



Ward User Access

Introduction

Mile End Pharmacy dispenses medications for various sites including Newham, East Ham, Luton, Bedfordshire, City and Hackney and Mile End. Pharmacists and Pharmacy Technicians from the various sites send orders to Mile End Pharmacy, the medication is dispensed and then couriered to the corresponding sites. To achieve this process, an electronic Prescription Tracking System is used to receive the work, monitor the work flow and most importantly it displays the status of the work. For example, the prescription can be marked that it is checked and completed, if an item is a 'To Follow', or if it is work to be sent on specific transport. Once all of the prescriptions are complete the medication can be dispatched on the courier for each sites correct pick up time.

WHERE TO ACCESS THE PRESCRIPTION TRACKING SYSTEM:

- Is a web app that can be accessed on <u>http://svr-apps/PTSWeb/</u>
- 2. This is pre-installed on ELFT computer terminals with the following icon to access



3. Contact your **SITE Pharmacy Team** to provide you with access, stating your role, ward in which you work and your windows username.

NOTE: Only Mental Health Nurse (RMN), Ward doctors and Ward Admins will be able to have access to the system for the ward assigned. If you work between multiple wards – *please see "Switching between Wards" section for further details*

4. If you have any technical difficulties with accessing or using PTS please contact the team on **elft.pts@nhs.net**

OVERVIEW OF PTS:

🚍 DISPENSARY STATUS		- 1M5	inaight (Data Capture) Ltd. — 🔸
Waiting For Collection		1X Avg. weit 60.00 3 0 2 0/ 5	m 3 0 0 0 0
1052 - Jack Singh (11312347) 5TTO Fastrack Items for House Martin: Walting For Collection	06:38 🕵	1046 - Mr Thomas Williams 20/03/1971 (123456) 1 Outpatient liten for Blackbird, Walling For Collection	04:43 🔿 🕖
1047 - Charlie Williams (2345) 1 TTO Fastrack Item for Blackbird, Walting For Collection	00:00 🗪	1048 - Thomas Brown (234567) 1 TTO Fastrack Item for Blackbird, Waiting For Collection	00:03 🔂
1049 @ - Ms Isabelle Smith 20/03/1971 (12345) 1 Outpatient Item for Blackbird, Walling For Collection	00:00 😋 🛛		
Incomplete nx Ag we core 1 10 10 0 11 100 0		w 1 0 9 0 10	
1050 - Rhianne Davies (45678) 1 170 Festrack Rem for Blue Tit. Waiting for Final check	44:35 🔂	1051 - No Patient 0 TTD Fastrack Items for Blue Till. Waiting for Clinical check	44:31 🔂
1053 - Isabelle Brown (12345), Thomas Jones (234567) I Clinical Teal 1 Item for Blackbird, Walting for Clinical check	00:13 Ge	1054 - Emily Jones (456789) 1 TTO Item for Blackbird: Waiting for Clinical check	57:05
1055 - Harry Brown (3456789) 1170 Ratrack Item for Blac Tit. Waiting for Clinical check	57:03 🕵	1056 • - Mr Charlie Davies 20/03/1971 (2345678) 1 Dutpatient liten for Durpatients: Waiting for Completion	57:01 🛛
1057 O - Ms Emily Jones 20/03/1971 (876543) Distribution for Distributions, Waldow for Completion	57:01 0	1058 o - Ms Isabelle Brown 20/03/1971 (09876543) Durhadiant liters for Durhadiants. Walting for Completion	57:00 🖯

PTS will have a target time specifying how long it should take to go through the dispensing process. Based upon this time a progress bar will move from left to right showing what proportion of the time has lapsed. The colour of the bar also changes dependent upon the lapsed time. Typically, it is green until 75% of the lapsed time as lapsed at which point it turns amber.





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Upon start of the Prescription Tracking System you will be presented with the landing page of all prescription request for the ward that you are assigned to

=	ou	TSTANDING	
۹		TTO 5W	2 ^
*		1060 - Hathanial Jones 20/03/1971 (1234567) 17T0 9W Ben for Oupstents Stanted in Outpatients Stanted in Outpatients at 19:09/2018. Required by 12:33 on 19:09/2018. Waiting for Completion recorded at 19:09/2018 10:33 by System Admin	336:37
ы В1		1061 - Thomas Jones 20/03/1971 (12345654) 17T0 SW Item for Outpatients Started in Outpatients at 10:44 on 19/09/2018. Required by 12:44 on 19/09/2018. Waiting for Completion recorded at 19:09/2018 10:44 by System Admin	336:26 🔂
00		TTO FASTRACK	3 ^
•		1055 - Hatry Brown (3456789) 1710 Fastrack tern for Blue Te Started in Main Dispensary at 14-49 on 18/09/2018. Required by 16-49 on 18/09/2018. Wating for Clinical check-recorded at 18/09/2018 14-49 by System Admin	356:21 😣
		1050 - Rhianne Davies (45678) 11TTO Fastsack term for Blue TR Stander In Nam Dispensary in 151 On 06:09/2018. Required by 17:17 on 06/09/2018. Waiting for Final check recorded at 12:09/2018 15:40 by System Admin	643:53 😫
		1051 - No Patient OTTO Fastrack terms for Blue Tit Started in Main Dispensary at 15.22 on 06/09/2018. Required by 17.22 on 06/09/2018. Waiting for Clinical check recorded at 06/09/2018 15.22 by System Admin	643:48 🔂
		■ 110	1
	L	1054 - Emily Jones (456789)	056.00





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"Green" bag



Prescription Request

For each prescription request per patient Prescription Tracking System will display in the following format:

The **"Progress Bar"** will display the elapse of time whilst the prescription is being dispensed and uses the Red, Green, Amber colours if a prescription is nearing the delivery time while Red will indicate it has past the expected completion time.



Select/Deselect Prescription





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Key overview for each Prescription request



Timeline/Detail view of each prescription request



Timeline 1/5 0 Details	Clicking details will display the prescription
Hospital No. MEH222333 Forename Patient Surname PTStest Drugs	patient details
RISPERIDONE 6 mg Tablets Dispensing 28.00 of 28.00 Tablets 1 Tablet Night: Oral	medication and dosage
Enter Drug Description	



PRESCRIPTION TRACKING SYSTEM Ward User Access



"Notes Icons" on each prescription request will provide additional information about the request



East London NHS

NHS Foundation Trust

Here are the following Note Icons and there meaning:

Note	Name	Explanation
Icons		
0.	Drug	Hovering the cursor over this icon will provide you details of
	Drug	the drugs requested for this prescription
	From Ward	This is assigned to Discharge TTA & Short Term Leaves and is
		indicating that medications from the treatment room will need
9		to be added to prescription to complete the request and
		before issuing to patient. An email alert is automatically sent
		to ward email group when this is recorded.
***	Compliance aid	This will indicate that a Discharge TTA or Short Term Leave will
		be dispensed in a compliance aid (nomad, blister pack, dosette
		DOX)
A		listed as a Controlled Drug and requires secure receipt onto
	Controlled Drug	the ward
*	Cold Storage Drug	The prescription request is for a medication that requires cold-
		chain to be maintained when receipt on the ward, and to be
		placed within the refrigeration unit in the treatment room
	Out of Stock	This will indicate that the drug requested is currently out of
		stock and Procurement team will source from suppliers
	Procured from Suppliers	This will indicate that previously out of stock drug has been
		successfully procured from suppliers and will be dispensed and
		delivered
++		Applicable to wards based in Mile End hospital, this will
	Ring When	indicate that this request will be prioritised first and the ward
	Ready	will be contacted to collect the medication from Pharmacy
		department
	TTA collected	and records staff details
	by Patient	
	TTA discarded	This will indicate the Discharge TTA medications was discarded
		as this is no longer prescribed
	TTA failed to be	This will indicate the Discharge TTA medications has been
	collected by	returned to Pharmacy as this was not collected by the patient
	Patient	on discharge





Switching between Wards

If you are a ward staff that work on one or more wards, you are able to switch your default ward as follows:

- 1. Select the action button on the top right corner
- 2. Click on "change my Default Ward to" button
- 3. This will reload the page only displaying the selected ward



Status Screen Messages

Top right corner of the screen is screen message board. Here is display important status information in regards to Mile End Dispensary that may affect delivery of your medication request and contact information to raise issues.



You click through the messages by selecting the left or right arrows, the page dots will indicate how many messages there are.

