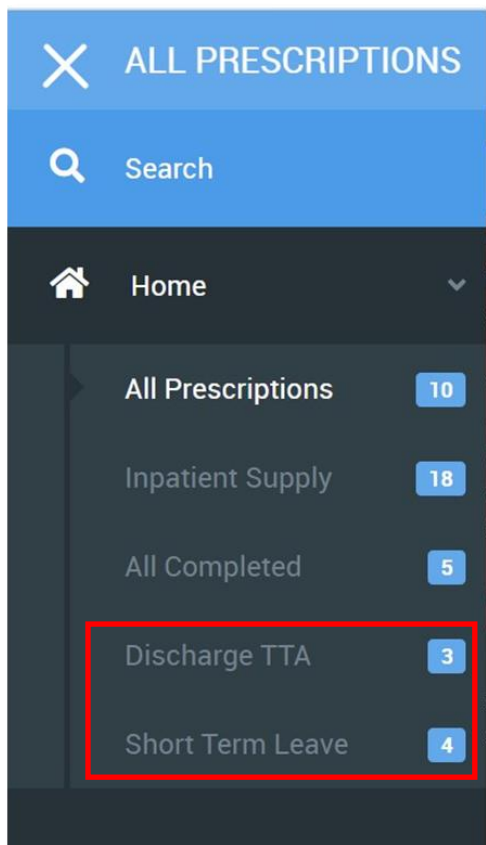**Recording TTA/STL Collection**

Prescription Tracking System can be used to record and monitor the collection/giving out of Discharge TTA and Short Term Leave prescriptions. This will in return provide Ward Staff with patient board of all patient discharges and short-term leave awaiting to depart from the ward and will assist in the management and planning of patient discharge or leave.

The landing page will defaulted to Outstanding displaying all medications and all prescription request intended for the ward you are viewing. PTS will have variety of focused user views for those specific prescription request as follows:

Clicking on "Home" will expand different user views for different request types

Discharge TTA and Short Term leave requests are displayed separately both indicating which medications supply are complete and incomplete in the past 7 days

Separate displays for Discharge TTA and Short Term Leave requests within the past 7 days

For each Dispenary view Discharge TTA and Short Term leave request will indicate when dispensing is complete

Completed request that are now on route with courier drivers/porters will be indicated with a "Green" bag

If your prescription is complete and a "Green" delivery bag icon is recorded against the prescription. This will indicate the medications have been delivered to the ward. This will be stored in the appropriate medication cupboard within the treatment room on the ward.
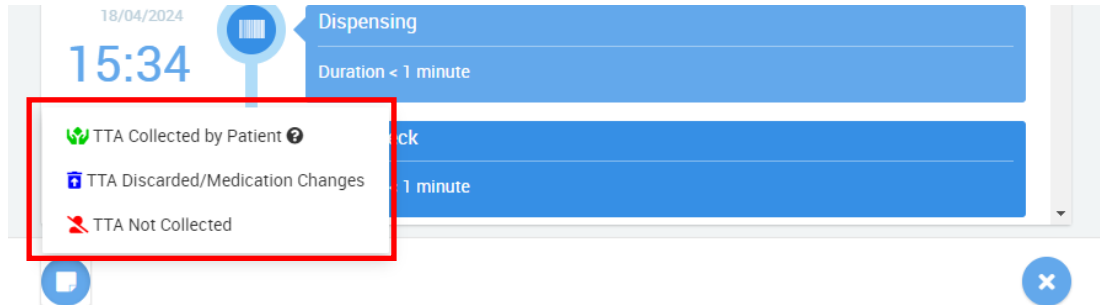
Recording and monitoring Discharge TTA medication collection

Discharge TTA's and Short Term Leave collection or refusal can be recorded on Prescription Tracking System, this will provide a record and therefore a safe removal and destruction of unwanted Discharge TTAs and Short Term Leaves from the ward treatment room.

➢ Each Discharge TTA or Short Term Leave will have a unique PTS number with barcode affix to the medication package.

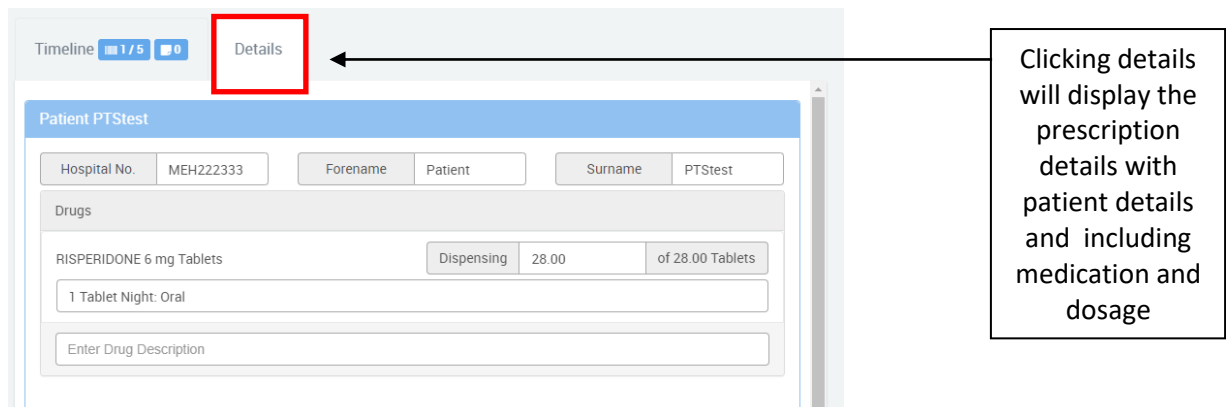➢ You can find the prescription on PTS under Discharge TTA or Short Term Leave user view and match the PTS number.

➤ To record collection or refusal click on the prescription to open and that the bottom, click on the note icon which will present you with options record against the prescription.

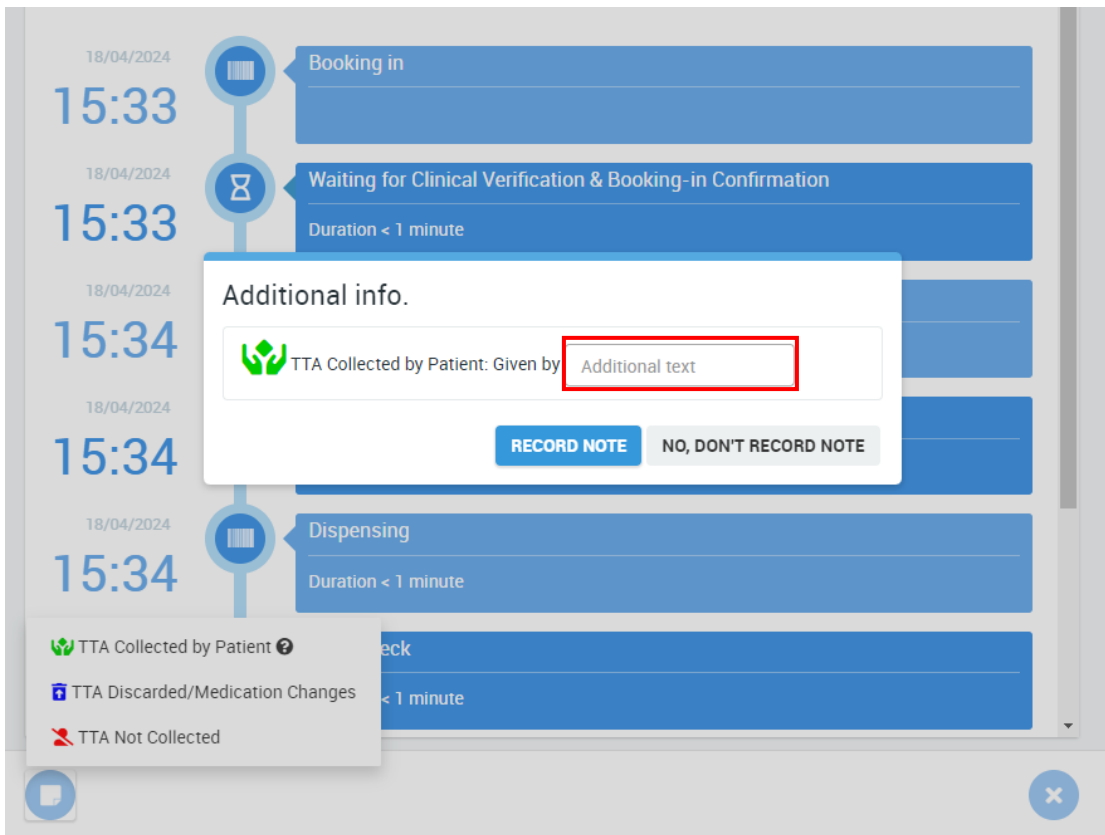| Note Icons	Name	Explanation
🙌	**TTA collected by Patient**	This will indicate the Discharge TTA medications was collected and records staff details
🗑	**TTA discarded**	This will indicate the Discharge TTA medications was discarded as this is no longer prescribed
✗	**TTA failed to be collected by Patient**	This will indicate the Discharge TTA medications has been returned to Pharmacy as this was not collected by the patient on discharge

<u>Confirm Prescription Medication is Correct</u>

Access the patients medications chart on EPMA JAC and confirm medications provided, corresponds to what is prescribed following the Nurse Discharge Checklist (Appendix 3) of the Medicines Policy.
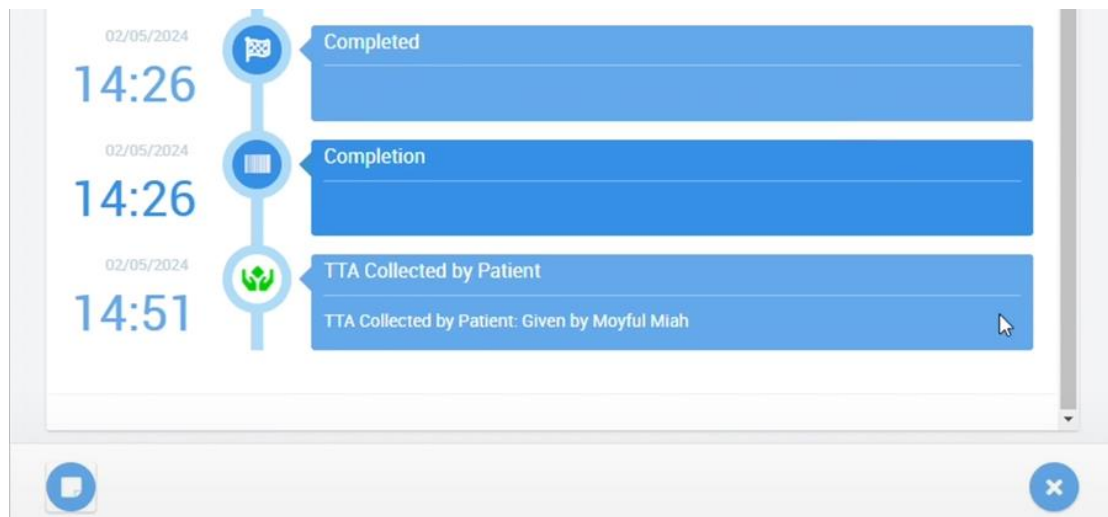

Clicking details will display the prescription details with patient details and including medication and dosage

Collection of Discharge TTA or Short Term Leaves

When selecting "**TTA collected by Patient**" to record collection of Discharge TTA or Short Term Leave you will be presented with a prompt to enter your name, after click on "Record Note" button.

PTS has now recorded; that the patient has now collected the TTA with the details of the ward staff that have facilitated.

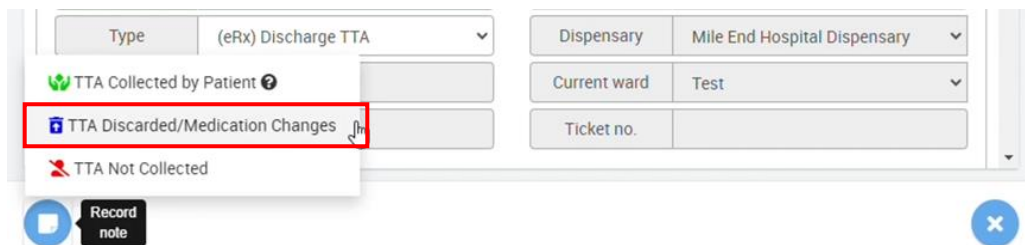## Refusal Collection of Discharge TTA or Short-Term Leaves

If a patient unable to or has refused to collect Discharge TTA or Short-Term Leave medications this can also be recorded, that an attempt has been made.

The process will follow the same as before by confirming patient identify from EPMA JAC and PTS before recording the outcome of collection failure.
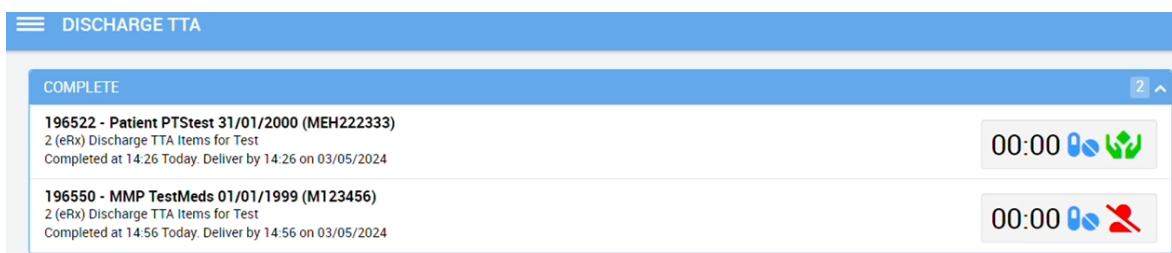

Record Discharge TTA or Short-Term Leaves for Discarded due to Changes

In some instances, there will be a clinical need to amend patient Discharge TTA or Short-Term Leave medications post-delivery from Pharmacy. Some of these changes will render medications delivered no longer appropriate for use and therefore these medications should be discarded in the Medication Waste bin found in the treatment room.
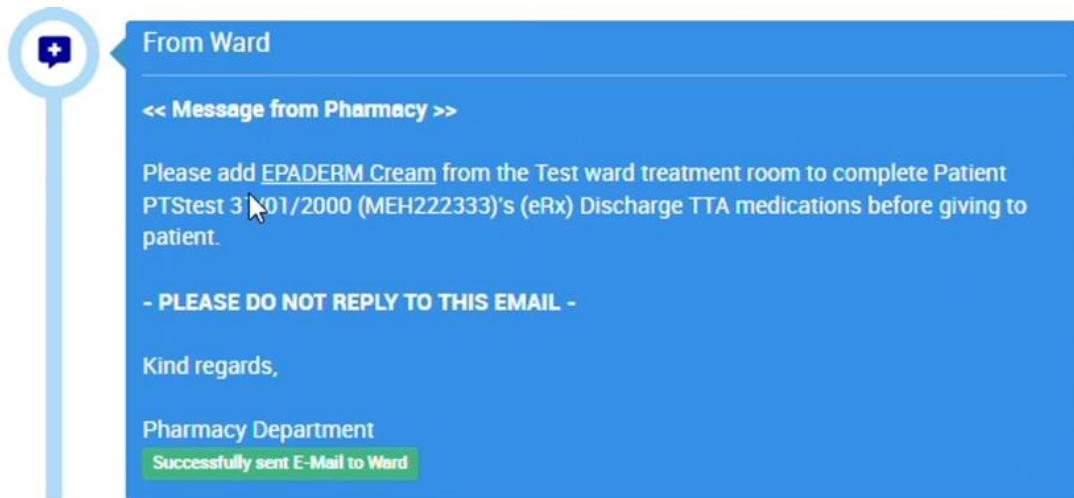

Discharge or Leave medications monitoring

Using this Ward View, you can have quick oversight of TTA/STL medications that have left to be collected or to chase collection with the patient.

Discharge TTA or Short-Term Leave medication to be completed on Ward

Medications are routinely supplied for patient use on the ward; some of these medications will have usage lasting for a variety of months e.g inhalers or topical creams. To reduce medication wastage, where TTA/STL are requested these medications are indicated to be added to the medication packets to complete the requested medication on the ward before giving to patient.

Pharmacy will record this action and will be displayed in the Timeline with the details of the medication to be added.

This notification will be automatically sent via email towards the ward shared email group so that all ward staff are aware. Including a physical form affixed to the TTA/STL packets to ensure TTA/STL packets is completed on the ward.

PTS – Recording TTA/STL collection v1.0 23-05-24