ICLIP
Electronic Prescribing
& Medicines Administration

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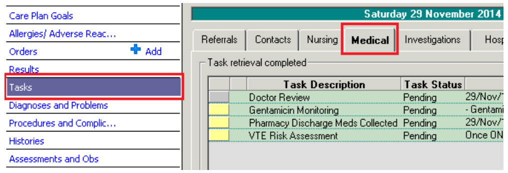
Medical Task List

- The 'Medical' task list contains reminders for tasks that need to be completed for the patient. Examples include:
  - Adult Basic Admission Assessment
  - VTE on Admission (10 and 24 hours)
  - Heparin Monitoring
  - Warfarin Monitoring
  - Amikacin/Gentamicin/Vanc Monitoring
  - Syringe Pump Monitoring
  - Subcutaneous Insulin Monitoring
  - Variable Rate Insulin Monitoring

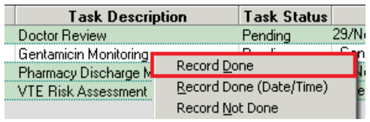
!! Please see VTE Assessment QRG for details on the assessment and prescribing prophylaxis !!

- To view tasks, open the patient's record, click 'Tasks' and select the 'Medical' tab.

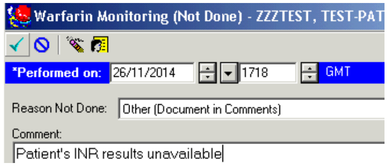


Completing Tasks

- Double-click on the task to open the task
- **If there is an associated form**, it will launch at this stage:
  - Click the floppy disk  to save an 'In Progress' task to be completed later.
  - Click the green tick  to sign the task as completed.
- **If there is no form** associated with the task:
  - Right-click on the task.
  - Select 'Record Done'



- A task can also be recorded as 'Record Not Done'. In the 'Comment:', enter a reason for not completing the task.



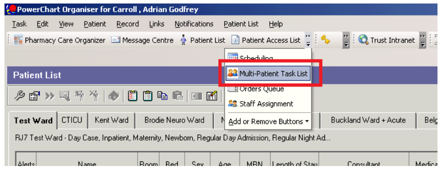
Discontinuing Tasks

!! Please note: monitoring tasks are not automatically discontinued when the medication is discontinued. !!

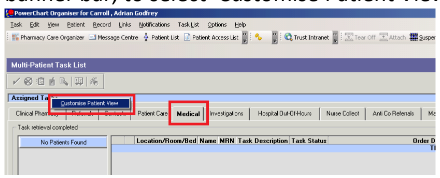
- Click on 'Orders'
- Find the task under 'Patient Care'
- Right-click and select 'Cancel/DC'
- Enter the reason

Multi Patient Task List (MPTL)

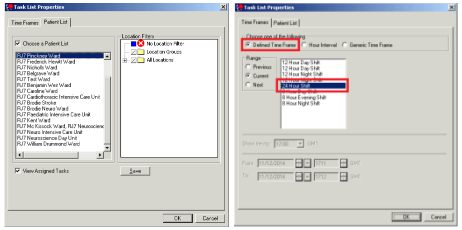
- MPTL can be used to view tasks outstanding for an entire patient list (e.g. ward)
- Select MPTL from main menu bar



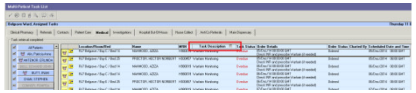
- Select 'Medical' tab
- Right-click on'Assigned Tasks' in the blue banner bar, to select 'Customise Patient View'



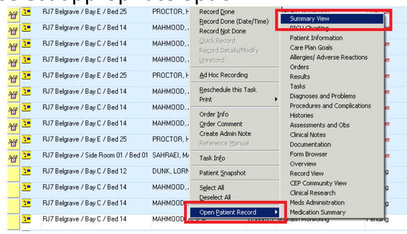
- Tick "Choose a Patient List"
- Select a patient lis, and click Save
- Select 'Time Frames'
- Select 'Defined Time Frame' and '24 hour shift'



- Sorting by 'Task Description' allows you to view all patients with that specific outstanding task.

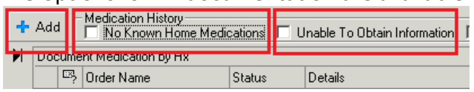


- To open patient record, right click on task and select appropriate option.

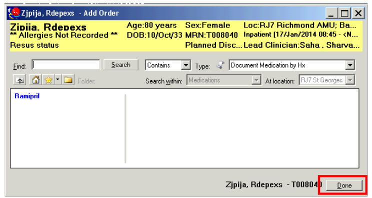


Medication History 

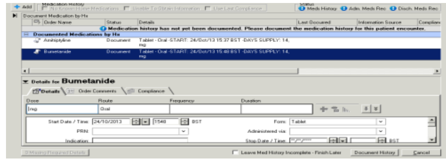
- Click 'Orders' & 'Document Medication by Hx'
- 3 options for Hx documentation are available



- Add each medication, and then click 'Done'.



- Click on each of the medications to complete the dose and frequency details.
- Once the medication history has been completed, click 'Document History'

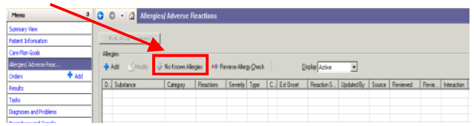


- The 'Med History' Status bar will be updated with a green tick for completion.

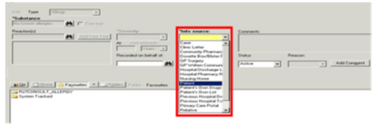
Allergies

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

Recording No Known Allergies

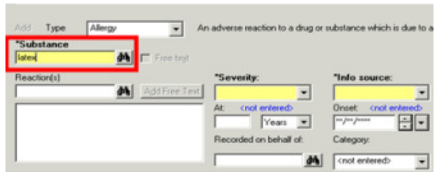


- Enter a source by clicking the Info Source drop-down menu.



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 same process.
- Complete the 'Severity' and 'Info Source' fields by selecting from the drop-down menu.
- Once all allergies have been added, click 'OK'

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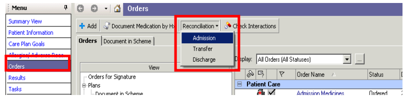
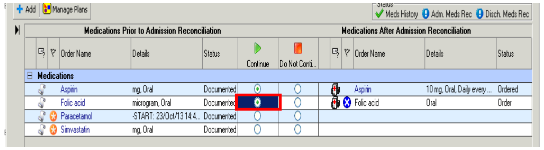
Admission Reconciliation

- Select ‘Orders’ from the side menu
- Click the drop-down arrow next to ‘Reconciliation’ and select ‘Admission’

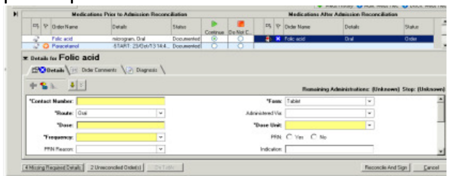


Continue a medication

- Click in the ‘Continue’ radio button for the required medication.

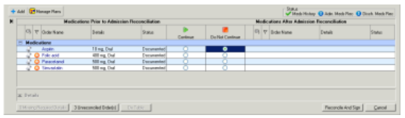


- Click on the medication on the right-hand side of the screen. In the ‘details’ tab, complete the prescription details.



Do not continue a medication

- Click in the ‘Do Not Continue’ radio button next to that medication



Withhold medication for a set timeframe

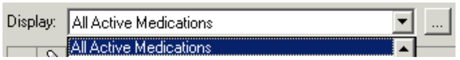
- Click in the ‘Continue’ radio button for the required medication
- Complete the prescription details, changing the start date and time to when the inpatient prescription is to start

Decision Unknown

- Do not click on any radio buttons
- If any new medications are required, press the +Add button

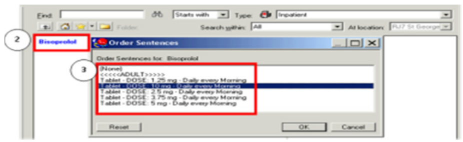
Reviewing Prescribed Medications

- Before prescribing, always review what has already been prescribed.
- Click the ‘Medication Summary’ or
- Click ‘Orders’ and change the ‘Display’ to “All Active Medications”



Inpatient Prescribing

- Click ‘Orders’ and click the **+Add** button.
- Type the medication required into ‘Find’ box.
- Select the medication and then choose the closest ‘medication order sentence’.



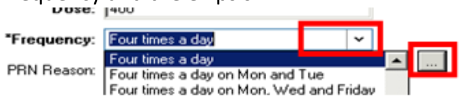
- Click each order and complete the details.
- Click OK and click Done

!!! If you cannot find the medication !!!

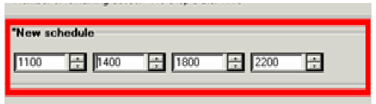
1. Always remember to search by generic name (e.g. morphine, not oramorph)
2. Change search option from “Starts with” to “Contains”
3. Check the “Locating Orders on iClip” guide
4. Contact the pharmacist
5. Search for and order a ‘non-formulary drug’

Selecting the Frequency

- The Frequency can be tailored by clicking Frequency and the ellipsis

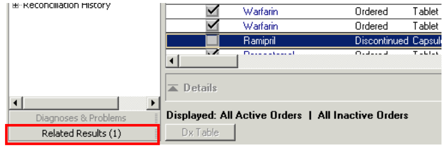


- The new schedule can be entered here.



Related Results

- You can view related results by highlighting the medication, and clicking ‘Related Results’.



Tapering Doses

- Doses can be tapered by pressing this icon

PRN Doses (when required)

- Click “Yes” to the PRN option in details

- A PRN reason must be entered

STAT Doses

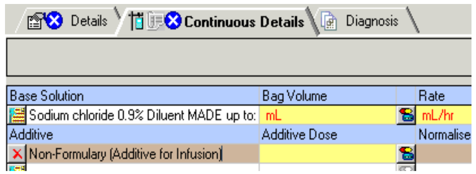
- If the medication’s **first dose** should be given immediately, change **Give STAT Dose?** = “Yes”

Inpatient Prescribing (Intravenous)

Intravenous infusions are seperated into three categories:

1. “***IV Set Rate***” include short infusions, boluses and loading doses. These are prescribed as simple inpatient prescription medications
2. "***Pre-set Titratable Infusion***" in which the rate can be changed, and the diluent is pre-defined.
3. “***Additive for Infusion***” are used for bespoke infusions. For these, refer to QRG "Inpatient Prescribing Infusions”

Note: ***“Non-formulary (Additive for infusion)”*** is used when an additive is not available in the library. When selected, edited to the ‘Non-Formulary (Additive for Infusion)’ text field and **replace it with the actual medication name**.



!! The system will not check interactions or allergies for non-formulary medications **!!**

Pre-Set Titratable Infusions

- Click Order and +Add
- Search for the required infusion, and select.
- Complete any fields that are relevant to your prescription on the Details tab

NOTE: Nursing Instruction
Indicates if the nurse should administer ONE dose or continuously administer.

- Click the ‘Continuous Details’ tab

Additive Dose = Dose in syringe or Bag
Bag Volume = Total volume of bag
Normalised Rate = Rate to be infused in strength based dosing eg mg/hr
Rate = Calculated rate in ml/hr
Infuse Over = How long one dose will take to be administered to a patient

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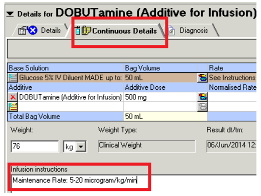
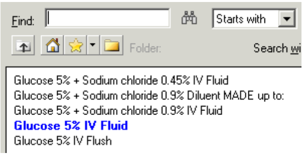
- If the dose is titratable, enter the following:
  Rate: 'See instructions'
  Infusion Instructions: The details of the titratable infusion information



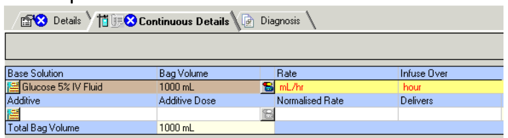
- Click 'Sign' when all details are completed

Inpatient Prescribing (Fluids)

- Click 'Orders' and **+Add**
- Type the fluid required into Find box and select fluid (suffix of **IV Fluid**)



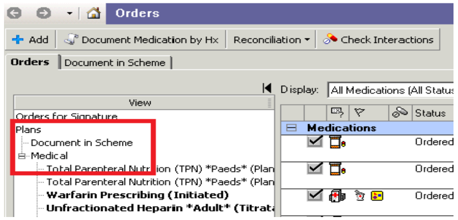
- This step can be repeated until all fluids are prescribed, then click Done
- Complete 'Rate' and 'Infuse Over' details as required. These autocalculate each other



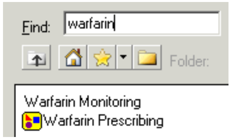
- Sequence and Start Date and Time can be inputted. This tells nursing staff the order of the fluid sequence E.g.
  Bag 1: Sequence 1st and
  Start date and time <today> Time 11:00
  Bag 2: Sequence 2nd and
  Start date and time <today> Time 19:00
- Click 'Sign'

Inpatient Complex Prescribing

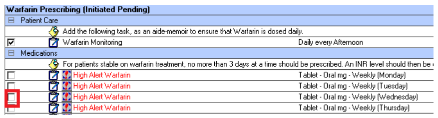
- Firstly check that the same plan has not already been ordered. To do this, navigate to the Plans section (All plans are under Medical)



- If a plan is already active you can open it by selecting it and pressing:
- If no plan exists click +Add
- Type in the name of the treatment in the search box. The icon indicates that the prescription plan is complex. Eg Warfarin



- When the treatment plan appears, read all the information and select the orders by checking the box ☑ preceding them

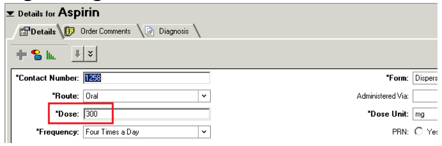


- To the right of the medication, choose the nearest medication sentence
- Select 'Orders for Signature'
- Complete prescription 'Details' and 'Sign'

Modifying an Inpatient Medication

Changing Medications

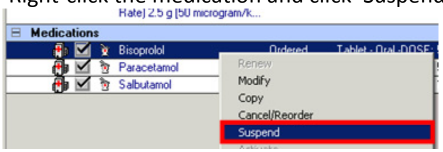
- Right-click on the medication
- Click 'Cancel/Reorder'
  Amend the order fields as required
  e.g. change the dose



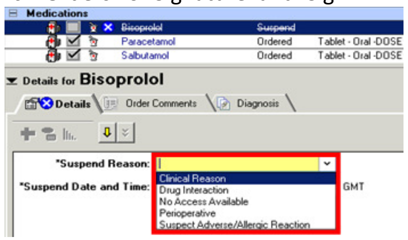
- Click 'Orders For Signature'
- Complete all mandatory fields on 'Details'
- Click the Cancel/Discontinue drop-down, select a reason, and 'Sign'

Suspending Medications

- Right-click the medication and click 'Suspend'



- Complete fields as required and use comments field for additional communication
- Enter ***Suspend Date and Time**
- Click 'Orders For Signature' and 'Sign'

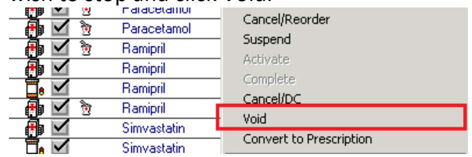


Resuming Medications

- Right-click the medication and click 'Resume'
- Enter a *Resume Date and Time
- Click 'Orders for Signature' and Sign'

Stopping Medications Due to Error (Void)

- Click on the patient's 'Medication Summary' and review when the next dose is due.
- In 'Orders', right-click on the medication you wish to stop and click Void.



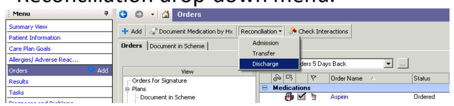
- Enter ***Void Reason** and Void Comment
- Ensure ***Void Date and Time is before the next dose is due** (otherwise a dose may remain)
- Click 'Orders For Signature' and 'Sign'

Cancel / Discontinue Medications

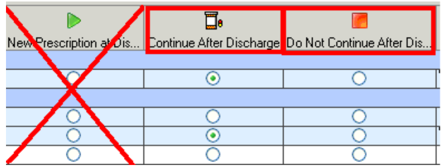
- Right-click on medication and click '**Cancel/DC**'
- Enter ***Cancel/Discontinued Reason** and **Comment** (if required).
- The Date & Time is entered will determine the remaining doses to be administered prior to the order being discontinued.
- Click 'Orders For Signature' and 'Sign'
- Check the Medication Summary to confirm the change is as intended

Discharge Prescribing

- In Orders, select 'Discharge' from the Reconciliation drop-down menu.



!! Do **NOT** use the 1st column to **reconcile** inpatient medications to discharge medications !!



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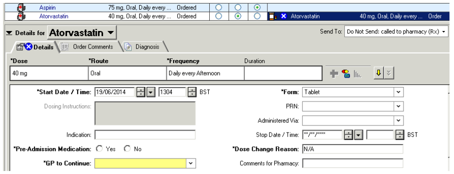
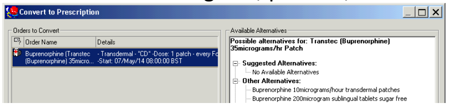
Continuing Medications & Therapeutic Alternatives

- For medications to be continued at discharge, select 'Continue After Discharge' option.
- Enter required fields for medication to continue.



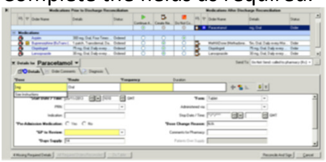
- A "**therapeutic alternative**" is required for some medications. eg CDs, patches, warfarin



- Once selected, the theraputic alternative will be inserted in place of the original item.
- Once completed, click 'Reconcile and Sign'

Starting a New Medication

- Click the **+Add** button
- Search and select the medication
- Complete the fields as required.



Documented Home Medication Not Started During Inpatient Stay

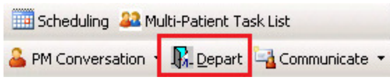
!! Home medication orders that were never started during inpatient encounter must be actioned, otherwise the **medication will not appear** on the discharge letter !!

- For **GP to review this medication**, please select "Do not continue after discharge", and explain this in the discharge summary.

- Medications to be **immediately restarted** on discharge, please select "continue after discharge".

Completing Discharge Prescriptions

- Once all mandatory fields have been completed, click 'Reconcile and Sign'.
- Click 'Depart' from the task bar.



- Review the medication content of the 'Discharge Summary'.

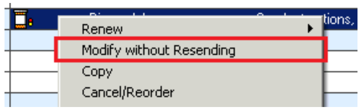
- **For controlled drugs (CDs)**, print the 'Pharmacy ONLY' copy, and physically sign the printout.

Modifying a Discharge Prescription

- Review the 'Discharge Summary' (by clicking on 'Depart') to identify the changes that are needed.

- Select 'Discharge' from the Reconciliation drop-down menu.

- To ***change*** a medication already prescribed, right-click and select 'Modify without Resending'.



- To ***stop*** a medication, select 'Do Not Continue After Discharge'. Enter the reason for discontinuation, and add a comment (to appear on the GP summary).

- To ***add*** a new medication, click the +Add button and follow procedure for prescribing a new discharge medication.

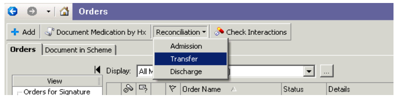
- Once all ammendments are made, click 'Reconcile and sign'.

- Review the completed discharge prescription by selecting the 'Depart' options in the toolbar

Transferring Patients

From a Live Area to another Live Area (ICU to ward)

- Select 'Transfer' from the Reconciliation drop-down menu.



- Within the transfer window, select medication to 'Continue' or 'Do Not Continue'.
- Medications to be continued will appear on the right-hand side.
- After discontinuing, click on any discontinued medication, enter the reason for discontinuation, add a comment (if required), and enter 'Date and Time'.

From a Live Area to a Non-Live Area

- Please see QRG for details on how to safely transfer a patient's electronic medication chart to a non-live area. This includes:
  1. Printing the MAR (Medication Administration Report)
  2. Electonically transfering/canceling orders

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
- STAT Dose
- Medication or task is overdue
- Dose, form and route scanned is correct
- Overdose, incorrect form or incorrect route
- Dose is an underdose

More Information

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

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

- Alternatively, please browse the intranet:
  - Intranet main page
  - Training & Education
  - EPMA Quick Reference Guides
  - e-PMA Meds QRG's

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