

## COVID 19 – UEC Directory of Services (DOS) Editing RAG Capacity Status (for Pharmacy) V2.0 – 7<sup>th</sup> April 2020

1. Log in to DoS <https://www.directoryofservices.nhs.uk/app/controllers/login/login.php>
2. On the 'my services' tab, the profiles you are allowed to edit will be displayed, see example below



One pharmacy service is likely to have a series of profiles, which work together. It is therefore important that the RAG capacity you set for one profile will need to be repeated across all others.

3. Select a profile to edit – the profile's home page will appear with several tabs.



4. Select the capacity tab.

5. You will presented with the following page

Demographic Details	Capacity Status	Clinical Details	Service Attributes	Endp
<b>Status</b>	<input checked="" type="radio"/> Green	<input type="radio"/> Amber	<input type="radio"/> Red	
	Reset Time must be within the next 120 hours (5 days)			
<b>Reset Time</b>	<input type="text" value="10-04-2020"/>			
<b>At</b>	<input type="text" value="--"/> <input type="text" value="--"/>			
<b>Last Updated</b>	08-07-2011 12:04			
<b>By</b>				
<b>Notes</b>	<input type="text"/>			
	<input type="button" value="Save"/>			

6. There are three options (RAG) to select from

**GREEN** = Your service is accepting electronic patient referrals from 111 telephony and NHS111 Online

**AMBER** = Your service is accepting electronic patient referrals from 111 telephony and NHS111 Online, but will displayed has having reduced capacity

**RED** = Your service is not accepting electronic patient referrals from 111 telephony and NHS111 Online

7. Select the status you require, Red or amber. **If you don't select red or amber, steps 7 onwards will not work.**

The screenshot shows the 'Capacity Status' tab of a form. The 'Status' field has three radio buttons: 'Green' (selected), 'Amber', and 'Red'. Below this, a note states 'Reset Time must be within the next 120 hours (5 days)'. The 'Reset Time' field contains '10-04-2020'. The 'At' field has a dropdown menu open, displaying a calendar for April 2020. The date '10' is highlighted in yellow. The 'Last Updated' field shows '019 11:05'. The 'By' and 'Notes' fields are empty.

8. Select the Reset Date and time (when you want the profile to revert to Green).
- Select the date using the drop down options at 'reset time'
  - Select the time from the drop down options at 'At'

This screenshot shows the same form as above, but with the 'At' dropdown menu open. The dropdown lists times from 00 to 15 in increments of 1. The '00' option is selected. The 'Last Updated' field now shows '019 11:05'. The 'By' and 'Notes' fields remain empty.

Save

**9.** In the 'notes' field, enter clear and concise notes for your NHSE Local Area Pharmacy Team's information about why you are amending your status (this is a mandatory field).

a) This information will be used for audit and assurance purposes.

**10.** Once all fields are completed, a save button will become available, click this and your changes will be saved.

**11.** Repeat steps 3 to 10 for other profiles that require updating.