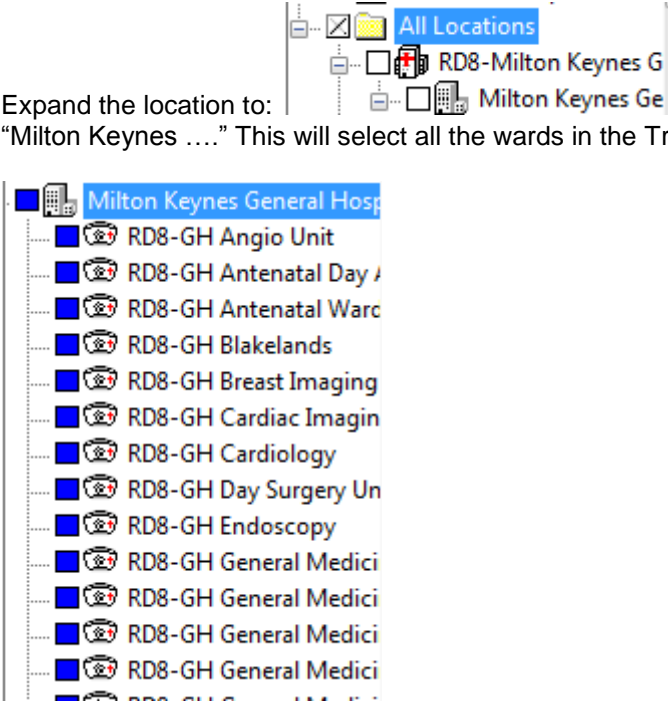
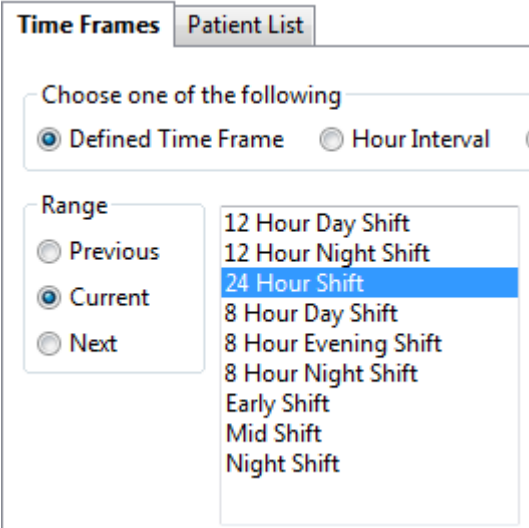


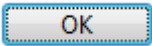


QRG – Setting up lists for Pharmacy

No.	Action	Responsibility
1.	For setting up lists in the MPTL (MultiPatient Task List) go to step 2 For setting up lists in the PCO (Pharmacy Care Organiser) go to step 8	All staff
2.	Left click on Assigned Tasks	All staff
3.	Right click on “Customise Patient View” 	All staff
4.	<p>Ensure you have selected a patient list. If you have set up any lists in the Pharmacy Care Organiser previously, these will be listed here but the standard view will be “Departmental View” which covers the whole hospital.</p>	All staff

<p>5.</p>	 <p>Expand the location to: "Milton Keynes ..." and click in the box next to "Milton Keynes ...". This will select all the wards in the Trust</p> <p>If you would like to select individual wards then only select the ward you need rather than the whole hospital.</p> <p>Note: Inpatient wards are identified by the nurse hat symbol and outpatient clinics have a wheelchair symbol. Caution when selecting as some units have inpatient and outpatient areas.</p> <p><input type="checkbox"/> </p> <p><input type="checkbox"/> </p>	<p>All staff</p>
<p>6.</p>	 <p>Note: Current 24 hours is from 00:00 to 23:59 of the same day. Any tasks scheduled for the next day will not show up.</p> <p>For users who need to see the next day, it may be best to set up using the Generic Time Frame option and defining the time frame manually.</p>	<p>All staff</p>
<p>7.</p>	<p>Click on the "OK" button to save your configuration and return to the MPTL. The different tabs will each need to be set up by repeating steps 2-7</p>	

8.	<p>To set up the PCO:</p> <p>Click on </p>	All staff
9.	<p>If the list you require is not in the “available lists” or “active lists”</p> <p>click on </p>	All staff
10.	<p>Select to set the patients by location:</p> <p>Patient List Type</p> <p>Select a patient list type:</p> <ul style="list-style-type: none"> Assignment Assignment (Ancillary) CareTeam Custom Location Medical Service Provider Group Query Relationship Scheduled <p>It is possible to configure lists by any of the above options but in Pharmacy we commonly work by ward or groups of wards.</p> <p>Once you have made your selection, click on </p>	All staff
11.	<p>Click on the + symbol to expand the selection to the areas of the hospital</p> <ul style="list-style-type: none"> Locations RD8-Bedford Street Surgery RD8-Buckingham Hospital RD8-Furzton Surgery RD8-Grove Surgery RD8-Hilltops Medical Centre RD8-Milton Keynes General Hospital Milton Keynes General Hospital 	All staff
12.	<p>Tick in the box next to the ward or area that you would like to see.</p> <p>Note: Inpatient wards are identified by the nurse hat symbol and outpatient clinics have a wheelchair symbol. Caution when selecting as some units have inpatient and outpatient areas.</p> <p><input type="checkbox"/> </p> <p><input type="checkbox"/> </p> <p>It is possible to go further and select an individual bed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> RD8-GH General Medicine - Ward 02 <input type="checkbox"/> Bay 01 <input checked="" type="checkbox"/> 01 	All staff
13.	<p>The list can be renamed depending on the group that you have selected</p> <p><u>Enter a name for the list: (Limited to 50 characters)</u></p> <p>01</p>	All staff

14.	Click on 	All staff
15.	<p>The list will be added to the “available lists” box. To add it to the “active lists” select the Ward from the available list and click on the arrow.</p> <p>Available lists:</p> <div data-bbox="231 427 876 705" style="border: 1px solid black; padding: 5px;"> <p>Ward 2</p> </div> <div data-bbox="906 651 948 696" style="text-align: right;">  </div>	All staff
16.	Click on 	All staff
17.	<p>The list can now be selected by clicking on the drop down menu</p> <div data-bbox="231 853 620 1019" style="border: 1px solid gray; padding: 5px;"> <p>PCO x +</p> <p>Patient List: RD8-GH General Medicine - Ward 18 ▼</p> <ul style="list-style-type: none"> RD8-GH Day Surgery Unit 01 RD8-GH General Medicine - Ward 18 Ward 2 </div>	All staff