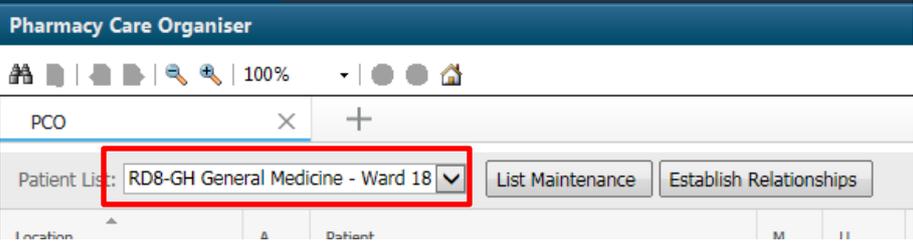


QRG – Clinical Validation using Pharmacy Medication Manager																						
No.	Action	Responsibility																				
1.	<p>From PowerChart, navigate to the menu bar and select “Pharmacy Care Organiser”.</p> 	Pharmacist																				
2.	<p>The PCO opens using the ward patient list specifically defaulting to the user settings of the individual member of pharmacy staff logging in.</p> 	Pharmacist																				
3.	<p>To change to a different patient list, select the down arrow next to the list. </p>	Pharmacist																				
4.	<p>Before any action can take place in the PCO between the member of staff and a particular patient an established relationship must be documented. Where it states “No Relationships Exist”, the user needs to establish a relationship with the relevant patient.</p>  <p>This can be done by clicking on “Establish Relationships” and selecting the relevant patients.</p>  <p><b>Establish Relationships</b></p> <p>Relationship <b>Pharmacist</b> </p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Name</th> <th>Gender</th> <th>DOB</th> <th>MRN</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>ZZZEPMA, TITEST</td> <td>M</td> <td>Sep 9, 1978</td> <td>865538</td> </tr> <tr> <td><input type="checkbox"/></td> <td>ZZZEPMA3, TEST 3</td> <td>M</td> <td>Dec 12, 1965</td> <td>864360</td> </tr> <tr> <td><input type="checkbox"/></td> <td>ZZZEPMA, YYY</td> <td>F</td> <td>Dec 21, 1963</td> <td>865549</td> </tr> </tbody> </table>	<input type="checkbox"/>	Name	Gender	DOB	MRN	<input type="checkbox"/>	ZZZEPMA, TITEST	M	Sep 9, 1978	865538	<input type="checkbox"/>	ZZZEPMA3, TEST 3	M	Dec 12, 1965	864360	<input type="checkbox"/>	ZZZEPMA, YYY	F	Dec 21, 1963	865549	Pharmacist
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5. In the PCO's patient list, navigate to the unverified orders (column "U...") and click on the number to open the window displaying the unverified orders for the relevant patient. Click on "Launch Pharmacy Medication Manager".

**Pharmacy Care Organiser**

PCO Patient List: RD8-GH General Medicine - Ward 18

Location	A.	Patient	M.	U...	I..	M..	C.
RD8-GH Ward 18 Bay A - 01		<b>WINIFRED, ZZZTEST</b> 97 yrs F DOB: Oct 20, 1920 NHS: -- MRN: 865136		--	--	--	--
RD8-GH Ward 18 Bay A - 02		<b>*ZZZTEST, EPMA DISCHARGE</b> 41 yrs M DOB: Jan 1, 1976 NHS: -- MRN: 864890			--	--	--
RD8-GH Ward 18 Bay A - 03		<b>ZZZEPMA3, TEST 3</b> 52 yrs M DOB: Dec 12, 1965 NHS: -- MRN: 864360			--	--	--
RD8-GH Ward 18 Bay A - 04		<b>ZZZEPMA99, OBS</b> 23 yrs F DOB: Oct 22, 1994 NHS: -- MRN: 864979	 	4	--	--	2
RD8-GH Ward 18 Bay B - 01		<b>*ZZZEPMA, IT22</b> 46 yrs M DOB: Dec 1, 1971 NHS: --	 	2	--	--	2

**Unverified Orders**

- Insulin soluble human 50 unit [1 unit/hour] + Sodium chloride 0.9% 50 mL 30 days ago
- Insulin soluble human 50 unit [0.2 unit/hour] + Sodium chloride 0.9% 50 mL 30 days ago
- PHA\_HT\_WT\_ALLERGY**
- Sodium valproate 68 days ago
- Paracetamol 69 days ago
- PHA\_ALLERGY\_REVIEW\_ENCUSTCCL**

**Launch Pharmacy Medication Manager**

6. A list of medications opens. Those medications that are yet to be validated by a pharmacist have a mortar and pestle symbol next to them.

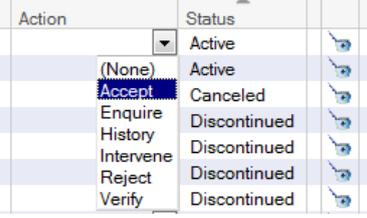
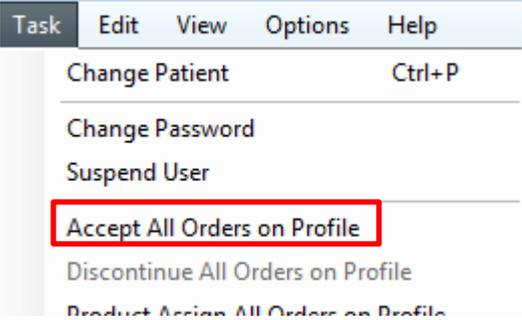
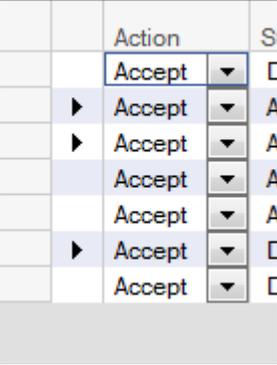
**ZZZTEST, EPMA DISCHARGE**

MRN: 864890 Age: 41 Years Gender: Male Location: RD8-GH Ward 18 / Bay A 02  
 FN: 351155 Race: Admitted: 02/Nov/2017 11:59 GMT Clinician: Chin, Kian H

Enter a patient name: ZZZTEST, EPMA DISCHARGE

Action	Status	Order Sentence
	Active	Piperacillin 4g / Tazobactam 500mg powder for solution for injection vials (Tazocin equivalent) + Sodium Chloride 0.9% 50 mL infusion 30 days ago
	Active	aMLOdipine 5 mg tablet oral ONCE a day
	Discontinued	Co-amoxiclav 1,200 mg injection intraVENOUS
	Discontinued	Sodium Chloride 0.9% Infusion 500 mL infusion

Note: Where a ONCE only dose has been ordered and administered (e.g. stat dose of antibiotic or single bag of intravenous fluid) the status is discontinued and these medications also need to be validated to not show up on the PCO as "unvalidated".

7.	<p>Clicking on the down arrow in the action column by each drug offers 6 options.</p>  <p>Only four of the options are to be used. These are:</p> <ul style="list-style-type: none"> <li>• Accept – the pharmacist accepts (ie Clinically Checks ) the drug order</li> <li>• History – this shows any alerts or events related to the drug;</li> <li>• Intervene – this opens up an intervention form for the pharmacist to complete to record any interventions made associated with this order</li> <li>• Reject – the pharmacist at this point rejects the drug order</li> </ul> <p>The History and Intervene options can be used initially and the drug then rejected or verified.  <b>Do NOT use Verify</b> – as this is designed for hospitals who are using the Cerner Pharmacy System!</p>	Pharmacist
8.	<p>If the same action is to be taken against all of the drug orders on the page this can be achieved by right clicking on the top “Task” menu then eg “Accept all orders on Profile”</p> 	Pharmacist
9.	<p>This enables multiple drugs to be Clinically Checked at once if this is appropriate And changes their status to Accepted – this removes the pestle and mortar icon on drug chart</p>  <p><b>Do NOT use Verify All Orders on Profile</b> – as this is designed for hospitals who are using the Cerner Pharmacy System !</p>	Pharmacist
10.	<p>After rejecting or accepting the individual order click on </p>	Pharmacist
11.	<p>When the orders have been reviewed click </p>	Pharmacist
12.	<p>Orders that are rejected show a mortar and pestle icon that has a red stop sign </p>	Pharmacist

13.	See separate QRG for Interventions																																																													
14.	Please note that the Meds Manager is only to be used for the above actions. To obtain information about the patient, order comments, special instructions and so forth please refer to PowerChart.																																																													
15.	Selecting  will take the user to the patient's PowerChart. Selecting  will take you back to the Pharmacy Care Organiser.																																																													
16.	Within the requests and Care plans> Inpatient Medication Orders those that are yet to be clinically checked by a pharmacist have the mortar and pestle icon  , those that have been rejected show the same icon with a red stop sign  . Items that have no icon have been clinically checked by a pharmacist.																																																													
17.	Open the Drug Chart to show the same iconography in the drug name order column. Rejected items have an enlarged icon at the time they would have been given.																																																													
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