Royal United Hospital Bath NHS
NHS Trust

Mini Manual

Pharmacy

Drugs History, Reviewing TTAs Printing TTAs

Business Rules

TTAs ordered on the Previous encounter must be "completed" ASAP on the subsequent admission

Green Slip will be attached to patient records by clinician to indicate TTAs orders

Two copies of the TTAs will be printed – one will be files in dispensing while the other goes in the TTA bag

Only Generic Drugs to be ordered

Version 2 July 2011

Support available:

Please contact your local Champion User

Service Desk:

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RUH

CERNER

BT
Bringing it all together

Complete Previous TTAs

1 "Complete" Previous TTAs

Notes: At the end of a patients last admission TTAs are left in an "active" "order" state. At the beginning of the next admission these must be updated to "inactive" "complete" state. This should be done **ASAP** after admission

Step 1. Within PowerChart and within the Patient Record, click "Requests" Requests.

Step 2. In the 'View' pane, expand 'Orders" and then select only Medications

Step 3. Ensure the filter is set to All Active Medications to remove from view any discontinued drugs

Step 4. Change the display to **encounter based**. Select View (top bar menu) then Customise View... then Group orders by: Encounter, then click OK.

Step 5. TTAs and Drugs history will be group by the encounter in which they were originally created

Note: indicates drugs history
indicates TTA/Prescription

Step 6. Select all the TTAs for the last encounter by holding down the shift key (i.e. To identify last encounter check Fin Number against Fin Number in "patient information" for this encounter, or lower fin no.)

Step 7. Right click and select "completed". Click Orders For Signature button, then the '**Sign**' Sign button. Then click refresh 30 minutes ago

2 Create / Review Documented Medication (Drug History)

Step 1. Within PowerChart and within the Patient Record, click "Requests" Requests.

Step 2. Click the "Document Medication Hx" i.e. the Document Medication by Hx icon.

Step 3. The system will display all the "active" drug history . If this is the first time the patient has been admitted since Millennium went live or their first visit to the hospital this will be empty

Enter Documented Medication

Note: The current (active) drug history can be spread across a number of encounters

You now have a choice to either:
- modify a documented medication (eg change the dosage)
- add a new documented medication
- cancel a documented medication
- update compliance to existing documented medication depending of the patients current drug regime

To Add a Documented Medication

Step 4. Click the icon.

Note: 2 Trust Folders are available TTAs and TTAs Controlled Drugs – these contain a list of generic drugs used within the Trust
The user can use this list to create Favourite folders of their own. (see creating favourites below)

Step 5. Either:
a) select generic drug from Trust Folders or
b) generic drugs from your favourites list by double clicking on the required drug or
c) type the name of the required drug in the search box Search: aten . A list of medications starting with the string of letters entered will appear a list, click on the required drug from the list.

Step 6. The selected drug populates the next screen and the '**Order Entry Form**' (OEF) is ready for completion. (Drag the lower pane upward if required).

Step 7. Complete the '**Order details:**' on the left hand side by entering relevant data in the '**Detail values:**' side. To move to the next mandatory question use the arrow down icon.

Step 8. Click '**Dose**'. Click '**Custom Dose**' (Type Dose Here…) and Type – the **Dose**. Press the **Enter** key.

Step 9. Click 'Route of Administration'. E.g. or for oral

Step 10. Click '**Custom Route**' (Type Route Here …) and Type – '**required route**'.Press the **Enter** key.

Step 11. Click '**Frequency**'.Click '**Custom Frequency**' (Type Frequency Here …) and Type – '**required**

View / Print Drug History

frequency'. Press the **Enter** key. (go to step 17)

Result: The first historic drug has been recorded; if more drugs require adding continue with the next drug by Clicking the Add icon.

To Modify a Document Medication

Step 12. Right click on an existing drug history and select modify

Step 13. The OEF will open with the current values which can be modified as required. (go to step 17)

To Cancel a Document Medication

Step 14. Right click on an existing drug history and select Cancel/DC

Step 15. The system then asks you to choose a reason for the cancellation. The system will update this status of this drug history to "inactive" and "cancelled" (go to step 17).

To Save a Document Medication

Step 16. When **all** the Document Medications have been added, modified or cancelled click the Document History icon.

Step 17. Click the **Refresh** 0 minutes ago icon.

Result: The document medication has been updated for this encounter. Note that the Meds History Status has changes from Meds History to Meds History

Note: Documented medications will be link to the encounter where they were first created – so only new documented medications will be link to the current episode

3 Print History

Step 1. To create a list of Documented Medication within "Requests" Requests. Click the Ellipses box ...

Step 2. Ensure only Documented medications and Ordered check boxes selected. Press Save As and choose a suitable filter name (Eg Document History)and OK.

Review TTA's

Step 3. To Print, select "Document History" filter then select Print.

4 Review TTA's ordered by Clinicians

Step 1. Within PowerChart and within the Patient Record Click "Requests" Requests.

Step 2. In the 'View' pane, expand 'Orders" and then select only Medications Ensure the filter is set to All Active Medications to remove from view any discontinued drugs .

Step 3. Change the display to **encounter based**. Select View (top bar menu) then Customise View... then Group orders by: Encounter then OK .

Step 4. TTAs and Drugs TTAs and Documented Medications will be grouped by encounter in which they were originally created

Note: indicates documented medication
indicates TTA/Prescription

Step 5. To use customised filter to create a list of just TTAs "click the Ellipses box ... next to the filer

Step 6. Ensure only Prescriptions and Ordered check boxes are selected. Press Save As and choose a suitable filter name (Eg Prescription List) and OK.

Step 7. You can now select this filter to list TTAs (you should also have the encounter filter on)

Step 8. To add dispensing notes right click on TTA and update Order Comments e.g. ===POD dispense from locker==== or
====please dispense from pharmacy===

Step 9. Click the '**Orders for Signature**' Orders For Signature button, then the '**Sign**' Sign button. Then click refresh 30 minutes ago

5 Dispensing TTAs

Step 10. On TRACKER add notification, to notify dispensing

Dispensing TTAs / Print TTA List

that TTAs are ready

Step 11. Dispensing will Print 2 copies of the TTAs. Within PowerChart and within the Patient Record. Click "Requests" Requests. Select appropriate filter e.g. Display: Dispensing list

Note: Only current encounter should be listed (contact pharmacist if older TTAs still exist)

Step 12. Select Print or Task
Print ▸ Print Screen (select Landscape)

Step 13. File one copy of TTAs and include other copy in TTA bag

Step 14. Send TTA bag to ward and update TRACKER