If spelling is correct, the medicine is non-formulary or outwith formulary remit. If there are no results from searching for a disease state then it is not included as a keyword. Please note: infections or disease states relating to medicines within Chapter 5 (Infections) of the formulary are not searchable as the [NHS Tayside Guide to Antibiotic Use](#) website should be consulted for local guidance on treatment of infections.
- To search further word(s) hit the search button at the top of the screen to go back.
- Select the relevant search result then select the relevant entry
  - E.g. search for warfarin, selection of the result for VTE treatment will take you to section 02.08.02 – VTE treatment, which will display the first choice as rivaroxaban.
  - The search term, in this case rivaroxaban, will appear highlighted in red to draw attention to the search results.
  - Clicking on the arrow in the circle that states 'More' or 'Less' will then either show the full drug entries or full sub-section. Selection of the arrow in the circle with 'more' for warfarin for example will provide more medicine specific information, including links to the e-BNF (**BNF**) and SPC (**SPC**).
  - A link symbol will also appear at the right of the screen for any links that are included in the specific medicine entry.
  - Click on the search button at the top of the screen to start a new search; click on the 'list' button at the top left of the screen to go back to the relevant section or sub-section; or click on the Home button to go back to the Home Screen.



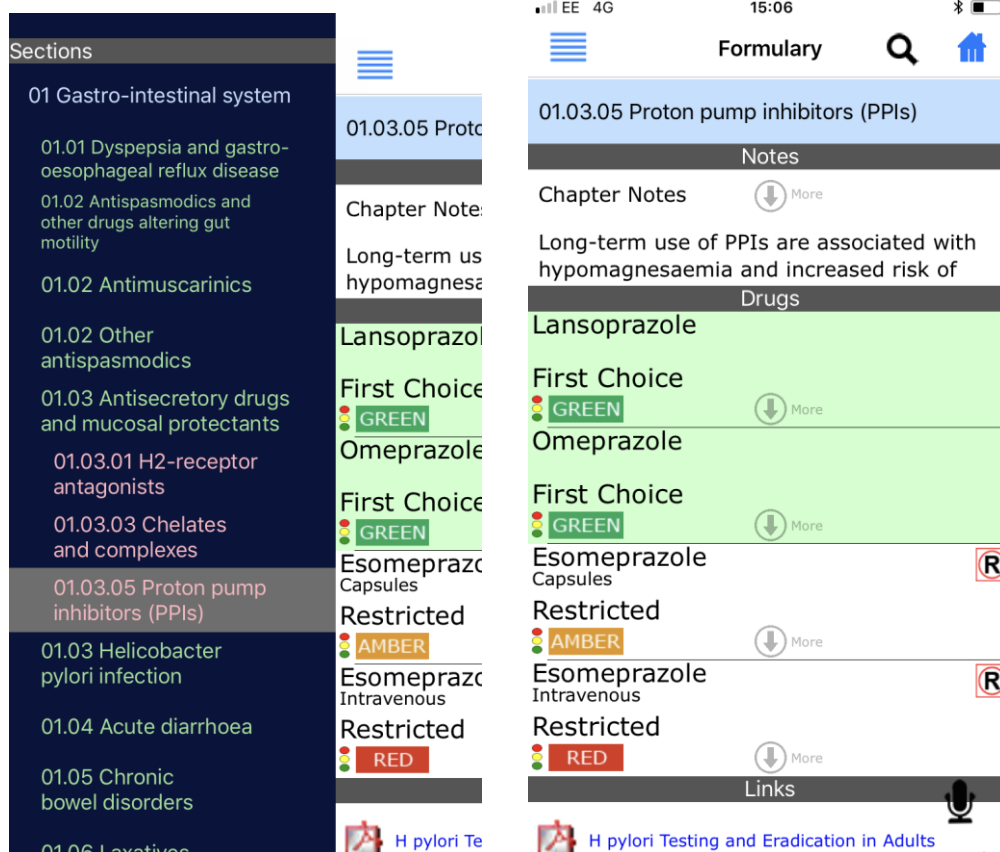
#### Tablets

- Treatment of confirmed DVT or PE
- See article in Tayside DTC supplement No 153 below for information and advice on use of 0.5mg warfarin tablets

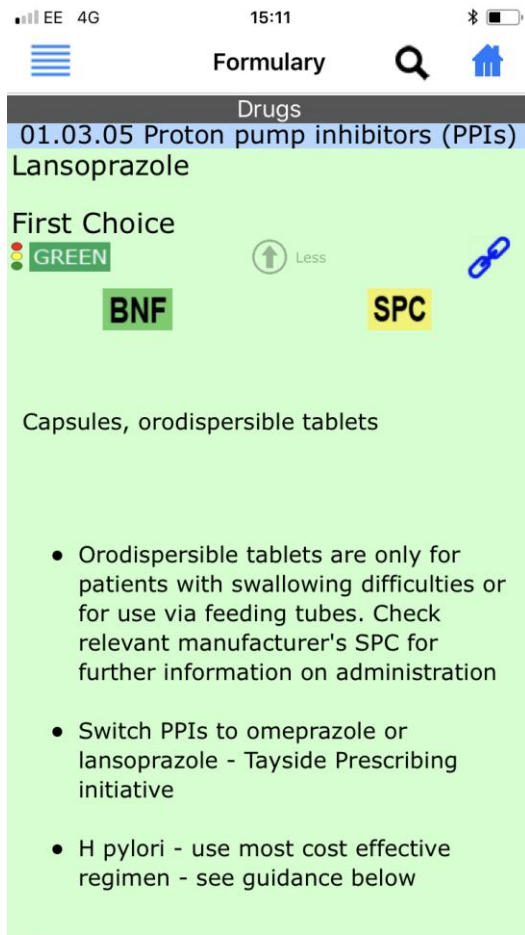


#### Menu format:

- Click on the Formulary tab on the Home screen. A search symbol button will also appear on every screen within the app so you can switch to using the search function at any time.
- After clicking on the Formulary button, you will find a screen with a 'list' button at the top left, a search symbol button and the Home button along the top. To access the formulary content in the menu format, click the 'list' button at the top left of the screen.
  - This then brings up formulary sections, listed as per BNF chapter and numbering structure featured in previous editions of the BNF.
  - Tap section to bring up sub-sections
    - At this point any information or links applicable to this section will be displayed on the right hand side of the screen
    - To hide the menu and show details of formulary section or sub-section, swipe from right to left. You can open the menu again at any time from the sub-section screen by swiping from left to right.



- Tap on the medicine listing to access further information, including links to the e-BNF (**BNF**) and SPC (**SPC**) and any links as mentioned above.
  - E.g. section 01 gastrointestinal system, 01.03 antiseecretory drugs and mucosal protectants, 01.03.05 proton pump inhibitors (PPIs) - at this point medications will appear on the right hand side of the screen, swipe from right to left to get rid of the menu and see formulary information
  - Medicines/drugs will be displayed first and then any links to local/national guidance or protocols below this.
  - Clicking on the arrow in the circle that states 'More' for a specific drug entry e.g. lansoprazole will then either show the full drug entry and provide more medicine specific information, including links to the e-BNF (**BNF**) and SPC (**SPC**). Clicking on the arrow in the circle that states 'Less' will then go back to the specific sub-section.
  - Tap section/subsection heading to go back to sections menu or swipe from left to right.













### Audio Notes

You can record audio notes in the formulary. At points where this is possible a microphone icon appears at the bottom of the screen. Once a note has been dictated the microphone will turn red to indicate at a later stage you have a note attached to this section/medicine. Tap Back to revert to previous page. Previously recorded audio notes are available any time you see the microphone icon, select the icon and click **view all**.

### Key

The Key tab on the Home screen will take you to information on the various symbols within the formulary app including the traffic light status for medicines:

#### **Key**

	Notes		First Choice item
	Section Title (top level)		Non Formulary section
	Section Title (sub level)		Cytotoxic Drug
	Restricted Drug		Controlled Drug
	Unlicensed		High Cost Medicine



Link to SPCs



Link to adult BNF



Display tracking information

## Traffic Light Status Information

### Status Description



General Use. May be initiated by primary or secondary care. Suitable for non specialist prescribing.



Can be prescribed in General Practice under the direction of a Specialist



To be prescribed by Hospital Specialists Only



SMC not accepted. SMC not recommended medicines must go through the non-formulary medicines process, this includes PACS Tier One & Two, as outlined in the [NHS Tayside Policy on Prescribing of Non-Formulary Medicines \(including Peer Approved Clinical System \(PACS\) Tier One & Two\)](#)



Medicines which NHS Tayside ADTC does not recommend for use at present due to limited clinical and/or cost effective data

## News

Tap the news tab on the Home screen to access local prescribing bulletins.

## Linked Documents

Links to documents that are included (cached) within the app will open within the app when selected. All other available links will take you out of the app to try to open the linked document using any available Wi-Fi or 3G and above internet signal. If you are taken out of the app to access a linked document, click the Home button on your device once to take you back to the formulary icon, tap on it to take you back to where you were or double click the Home button on your device to take you to the pages currently open and tap the netFormulary one.



## **Settings**

The settings tab on the Home Screen includes a 'What's new' section which will inform you of any updates from app developers, a help section which includes basic information on use of the app, and buttons to change options for automatic download of linked files and to turn off the advanced search function (i.e. to stop the app search for similar spellings when searching).

## **Feedback**

To provide feedback on the app, please use the feedback facility available on the Tayside Area Formulary website ([www.taysideformulary.scot.nhs.uk](http://www.taysideformulary.scot.nhs.uk)) (link also available from 'Formulary' on the top tool bar on the NHS Tayside Staffnet).