



QRG – Pharmacy Discharge Validation													
No.	Action								Responsibility				
1.	A patient with a discharge prescription can be found either by looking at the PCO or MPTL Identify in the PCO by looking at the columns headed "T" and if there is a number then a									Pharmacists/ MMT/MMA			
	TTO has been written:												
	Patient	Μ.	U	AKI	I.,	М	C	MDS	т*	т			
	*ZZZEPMA, PTRAIN6 42 yrs M DOB: Jan 1, 1976 NHS: MRN: 865622	\$ \$\$	5 🛕	3			3	No	10	8 🔺			
	Discharge Review" and "Discharge Medication Lock" Pharmacy Task Discharge Validation Discharge Medication Lock" Pharmacy Task Discharge Validation Discharge Discharge Validation Image: Task retrieval completed Image: Task retrieval completed Image: Task Description Image: Task retrieval completed Image: Task retrieval completed Image: Task Description Image: Task retrieval completed Image: Task retrieval completed Image: Task Description Image: Task retrieval completed Image: Task Description Task Description Image: Task retrieval completed Image: Task Description Image: Task Description Image: Task retrieval completed Image: Task Description Image: Task Description Image: Task retrieval completed Image: Task Description Image: Task Description Image: Task retrieval completed Image: Task Description Image: Task Description Image: Task Description Image: Task Description Image: Task Description Image: Task Description Results Review Results Review Image: Task Description Results Review Results Review Task Description Results Review Results Review Results Review Results Review <												
	Discharge Medication Lock Record Done Pharmacy Discharge Review Record Nat Done Quick Record Ad Hoc Record Instance Ad Hoc Record Info Order Info Order Info Order Comment Reference Manual Patient Snapshot Select All Deselect All Open Patient Record Torder Info From the MPTL you may wish following the process in step 3	Drug Chai Task List Assessme Clinical N Allergies Problems Form Brov Histories Documen Patient Inf Appointm Drug Chai Procedure Medicatio Health Mt HIE Comr to lock below	rt nts/Fluid Bala otes and Diagnose wser tation formation tents tt Summary es and Diagno to Supply aintenance nunity View the TT	ses O profile	befor	e pro	ceedii	ng. E	Do this	by			
2.	In the Requests/Care plans tab about any of the orders. Navigate to any of the other rel	, you c evant t	an rev	iew the m	edica	ations	and	view	informa	ation	Pharmacists/ MMT/MMA		
3.	Navigate to the "Task list" and "Record done"	right cli	ick on	the "Disch	arge	Medi	catior	ו Loc	k" tasl	k to	Pharmacists		





	Newborn Summary Platimety Task Discharge Validation Discharge Dispensing Outpatient Task retrieval completed Task Statu Task Description Task List Scheduled Date and Time Task Statu Task Description Task List Scheduled Date and Time Task Statu Task Description Task List Scheduled Date and Time Task Statu Task Description Scheduled Date and Time Task Statu Task Description Record Done Record Done Record Done Record Done Record Done Record Done Record Done Record Done Record Done Click on OK Record Done Record Done Ok Ok Ok Ok 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.	
4.	Click Depart and review the discharge letter and the information that will be presented to the patient/GP on discharge.	Pharmacists/ MMT/MMA
	Right click the pencil icon next to "Discharge Medication" to continue	
	Diagnosis Max Discharge Medication Max Discharge Summary Max Legal Information Max	
5.	 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. The medicines are grouped by type: 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] Medications [medicines the patient was taking at home and has been continued while inpatient] To see the full medication history press (under the add button) and select 	Pharmacists/ MMT/MMA
	Medication History Snapshot This will show a history of all the discharge and history medications in sequential time order. ▲ 28/02/2017 9:56 - Test , CH_CLINP1 Atorvastatin 40 mg, oral, ONCE a day (night) 28/02/2017 9:56 Documented Omeprazole 20 mg, oral, ONCE a day 28/02/2017 9:56 Documented Paracetamol 1 g, oral, FOUR times a day 28/02/2017 9:56 Documented St. John's wort 1 tablet, oral, ONCE a day 	
6.	Items that need a pharmacy review are marked with Fight click on the prescribed item and select "Modify without Resending"	Pharmacists/ MMT/MMA





	Candesartan (Candesartan 32mg tablets) 32 mg, oral, ONCE a day < N						
	Dalteparin (Dalteparin sodi Modify without Resending 5,000 unit, subCUTANEOUS, Convert						
7	Validate the item by povingting to the "Dy Devicy/Ourput" tob and placing a tick povitio	Dhammasiata					
1.	"Pharmacy Review"	Pharmacists					
	🚰 Details 📴 Order Comments 🕼 Diagnoses 📰 Adherence 😺 Rx Review/Supply						
	Pharmacy Review						
	The pestle and mortar icon will disappear from the reconcilliation page.						
8.	Endorse supply information by going to the "Details" tab and typing into the "Pharmacy supply" box.	Pharmacists/ MMT/MMA					
	🚰 Details 📴 Order Comments 🕼 Diagnoses 📰 Adherence 🔰 🚑 Rx Review/Supply						
	*Dose *Route of Administration						
	32 mg oral						
	*Drug Form: tablet						
	Indication:						
	Stop Date/Time: 👘 /** /****						
	Pharmacy supply:						
	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.						
	The endorsements will appear in the "No. of Days Supplied" column on the discharge letter.						
9.	Repeat steps 6-8 for as many items as necessary. When you are finished, click on "Sign"	Pharmacists/					
	Reconcile and Sign						
	You will then return to the GP letter view and can review the information presented.						
10.	Left click on Close to return to the patient's profile and navigate to the "Task List"	Pharmacists/ MMT/MMA					
	Find the "Pharmacy Discharge Review" task and double click to open the form						
	Task Description Pharmacy Discharge Review						
11.	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"	Pharmacists/ MMT/MMA					
	Typing into the "Comments for Dispensing" box will only appear on the Pharmacy						





	dispensing printout. Use this for communication to dispensary or to supplement your endorsement e.g. "please provide steroid card"					
	The "Medication History" form can be reviewed by clicking on the tab Discharge Dispen Meds History 					
	ZZZEPMA, PTRAIN2 Discharge Medication Dispensing Request					
	Do discharge medications require dispensing in Pharmacy?					
	Unlock patient profile when no medications require dispensing.					
	Dispense Priority (if urgent, ensure that Comments for Dispensing have been completed and that dispensary has been contacted on ext. 85721)					
	Comments for Patient / GP (comments will print on all copies of the discharge document)					
	Comments for Dispensing (comments will print on the Pharmacy Copy only) Enter Date of discharge: Time of discharge: Reason for prioritisation:					
	Verifying Pharmacist Test, Pharmacist01					
	in the "Task List" to complete later. Steps 10-11 can be repeated until the validation is complete. Sign \checkmark the form if the process has been completed and you wish to proceed. Note: MMT/MMA should only save \blacksquare this form. Signing means your name is pulled to					
2	the "Screened by" box on the discharge letter	Pharmacists/				
	Navigate to $\frac{n}{2} = \frac{1}{2} \frac{1}{2} \frac{1}{2}$ and choose the template to print.					
	Select "Pharmacy Discharge Printout" for the printout to send to Pharmacy or for filing in the department Templates: GP Letter GP Letter					
	Discharge Medication					
	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.					
3.	Click Print 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.	Pharmacists/ MMT/MMA				
4.	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.					