

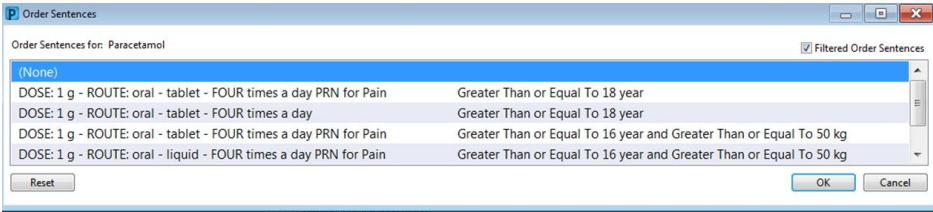

QRG – Medication Prescribing

DISCLAIMER – Clinical Decision Making

The only electronic decision support the trust is going live with is **Allergy-Drug interaction checking**. Allergy checking extends to active ingredients in drugs only. Excipients are not considered. **All other functionalities** (Drug-Drug interaction checking, duplication checking, dose range checking) have been **disabled**.

*** Clinical decision making responsibilities lie with the prescriber ***

No.	Action	Responsibility
1.	Using the Drs worklist or relevant patient list, identify for your area of responsibility the patient which requires medication to be prescribed. Click on patient name to go to record.	Prescriber
2.	Under Requests / Care plans click on the “+ Add” button. 	Prescriber
3.	Search window opens , search for medication required in the search box NOTE: ensure the type is set as inpatient	Prescriber
4.	The medication should appear in the drop down list. If not click on the “search for additional items” button NOTE: Medications formulary status is denoted by symbols <ul style="list-style-type: none"> Green icon for formulary – this should be available in the search box Red icon for non-formulary - this may require the use of additional search button High Alert High alert Icon – medication with a specific high risk, this may require the use of additional search button. [Scope exclusion - For Careplans/powerplans see separate document]	Prescriber
5.	Click on the drug name only (usually at the top) – NOT one of the order sentences. NOTE- if you select from the drop down you will not get the full range or order sentences	Prescriber

	<p>available for that medication. Please search by generic name, unless brand specific prescribing is necessary. Search by a brand name will generally not generate a match, e.g. Oramorph (not in catalogue) vs Morphine oral solution 10mg/5ml.</p>	
6.	<p>Then the order sentence selection window will appear.</p>  <p>These may be filtered based on age and weight of the patient. This filtering can be turned off to show ALL order sentences for that medication by unticking the “Filtered order sentences” box.</p> <p>Select the most clinically relevant order sentence for that drug. This can be amended later before signing if needed.</p>	Prescriber
7.	<p>Continue to search for medication in this way until all medication required to be prescribed has been selected. This will add to a list awaiting a signature.</p>	Prescriber
8.	<p>Click “Done” once finished searching and then review the order entry formats (OEF’s) for each medication completing the relevant fields as needed.</p> <p>NOTE - yellow fields or fields denoted with bold text are mandatory. Any missing information is needed for a medication this will be denoted with the  symbol.</p> <p>Where clinically relevant (or in line with local policy) enter any other relevant information, even if this is not mandatory within the system. For example, duration of treatment for antimicrobials is not mandated by the electronic prescribing system, but is supported by local policy.</p> <p>KNOWN HAZARD</p> <p>If a duration of treatment is added to an inpatient order, please use the Duration field (1) for treatment courses that are likely to complete during the inpatient stay as this field will not reconcile onto the discharge prescription (NB month and week are not available as duration units). Use the special instructions field (2) if the treatment is likely to be continued past discharge as this field will reconcile onto the discharge prescription.</p>	Prescriber

9. Once all fields required are completed click Sign. The order/s will have a status of “processing”.

Click refresh and this will change to “ordered”.

Prescriber

10. Go to drug chart and check the medication is prescribed as intended

Prescriber

11. To **amend** an existing medication order, right-click onto the order in requests/careplans and select **Cancel/Reorder**

Prescriber

Make the required changes to the order, e.g. change the dose from 2.5mg to 5mg. Then click on the order that is to be cancelled to enter a discontinuation reason (e.g. Change of Dose/Route/Frequency).

<input checked="" type="checkbox"/>	Aspirin	Ordered	DOSE: 75 mg - ROUTE: oral - tablet (soluble) - ONCE a day - START: 12/Apr/18 08:00:00 BST
<input checked="" type="checkbox"/>	Bisoprolol (Reordered from: Bisoprolol)	Order	DOSE: 2.5 mg - ROUTE: oral - tablet - ONCE a day (evening) - START: 17/Apr/18 18:00 BST
<input checked="" type="checkbox"/>	Aspirin	Documented	DOSE: 75 mg - ROUTE: oral - tablet (soluble) - ONCE a day - START: 11/Apr/18 14:30:00 BST
<input checked="" type="checkbox"/>	Bisoprolol	Cancel	--Cancelled: 17/Apr/18 12:45 BST

Details for Bisoprolol

Details | Order Comments | Diagnoses

Remaining Adminis:

*Dose: 2.5 mg

*Drug Form: <No Items>

PRN: Yes No

Special Instructions:

Duration:

Stop Date / Time: [] [] BST

High Cost Meds:

*Route of Administration: oral

*Frequency: ONCE a day (evening)

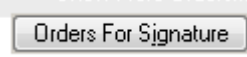

PRN Reason:

Indication:

*Give Additional Dose Now: No

*Start Date / Time: 17/Apr/18 18:00 BST

Pharmacy use only:

Click on  , review orders and finally click 

KNOWN HAZARD:

Regeneration of an already administered task, if administered early, and the order is modified (dose) before the task is originally due.

The example above has a start date/time of 6pm today. If the nurse had already administered today's dose, the amended order with a start time of 6pm would generate a new medication administration task at this time, thereby creating a second task for the same date/time.

Please review the drug chart and the new start date/time before signing the order.