



QRG	QRG – Outpatient Medication, given in clinic				
No.	Action	Responsibility			
1.	Using the relevant patient list, identify the patient who requires the medication.				
	Open the patient's record.				
2.	Check the allergy status on the top left of the patient banner bar. If this needs to be added or review, see QRG – Allergy Recording Tear Off Lexit Calculator Addition Administration Specime ZZZTESTPAS20, MRS MICHELLE ** Allergies Not Recorded ** Isolation: Menu 4 Visit Summary	Doctor / Prescriber			
3.	On the menu on the left of the default patient screen view, click on Iteration Requests/Care Pl Accordments (Eluid Palance Click "Add" on the Requests/Care plans page. + Add 	Doctor / Prescriber			
4.	Search window opens. Search for medication required in the search box e.g. codeine NOTE: ensure the type is set as "Given in Clinic".	Doctor / Prescriber			
	DOB: 01/01/1901 MRN: 3002399 Ou Resus: Gender:Male Co Search: codeine Codeine Codeine Codeine (DOSE: 15 mg - ROUTE: oral - liquid - FOUR times a day) Codeine (DOSE: 15 mg - ROUTE: oral - tablet - FOUR times a day) Codeine (DOSE: 30 mg - ROUTE: oral - tablet - FOUR times a day) Codeine (DOSE: 30 mg - ROUTE: oral - tablet - FOUR times a day) Codeine (DOSE: 30 mg - ROUTE: oral - tablet - FOUR times a day) Codeine (DOSE: 30 mg - ROUTE: oral - tablet - FOUR times a day) Codeine (DOSE: 60 mg - ROUTE: oral - tablet - FOUR times a day) Codeine (DOSE: 60 mg - ROUTE: oral - tablet - FOUR times a day) Codeine (DOSE: 60 mg - ROUTE: oral - tablet - FOUR times a day) Codeine (DOSE: 60 mg - ROUTE: oral - tablet - FOUR times a day)				
5.	Select appropriate drug / order sentence and click "Done." If no weight (actual or estimated) has been recorded in the previous 7 days, a pop-up box will appear. Click "Document" to complete or "OK" to cancel if it has no direct impact on the prescription. In most clinics in the Trust, weight will have been completed by the clinic nurse shortly after check-in.	Doctor / Prescriber			





	ZZZTESTPAS20, MICHELLE does not have a WEIGHT (measured or estimated) recorded in the previous seven days. Please ensure that a weight is recorded before continuing.	
	Document DK	
6.	Complete the mandatory Order Entry Fields. Select "Yes" in "*Give first dose now?" or "PRN" field and click "Sign"	Doctor / Prescriber
	The last of debit debit and the last of th	
	*Dose: 30 mg * Toge: solution of Administration: oral * * * * * * * * * * * * * * * * * * *	
	PRN: (Yes No Pain V	
	Special Instructions:	
	Start Date / Time: ************************************	
	For antibiotics, the indication is also mandatory	
	*Route of Administration: oral	
	*Frequency: TWICE a day	
	PRN Reason:	
	*Indication:	
	*Give Additional Dose Now:	
	*Start Date / Time: 16/Mar/18 18:00 GMT 🗸	
	Pharmacy use only:	
7.	Click "Refresh" 💦 4 minutes ago	Doctor / Prescriber
8.	Check the drug chart to ensure the medication has been properly prescribed by selecting drug chart on the menu to the left of the screen Results Review Allergies	Doctor / Prescriber
	Drug Chart	
	Tasks	
	Requests/Care Pl + Add	
	Assessments/Fluid Balance	
	Click "Refresh" < 4 minutes ago	
q	To administer the medication, click on "Medication Administration"	
5.		Doctor /





	et Q Toxbase Datix CHET BNF Q BTHFT BNF Q BTHFT B Madhe Medication Administration Specimen Collection ZZOPMEDTEST2 EDD: Isolation:	Prescriber / Nurse
10.	The system will ask for the patient to be scanned. Until bar scanning is fully implemented, the plan is "Scan when you can."	Doctor / Prescriber / Nurse
11.	Click on the required medication and sign.	Doctor / Prescriber / Nurse





	Care	Medication Administration	
	ation	Create order and document. Last Refresh at 15:41	
	an	ZZZTESTPAS20, MRS MICHELLE MRN: 3002393 DOB: 30/03/1971 LOC: ; Female FIN No: 46382 Age: 45 years ** No Known Allergies **	
	aps	Scheduler Mnemonic Details Result Image: Codeine DOSE: 30 mg - ROUTE: oral - tablet - FOUR tim Codeine 30 mg, oral. Paire Yf Image: Codeine DOSE: 30 mg - ROUTE: oral - tablet - FOUR tim Codeine 30 mg, oral. Paire Yf Image: Codeine DOSE: 30 mg - ROUTE: oral - tablet - FOUR tim Codeine 30 mg, oral. Paire Yf Image: Codeine DOSE: 30 mg - ROUTE: oral - tablet - FOUR tim Codeine 30 mg, oral. Paire Yf Image: Codeine DOSE: 30 mg - ROUTE: oral - tablet - FOUR tim Codeine 30 mg, oral. Paire Yf Image: Codeine DOSE: 30 mg - ROUTE: oral - tablet - FOUR tim Codeine 30 mg, oral. Paire Yf Image: Codeine DOSE: 30 mg - ROUTE: oral - tablet - FOUR tim Codeine 30 mg, oral. Paire Yf Image: Codeine DOSE: 30 mg - ROUTE: oral - tablet - FOUR tim Codeine 30 mg, oral. Paire Yf Image: Codeine DOSE: 30 mg - ROUTE: oral - tablet - FOUR tim Codeine 30 mg, oral. Paire Yf Image: Codeine DOSE: 30 mg - ROUTE: oral - tablet - FOUR tim Codeine 30 mg, oral. Paire Yf Image: Codeine Codeine Codeine Yf Image: Codeine Codeine Codeine Result to tablet - FOUR tim Codeine	
	aps	Ready to Scan	
12.	So wi wi lf ar	Pelecting the drug may bring up a yellow box to the right, if further details are required phich must be clicked on to proceed. IOTE: Follow local Policy on whether a medication requires information such as a pritness, batch numbers, expiry, and other administration details. Iocal policy dictates that this needs recording you can do this by ticking the tick box and then double clicking on the 'Result' column	Doctor / Prescriber / lurse
	Z Fe	ZZZTESTPAS20, MRS MICHELLE MRN: 3002393 DOB: 30/03/1971 emale FIN No.: 46382 Age: 45 years	
		Scheduled Mnemonic Details 22/11/2016 15:57 Digoxin DOSE: 250 microgram - ROUTE: oral - tablet Ye Digoxin 250 microgram, oral- PRN Codeine DOSE: 30 mg - ROUTE: oral - tablet - FOUR time	
13.	Tř Tř a Co ad	he drug administration box will appear to enable necessary fields to be recorded. hese include for example: pulse rate for digoxin, a site field for intravenous drugs and second signature for controlled drugs. Complete with the required information and click "OK" followed by "Sign" on the dministration screen	Doctor / Prescriber / lurse





P Digoxin: ZZZTESTPAS20, MRS MICHELLE	
Digoxin DOSE: 250 microgram - ROUTE: oral - tablet Yes - START: 22/Nov/16 15:57:00	
*Performed date/time : 22/11/2016 1608 1608 *Performed by : Test, CH_CLINP3 1000 Witnessed by : 1000	
Administration type: Trend Pulse Rate: bpm Trend	
*Digoxin: 250 microgram ▼ Volume: 0 ml Diluent: <none> *Route: oral Site: Total Volume: 0 Infused Over: 0 minute ▼</none>	
 The record of the administration will now be recorded on the drug chart. To review this, click on "Drug Chart" Results Review Allergies + Add Drug Chart Tasks Requests/Care Pl + Add Assessments/Fluid Balance 	Doctor / Prescriber / Nurse
Click "Refresh" 21-Nov-2016 14:58 - 23-Nov-2016 14:58 (Clinical Range)	
Medications 22/11/2016 Oral 15:41 Codeine DOSE: 30 mg - ROUTE: oral - tablet - FOUR times a day PRN for Pain - STARI: 22/Nov/16 15:41:00 PRN Codeine DOSE: 30 mg - ROUTE: oral - tablet - FOUR times a day PRN for Pain - STARI: 22/Nov/16 15:41:00 *30 mg Aut Codeine Administration type * 30 mg Aut	
Note: If the order was placed for a single dose, it will only be visible from the "All medications" or "All Inactive Medications" view option as it will become inactive after administration.	





All Active Medications (System) All Active Medications (System) All Inactive Medications (System) All Medications (System) All Orders with Active Tasks in Time Range Medications (System) All Suspended, Incomplete, and Pending Complete Medications (System) One Time Doses - Active (System) One Time Doses - Active and Inactive (System)