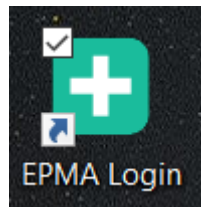# Prescribing a medicine not available on EPMA

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.

- 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.

- **If this occurs <u>during</u> working hours,** please contact your ward pharmacist who will liaise with the EPMA Team and add the drug onto the system.
- **If this occurs <u>outside</u> 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.

- 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.

- 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.

- 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.

- 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.

- 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.

- 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.

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

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

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

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

- 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

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