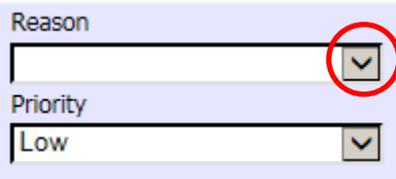
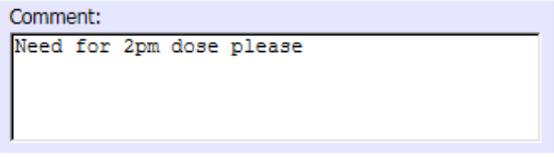


QRG – Medication Supply (Nurse/Midwife/Clinician/AHP)		
No.	Action	Responsibility
1.	<p>Log in and access the patient record in Powerchart. Click on the “Medication Supply” tab on the left of the screen</p> 	Nurse/Midwife/ Clinician/AHP
2.	<p>Select the item that you are requesting a supply for by ticking the box to the left of the order:</p>  Lactulose	Nurse/Midwife/ Clinician/AHP
	<p>The most recent endorsement by pharmacy will be shown on the order line after the “pharmacy supply” text:</p> <p>Pharmacy supply:</p> <p>Endorsements will contain information about the supply for the item e.g. whether it is a stock item on the ward, a patient’s own drug (POD), or previously supplied as a TTO medication.</p> <p>The history and previous responses to requests can be viewed by hovering the mouse pointer over the item or clicking on “view history”</p>  <p>You can also see the response to the last request underneath the order</p> <p>Last request: Accepted - 5 min ago Last request: Declined - 1 min ago</p> <p>If the last request is “pending” then Pharmacy have yet to process it and the item should not be requested again.</p> <p>Use the information on the screen to assess whether it is appropriate to request a further supply or if the item is either on order from Pharmacy or on the ward already. If you decide that the request is not appropriate, the box can be unticked so that the item is not requested again.</p>	
3.	<p>If it is suitable to order the item, complete the “reason for request” and the “priority”. This is selected from the drop-down menu by clicking on the arrow</p>  <p>If more than one item is being requested and all the items have the same reason and priority, you can assign this from the box at the top right of the page to save time. Click on “Apply” when finished.</p> 	Nurse/Midwife/ Clinician/AHP

4.	<p>Further communication to Pharmacy about the request can be made by typing in the “Comment” box.</p> 	Nurse/Midwife/ Clinician/AHP
5.	<p>Click on “Submit”</p> 	Nurse/Midwife/ Clinician/AHP
6.	<p>The order will show the status below it. When first requested it will show as “pending”</p> <p>Last request: Pending (1) - 0 min ago</p> <p>The status will update once Pharmacy have processed the request</p>	
7.	<p>Exit the Medication Supply screen by clicking on another menu option on the left side of the screen or closing the patient record.</p>	Nurse/Midwife/ Clinician/AHP