Agenda

1. ePrescribing Policy
2. Patient Discharge
3. Patient Transfers
4. ePrescribing Procedures
   a. Items not prescribed using the JAC ePrescribing system
   b. ePrescribing System Access Procedure
   c. Procedure for emergency access to a patient’s medication chart
   d. ePrescribing downtime procedures
   e. Procedure for unlocking patient records in the ePrescribing system
   f. Procedure for adding new drugs to the ePrescribing system
   g. ePMA Team Support Service
ePrescribing Policy

Policy at UHS to move to prescribe and record the administration of medication to patients electronically

- A ‘sister’ policy to the Medicines Policy
- Covers items that relate directly to the introduction of ePMA
  - Patient Discharge
  - Transferring Patients
  - ePrescribing procedures
- Will also impact existing policies and procedures relating to the prescribing and administration of medications within the Trust
- Process for sign-off and timescales?:
  - Review: Pharmacy Senior Managers, Divisional Governance Leads, ePMA Steering Group; ePMA Clinical Decision Group May 2012
  - Approval: Drugs Committee 18 June 2012
Patient Discharge

- Discharged to another hospital / care provider
  - Both a Discharge Summary and a system generated MAP (Medication Administration Profile) to be sent with the patient
  - A copy of the MAP to be put in the patient’s notes
- Discharged for rehabilitation to a care provider where the care is GP led (list of wards will be in the ePrescribing Resource File)
  - A Discharge summary, system generated MAP (Medication Administration Profile), and system generated MAC (Medication Administration Chart) to be sent with the patient
  - A copy of the MAP to be put in the patient’s notes
- Patient is discharged home
  - A Discharge Summary to be sent with the patient
  - A copy of the MAP to be put in the patient’s notes
Patient Transfers

• Transferring patients between ePMA-ready wards
  • When the patient is transferred on eCaMIS to the new ward, their medication record is also transferred. If the eCaMIS transfer is not made, the patient’s medication record will not be seen on the new ward

• Transferring patients from an ePMA-ready ward to a non-ePMA-ready ward
  • When the patient is transferred on eCaMIS to the new ward, their medication record will be removed from the originating ward’s list of patients
  • Patient to be transferred with a MAP (in the patient’s medical records, and a MAC which will now act as the patient’s medication chart, until a new medication chart is written

• Transferring a patient from a non-ePMA-Ready ward to an ePMA-ready ward
  • When the patient is transferred on eCaMIS to the new ward they will appear on the ePMA list of patients for that ward
  • Transcription to ePMA system to be done by:
    Between 0600 – 2000 Mon to Friday: by next drug admin round
    Between 2000 – 0600 Sun to Friday: by following midday drug round
    Saturday or Sunday: by midday drug round on the subsequent Monday
Items not prescribed using the JAC ePrescribing system

- Blood Products (Blood components / products prescription)
- Chemotherapy IV (Aria / paper charts)
- Intravenous insulin (Adult Diabetes Prescription Chart)
- Enteral nutrition (Southampton Dietician Enteral Nutrition Chart)
- Parenteral Nutrition (Parenteral Nutrition Prescription Chart)
- Epidural / local anaesthetic infiltration / PCA prescriptions (Epidural, Intraplural, and PCA Charts)
- GTN infusions (prescribed on JAC / administration rate details on separate paper chart)
- Variable dose Infusions (separate infusion chart)
- Emergency Prescriptions (Emergency prescription section of Fluid Chart / Resus Team record)
ePrescribing System Access Procedure

- Lists the principles being applied for allowing ePMA system access
- Identifies the approved authorised signatory roles
- Identifies the documentation required before ePMA system access can be allowed:
  - Training completion email / form
  - Signed System Access Form
- Process flows for achieving ePMA system access for different staff groups:
  - Standalone View only access for Doctors
  - Current staff
  - New starters
  - Locum doctors
  - Agency nurses / Theatre Practitioners
  - Medical Students
  - Nursing Students
Procedure for emergency access to a patient’s medication chart

Discussed with Outreach and Resus teams

Process for prescribing in emergency situations in areas using ePMA

• Access to all ePMA medication charts from all clinical areas
• Emergency laptop provided to each ePMA ward
  • Responsibility of Nurse in Charge to get ePMA record for the patient up for the attending teams
• Outreach team will take verbal prescription orders, documenting what has been given after the event once the patient is stable.
• For cardiac arrest situations, the Trust Cardiac Arrest Sheets will continue to be used to document medication given at the time.
• If needed, there will be an ‘emergency drugs’ section of the fluid chart to enable new Stat items to be prescribed and charted for the patient.
ePrescribing downtime procedures

- Outlines the roles and responsibilities within UHS if the ePMA system is not available: nursing, medical team, ePMA Team, Care Group Bleep Holder / Site Co-ordinator, IT Support

- Potential causes of ePMA system downtime:
  - Planned
  - Wireless Network loss
  - Network loss
  - ePMA system loss
  - Trust-wide network loss

- Table outlining the process to follow for each cause of loss, including:
  - continued access to the patient medication charts
  - Managed return to ePMA, including updating prescriptions
Procedure for unlocking patient records in the ePrescribing system

• Reasons for a locked record:
  • Another user is in the patient record
  • A patient record has been ‘inappropriately closed down’ through, for example,
    • Loss of wireless connectivity
    • Device running out of power

• Process to follow outlined in the procedure
Procedure for adding new drugs to the ePrescribing system

Process for any ePrescribing user to request a new drug to be added onto the system as well as the information needed to build the drug file in detail.
The role of the ePMA 24/7 support service is to:

- Training support
- Have a presence in the ‘go live’ areas, to be able to provide one to one support to new users
- Issue resolution
- System administration: addition of new users; password reset etc
- Drug file administration: addition of new drugs; modification of drug files
- Triaging of IT issues, in conjunction with the IT Support team (e.g. access problems)
- Liaison with JAC for technical issues that cannot be resolved by UHS
- Co-ordination of ePMA Downtime procedures (in conjunction with the IT Support team)
- Provide advice on agreed processes and procedures
- It is NOT the role of the ePMA team to provide the services of the Emergency Duty Pharmacist