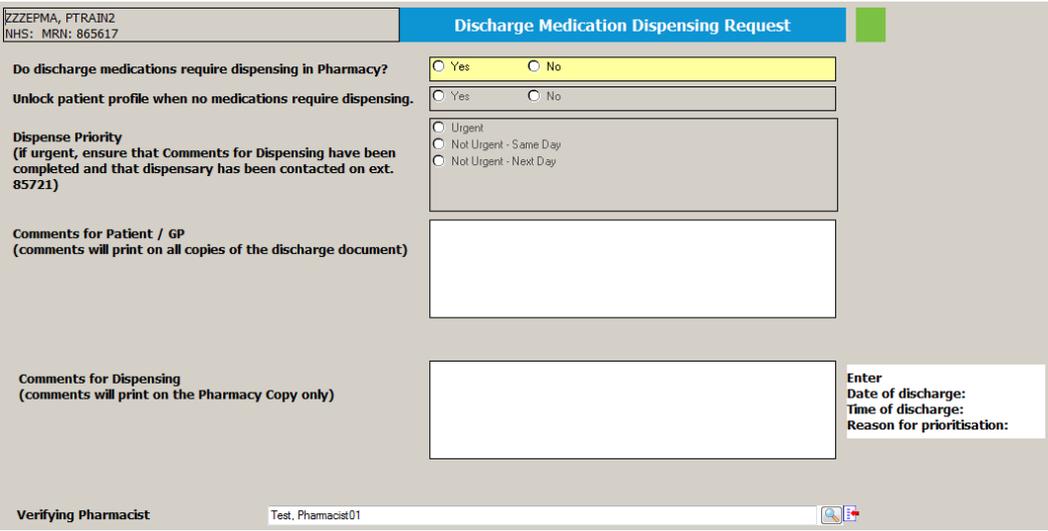
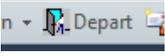


QRG – Pharmacy Discharge Validation

No.	Action	Responsibility																																																																									
1.	<p>A patient with a discharge prescription can be found either by looking at the PCO or MPTL</p> <p>Identify in the PCO by looking at the columns headed “T” and if there is a number then a TTO has been written:</p> <table border="1"> <thead> <tr> <th>Patient</th> <th>M.</th> <th>U...</th> <th>AKI</th> <th>I..</th> <th>M...</th> <th>C..</th> <th>MDS</th> <th>T...</th> <th>T...</th> </tr> </thead> <tbody> <tr> <td>*ZZZEPMA, PTRAIN6 42 yrs M DOB: Jan 1, 1976 NHS: -- MRN: 865622</td> <td></td> <td>5 </td> <td></td> <td>3</td> <td>--</td> <td>--</td> <td>3</td> <td>No</td> <td>10 </td> <td>8 </td> </tr> </tbody> </table> <p>Open the patient’s record by left clicking on their name. Navigate the “requests/care plans” tab</p> <p>In the MPTL, look in the “Discharge validation” column to see a task for “Pharmacy Discharge Review” and “Discharge Medication Lock”</p> <table border="1"> <thead> <tr> <th>Pharmacy Tasks</th> <th>Discharge Validation</th> <th>Discharge Dispensing</th> <th>Outpatient</th> </tr> </thead> <tbody> <tr> <td colspan="4">Task retrieval completed</td> </tr> <tr> <td><input checked="" type="checkbox"/> All Patients</td> <td>Location/Room/Bed</td> <td>Name</td> <td>Medical Record Number</td> </tr> <tr> <td><input checked="" type="checkbox"/> ZZZEPMA, PTRAIN1</td> <td>RDS-GH Ward 18 / Bay D / 02</td> <td>ZZZEPMA, PTRAIN2</td> <td>865617</td> </tr> <tr> <td></td> <td>RDS-GH Ward 18 / Bay D / 02</td> <td>ZZZEPMA, PTRAIN2</td> <td>865617</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Scheduled Date and Time</td> </tr> <tr> <td></td> <td></td> <td></td> <td>13/Mar/2018 11:28 GMT</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Task Status</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Overdue</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Task Description</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Pharmacy Discharge Review</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Pending</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Discharge Medication Lock</td> </tr> </tbody> </table> <p>Open the patient’s record by right clicking on either task and selecting “open patient record” and then “requests/care plans”</p> <p>From the MPTL you may wish to lock the TTO profile before proceeding. Do this by following the process in step 3 below</p>	Patient	M.	U...	AKI	I..	M...	C..	MDS	T...	T...	*ZZZEPMA, PTRAIN6 42 yrs M DOB: Jan 1, 1976 NHS: -- MRN: 865622		5		3	--	--	3	No	10	8	Pharmacy Tasks	Discharge Validation	Discharge Dispensing	Outpatient	Task retrieval completed				<input checked="" type="checkbox"/> All Patients	Location/Room/Bed	Name	Medical Record Number	<input checked="" type="checkbox"/> ZZZEPMA, PTRAIN1	RDS-GH Ward 18 / Bay D / 02	ZZZEPMA, PTRAIN2	865617		RDS-GH Ward 18 / Bay D / 02	ZZZEPMA, PTRAIN2	865617				Scheduled Date and Time				13/Mar/2018 11:28 GMT				Task Status				Overdue				Task Description				Pharmacy Discharge Review				Pending				Discharge Medication Lock	Pharmacists/ MMT/MMA
Patient	M.	U...	AKI	I..	M...	C..	MDS	T...	T...																																																																		
*ZZZEPMA, PTRAIN6 42 yrs M DOB: Jan 1, 1976 NHS: -- MRN: 865622		5		3	--	--	3	No	10	8																																																																	
Pharmacy Tasks	Discharge Validation	Discharge Dispensing	Outpatient																																																																								
Task retrieval completed																																																																											
<input checked="" type="checkbox"/> All Patients	Location/Room/Bed	Name	Medical Record Number																																																																								
<input checked="" type="checkbox"/> ZZZEPMA, PTRAIN1	RDS-GH Ward 18 / Bay D / 02	ZZZEPMA, PTRAIN2	865617																																																																								
	RDS-GH Ward 18 / Bay D / 02	ZZZEPMA, PTRAIN2	865617																																																																								
			Scheduled Date and Time																																																																								
			13/Mar/2018 11:28 GMT																																																																								
			Task Status																																																																								
			Overdue																																																																								
			Task Description																																																																								
			Pharmacy Discharge Review																																																																								
			Pending																																																																								
			Discharge Medication Lock																																																																								
2.	<p>In the Requests/Care plans tab, you can review the medications and view information about any of the orders.</p> <p>Navigate to any of the other relevant tabs</p>	Pharmacists/ MMT/MMA																																																																									
3.	<p>Navigate to the “Task list” and right click on the “Discharge Medication Lock” task to “Record done”</p>	Pharmacists																																																																									

	<p>The system will populate your name and the current date/time to the fields.</p> <p>Click on </p> <p>The discharge medication profile is now locked – prescribers cannot make any additions, amendments or deletions to the “prescribed” medications. All other statuses are not affected.</p>	
<p>4.</p>	<p>Click Depart and review the discharge letter and the information that will be presented to the patient/GP on discharge.</p> <p>Right click the pencil icon next to “Discharge Medication” to continue</p>	<p>Pharmacists/ MMT/MMA</p>
<p>5.</p>	<p>The Discharge Reconciliation screen opens and you can review the “documented” and “ordered” items on the left side of the screen against the “prescribed” items on the right.</p> <p>The medicines are grouped by type:</p> <ul style="list-style-type: none"> • Home Medications [medicines the patient was taking at home but not as an inpatient] • Continued Home Medications [medication the patient was taking at home and has been continued while inpatient] • Medications [medicines started whilst an inpatient] <p>To see the full medication history press (under the add button) and select Medication History Snapshot.</p> <p>This will show a history of all the discharge and history medications in sequential time order.</p>	<p>Pharmacists/ MMT/MMA</p>
<p>6.</p>	<p>Items that need a pharmacy review are marked with </p> <p>Right click on the prescribed item and select “Modify without Resending”</p>	<p>Pharmacists/ MMT/MMA</p>

7.	<p>Validate the item by navigating to the “Rx Review/Supply” tab and placing a tick next to “Pharmacy Review”</p> <p>The pestle and mortar icon will disappear from the reconciliation page.</p>	Pharmacists
8.	<p>Endorse supply information by going to the “Details” tab and typing into the “Pharmacy supply” box.</p> <p>Note: There is a 10 character limit so you will need to be concise with the endorsement. To enter more details see step 11 to add communication to dispensary. The capsule icon denoting supply will not disappear as this is not related to doing the endorsements in this way.</p> <p>The endorsements will appear in the “No. of Days Supplied” column on the discharge letter.</p>	Pharmacists/ MMT/MMA
9.	<p>Repeat steps 6-8 for as many items as necessary. When you are finished, click on “Sign”</p> <p>You will then return to the GP letter view and can review the information presented.</p>	Pharmacists/ MMT/MMA
10.	<p>Left click on to return to the patient’s profile and navigate to the “Task List”</p> <p>Find the “Pharmacy Discharge Review” task and double click to open the form</p>	Pharmacists/ MMT/MMA
11.	<p>Fill in details as appropriate. If you would like to add a communication to the patient or GP, type in to the box for “Comments for Patient / GP”</p> <p>Typing into the “Comments for Dispensing” box will only appear on the Pharmacy</p>	Pharmacists/ MMT/MMA

	<p>dispensing printout. Use this for communication to dispensary or to supplement your endorsement e.g. “please provide steroid card”</p> <p>The “Medication History” form can be reviewed by clicking on the tab</p>   <p>Save  the form if the discharge validation has not been completed. The form will still be in the “Task List” to complete later. Steps 10-11 can be repeated until the validation is complete.</p> <p>Sign  the form if the process has been completed and you wish to proceed.</p> <p>Note: MMT/MMA should only save  this form. Signing means your name is pulled to the “Screened by” box on the discharge letter</p>	
12.	<p>Navigate to  and choose the template to print.</p> <p>Select “Pharmacy Discharge Printout” for the printout to send to Pharmacy or for filing in the department</p>  <p>If the medications do not need dispensing, you do not need to print the GP letter as the nurse will do this once the discharge has been finalised.</p>	Pharmacists/ MMT/MMA
13.	<p>Click  to print to the default printer that has been set up on the terminal you are using. Ensure you know this location before printing to avoid confidential information going to the wrong area.</p>	Pharmacists/ MMT/MMA
14.	<p>If you selected the option that discharge medications require dispensing, a task will be generated in the “Discharge Dispensing” tab of the “Task List”. See “QRG – Discharge dispensing” for how to complete this process.</p>	Pharmacists/ MMT/MMA