POCKET GUIDE for Pharmacy

Pharmacy Care Organiser

- Can view patient information, lab results, unverified medications, tasks, VTE and pharmacy notes.
- Can view patients on one or more wards simultaneously.
- Can sort by length of stay to identify new patients.
- Prioritise by drug history

Medication History

- Click ‘Orders’ & ‘Document Medication by Hx’
- The name of the person who last documented on the medication history will display along the toolbar.

Recording Allergies

- Review Allergy information on ‘Patient View’ page. Click ‘Allergies’ if this requires updating.

Recording No Known Allergies

- Click ‘Orders’ from the menu, then click the drop down arrow next to ‘Reconciliation’ and select ‘Admission’.

Recording and Modifying Allergies

- Click ‘Add’, type the allergy into the yellow ‘Substance’ field, then click the binoculars. Choose a term from the catalogue.
- Complete the ‘Reaction(s) field using the binoculars.
- Complete severity and info source and click ok

Freetext allegies

- Only Pharmacist can add
- To Add Click Free text box
- Ensure the medication is spelt correctly before adding as a freetext as this will NOT have any allergy checking

Admission Reconciliation

- Admission Reconciliation is when you check the medication history against what has been continued as inpatient medication.
- Select ‘Tasks’ from the menu, then click on the ‘Clinical Pharmacy’ tab. This allows you to view the task, status and order information.
- Once the Medicines Reconciliation process is complete, double click on the ‘Admission Medicines Reconciliation’ task from the Clinical Pharmacy Tasks list.
- This allows you to enter info source for the med history, community pharmacy details and discharge considerations.
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- A task can be recorded as ‘Record Not Done’. Enter the reason and comment as to why the task is not done.

!!! Please note that monitoring tasks are **not** automatically discontinued when the medication is continued. This can be done by going to ‘Orders’ and finding the task under ‘Patient Care’. Right click and select ‘Cancel/DC’ and enter the reason !!!

**Medication Supply Request Task**
- Nurses will now order stock/inpatient medication requests through PowerChart under the ‘Medication Supply Request’ task.
- This task will show in the Pharmacy Care Organiser under Interventions/Consults.
- If a patient has a ‘Medication Supply request’ then open patient record, go to ‘Tasks’, ‘Clinical Pharmacy’ and check to see what medications they have ordered.

**Medication Monitoring Tasks**
- TDM Monitoring (Vanc/Gent/Amikacin/Hep)
- Variable Rate Insulin Pharm
- DKA Monitoring Pharm
- Syringe Pump Monitoring Pharm
- Go to Patient’s record and ‘Assessments and Obs’. Click ‘Medication Monitoring’ and then the appropriate medication you want to monitor/check. This is where the current dose displays, pathology results pull through and any prescribers assessments are documenting

!!! Always check that the prescriber is **not** manipulating medications, as they will lose all their information!!!

**Review inpatient chart**
- Click on ‘Meds Administration’ (MAR) of the left hand menu.
- View doses given, overdue doses (marked in red) and discontinued/suspended medications.
- Underlined medications are from a different admission

**Other Examples of Pharmacy Tasks:**
- Admission Medicines Reconciliation (Medication history)
- Pharmacy Chart Review (mark as complete once chart is reviewed for that day)
- Pharmacy Discharge meds Supply (appears in Main Dispensary task list)
- Pharmacy Discharge Reconciliation (when a discharge prescription has been written)

**Locked Profiles**
- When a user has the orders screen open, the medication profile locks.
- Only Pharmacists can break this lock.
- To do this log into medication manager and press break lock.

**Discontinued medications will gray out and fall to the bottom of the chart. Suspend medications will ‘grey out’ but be under the relevant section of the MAR**

**The MAR is split into sections: Scheduled, Unscheduled, PRN and Continuous Infusions**

**Verification (clinically screening) and Supply Using Pharmacy Medication Manager (PhaMedMGR)**
- Obtain the Financial Number (FIN) by accessing PowerChart, clicking ‘PM Conversation’ and selecting ‘Transfer’.
- Copy the FIN from the LC1 Box and paste into PhaMedMGR to open your patient’s profile.
- Prescribed medications will be displayed on the right side of the screen.
- An asterisks (*) represents a medication that has not yet been verified.

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- An asterisks (*) represents a medication that has not yet been verified.
Sort active medications by clicking on the 'Status' bar. This works like an excel spreadsheet.

All prescriptions can be verified simultaneously by clicking 'Task' and selecting 'Verify All Orders on Profile'.

Verify individually by clicking the drop-down menu to the left of the medication and selecting 'Verify'.

Click 'Apply'. The 'Verify Med Order' box will appear and provide details of the prescription.

Order comments can be added here. These will appear on the prescription e.g. “Dissolve one 10mg tablet in 10mls of water and give 6mls”.

Click 'Comments' to open the comments box. This is used to annotate the prescription.
1. Comments for Pharmacy – instructions for dispensary e.g. “Large print label”.
2. Patient’s Own Supply – e.g. @home, 14 in POD locker
3. Supply Type – e.g. Dispense IP (inpatient label), Dispense OSD (one-stop)
4. Amout Suppliered – e.g 1op, 1 vial, 28
5. Supply Amendment BST – record time and date of annotation/supply
6. Click ‘Ok’

Click ‘OK’ on the ‘Verify Med Order’ box
Click ‘Submit’

To generate a pharmacy supply sheet, launch ‘Explorer Menu’ by either:
- Clicking shortcut from Powerchart toolbar
- Launching from the iClip app page

Expand Main Menu (double-click)
Expand Pharmacy Supply Sheet
Select Pharmacy Supply Sheet

Complete Trust, Facility, Nurse Unit
Select a time frame. This will only select medications annotated within this time frame. Note that the annotation time is specified to the right of each medication, as highlighted below.

Enter your bleep number
Click execute
Use the toggle button to ensure all information is present
Click ‘Print’ icon

!!! Please note that only medications that have been verified by the Pharmacist will appear on the Pharmacy Supply Sheet !!!!
Discharge Verification

- Select ‘Tasks’ from the menu and then select the ‘Clinical Pharmacy’ tab.

- Double-clicking on ‘Discharge Reconciliation’ task will allow you to view the task form attached to the task.

- Select ‘Orders’ from the menu, then click ‘Reconciliation’ and select ‘Discharge’.

- Clinically review the inpatient prescription against the discharge prescription.

Discharge Supply

- To annotate the supply details, right click on the medication and click ‘Modify without Resending’.

- Annotate supply details as appropriate.

- Select ‘OSD’ as the Supply Type if the supply is to be dispensed by Pharmacy.

- Click ‘Reconcile and Sign’.

- Click ‘Tasks’, click on the ‘Clinical Pharmacy’ tab and double click on the ‘Discharge Reconciliation’ task.

- Complete the Discharge Reconciliation details.

- Pharmacists - select ‘Yes’ to ‘Clinical Screen Complete’ and sign the task, as complete by clicking the green tick.

- Pharmacy Technicians- select ‘No’ to ‘Clinical Screen Complete’ and save the information by clicking the floppy disk.

- Change ‘Clinical Screen Complete’ to ‘No’, and then click ‘Sign’

- Select ‘Pharmacy Only’. The ‘Pharmacy Summary’ will then be displayed.

- Print to appropriate location. To change your default printer, see QRG ‘Pharmacy Discharge Verification and Supply’.

- To unlock/amend a discharge prescription after ‘Clinical Screen Complete’ has already been completed & signed, select ‘Form Browser’ from the main menu. Right-click ‘Discharge Reconciliation’ and select ‘Modify’.

- Change ‘Clinical Screen Complete’ to ‘No’, and then click ‘Sign’

- View the ‘Inpatient Discharge Summary’ to ensure that all medications are sitting under the correct Heading.

- Select ‘Depart’. The ‘Depart Process’ window will open.

- Print to appropriate location. To change your default printer, see QRG ‘Pharmacy Discharge Verification and Supply’.

- Location of all EPMA documents are located on the Trust-wide L drive: L:\Files\iClip Trust-wide Information\EPMA

- Alternatively, browse the intranet:
  - Intranet > Training & Education
  - EPMA Quick Reference Guides
  - e-PMA Meds QRG’s

More Information

- Other EPMA documentation is available:
  - Downtime Information
  - Specific Quick Reference Guides (QRG)
  - FAQ, Memos, Readiness Checklist

Icons

- Inpatient prescription
- Documented medication history
- Discharge/ outpatient prescription
- Pharmacist has not screened/verified this medication
- Further information is required
- Medication is a complex medication or from a pathway
- Show all components of a complex medication plan or pathway