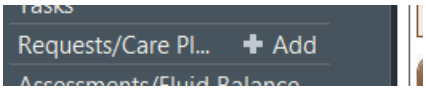
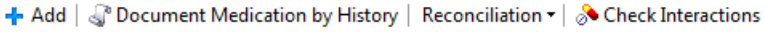
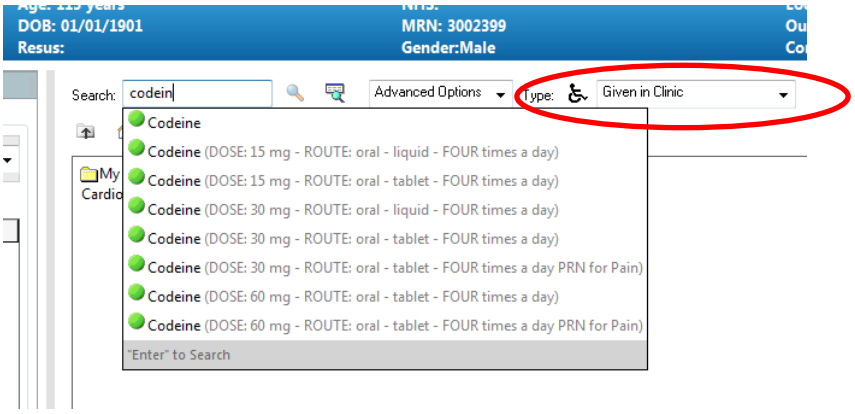
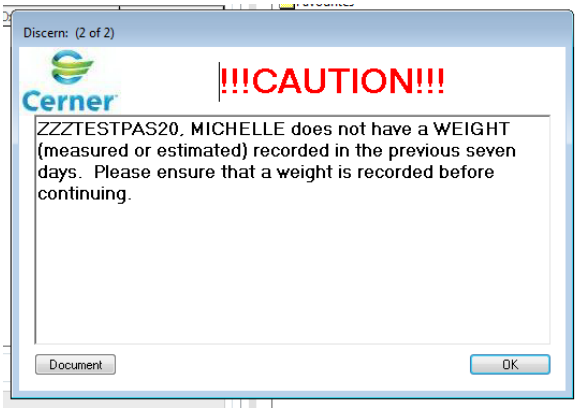
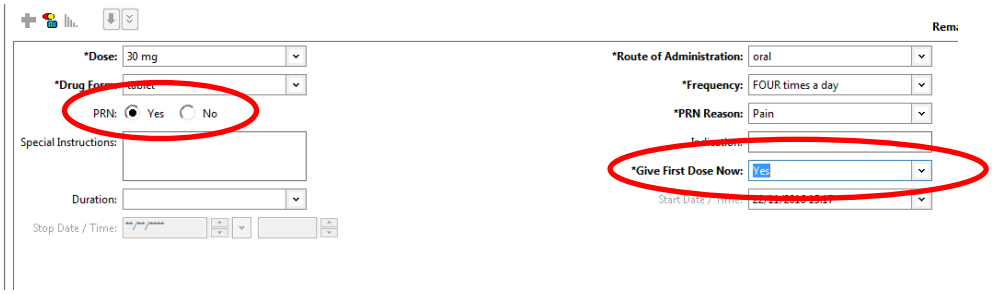
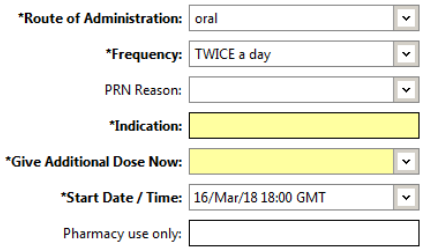
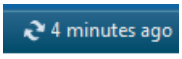
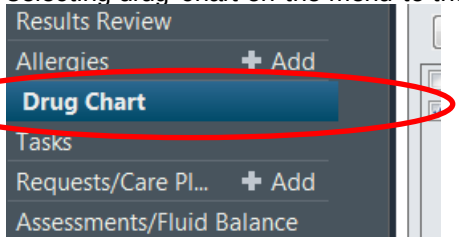
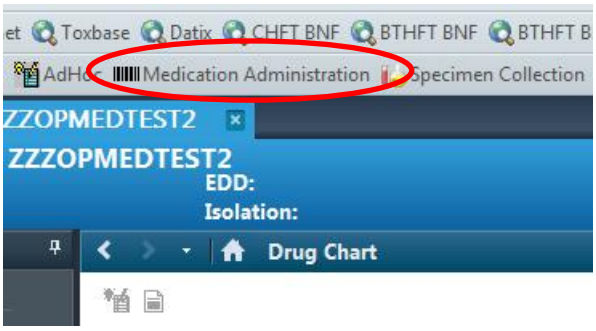
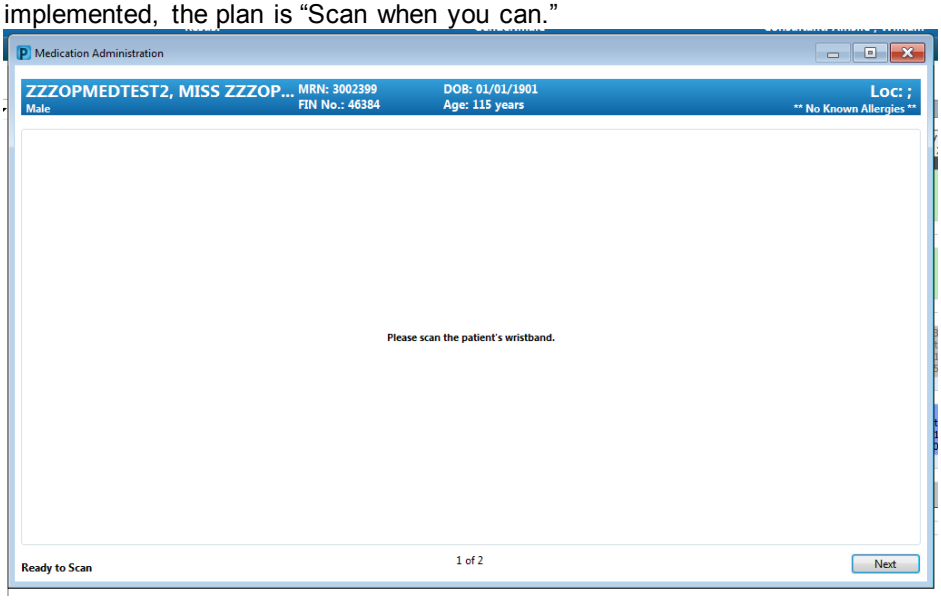
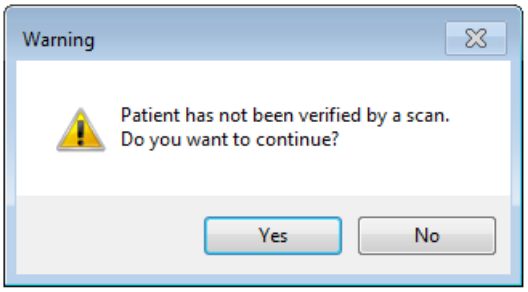
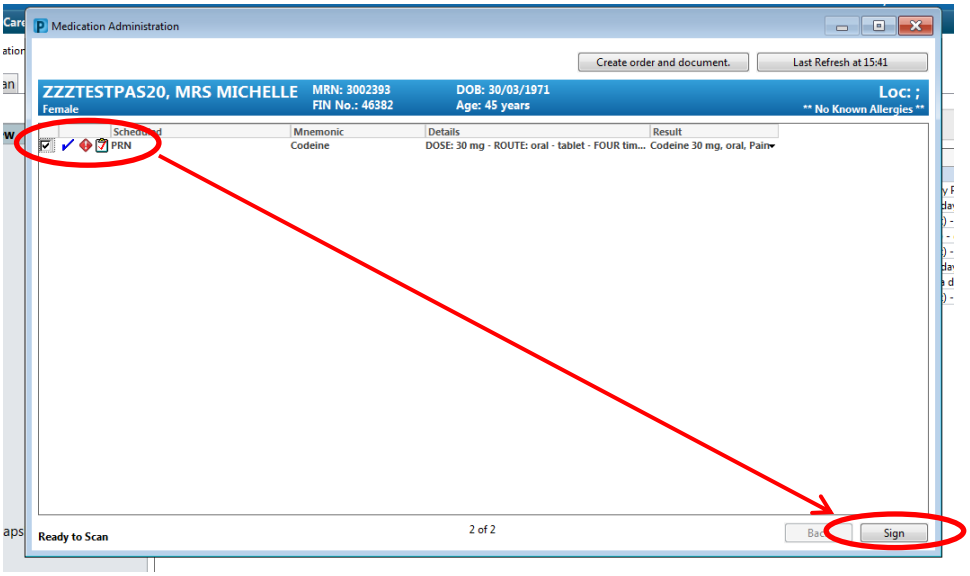
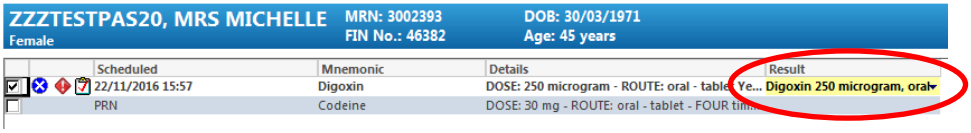
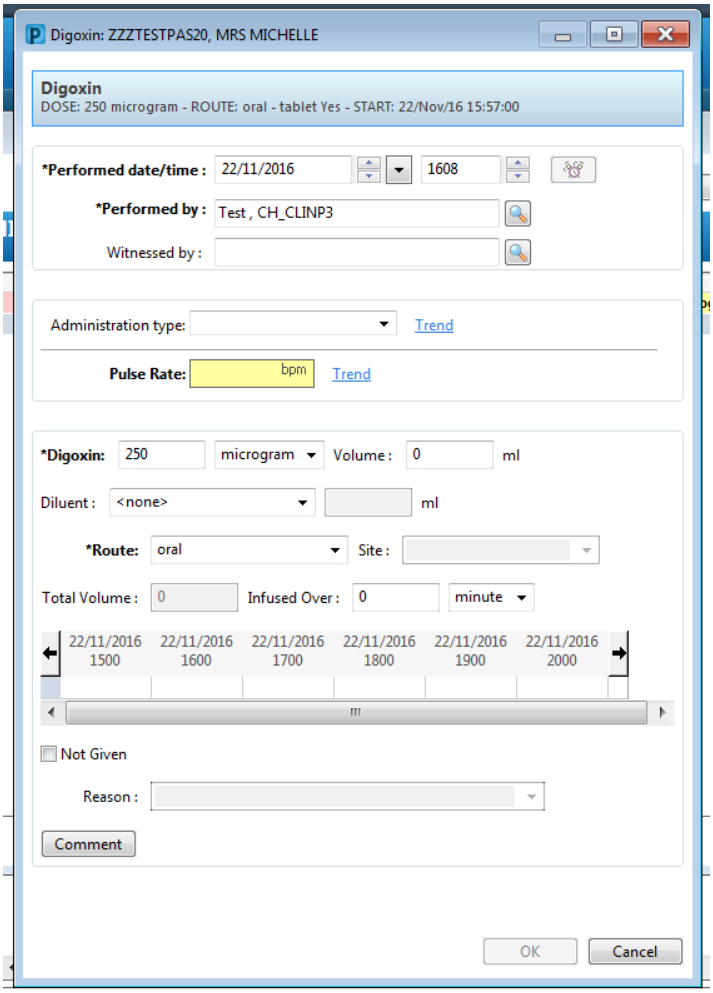
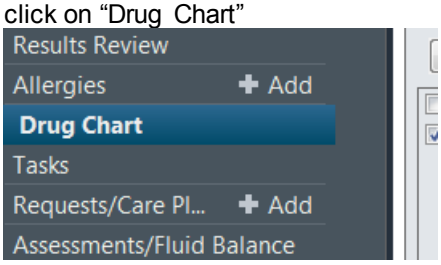
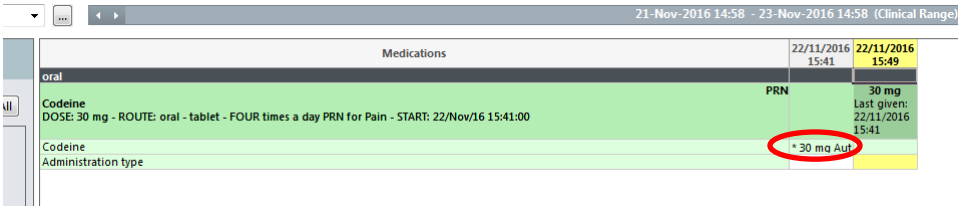
QRG – Outpatient Medication, given in clinic		
No.	Action	Responsibility
1.	Using the relevant patient list, identify the patient who requires the medication. Open the patient's record.	
2.	Check the allergy status on the top left of the patient banner bar. If this needs to be added or review, see QRG – Allergy Recording 	Doctor / Prescriber
3.	On the menu on the left of the default patient screen view, click on  Click "Add" on the Requests/Care plans page. 	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
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

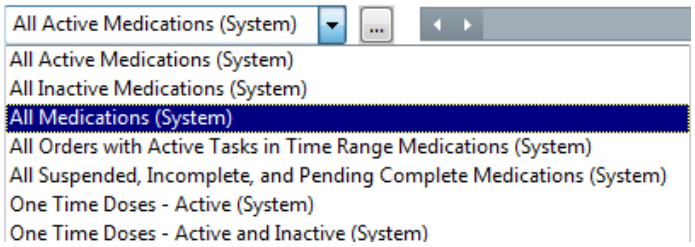
		
6.	Complete the mandatory Order Entry Fields. Select "Yes" in "*Give first dose now?" or "PRN" field and click "Sign"  For antibiotics, the indication is also mandatory 	Doctor / Prescriber
7.	Click "Refresh" 	Doctor / Prescriber
8.	Check the drug chart to ensure the medication has been properly prescribed by selecting drug chart on the menu to the left of the screen  Click "Refresh"	Doctor / Prescriber
9.	To administer, the medication, click on "Medication Administration"	Doctor /

		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."  NOTE: If unable to scan for a valid reason you can skip this step by clicking next, however this function **will be audited and non-compliance will be monitored.** Misuse of this function will be shared with ward managers and matrons as this function is here to improve patient safety by ensuring the ***RIGHT*** patient is given the ***RIGHT*** medication  Confirm that you have the correct patient and once confirmed, click "Yes."	Doctor / Prescriber / Nurse
11.	Click on the required medication and sign.	Doctor / Prescriber / Nurse

		
12.	Selecting the drug may bring up a yellow box to the right, if further details are required which must be clicked on to proceed. **NOTE:** Follow local Policy on whether a medication requires information such as a witness, batch numbers, expiry, and other administration details. If local 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 / Nurse
13.	The drug administration box will appear to enable necessary fields to be recorded. These include for example: pulse rate for digoxin, a site field for intravenous drugs and a second signature for controlled drugs. Complete with the required information and click "OK" followed by "Sign" on the administration screen	Doctor / Prescriber / Nurse



14.	The record of the administration will now be recorded on the drug chart. To review this, click on “Drug Chart”  Click “Refresh”  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.	Doctor / Prescriber / Nurse


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)