

Naloxone Recording on NEO - Quick user guide

Entering New supplies

- All transactions should be entered live and not entered later as the system produces live data
- Open NEO <https://www.scotlandneo.co.uk/Secure/> and enter username and password
- Select “NALOXONE” on central toolbar
- Select TYPE of client (3 options: Person at Risk, Family /Friend or Support Worker).
 - Person at risk is the default choice
- Select gender from the drop down menu
- Enter client details in the following format abcDD/MM/YYYY (matches needle exchange anonymous identifier)
 - 1st initial of forename
 - 1st and 4th initial of surname
 - Date of birth
 - e.g. John Smith 1st August 1980 = JST01/08/1980
 - (If the surname has 3 letters or less enter a star instead of the 4th initial of the surname i.e. ab*DD/MM/YYYY)
- Click on “FIND”. If client is already in the system their details will come up. If not it will tell you they cannot be found and you will need to make a new record as below.

Creating a New Record

- Click on “NEW” to start a new client record. In the record, those fields with stars are mandatory

Section One - Client Details

- **Person Details**- Date of Birth & Age- these fields generate automatically
- **Address Details** - **Postcodes** only be taken and should be entered in full.
 - For “homeless” or “no fixed abode” record enter **NF1 1**
 - For “not known” record **NK01 0**
- **Demographic Details** – select ethnicity & housing status from drop down menu
- **Prison Details** - ignore this section
- **Data sharing consent**- ask the patient if they consent to having their data shared with services and tick if this is yes
- Click on “Save” to move to next page

Section Two - Training Details & Training Elements

- **Given / Offered on**- Enter date the training was given (normally date of transaction)
- **Given By**- Select “Community Pharmacy Staff Member” if training given by pharmacy, or select “external organisation” if training has been given by someone else previously
- **If you select “external organisation” this will generate two further drop down menus**
 - **Given by other**- select from either NEON & The Exchange, Other NHS, or the Third Sector
 - **Proof of Training**- select not needed
- **Training Elements**- tick either training given / or refresher given
- Click on “Save” and move to next page

Section Three – Consent Details

- **Consent Options**- Click on “Consent to receiving a supply” OR click on “Declines a supply”
- **Consent Details**
 - **Person Giving Consent**- enter “Person Collecting” and select date
 - **Witnessed by** – enter “Pharmacy Staff” and select date
 - This will auto generate a print out, however this does **not** need to signed or to be kept for records
- Click on save and move to the next page

Section Four - Supply Details- Initial Supplies

- Select – Initial Supply
- This takes you to the initial supply page
- **Supply Details**- Select date of supply
- **Kits Supplied**- Select Prenoxad injection from drop down menu
- **Conclusion - Follow on Care**- Select from the drop down when the supply was made:
 - weekday
 - evening (for late night opening chemist)
 - weekend
- **Conclusion - Outcome**- Ask the patient (if picking up for themselves) if they are in treatment services or not and select the answer in the drop down menu
- Click on “save” and this closes the module

Entering Re-Supplies

- Open NEO <https://www.scotlandneo.co.uk/Secure/> and enter username and password
- Select “NALOXONE” on central toolbar
- Select TYPE of client (3 options; Person at Risk, Family member/Friend or Support Worker).
 - Person at risk is the default choice
- Select gender from the drop down menu
- Enter client details in the following format abcDD/MM/YYYY (matches needle exchange anonymous identifier)
 - 1st initial of forename
 - 1st and 4th initial of surname
 - Date of birth
 - e.g. John Smith 1st August 1980 = JST01/08/1980
 - (If the surname has 3 letters or less enter a star instead of the 4th initial of the surname i.e. ab*DD/MM/YYYY)
- Click on “FIND”. If client is already in the system their details will come up

Section One - Client Details

- This should already be auto generated
- Double check details are correct and there have been no changes
- Click save and move to the next page

Section Two- Training Details

- **Given / Offered on-** Enter date the training was given (normally date of transaction)
- **Given By-** Select “Community Pharmacy Staff Member” if training given by pharmacy, or select “external organisation” if training has been given by someone else previously
- **If you select “external organisation” this will generate two further drop down menus**
 - **Given by other-** select from either NEON & The Exchange, Other NHS, or the Third Sector
 - **Proof of Training-** select not needed
- **Training Elements-** tick either training given / or refresher given
- Click on “Save” and move to next page

Section Three - Consent Details

- **Consent Options** Click on “Consent to receiving a supply” OR click on “Declines a supply”
- **Consent Details**
 - **Person Giving Consent-** enter “Person Collecting” and select date
 - **Witnessed by** – enter “Pharmacy Staff” and select date
 - This will auto generate a print out, however this does **not** need to be signed or to be kept for records
- Click on save and move to the next page

Section Four - Supply Details- Re-supplies

- Select Re-supply
- Takes you to the resupply page
- **Date of resupply-** select date
- **Kits Supplied-** Select Prenoxad injection from drop down menu
- **Reason for resupply-** sensitively ask what happened to previous naloxone and select from list of reasons
 - Used on self
 - Used on others
 - Kit confiscated
 - Kit Damaged
 - Kit expired
- **Conclusion -Follow on Care-** Select from the drop down when the supply was made:
 - weekday
 - evening (for late night opening chemist)
 - weekend
- **Conclusion -Outcome-** Ask the patient (if picking up for themselves) if they are in treatment services or not and select the answer in the drop down.
- Click on “save” and this closes the module