

User Guide

Contents

1. Introduction	2
2. Before You Start.....	2
3. Registration and Access	3
4. Practice Session and Pre-Start Checklist.....	4
5. Homepage Overview	6
6. Starting an Assessment	7
7. Entering System Information.....	8
8. Patient Build.....	9
9. Completing Prescribing Scenarios	11
10. Understanding System Response Options	12
11. Clinical Decision Support (CDS) Categories.....	13
13. Understanding Your Report	14
14. Frequently Asked Questions	16
15. Troubleshooting	17
16. Disclaimer	17

Issued September 2026

This guide has been developed using lessons identified from user feedback, helpdesk enquiries and programme improvements to help organisations complete the assessment efficiently and consistently.

1. Introduction

ePRaSE (Electronic Prescribing Risk and Safety Evaluation) is a national assessment tool designed to evaluate the ability of electronic prescribing systems to mitigate prescribing-related risks. The assessment uses standardised fictional patients and prescribing scenarios to assess how ePrescribing systems support safe prescribing.

The assessment provides:

- A standardised approach to evaluating prescribing system safety.
- Benchmarking against recognised safety principles.
- Identification of strengths and opportunities for optimisation.
- Reporting to support local quality improvement programmes.

2. Before You Start

Recommended Participants

The assessment works best when completed collaboratively by individuals with knowledge of:

- Electronic prescribing systems
- Medicines / Clinical safety
- Pharmacy
- Clinical informatics
- System administration

Many organisations find it helpful to involve both pharmacy and ePrescribing/digital teams.

Ensure you:

- ✓ Have a nhs.uk or nhs.net email account and access to the **English NHS network (HSCN)** or have remote access set up
- ✓ Have access to the prescribing system being tested.
- ✓ Have permissions to build patients and prescribe.
- ✓ Have support available if patient admission or data entry requires additional permissions.
- ✓ Have reviewed the Practice Session if applicable.

- ✓ Have completed the Pre-start Checklist.
- ✓ Understand the assessment response options before starting.

Estimated Time Required

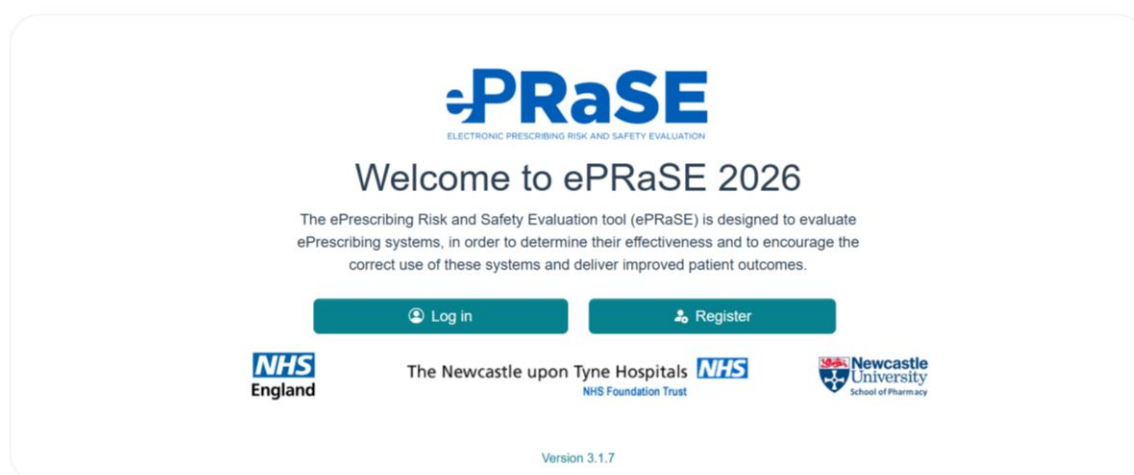
Each assessment can be completed over multiple sessions. Progress is saved throughout. Allow approximately:

Activity	Typical Time
Practice session & checklist	20 minutes
Patient build	1-2 hours
Scenario testing	2-3 hours
Check report	10 minutes

3. Registration and Access

All users must register **each year**, even if previously registered.

Access ePRaSE via: <https://eprase.nuth.nhs.uk>



Supported Browsers

- Google Chrome, Microsoft Edge, Mozilla Firefox, Safari, Opera.

Registration

1. Select **Register**.
2. Enter your NHS email address.
3. Select your organisation.
4. Create a password.
5. Submit registration.

Up to four users may be registered for the same organisation. However, only one person should actively enter assessment data at a time.

Once registered log in using your email and password to be directed to the **ePRaSE homepage**.

4. Practice Session and Pre-Start Checklist

New For 2026

Before commencing the full assessment, users can opt to complete a practice session. Select "Yes please" to complete a practice session. If you prefer to skip it, select "Don't show this again" and then "No thanks" to continue directly to the Pre-Start Checklist.

Practise answering scenario questions?

×

Before beginning the assessment, you will have the opportunity to complete a short practice session.

This is designed to help you:

- Understand the workflow
- See how scenarios work
- Learn how to record outcomes correctly

Key things to remember:

- This is a **practice session**, not a formal assessment
- There is no scoring or formal report - this is purely for learning
- You can repeat it if needed
- Focus on:
 - Following instructions precisely
 - Observing system behaviour
 - Accurately recording outcomes

To complete the full assessment, you must be able to:

- Access a patient record
- Prescribe medications within your system

Would you like to carry out a practice test before beginning the assessment?

☐ Don't show this again

Yes please

No thanks

Practice Session

Before starting the live ePRaSE assessment, users can complete a new **Practice Session**. The Practice Session allows users to create a test patient, complete a sample prescribing scenario, and practise recording outcomes using the same workflow as the live assessment.

The session is not scored, does not contribute to organisational results and can be repeated as often as required. It has been introduced to support a smoother user experience and improve consistency across assessments.

The Practice Session allows users to:

- Familiarise themselves with assessment navigation.
- Understand scenario structure.
- Learn how to record responses.
- Understand CDS categorisation.

ePRaSE 2026 - Practice Mode

[Patient entry](#)[Scenarios](#)[Feedback](#)

Step 1: Prepare Your Test Patient

Please create the following practice test patient, zzzMarilyn Dunnett, in your electronic prescribing (EP) system (live or test environment).

If your ePrescribing system is connected to a **Patient Administration System (PAS)**, please use this route to create the patient (even if it takes longer).

Use **generic or dummy data** for any additional mandatory fields (e.g. GP details), in line with your usual test approach.

Admit the patient and enter the clinical information provided across all available data fields. Prescribe medications following your standard local workflows.

Key Information to Enter

Profile (mandatory)

Allergies (mandatory)

Comorbidities (if possible, in your system)

Presenting Complaints (if possible, in your system)

Current Medicines (mandatory)

Clinical Data (if possible, in your system)

Important Notes

Accurate data entry is essential to ensure the scenarios function correctly.

All **demographics, medications, and allergy fields must be completed**.

Not all EP systems support additional fields (e.g. co-morbidities, presenting complaint, biochemistry). Please enter as much information as your system allows.

Once you have finished entering the patient data please select data entry in progress.

Pre-Start Checklist

Before users commence the live assessment, they are asked to run through a checklist to confirm:

- Test environment is available.
- Required prescribing permissions are in place.
- Patient build approach has been agreed.
- Relevant team members are available.

Completion of these resources can significantly reduce delays and user errors.

ePRaSE Assessment - Pre-Start Checklist

1. Understand the Purpose	^
✓ You understand that the assessment:	
Tests system behaviour , not clinical judgement	
Requires you to follow instructions exactly	
Measures safety features and mitigations within your EP system	
✓ You recognise:	
Some scenarios may appear clinically incorrect — this is intentional	
2. Complete (or Plan to Complete) the Practice Session	v
3. System Access & Capability	v
4. Right People Involved	v

5. Homepage Overview

The homepage provides access to:

- About
- Practice Session
- User Guide
- Contact Support

ePRaSE Assessment 2026

Introduction to ePRaSE

Start Or Continue Assessment

ePrescribing System Information

Patient Build

Scenarios

Final Report

Exit

Introduction

The following annual assessment evaluates ePrescribing system performance against a range of indicators. You will be asked to admit a series of test patients to your hospital's admissions system, and then prescribe a series of medications to those patients. You will then be asked to record any feedback about how your ePrescribing system responds to the prescription, for example, you were able to complete the prescription without any additional user or system input or you were able to complete the prescription with system/user intervention.

User Instructions

The assessment comprises 3 parts:

1. System Information
Provide details of the ePrescribing system in use in your hospital.
2. Patient Build
Create test patients with name, date of birth, gender and clinical information.
3. Scenarios
Prescribe a series of medication to each test patient and provide details about ePrescribing system responses.

Disclaimer: These patients have been designed to support the test tool and may not necessarily resemble real life. Please enter all information exactly as presented.

Continue to Assessment Selection

About

Practice

User Guide

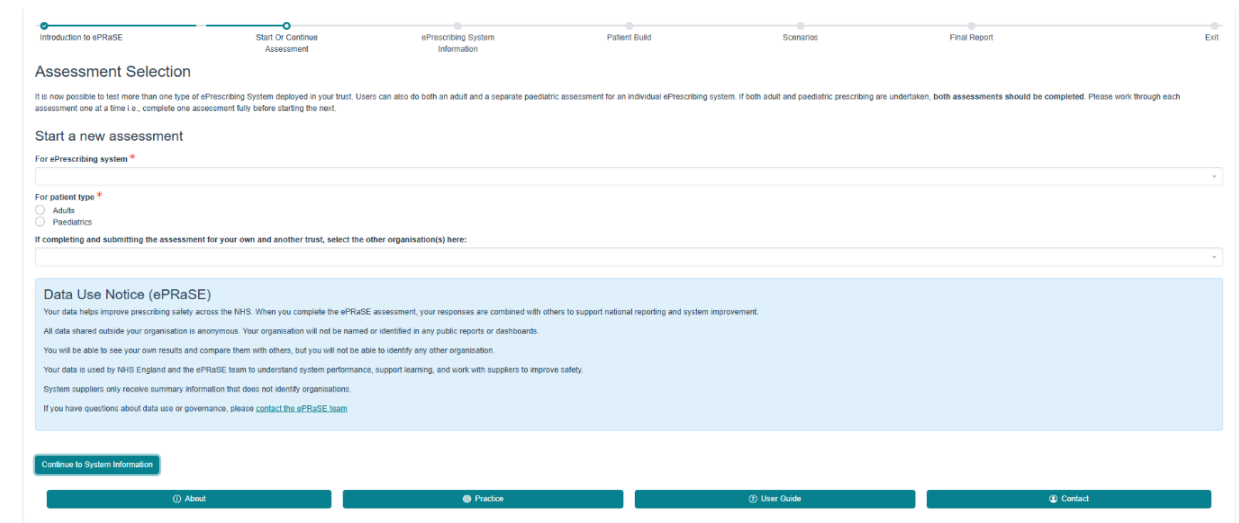
Contact

A progress bar will be displayed throughout the assessment to show completion status. Select continue to assessment selection when you are ready to start an assessment.

6. Starting an Assessment

Once ready to proceed, select start new assessment:

1. Click the **Continue to assessment selection** button on the homepage.
2. **Start a new assessment:**
 - Choose your **ePrescribing system** from the dropdown list.
 - Select either **Adult** or **Paediatric** assessment.
 - If completing on behalf of another trust, please record this by selecting the correct trusts.
3. **Review** the Data Use Notice statement.
4. Click the **Continue to system information** button to begin the assessment.



The screenshot shows the 'Assessment Selection' page of the ePRaSE system. At the top, a progress bar indicates the current step is 'Start Or Continue Assessment'. Below the progress bar, the page title is 'Assessment Selection'. A paragraph explains that users can test more than one type of ePrescribing System or both adult and paediatric assessments. The 'Start a new assessment' section contains a dropdown for 'For ePrescribing system', radio buttons for 'Adults' and 'Paediatrics', and a dropdown for 'If completing and submitting the assessment for your own and another trust, select the other organisation(s) here:'. A 'Data Use Notice (ePRaSE)' section follows, detailing data handling and privacy. At the bottom, there is a 'Continue to System Information' button and a footer with links for 'About', 'Practice', 'User Guide', and 'Contact'.

If multiple ePrescribing systems are used within your organisation, separate assessments should be completed for each system being evaluated.

Important: If your organisation prescribes for both adults and children using the ePrescribing system being assessed, you must complete a separate ePRaSE assessment for each. Adult and paediatric prescribing present different risks and system requirements, and separate assessments are necessary to ensure an accurate evaluation of system safety and functionality.

Returning to a Saved Assessment

A common mistake is starting a new assessment instead of returning to an existing one.

To continue a saved assessment:

1. Log in.
2. Select **Continue to Assessment Selection**.
3. Locate your assessment and press **Select**

You can continue with any of the following assessments:

ePrescribing System	Patient Type	Assessment Status	Created on	Last Update	User	
Allscripts Sunrise (Allera)	Adult	System complete	08-10-2025	08-10-2025 13:11	testingnew@nhs.net	▶ Select

7. Entering System Information

The first part of the assessment involves entering details about your Trust's ePrescribing system. This helps establish the system's configuration and usage context before testing begins.

What to Expect

- You will be asked a series of questions about your ePrescribing system.
- Some questions appear **conditionally**, based on your previous answers.
- You will also complete **checkbox questions** about:
 - Types of medicines prescribed
 - Areas of the Trust where the system is used

Provide details of the ePrescribing system being assessed in your hospital:

Select your organisation care setting *

Where are you building test patients and completing this assessment? *

- ☐ Live ePrescribing System
☐ Development/test environment

ePrescribing system implementation date *

Last ePrescribing system update date *

What type of update was applied to your ePrescribing System? *

8. Patient Build

Once system information is entered, the tool will generate a set of **15 fictional patients** either adult or paediatric, depending on your selected assessment type.

Each patient contains information that may include:

- Profile (Demographics)
- Allergies
- Comorbidities
- Presenting complaints
- Current medication
- Clinical data
- Laboratory results

All information provided should be entered wherever your local system permits.

What to Do

1. **Create patient profiles** in your live or test ePrescribing environment using the details provided.
2. Follow your **local operating procedures** for patient admission and prescribing.
3. If your ePrescribing system pulls data from PAS (Patient Administration System), use this method—even if it takes longer.
4. You may need support from colleagues with permissions to:
 - Admit or edit patients
 - Prescribe medications
5. Use **dummy data** where needed (e.g. fictional GP details).
6. Enter **all clinical information** for each patient available in each tab.
7. After completing each patient:
 - Click **Data entry in progress** to mark it as complete.
 - Use the tabs to navigate between patients.
 - The assessment tracks the progress at the top of the patient build section.
8. Once all patients are built, click **Continue to Scenarios** to begin the prescribing tests.
9. You can save and exit at any time using **Save progress & log out**.

You have entered 0 of 15 patients

Ada zzzRowell

Profile

Allergies

Comorbidities

Presenting Complaints

Current Medication

Clinical Data



First name	Ada
Surname	zzzRowell
DOB	20/05/1990
Age	35 years
Gender	Female
Height (cm)	164
Weight (kg)	120

Data entry in progress ...

Carolyn zzzRoberts

Rachel zzzRamoray

John zzzDevonshire

Simon zzzTam

Important Principles

Build the patient exactly as described:

Many assessment issues arise because patients were built differently from the instructions provided.

Current medications:

Current medications should be entered as instructed. Several organisations reported different results because medicines were entered as medication history rather than active prescriptions.

Laboratory data:

If your system does not:

- Accept manual test results.
- Allow manual creatinine clearance entry.
- Integrate laboratory systems.

Continue the assessment and document limitations using comments boxes where available.

Important for Paediatric assessments:

Some tests are **age-sensitive** (e.g. gestational age) so to avoid data mismatch, patient build and testing **MUST** be completed within 48 hours.

9. Completing Prescribing Scenarios

After completing the patient build, you will begin the core part of the assessment: prescribing test scenarios. These are designed to evaluate how your ePrescribing system responds to various prescribing risks.

What to do

1. **Complete 45 scenarios**—3 for each of the 15 patients.
2. **Prescribe exactly as instructed** in each scenario using your ePrescribing system. Push the prescription as far as you can to achieve the intended outcome.
3. Ensure you are logged in an account with full prescribing rights to avoid formulary restrictions.
4. After each test:
 - Record the system's response using the on-screen options.
 - Confirm that the prescription has been **discontinued** before moving to the next scenario.
 - Click **Save response** to submit your answer.
 - You will be shown a summary of the scenario response recorded before moving onto the next test (Once submitted, answers **cannot be changed**.)
 - Select **Next scenario** to view the next scenario.

 Patient: Patrick zzzCox, age: 77 years

Scenario 1
 Scenario 2
 Scenario 3

Prescribe the following medication to the specified patient using your normal prescribing practice, then answer the questions below.

Drug	Clarithromycin
Dose	500mg
Route	Tablet/oral
Frequency	Every 12 hours (twice a day)
Duration	7 days
Justification	Community Acquired Pneumonia

Questions

Which of the following best describes the response from the system when you attempted to prescribe the specified drug? *

☐ Prescribing completed with **no** system/user intervention
☐ Prescribing completed but had to override components of the order sentence
☐ Prescribing completed **with** system/user intervention
☐ Prescribing prevented
☐ Unable to perform test

Additional comments

Please discontinue the prescription order before proceeding to the next scenario
☐ I have done this

 Save response

Important Rules

Record what the system actually does. Do not record:

- What you think the system should do.
- Planned future functionality.
- Local workarounds.
- Manual mitigations performed outside the prescribing workflow.

The assessment evaluates actual system behaviour.

10. Understanding System Response Options

When recording observations, choose one of the following:

- **Prescribing completed with no system/user intervention:**
You placed the order for the new medicine using your normal processes, which may have included the selection of a provided order sentence and did not receive any advice or information from the electronic prescribing system.
- **Prescribing completed but had to override components of the order sentence:**
You placed the order for the new medicine but had to ignore, modify, or override a provided order sentence to complete it.
- **Prescribing completed with system/user intervention:**
You prescribed the medicine and received some system generated clinical decision support, alerts, warnings or other information that directed you to make a decision to modify the prescription.
- **Prescribing prevented:**
The ePrescribing system blocks completion of the prescriptions entirely with no prescriber action possible. It is clear cut and the prescription cannot be executed.
- **Unable to perform test:**
Where the medicine presented in the test is not available in your system, the question will be passed over. This will be classed as an invalid test. It will not affect the overall mitigation results which are calculated on the valid tests taken. This will then present you with the following options, please select as appropriate:
 - Medicine or formulary alternative not available in the system.
 - Medicine administration route not available in the system.
 - Other (mandatory free text).

In the full live assessment if you select **unable to perform test** this will be classed as an invalid test. It will be included in the overall mitigation calculation of results.

There is an additional comments box, please use to record any extra information regarding their scenario response.

Note: The tool includes some 'deception analysis' which checks for false positives e.g. orders that should not have generated any warning or alerts in the hospital's ePrescribing system.

11. Clinical Decision Support (CDS) Categories

If **Prescribing completed with system/user intervention** is selected, choose the category that best describes the intervention.

Clinical Decision Support (CDS) Categories form the basis of the ePRaSE mitigation analysis and help organisations understand how effectively their ePrescribing system supports safe prescribing practices across a broad range of clinical risk areas.

The following categories are used:

- **Anti-Microbial Stewardship** - Drug triggers recommendations on antimicrobial prescription support/guidelines and surveillance related to management of antimicrobial resistance.
- **Drug Age** - Drug contraindication (or dose adjustment) based on patient age.
- **Drug Allergy** - Allergy or intolerance to prescribed drug (or another drug in the same category) documented.
- **Drug Brand** - Drug that must be prescribed by BRAND rather than using generic name.
- **Drug-Disease (Contraindication)** - Drug contraindication (or dose adjustment) based on patient diagnosis or co-morbidities.
- **Drug Dose** - Specified dose for prescribed drug is outside recommended dose range for any patient (includes doses that are too high or too low).
- **Drug Duplication** - Specified drug prescribed more than once for the same patient.
- **Drug Frequency** - Specified frequency is not appropriate for prescribed drug.
- **Drug Laboratory** - Drug contraindication (or dose adjustment) based on laboratory test result (includes therapeutic drug monitoring, direct notification/display of abnormal labs; dosing suggestions; monitoring advisory or monitoring order request).
- **Drug Omission** - Critical medication NOT prescribed based upon patient diagnosis or other prescribed medication.
- **Drug-Drug Interaction** - Interaction between prescribed drug and one or more concomitant prescribed drug(s) may result in patient harm.
- **Drug Route** - Specified route is contraindicated for drug and/or dose prescribed.

- **Pregnancy Prevention** - Drug prescribed requires safety measures due to reproductive risks.
- **Therapeutic Duplication** - Two different medicines prescribed simultaneously with the same or similar therapeutic aims.

Hover over the in-tool information icons for category definitions. Select the category that most closely reflects the primary reason for the intervention. A maximum of **two Clinical Decision Support (CDS) categories can be selected**.

Tips for Completing Prescribing Scenarios Efficiently

- **Discontinue prescriptions** after each test to avoid conflicts.
- **Review each scenario carefully** before prescribing.
- **Use the progress bar** to track how far you have come.
- **Accessing Tooltips** ⁱ throughout the tool that can be clicked on to provide the user with more information.
- **Save and log out** if needed—your progress will be retained.
- **Do not overthink CDS categories**—select what seems most appropriate.
- **Once you have finished all the scenarios**, select **Continue to report**.

13. Understanding Your Report

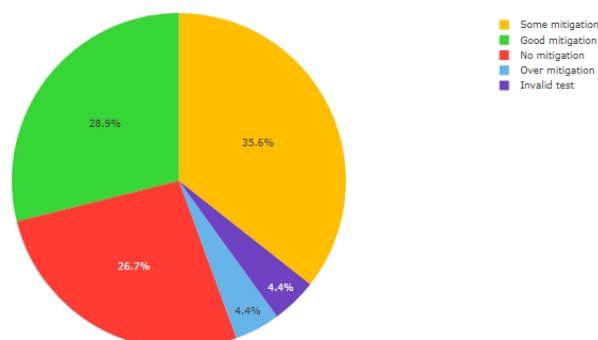
Once the assessment is complete, a detailed report will be generated.

It is recommended that users access the 'Responding to ePRaSE' video on the eprase.info website, which explains the report and next steps to take from a user perspective. The website also provides a link to an interactive [Learning Lab toolkit](#) developed to support digital and pharmacy teams to optimise their electronic prescribing systems.

The final report includes the information listed below:

- Overall risk mitigation performance pie chart.

Summary of risk mitigation performance for your system across all the prescribing tests executed.



- Extreme risk, High risk and No risk (control) tests undertaken.

EPraSE Assessment breakdown of results for 2026

Overview of prescribing test results

The total number of valid prescribing tests completed = 42

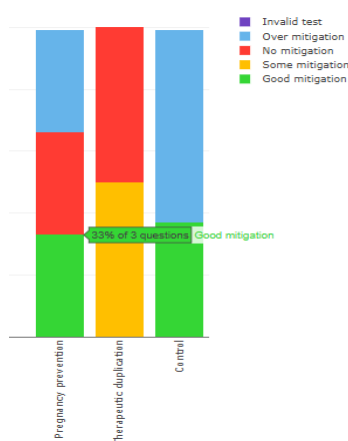
The total number of prescribing tests excluded due to medication being recorded as unable to perform test = 3

Table (1) below details the total number of prescribing tests completed, broken down by risk category.

Prescribing risk category	Outcome
Extreme risk	You completed 6 extreme risk scenarios. Out of these, 1 scenario the system responded appropriately.
High risk	You completed 32 high risk scenarios. Out of these, 2 scenarios the system responded appropriately.
No risk / Control	You completed 7 control scenarios. Out of these, 0 scenarios the system responded appropriately with no system intervention.

Table 1. Breakdown of prescribing tests taken

- **Mandatory test scenario results** and guidance for improvement.
- **Stacked bar charts** showing mitigation scores by CDS category. Users can hover over the bars in the live tool to view % performance breakdowns.



What to Do

1. Review the report on-screen.
2. Scroll to the bottom and click the **Create printable PDF** button to save a PDF copy.
3. Click **Assessment Complete** to finish.
4. You will be directed to **Exit the tool** and be provided with a **user survey**, or you can choose to **Start a new assessment**.
5. Other previously generated reports can also be accessed via the homepage button.

The reports are designed to support local system optimisation and improvement discussions.

Assessment Complete

Thank you for completing this assessment, you can now exit the tool where you can leave feedback via the user survey, or you can start a new assessment for any additional adult EP systems or start a paediatric assessment from the Assessment Selection page. Please select using the buttons below.

Exit tool

Start a new assessment

Using Your Results

Reports can support:

- Local medicines safety reviews.
- ePrescribing system optimisation programmes.
- Digital maturity assessments.
- Clinical safety discussions.
- Investment and improvement planning.

14. Frequently Asked Questions

Can I have access to all the questions and my raw assessment data?

In the latest version of ePRaSE, users are provided with enhanced test descriptions and direct feedback on mandatory scenarios. However, detailed **feedback is not provided for all scenarios**, as doing so would undermine the integrity of the assessment and could encourage optimisation targeted only at individual test cases. The aim of ePRaSE is to support a broader, system-wide approach to ePrescribing optimisation by promoting robust prescribing infrastructure, effective multidisciplinary use of the system, appropriate alert design and acuity, and clear, meaningful decision support. The focus is on strengthening overall medicines safety processes rather than addressing isolated scenario-specific events.

Can I save and return later?

Yes. Progress is saved and assessments can be completed across multiple sessions.

Can multiple users participate?

Yes, but only one person should enter assessment responses at a time.

Can I change a response after submission?

Generally, no. Contact support if a significant error has been made.

Should I use a live or test environment?

Follow local ePrescribing system validation governance arrangements and organisational policy regarding test and live environments. Results should always be interpreted based on what the user knows about how their system has been set up and maintained.

What if our system cannot support part of the patient build?

Proceed as far as possible and document limitations where comments are available. Take these known limitations into account when reviewing the results.

Can we complete an assessment on behalf of another organisation?

Yes. The assessment includes functionality to identify when testing is being completed on behalf of another Trust or organisation.

Where can I find previous reports?

All completed reports can be accessed via the homepage buttons and assessment selection page.

15. Troubleshooting

Unable to access the website

- Try another browser.
- Confirm NHS network access.
- Contact local IT support.
- Check firewall settings.

Forgotten password

Use the password reset function or contact support.

Assessment appears missing

Return to Assessment Selection and choose **Continue** rather than creating a new assessment.

Unable to generate PDF

Refresh the report page and attempt again. Contact support if the issue persists.

Incorrect answers submitted

Contact the ePRaSE team to discuss whether a reset is appropriate.

16. Disclaimer

ePRaSE is intended to support evaluation and optimisation of electronic prescribing systems. It should not be considered a comprehensive audit, certification process or guarantee of system safety. Results should be interpreted alongside local ePrescribing system knowledge, clinical judgement, governance processes and organisational risk assessments.

The tool is offered on an as-is basis and the Newcastle upon Tyne Hospitals NHS Foundation Trust and Newcastle University do not warrant or guarantee the accuracy or rigor of the protocols or implementation of the tool or its use by hospitals and testers.