

ISC - PHARMACY – Out Patient Dispensing of NS Stock (Phase 1)

A list of preset medications has been created in Accuro for Nurse Directed Out-Patient Dispensing (OPD) as required by Nursing requirements under the Regulated Health Professions Act and in line on the College's Joint Statement on Nurse Dispensing.

All prescriptions require address info, as you are creating an Rx in anticipation of an MD or NP signing. It is important the Rx meets all College requirements. **Please take this opportunity to add the Box # and if possible the phone number if missing.**

The medications list will need to be downloaded to your Accuro user profile before issuing OPD medications. *This download only takes place once.* Please DO NOT run the download again, or all items will be duplicated, you cannot reverse this action.

Configuration:

Firstly, there are some configuration settings that will need to be completed on your account in preparation. From the Accuro start Menu > File > User Preferences.

Under the Display Button > EMR Workflow Tab > 'Show height/weight on Ped Rx' and the 'Include Pharmacy buttons' must be checked.

- Show Height and Weight on Pediatric Prescriptions
- Include Pharmacy on Printed Prescriptions.
- Include Pharmacy on Faxed Prescriptions.

These settings must be enabled to ensure the required details are printed on the prescription.

Set Up:

Download Pharmacy List:

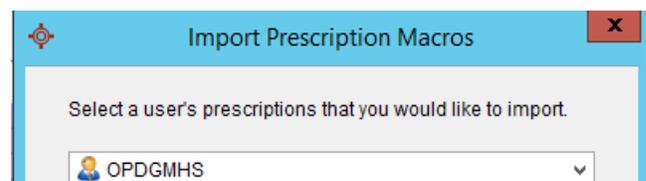
Start in the Encounter Note Tab of the EMR module, select the yellow star icon in the Active Medications Band, this is the 'Favorite' icon.



Select the Import button



Click on User OPDMS > select Import All.

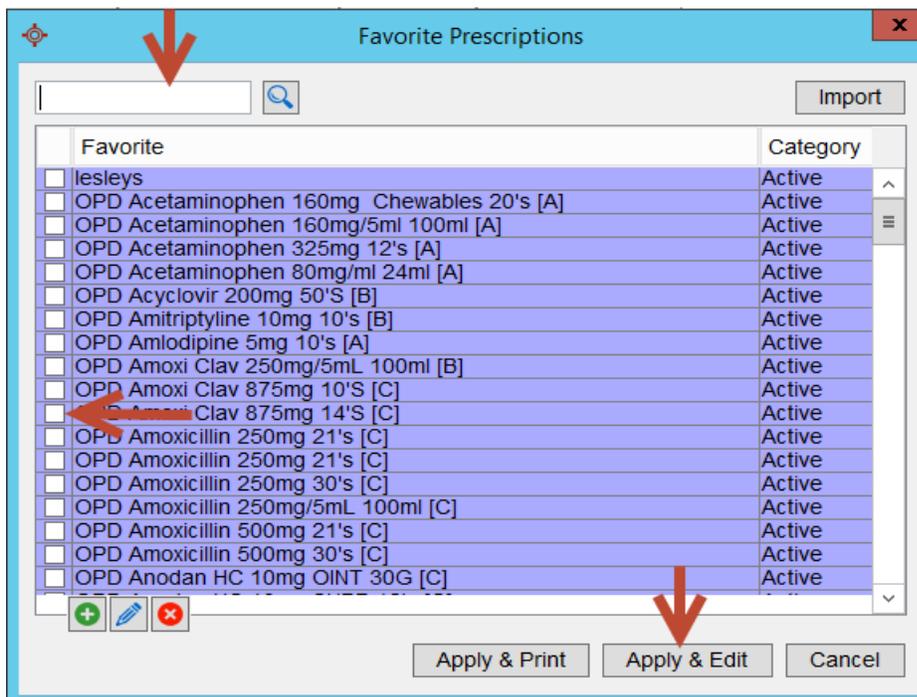


This will load the complete list of pre-set medications to your profile ready to prescribe/dispense.

These must NOT be edited and used as written as they must mirror what is on the OPD Rx label.
*Only if you are modifying the dosing on the OPD Rx label, then you can modify the sig in the EMR to reflect that.

Issuing an item from the Pharmacy list:

From the EMR module – Encounter note tab, ensure you have the correct patient loaded.
Select the favorite icon (the yellow star) in the Active Medication banner.

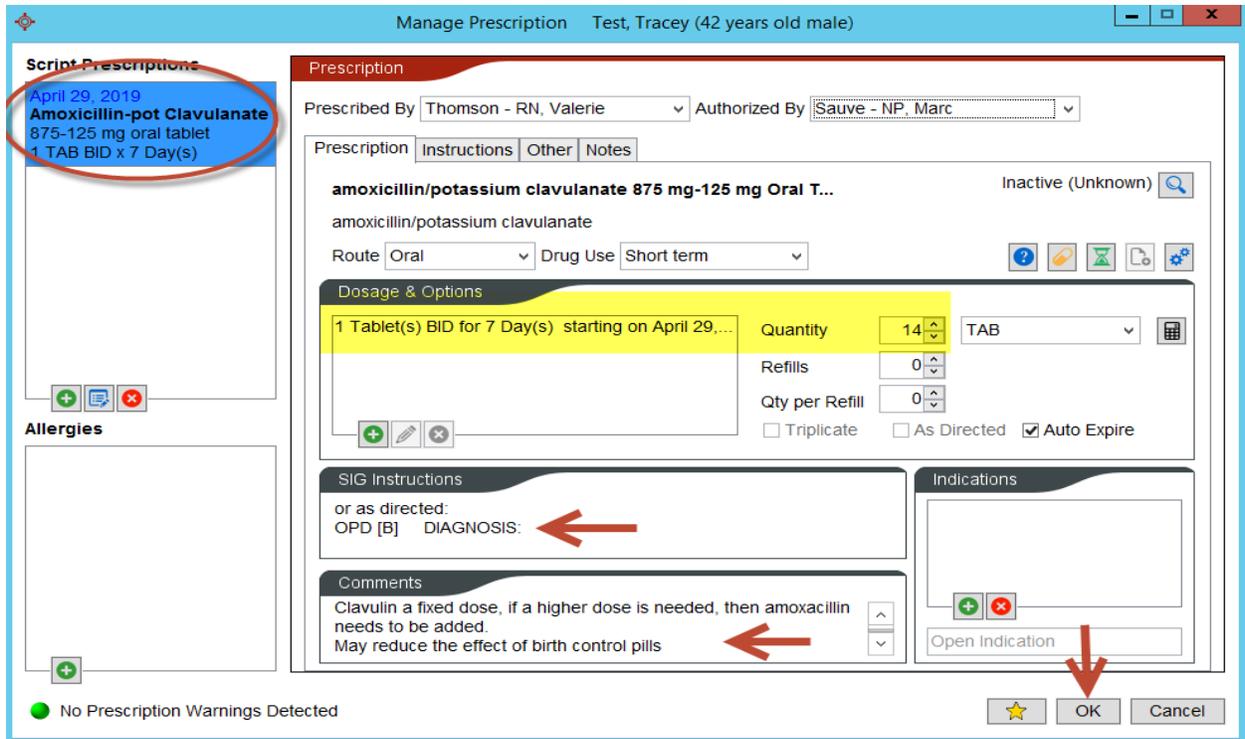


Favorites can be quickly searched at the top of the window, to filter this list.

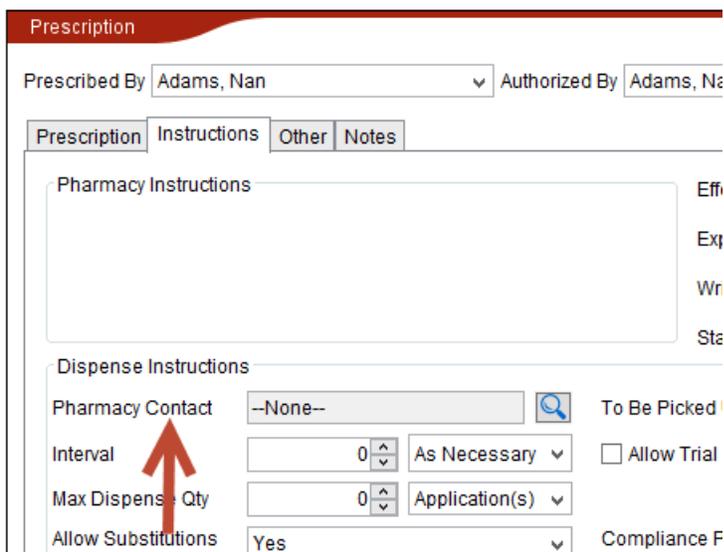
Select the medication(s) you are issuing by selecting the checkbox next to the drug name.
Apply & Edit

**Do not go to Apply & Print as you are required to enter additional information.*

You can select multiple items by selecting the appropriate checkboxes.



- The medication(s) is displayed in the top left of the window in blue.
- If you are handing out more than one vial of the same product change the qty to reflect that, however the total quantity must equal standard pack sizing. In the example above, you would not dispense 20. Your choice is 14 or 28.
- The Dosage/Options, dose and amount and comments have been configured already by the Pharmacy, it is important you do not change these.
- A diagnosis must be added in the SIG instructions section please type next to the Diagnosis heading. This will be verified against the FNIHB Clinical Practice Guidelines by the pharmacy as is required by the Colleges, before forwarding to the prescriber.
- It is expected that you will explain the comments section to the patient.

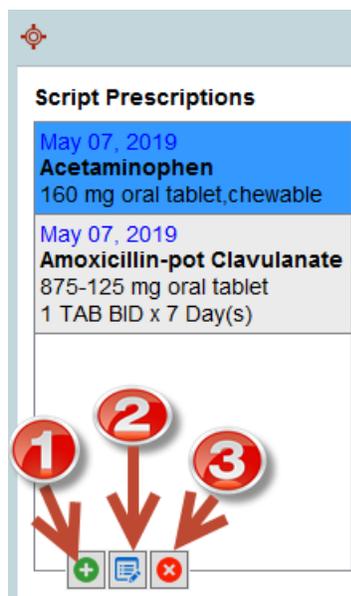


- Move to the next tab – Instructions
- If this Rx is a class C drug that requires V/O from a prescriber, please document in the pharmacy instructions

- Select the looking glass icon to look up and add the Pharmacy
- Add Grand Medicine Health Services
- Click OK when you have completed the diagnosis and discussed comments
- Select OK and Close.

**If you get to the prescription preview and you need to adjust/change something – select 'Back' and not Close.*

If issuing more than one item, select the check box against the items you need – the medications will be displayed in the script prescriptions area at the top left.



You will click on each one – to then complete the diagnosis for each medication and cover the comments etc.

1. The green add sign will allow another item to be added
2. Items that a patient has been prescribed previously can be re-issued here
3. Items can be deleted here if you have selected something in error – or decided not to issue.

Prescription Preview

Rx

Nan Adams 1
 Split Lake Nursing Station -
 P.O. Box 40
 Split Lake, MB
 R0B 1P0
 (204) 342-2033

May 07, 2019

Man Test
 PHN: 789123456 Birthdate: April 13, 1968 male
 Treaty #: 3456

Split Lake, MB R0B 1P0
 (000) ____-____

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Use of this form for purposes or by persons, not authorized under the Controlled Drugs and Substances Act and its Regulations is a criminal offence.

Pharmacy:
 Grand Medicine Health Services
 Suite A - 220 Cree Crescent
 Winnipeg
 R3J 3W1
 Fax: (877) 612-2133

1) NEW Rx (Substitutions Allowed) #TBD
amoxicillin/potassium clavulanate 875 mg-125 mg Oral Tablet
 1 Tablet(s) Two times daily X 5 Day(s) starting on May 07, 2019

SIG Instructions:
 or as directed:
 OPD [B] DIAGNOSIS: Type Here

Qty: 10 Tablet(s) (Ten)
Refills: None
Drug Use: Short term
Route: Oral

Practitioner Certification
 •This prescription represents the original of the prescription drug order.
 •The pharmacy addressee noted above is the only intended recipient and there are no others.

Signature





1) Prescriber and Station Address

2) Patient Information - with Treaty Number

3) The inclusion of the Fax Privacy statement

4) Pharmacy Information

5) Medication details with diagnosis

6) Certification Details

7) Print the prescription – do not sign*

8) Attach the label(s) from your medication to the prescription page

***Remember - if at this window you need to correct anything – select ‘Back’ not Close, this will take you to the previous window.**

Once issued in Accuro – the medication will show in the Active medications tab in the Medical History Bands. A duration will ensure that when the medication expires (based on the issue date) it will automatically move to the Recently Active medications in the Medications Tab.

**If a duration cannot be calculated (creams/eye drops etc.) a medication can be automatically in-activated in the Medication tab.*

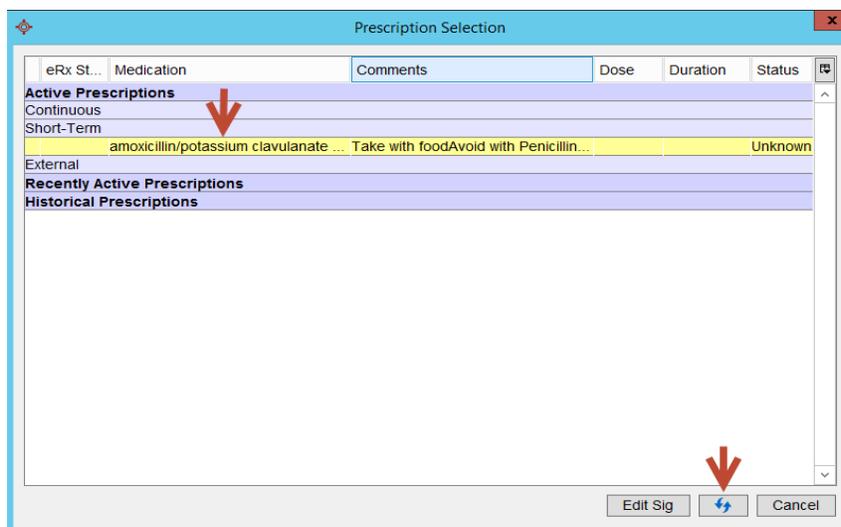
Additional actions:

Re-issuing a medication

If the medication exists in the patient chart already – and they require more, and item can be re-issued by selecting the pencil icon in the Active Medication Banner.



Once selected the prescription selection window will present.



Single click on the medication (or hold CTRL and if there are multiple items)

Click on the Renew Prescription button.

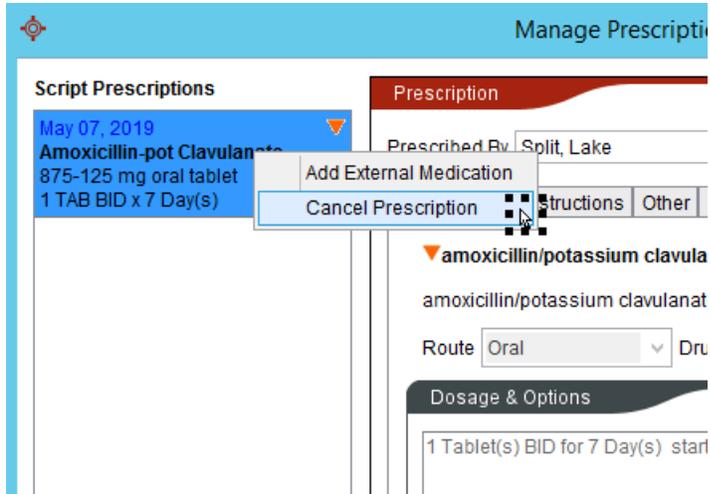
This will class the item as re-issued. Finish details (add diagnosis as usual).

Medications dispensed from Stations as part of your new regulatory requirements all need to be recorded in the patient chart (as well as your encounter note) in this way.

****Medications can also be added from an open clinical note – click on the Favorites or Renew button in the bottom section of your note.***

Removing a prescription made in error:

Single click on the item that needs to be removed/cancelled in the Active Medication banner, this will open the 'Manage Prescription' window.



Right click on the medication name in the Script Prescriptions area at the top left.

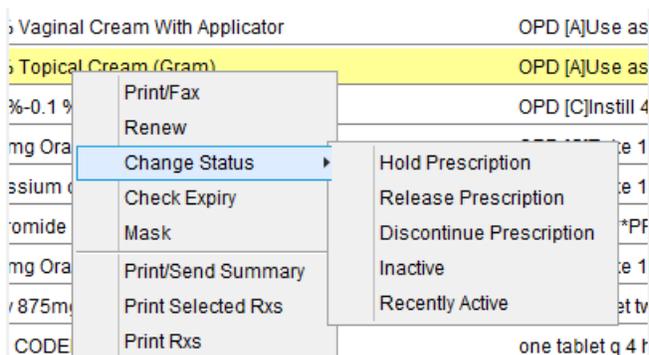
Select Cancel Prescription

It will prompt you 'Do you really want to Cancel' – select Yes.

The prescription is now removed from the patient active medication list.

Medications can also be managed from the Medication Tab in the EMR.

A right click on a medication will allow you the option to 'Change Status'



Prescriptions can most commonly be discontinued – you will be prompted with a picking list to add the reason why, along with any notes.

Prescription Status

■ **clotrimazole 1 % Topical Cream (Gram)**

clotrimazole

Status	Discontinue	▼
Reason	Response to monitoring	▼
Date	Allergy	^
Comment	Intolerance	
	Change in medication/dose	
	Compliance issues	≡
	Rx no longer required	
	Drug interacts with another drug	
	Drug product discontinued or recalled	
	Duplicate Therapy	▼

Include in Generated Prescription

Prescriptions can also be marked as inactive (for medications that cannot calculate an expiry date – creams, eye drops etc.) so they do not fill up the patient’s active medications list displayed in the Encounter Note.