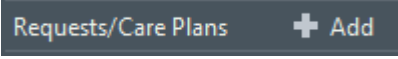
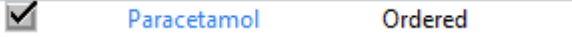
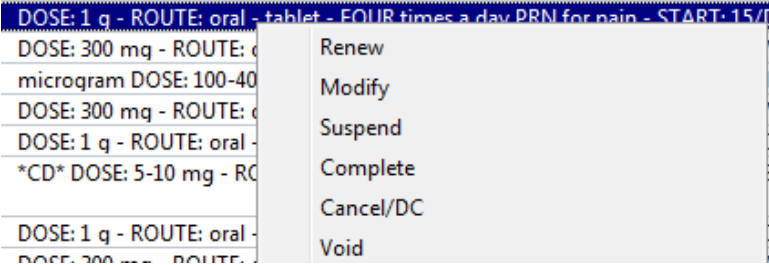
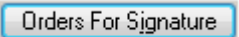

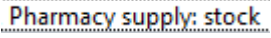


QRG Title	Endorsing Supply Information		
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Version Number	0.1		
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Author	Michael Langston – EPMA Pharmacy Technician		
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0.1		Michael Langston	Draft	
0.1	19.1.2018	M. Standen	Approved	

SOP Objectives	Supply endorsements are annotated onto orders to assist with communication.
Scope	Ward based Pharmacy staff
Performance Measures	Endorsement is communicated correctly. Report to EPMA team from Cerner to check the function is being used correctly.
Related Documents	Medicines Management Policy, Policy for Pharmacy Technicians undertaking Ward Based Medicines Management Roles Clinical Pharmacy Procedure for Ward Pharmacists

Quick Reference Guide – Endorsing Supply Information

No.	Action	Responsibility
1.	<p>Log in and access the patient record in PowerChart. Click on the “Requests/Care Plans” tab on the left of the screen</p> 	Pharmacist/ MMT/MMA
2.	<p>Identify the ORDERED item which you are endorsing against.</p>  <p>N.B. Endorsing on an item that does not have the “ordered” status will not show on the Drug Chart or in the Medication Supply function.</p>	Pharmacist/ MMT/MMA
3.	<p>Right click on the line and select the option to “Modify”</p> 	Pharmacist/ MMT/MMA
4.	<p>Complete the endorsement as per policy in the “Pharmacy Only Comments” box</p> <p>Pharmacy Only Comments: <input type="text"/></p> <p>The box should be used for only the most recent endorsement to avoid confusion. Previous comments in the box can be deleted and will be visible in the audit trail of the drug if required.</p>	Pharmacist/ MMT/MMA
5.	<p>Click on “Orders For Signature” when you have finished typing the endorsement</p>  <p>Review the change that you have made and then click on “Sign”</p> 	Pharmacist/ MMT/MMA
6.	<p>The endorsement is now visible on the display line for the item.</p> 	Pharmacist/ MMT/MMA
7.	<p>Controlled drugs have a default endorsement:</p> <p>Pharmacy supply: Order via CD request book</p> <p>This can be modified and supplementary endorsements added such as “mh” or “pod in CD cupboard on ward”</p>	Pharmacist/ MMT/MMA