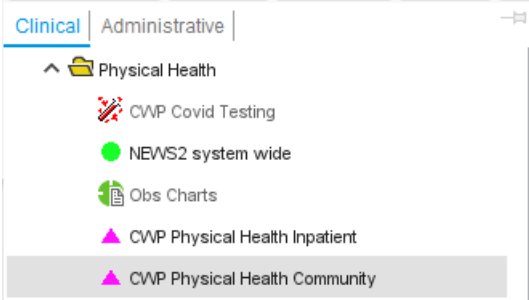
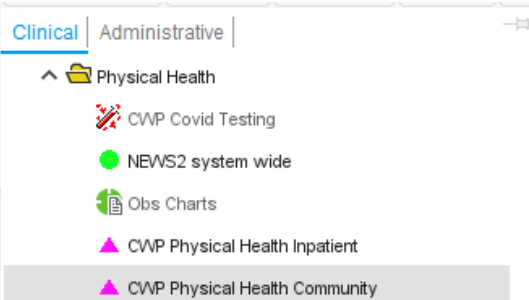




## QRG – How to complete the Valproate Annual Risk Acknowledgement Form on SystemOne - Community


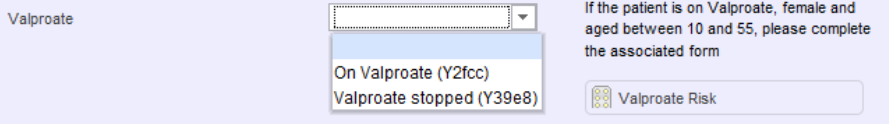
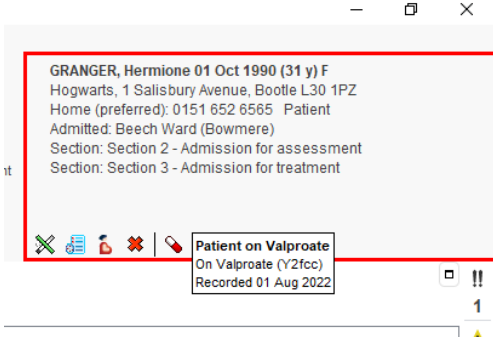
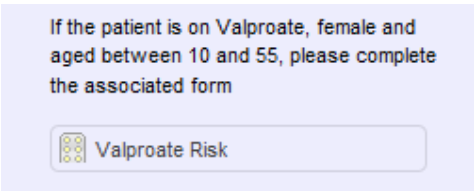
Female patients of childbearing potential prescribed valproate must be reviewed for enrolment on the national 'Prevent' pregnancy prevention programme. At CWP all female patients aged between 10-55 years must have at least one Annual Risk Acknowledgement Form (ARAF) completed, signed by the patient/carer, stored in their clinical record and shared with the patients GP.



























This guide shows how to complete the process using SystemOne in order to automatically add a clinical code to the system. It also gives the option to remove a patient from the 'Prevent' programme either because of a permanent reason e.g. post-menopause or because the patient is no longer prescribed valproate.

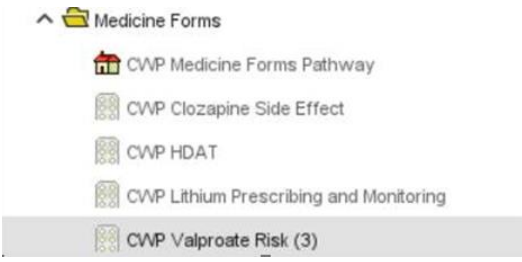
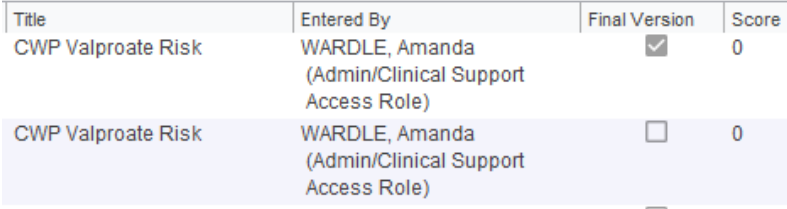
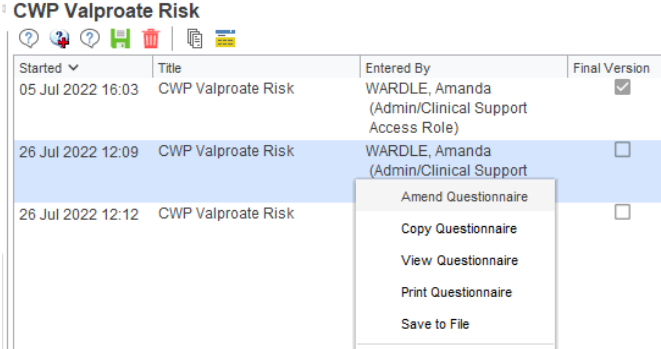
Steps	What you need to do	What it looks like
Views	The Valproate information can be found in the "Views" menu of the "Clinical tree" on the left side of the SystemOne screen.	
Physical Health	<p>Click on the arrow next to the "Physical Health" folder and it will open up to reveal a list of different views / forms. Double click on "CWP Physical Health Community"</p> <p><b>A greyed out form means that there is not a completed form on record for this patient, <u>NOT</u> that it is not enabled on your SystemOne profile. Once a form is completed and saved it will appear in black on the Clinical Tree.</b></p>	

Steps	What you need to do	What it looks like
Medication	<p>Scroll to “Medication” using the tabs along the top and click on the “Medication” button.</p> 	

## 2. Valproate

Valproate	<p>Scroll down to “<b>Valproate</b>” section</p>	
Valproate	<p>From the drop-down menu to the right, select either “On Valproate” or if the patient was previously prescribed valproate but is no longer taking it, select “Valproate Stopped”.</p> <p>If the patient is not, or has never been prescribed valproate, there is no need to complete this section. Likewise, if they are female aged under 10 or over 55 years or are male, this section does not need to be completed.</p>	
Valproate Alert	<p>When the patient has been recorded that they are On Valproate an alert will show in the Patient’s Demographic box, once the patient has stopped taking Valproate and the form has been completed this icon will be removed</p>	
Valproate	<p>Click on the “<b>Valproate Risk</b>” and follow the instructions within to complete the process.</p>	

Steps	What you need to do	What it looks like
Valproate Form	The form contains links to the national documents including, patient guide, guidance for healthcare professionals and the National Valproate Annual Risk Acknowledgement Form (ARAF). It is designed to guide clinicians through the process.	<p><a href="#">Link to patient guide</a></p> <p><a href="#">Link to the guidance for healthcare professionals</a></p> <p><a href="#">Link to valproate annual risk acknowledgement form</a></p>
Valproate Form	<p>The ARAF will need to be completed annually by the specialist for all patients on 'Prevent' and it is the specialist's responsibility to ensure this is completed.</p> <p>Once a signed copy of the ARAF has been received from the patient, this can be scanned and added to the patient record in SystmOne and shared with the GP. The "Valproate Risk" form will need to be updated to reflect that this has been completed. In the Clinical tree on the left of SystmOne, click on the arrow next to "Medicine Forms" and select "CWP Valproate Risk"</p>	<p>This form must be completed every year for female patients aged between 10-55 years. The form is split into three steps:</p> <p><b>Step 1 – Decide if the patient needs to be on 'prevent' (the valproate pregnancy prevention programme) – if you consider that the pregnancy prevention is not needed, only complete Step 1 of the form detailing the reasons why. If this reason is permanent e.g. post menopause, you only need to complete this form once to remove the patient from the conditions of 'prevent'. If the reason is not permanent e.g. pre-menarche, then another form should be completed at the next annual review.</b></p> <p><a href="#">Link to valproate annual risk acknowledgement form</a></p> <p>1 Patient permanently removed from 'prevent'</p> <p>If Yes, insert the date below and ensure Step 1 is completed. Save a copy to the patient record on SystmOne and send a copy to the GP. There is no need to complete further ARAF forms at annual review as the patient is permanently removed from 'Prevent'</p> <p>If No, progress to question 2</p> <p><input type="radio"/> Yes  </p> <p><input type="radio"/> No  </p> <p>2 Patient requires an annual risk acknowledgement form</p> <p><input type="radio"/> Yes  </p> <p><input type="radio"/> No  </p> <p>If Yes, continue to Step 2 / question 3</p> <p>If No, ensure Step 1 is completed detailing the reason why an ARAF is not required at this stage. Save a copy to the patient record on SystmOne and send a copy to the GP. As the reason for not requiring an ARAF is not permanent e.g. pre-menarche, an ARAF will need to be completed at the next annual review (or sooner if circumstances change).</p> <p>3 Date discussed with patient/carer</p> <p><input type="text"/></p> <p> </p> <p><b>Step 2 – 'prevent' applies to this patient- she is of childbearing potential and at risk of pregnancy</b></p> <p><b>Step 3 – Your patient needs to complete this section to confirm they understand the risks of valproate in pregnancy it must be signed by the patient or their responsible person. A copy of the completed form must be sent to the GP and a copy should be stored in the patient record.</b></p> <p>4 Date patient/carer asked to complete Step 3</p> <p><input type="text"/></p> <p> </p> <p>5 Has the Valproate Annual Risk Acknowledgement form been completed?</p> <p><input type="radio"/> Yes  </p> <p><input type="radio"/> No  </p> <p>6 Is the Valproate Annual Risk Acknowledgement form saved in the patient record?</p> <p><input type="radio"/> Yes  </p> <p><input type="radio"/> No  </p> <p>7 Have you sent a copy of the Valproate Annual Risk Acknowledgement form to the GP?</p> <p><input type="radio"/> Yes  </p> <p><input type="radio"/> No  </p>
Valproate	<p>If completing the whole ARAF, including Step 3 in one consultation, complete all the boxes in the "Valproate Risk" form on SystmOne and select "Save Final Version".</p> <p>However, as the process involves several steps that may or may not be completed in the same consultation, there is also an option to "Save for Future Editing" at the top of the page.</p>	<p> </p>

Steps	What you need to do	What it looks like												
Editing the Valproate form	On the clinical tree under the view section, access the folder called "Medicine Forms". Expand this folder and click on Valproate Risk													
Editing the Valproate form	If more than one "CWP Valproate Risk" form exists, right click on the form that is not ticked as "Final Version" and select "Amend Questionnaire" from the drop-down menu.	 <table border="1"> <thead> <tr> <th>Title</th> <th>Entered By</th> <th>Final Version</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>CWP Valproate Risk</td> <td>WARDLE, Amanda (Admin/Clinical Support Access Role)</td> <td><input checked="" type="checkbox"/></td> <td>0</td> </tr> <tr> <td>CWP Valproate Risk</td> <td>WARDLE, Amanda (Admin/Clinical Support Access Role)</td> <td><input type="checkbox"/></td> <td>0</td> </tr> </tbody> </table>	Title	Entered By	Final Version	Score	CWP Valproate Risk	WARDLE, Amanda (Admin/Clinical Support Access Role)	<input checked="" type="checkbox"/>	0	CWP Valproate Risk	WARDLE, Amanda (Admin/Clinical Support Access Role)	<input type="checkbox"/>	0
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CWP Valproate Risk	WARDLE, Amanda (Admin/Clinical Support Access Role)	<input type="checkbox"/>	0											
Editing the Valproate form	Right click on the form you wish to edit. Press "Amend Questionnaire". This form will appear for you to complete.													
Saving	Once all the boxes are completed in the "Valproate Risk" form, a copy of the ARAF is filed in the patient notes on SystemOne and a copy sent to the GP, click on "Save Final Version"  Then "Save" at the top of the screen.	