



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.

=	OUTSTANDING	
	TTO 5W	2 ^
*	1060 - Nathanial Jones 20/03/1971 (1234567) 1770 9// Barrifso Oxpasienta Barrier for Oxpasienta Barrier for Oxpasienta III 1003 on 19/09/2018. Resumed by 1233 on 19/09/2018. Waiting for Completion recorded at 19/09/2018 1033 by System Admin	336:37
	1061 - Thomas Jones 20/03/1971 (12345654) 1 TTD SW film for Upgatients Starket for Upgatients at 1044 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 🔂
	TTO FASTRACK	3 ^
•	1055 - Harry Brown (1456789) 1170 Fastsch tem for Blue Tt. Standel Mulan Dispensary at 14-49 on 18:09/2018. Reputed by 16:49 on 18:09/2018. Waiting for Chincal check-recorded at 18:09/2018. Reputed by 16:49 on 18:09/2018.	356:21 😣
	1000 - Rhianne Davies (45678) 17T0 Fastock tem for Built Tt Btankd In Man Dispensary at 1517 on 06/08/2018. Required by 1717 on 06/08/2018. Watting for Final check recorded at 12/08/2018. S 40 by System Admin	643:53 🔂
	1001 - No Patient 0 TTO Fastisck Reim för Blue Tit Starktich Minn Dispensary will 1520 on 06:09/2018. Required by 17:22 on 06:09/2018. Waiting för Clinical check recorded at 06:09/2018 15:22 by System Admin	643:48 🔂
	0 110	1.
	1054 - Emily Jones (456789)	056.00

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:





PRESCRIPTION TRACKING SYSTEM

Recording TTA/STL Collection





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.





PRESCRIPTION TRACKING SYSTEM Recording TTA/STL Collection

 \geq 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.

18/04/2024 Dispension	ng < 1 minute
V TTA Collected by Patient 2	ck 1 minute
TTA Not Collected	· · · · · · · · · · · · · · · · · · ·
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Note Icons	Name	Explanation
4	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

Confirm Prescription Medication is Correct

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.

Timeline 175 0 Details Patient PTStest Hospital No. MEH222333 Forename	Patient Surname PTStest	Clicking details will display the prescription details with patient details
Drugs RISPERIDONE 6 mg Tablets 1 Tablet Night: Oral Enter Drug Description	Dispensing 28.00 of 28.00 Tablets	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.

^{18/04/2024}	Booking in
18/04/2024 15:33	Waiting for Clinical Verification & Booking-in Confirmation Duration < 1 minute
^{18/04/2024} 15:34	Additional info.
^{18/04/2024}	RECORD NOTE NO, DON'T RECORD NOTE
18/04/2024 15:34	Dispensing Duration < 1 minute
TTA Collected by	y Patient eck ledication Changes < 1 minute

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

02/05/2024 14:26	Completed	
02/05/2024 14:26	Completion	
02/05/2024 14:51	TTA Collected by Patient TTA Collected by Patient: Given by Moyful Miah	6
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0		×





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.

TTA Collected by Patient		Required	02/05/2024 17:56	
TTA Discarded/Medication Changes		Туре	(eRx) Discharge TTA	~
TTA Not Collected	ispensary 🗸	Orig. ward	Test	

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.

TTA Collected by Detient O	Oursel		
VITA collected by Patient V	Current ward	Test	*
TTA Discarded/Medication Changes	Ticket no.		
TTA Not Collected	 		
TTA Not Collected			

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.

E DISCHARGE TTA	
COMPLETE	2 ^
196522 - Patient PTStest 31/01/2000 (MEH222333) 2 (eRx) Discharge TTA Items for Test Completed at 14:26 Today. Deliver by 14:26 on 03/05/2024	00:00 🚱 🚱
196550 - MMP TestMeds 01/01/1999 (M123456) 2 (eRx) Discharge TTA Items for Test Completed at 14:56 Today. Deliver by 14:56 on 03/05/2024	00:00 🛯 🕿



PRESCRIPTION TRACKING SYSTEM Recording TTA/STL Collection



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.

From	Ward
<< Me	ssage from Pharmacy >>
Pleas PTSte patier	e add <u>EPADERM Cream</u> from the Test ward treatment room to complete Patient est 3 <mark>X</mark> 01/2000 (MEH222333)'s (eRx) Discharge TTA medications before giving t it.
- PLE	ASE DO NOT REPLY TO THIS EMAIL -
Kind r	egards,
Pharn	nacy Department

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.

