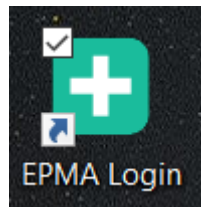


# Prescribing a medicine not available on EPMA

## User Guide

### CMM v8



## Prescribing a medicine that is not available on EPMA

- Locate the 'Inpatient Rx' tab on the patient's profile and select 'ADD DRUG' in the top left-hand corner as shown in the screenshot below.

<b>TEST, Testman</b>	Born <b>26-Mar-1985 (39 y)</b>	Gender <b>Male</b>	National No.
Address	Hospital No. <b>26031985</b>	Allergy Status <b>Recorded allergies</b>	
Consultant <b>TEST NON CONSULTANT, DOC...</b>	Ward <b>Z *Test Ward*</b>	Body Surface Area <b>1.35 sqm</b>	Weight <b>76 kg</b> Height <b>108 cm</b>
Communication zone			
<b>ADD DRUG</b>	ALL ORDERS	PREVIOUS CARE EPISODE	BULK CHANGE
	DRUG CLINICAL INFORMATION	PATIENT NOTES	HELP
<b>Inpatient Rx</b>	Discharge Rx	Short Term Leave Rx	Discontinued Rx
		Monitoring & Assessment	Conflict Log
			Administration
Legend ▾			

- Search for the medication you are trying to find. Ensure you have the correct spelling and note you don't have to spell out the whole name of the medication. You can try the generic and brand name. Most medication on the system will be found as their generic name but there are some that may come up with brand name.
- For example, if searching for paracetamol you can search 'para' and you will be presented with all the available medications starting with 'para'.
- If you cannot find the medication you are looking for, you will be presented with a screen that looks like the below.

Treatment Search ×

There were 0 drugs found.

Drug Protocol Infusion

madeupdrug     [More search options](#)

- **If this occurs during working hours**, please contact your ward pharmacist who will liaise with the EPMA Team and add the drug onto the system.
- **If this occurs outside of working hours**, you will need to prescribe using the dummy drug **"\*Medicine not on EPMA"**. This will appear as shown in the screenshot below.

Treatment Search

There was 1 drug found.

Drug Protocol Infusion

\*medicine not on EPMA Search Clear Show all Help More search options

Drug Name	Route	Formulary Status	Drug Notes	Comments
*Medicine not on EPMA	Oral	Formulary		

PRIORITY DRUGS  
NON-PRIORITY DRUGS  
NON-PRIORITY DRUGS  
HIGH ALERT DRUGS

- EPMA will then prompt you to select the route of administration.
- Please select from the drop-down menu as shown below and click 'Next' to proceed.

Choose Route

This drug is available with one or more route, please select

Oral

Cancel Next

- Please note when prescribing **\*Medicine not on EPMA** the system won't be able to identify whether this medication interacts with any of the other medication prescribed for this patient.
- **Interactions will need to be checked manually by the prescriber to ensure safety.**
- Once interactions have been checked, click on 'Next' to proceed.

\*Medicine not on EPMA

Communication zone

DRUG SEARCH CLINICAL DRUG INFORMATION HELP

Drug Notes Formulary Drug Conflicts Order Entry Confirmation

There are no identified conflicts to be resolved.

The system cannot check for following items (you should check for conflicts manually):  
\*Medicine not on EPMA

\* required order information. Cancel Next

- The next screen you encounter will be 'Order Entry'. Click on 'ADD ORDER NOTE' as per screenshot below.
- An order note must be added on to any prescriptions of '\*Medicine not on EPMA' to provide more information about this drug.

\*Medicine not on EPMA

Communication zone

DRUG SEARCH **ADD ORDER NOTE** CLINICAL DRUG INFORMATION HELP

Drug Notes Formulary Drug Conflicts **Order Entry** Confirmation

Regular Order

Dose \*  unit

Frequency \*  Select a frequency  Other frequency

Route \*  Site of Admin.  Select a site of admin.

Start on \*  31-Jul-2024  10:24  First Administration

Days of treatment

Doses of treatment

Stop on  dd-MMM-yyyy  Last Administration

Medicines Management

Admitted on this drug

\* required order information.

Cancel Next

- In the title, please populate the **name, dose, formulation** and **frequency** of the drug.
- You will then need to select '**Note to appear when charting**' in the 'type' field to ensure this information is presented to nursing staff during administration so they know which medication to administer to the patient.
- The nurse administering this medication will be required to acknowledge this 'order note' before they're able to proceed so it's important this information is clear and accurate.
- Further information can be detailed in the text e.g. Patient has brought in their own supply.
- Select the 'Suppress on Order Stop / discontinue' tick box to suppress this note when '\*Medicine not on EPMA' is discontinued.
- Click on 'Save' once completed.
- Once the 'order note' has been saved, the user will be taken back to the 'Order Entry' screen.

Order Notes - Add

Communication zone

Title \*  Madeupdrug 500mg at night  Suppression Date  dd-mmm-yyyy  Suppress on Order Stop / discontinue

Type \*  Note to appear when Charting  \*Medicine not on EPMA

Detail \*

Madeup drug 500mg at NIGHT

Max 20480 characters: 26

Cancel Save

- Complete the 'Order Entry' section ensuring the details are correct, most importantly that the frequency matches that in the 'order note' and that a dose is entered.
- Be mindful that the 'Dose' will always be set to 'units' and cannot be changed.
- See below for an example which matches the 'order note' on the previous page.
- Click 'Next' when ready to proceed.

\*Medicine not on EPMA

Communication zone

DRUG SEARCH ADD ORDER NOTE CLINICAL DRUG INFORMATION HELP

Drug Notes Formulary Drug Conflicts **Order Entry** Confirmation

Regular Order

Dose \* 500 unit [Dose calculator](#)

Frequency \* \*ON - Night [Other frequency](#)

Administration times: 22:00

Route \* Oral Site of Admin. Select a site of admin.

Start on \* 31-Jul-2024 10:32 First Administration 31-Jul-2024 22:00

Days of treatment

Doses of treatment

Stop on dd-MMM-yyyy Last Administration

Medicines Management

Admitted on this drug

\* required order information. [Cancel](#) [Next](#)

- The following 'Confirmation' screen will show an overview of the prescription you've just created.
- Click 'Confirm' once you're ready to proceed. See below for an example.

\*Medicine not on EPMA

Communication zone

DRUG SEARCH CLINICAL DRUG INFORMATION HELP

Drug Notes Formulary Drug Conflicts **Order Entry** **Confirmation** Legend

The following orders will be added [View Opening](#) [Pharmacy Open](#)

REGULAR	NON STOCK	Date	J...	August 2024
*Medicine not on EPMA		Day	31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26
Dose 500 unit		Route	Oral	
Frequency *ON - Night				
Rx on 31-Jul-2024 10:24		Stop on		
BNF Miscellaneous		Prescriber	MISS POONAM DIVANI	

\* required order information. [Cancel](#) [Confirm & prescribe another](#) [Confirm](#)

- This is how it will appear in the 'Inpatient Rx' tab on the patient's profile.

<b>TEST, Testman</b>		Born <b>26-Mar-1985 (39 y)</b>	Gender <b>Male</b>	National No.
Address		Hospital No. <b>26031985</b>	Allergy Status: <b>Recorded allergies</b>	
Consultant <b>TEST NON CONSULTANT, DOC...</b>	Ward <b>Z *Test Ward*</b>	Body Surface Area <b>1.35 sqm</b>	Weight <b>76 kg</b>	Height <b>108 cm</b>

You have successfully created the order.

ADD DRUG ALL ORDERS PREVIOUS CARE EPISODE BULK CHANGE DRUG CLINICAL INFORMATION PATIENT NOTES HELP

**Inpatient Rx** Discharge Rx Short Term Leave Rx Discontinued Rx Monitoring & Assessment Conflict Log Administration

Sort items by: Order Add/Modify date A-Z BNF Chapter Order start date Order Type View: Legend

REGULAR	NOTE	28-JUL-2024	29-JUL-2024	30-JUL-2024	31-JUL-2024	01-AUG-2024	02-AUG-2024	03-AUG-2024
	<b>*Medicine not on EPMA</b>							
Dose <b>500 unit</b>	Rx on <b>31-Jul-2024 10:24</b>	Route <b>Oral</b>	Directions <b>Night</b>					

- As previously mentioned, the 'order note' containing the important information regarding the name of the medication, dose and frequency will require a mandatory acknowledgement by the nurse administering before they're able to proceed.
- The below screenshot gives you an example of this 'order note' as it will appear to the administering nurse.

**\*Medicine not on EPMA**

Communication zone

VIEW SUPPRESSED NOTES VIEW ALL PATIENT NOTES PRINT NOTE ORDER HISTORY ADMIN HISTORY CLINICAL DRUG INFORMATION HELP

Order Information Verification Order Modify Order Notes Order Tasks

**Madeupdrug 500mg at night**  
Note to appear when Charting

Title: Madeupdrug 500mg at night  
Created: 31-Jul-2024 10:45

Type: Note to appear when Charting  
Author: MISS POONAM DIVANI

Order Link: \*Medicine not on EPMA

Madeup drug 500mg at NIGHT

Cancel Edit

Please inform the pharmacy team within working hours when you notice this prescribed on a drug chart. Once the drug is available to prescribe you can discontinue \*Medicine not on EPMA by clicking into the item, in the order modify tab. For more information on discontinuing please refer to the EPMA Prescriber User Guide.

### Document Control

Version	Date	Author / Editor	Details of Change
1.1			
1.2	03.07.2024	Poonam Divani	Change in home screen new cmm logo and home screen page
1.3	19.07.2024	Sharlene Pereira	Rewording, formatting changes Screenshots to be updated for name change in dummy drug from *Medicine not on JAC to *Medicine not on EPMA
1.4	31.07.2024	Poonam Divani	Updated all screenshots with *Medicine not on EPMA

### Approval Sign Off for Final Release

Owner	Role	Sign Off	Date	Version
Poonam Divani	EPMA Pharmacist	PD	31.07.2024	1.4
Approver	Role	Sign Off	Date	Version
Sharlene Pereira	EPMA Pharmacist	SP	1.08.2024	1.4

*The latest approved version of this document supersedes all other versions, upon receipt of the latest approved version all other versions should be destroyed, unless specifically stated that previous version(s) are to remain extant. If any doubt, please contact the document author.*