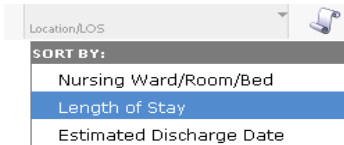


POCKET GUIDE for Pharmacy

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



Check for the blue icon under the 'Scroll' column

!!!!Always hover over the tick, as a Pharmacy Technician or Pharmacist may not have done the Dhx !!!!

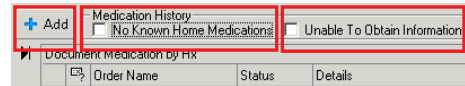
Medication History

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

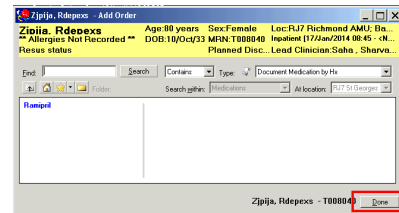
Last Documented On 27/Aug/2014 14:35 BST (Ngo, Peter Anh Huu)

POCKET GUIDE for Pharmacy

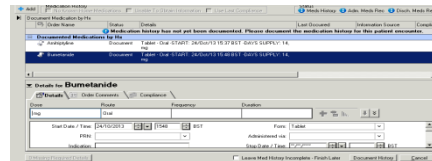
- 3 options for Hx documentation are available



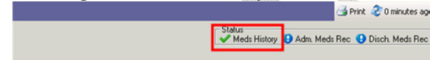
- Add each medication, and then click 'Done'.



- Click on each of the medications in turn to complete their dose and frequency details.



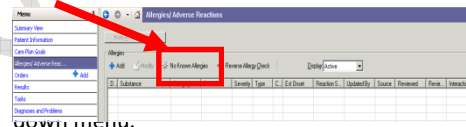
- Once the medication history has been completed, click 'Document History'.
- The Med History Status bar will be updated with a green tick for completion.



Recording Allergies

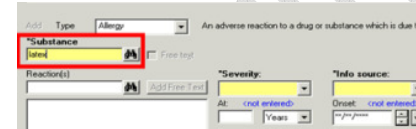
- Review Allergy information on 'Patient View' page. Click 'Allergies' if this requires updating.

Recording No Known Allergies



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

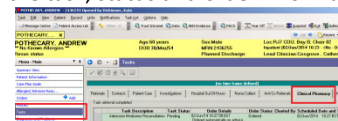
Freetext allergies

- Only Pharmacist can add
- To Add Click Free text box

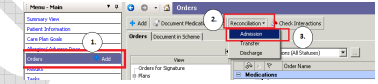
!!!! Ensure the medication is spelt correctly before adding as a freetext as this will **NOT** have any allergy checking !!!!

Admission Reconciliation

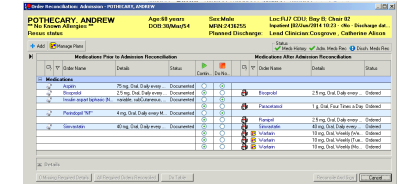
- Admission Reconciliation is when you check the medication history against what has been continued as inpatient medication.
- Select 'Tasks' from the menu, then click on the 'Clinical Pharmacy' tab. This allows you to view the task, status and order information.



- Select 'Orders' from the menu, then click the drop down arrow next to 'Reconciliation' and select 'Admission'.



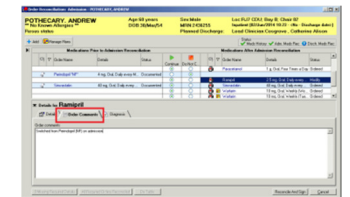
- Review inpatient prescriptions against medication history .



- Medication can be modified by right clicking on the medication and selecting 'Modify'.

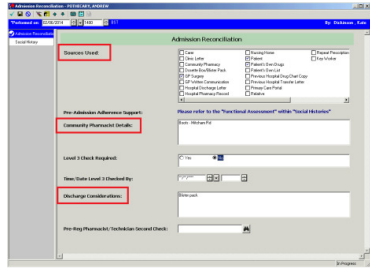




- Details such as 'order comments' can be added here.



- 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.

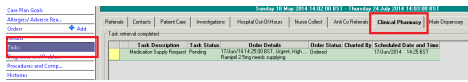
POCKET GUIDE for Pharmacy





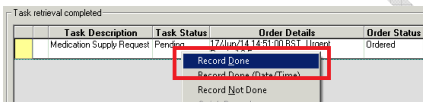
- Complete the relevant details.
- Pharmacist - sign the task as complete by clicking the green tick .
- Pharmacy technicians - save the information by clicking the floppy disk , for a pharmacist to sign as complete at a later stage.

Pharmacy Tasks

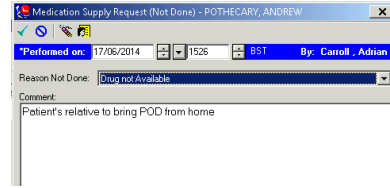
- To view tasks, click 'Tasks' and select the 'Clinical Pharmacy' tab.



- Once the task is complete, double click on the task.
- If there is an associated form, it will launch as this stage. To save an 'In Progress' task to be completed later, click the floppy disk . Sign and complete the task by clicking the green tick .
- If there is no form associated with the task, right click on the task and select 'Record Done'.



- A task can be recorded as 'Record Not Done'. Enter the reason and comment as to why the task is not done.



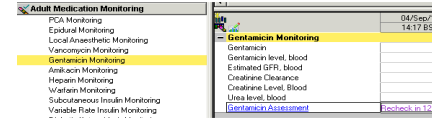
!!!! Please note that monitoring tasks are **not** automatically discontinued when the medication is continued. This can be done by going to 'Orders' and finding the task under 'Patient Care'. Right click and select 'Cancel/DC' and enter the reason **!!!!**

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

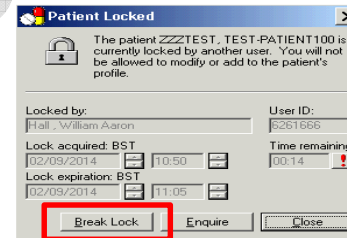


Other Examples of Pharmacy Tasks:

- 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.



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

Review inpatient chart

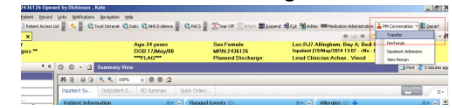
- Click on 'Meds Administration' (MAR) of the left hand menu.
- View doses given, overdue doses (marked in red) and discontinued/suspended medications.

AmLodipine Tablet - Oral - Dose: 10 mg - Daily every Morning -Start: 15/Aug/14 08:00:00 BST -Supply: Dispense OSD - 28 on 21/Aug/14 10:45:00 BST	10 mg Last given: 10 mg mg @ 27/Aug/2014 18:36 BST
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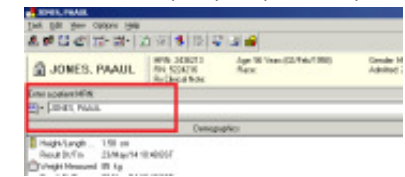
- Discontinued medications will gray out and fall to the bottom of the chart. Suspended medications will 'grey out' but be under the relevant section of the MAR.
- The MAR is split into sections: Scheduled, Unscheduled, PRN and Continuous Infusions

Verification (clinically screening) and Supply Using Pharmacy Medication Manager (PhaMedMGR)

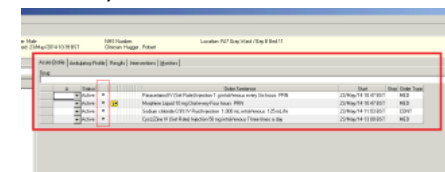
- Obtain the Financial Number (FIN) by accessing PowerChart, clicking 'PM Conversation' and selecting 'Transfer'.



- Copy the FIN from the LC1 Box and paste into PhaMedMGR to open your patient's profile.



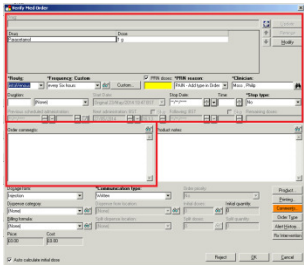
- Prescribed medications will be displayed on the right side of the screen.
- An asterisks (*) represents a medication that has not yet been verified.



- Underlined medications are from a different admission

POCKET GUIDE for Pharmacy

- 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".



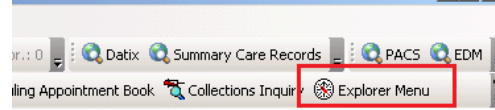
- Click 'Comments' to open the comments box. This is used to annotate the prescription.
 - Comments for Pharmacy – instructions for dispensary e.g. "Large print label".
 - Patient's Own Supply – e.g. @home, 14 in POD locker
 - Supply Type – e.g. Dispense IP (inpatient label), Dispense OSD (one-stop)
 - Amount Supplied – e.g 1op, 1 vial, 28
 - Supply Amendment BST – record time and date of annotation/supply
 - Click 'OK'



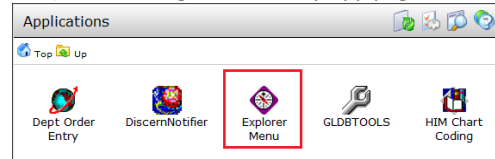
- Click 'OK' on the 'Verify Med Order' box
- Click 'Submit'

Pharmacy Supply sheet (ward sheet)

- To generate a pharmacy supply sheet, launch 'Explorer Menu' by either:
 - Clicking shortcut from Powerchart toolbar



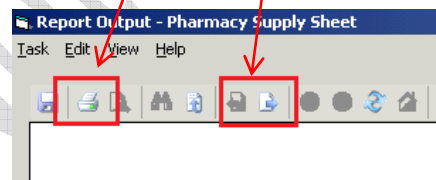
- Launching from the iClip app page



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



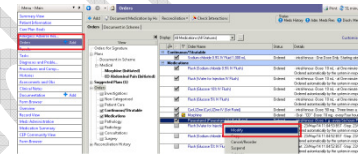
- Complete Trust, Facility, Nurse Unit
- Select a time frame. This will only select medications annotated within this time frame. Note that the annotation time is specified to the right of each medication, as highlighted below.
- Enter your bleep number
- Click execute
- Use the toggle button to ensure 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 !!!!

Supply and Annotation in PowerChart (POD checks/ordering re-supply of meds)

- Pharmacy Technicians enter supply information in PowerChart. Pharmacists can also do it here, after they have screened the medication in Med Manager.
- Select 'Orders', right-click on the medication and select 'Modify'.



- Complete supply type, supply amount and supply assessment date fields. Then 'Sign'.



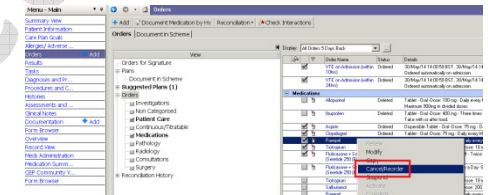
- The annotations will now be visible on the right side of the medication.



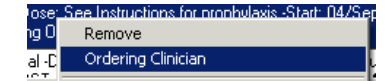
- Generate a pharmacy supply sheet (See previous section of guide)

Amending Prescriptions

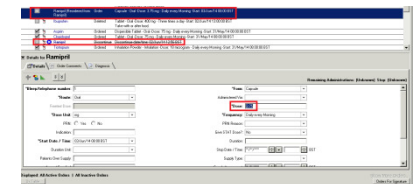
- To change a **dose, frequency, form, route or dose unit**, right click on the medication and select 'Cancel/Reorder'.



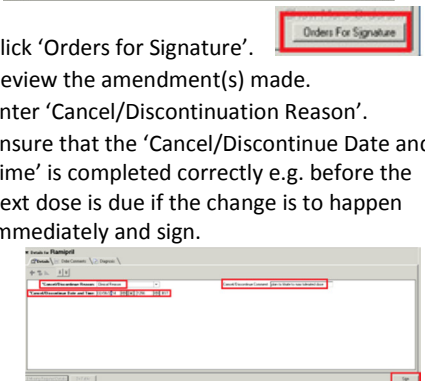
Once the prescriber has been contacted, right click again on the order (highlighted in blue) and select 'Ordering Clinician' then enter the prescriber's details.



- Make amendments to appropriate field(s) e.g. change Ramipril dose from 2.5mg to 3.75mg.
- The original order is now scored through and documented as 'Discontinued'.

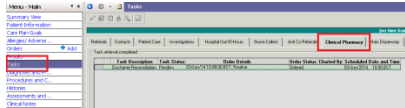


- Click 'Orders for Signature'.
- Review the amendment(s) made.
- Enter 'Cancel/Discontinuation Reason'.
- Ensure that the 'Cancel/Discontinue Date and Time' is completed correctly e.g. before the next dose is due if the change is to happen immediately and sign.

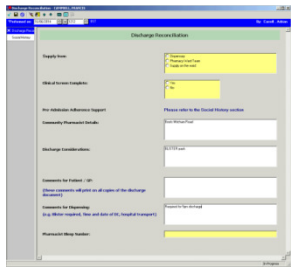


Discharge Verification

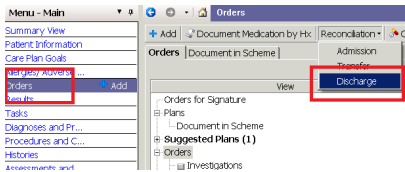
- Select 'Tasks' from the menu and then select the 'Clinical Pharmacy' tab.



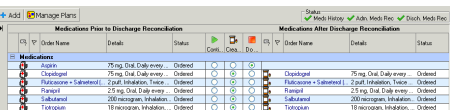
- Double-clicking on 'Discharge Reconciliation' task will allow you to view the task form attached to the task.



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

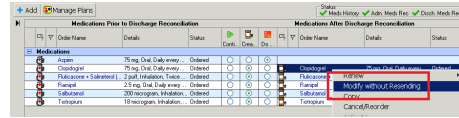


- Clinically review the inpatient prescription against the discharge prescription

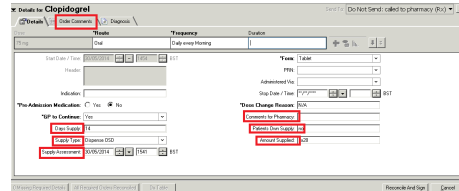


Discharge Supply

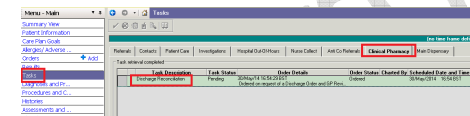
- To annotate the supply details, right click on the medication and click 'Modify without Resending'.



- Annotate supply details as appropriate.

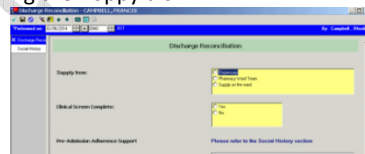


- Select 'OSD' as the Supply Type if the supply is to be dispensed by Pharmacy.
- Click 'Reconcile and Sign'.
- Click 'Tasks', click on the 'Clinical Pharmacy' tab and double click on the 'Discharge Reconciliation' task.



- Complete the Discharge Reconciliation details.
- Pharmacists - select 'Yes' to 'Clinical Screen Complete' and sign the task as complete by clicking the green tick

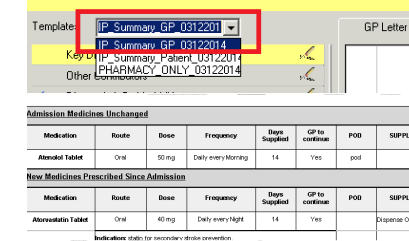
- Pharmacy Technicians- select 'No' to 'Clinical Screen Complete' and save the information by clicking the floppy disk



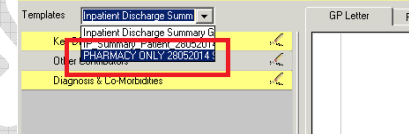
- Click 'Depart'. The 'Depart Process' window will open.



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

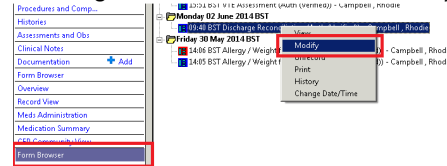


- Select 'Pharmacy Only'. The 'Pharmacy Summary' will then be displayed.



- 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'



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

More Information

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

- 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