

1. Appendices

Appendix 1 Process with Meditech (QHB, SRP and SJ)

Medicines Reconciliation Process

After seeing the new patient and using appropriate sources to complete a drug history, open up the EMR tab on Meditech and go into the summary screen.

Cardio, Cecil 5ft 7in 170.18cm BSA: 2.00m² BD0000011533 B100001260
77 M 12/04/1945 194lb 0.11oz 88kg BMI: 30.4kg/m²
ADM IN BH20 BH20-02 Allergy: No known allergies Adv: Not Recorded

0 of 2 Selected

✓ Patient Activity [Review](#) Date-Time Detail

<input type="checkbox"/> Allergy	10/11-1433	New: No known allergies
<input type="checkbox"/> Transfer	10/11-1450	From: BH30-04 To: BH20-02

Queries

Permission to access pt's GP record (SCR)? Agreed by Patient
Critical med?
Pharmacist Interventions
Medication assistance at discharge
MDS (Monitored Dosage System) on admission?
Bioequivalent note?
Pharmacy supply comment
Pharmacy supply note

0 of 1 Selected

✓ Orders with Activity [Review](#) Instructions Status Source

<input type="checkbox"/> digoxin 125mcg tablet QH0052690 MED TTO	digoxin 125 mcg PO OD SCH 10/11 1445 BH20 0 tablet	Active	OM Salisbury, Heidi
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Review Activity	Date - Time	User	Source
New Order	10/11/22 - 1439	SALH.SNOP	

Verify Change Status Copy Edit Debit Credit Supply Renew Link Unlink Find Session Orders Enter Patient Comments Other Print Recompile Return to List

Cardio, Cecil BD0000011533 B100001260
77 M 12/04/1945 1.7m 88kg BSA:2.00m² BMI:30.4... No NHS Number E00002775
ADM IN BH20 BH20-02 Allergy/Adv: No known allergies

Clinical Demographics Diagnoses/Procedures

Special Indicator Last Edited By Last Edit Dt/Tm

Allergy/AdvReac	Type	Severity	Reaction	Status	Date
+ No known allergies	Allergy			Verified	10/11/22

Active Medication Dose | Route | Freq Start

+ Digoxin [Digoxin]	125 mcg PO OD SCH	10/11/22	Yes
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Home Medication [Edit](#) Instructions Last Taken Last Confirmed Rx

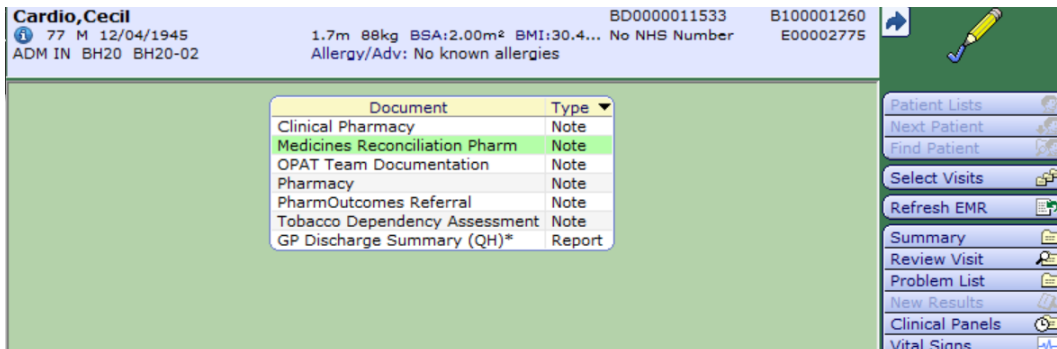
+ citalopram	10 mg PO OD	Unknown	15/12/22	
+ lansoprazole	15 mg PO OM	Unknown	15/12/22	

Patient Pharmacy [Edit](#)

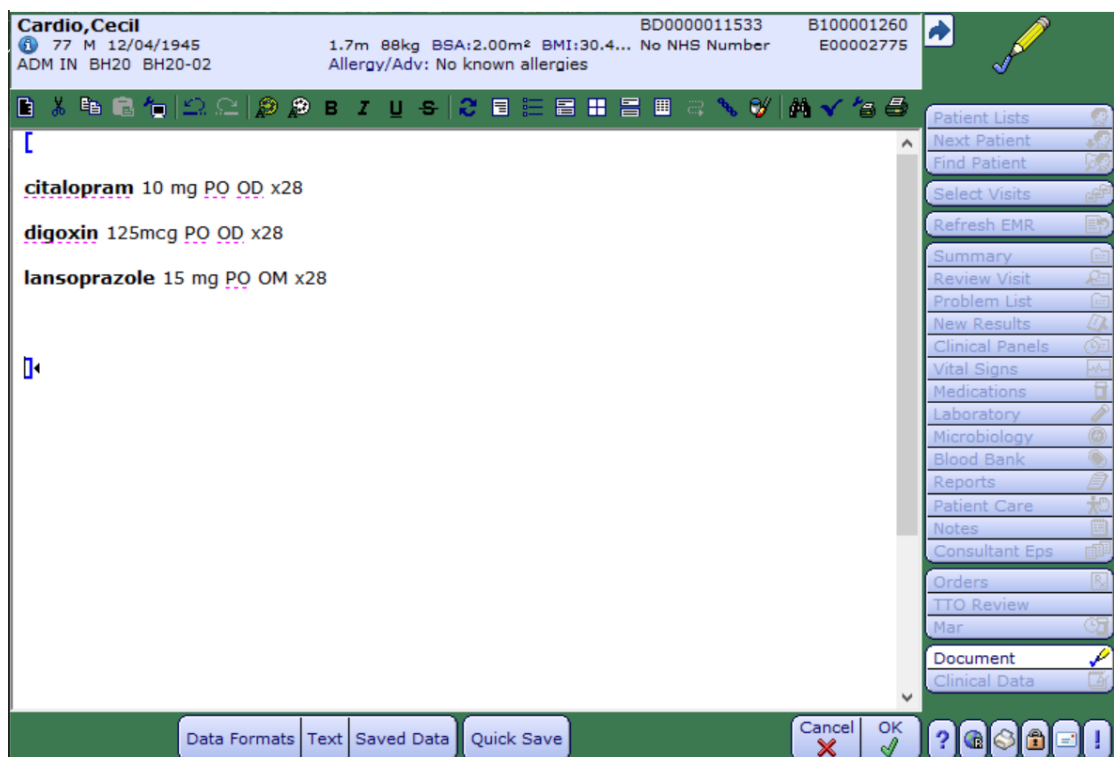
ED Information Exchange Rpt Date

Archive External Application

- Identify any discrepancies between what is prescribed and the drug history.
- Enter all of these discrepancies into the Home Medication section on the summary screen
- Click on the document tab and
- Select the Medicines Reconciliation Pharm note



- Fill in the Medication Reconciliation screen appropriately; SCR access will already be filled in if the patient has been in previously, however this can be updated if needed.
- Annotate if a patient uses a MDS if appropriate in the MDS on admission section.
- Select the sources used in the Meds Reconciled Against section- can utilise the comments box to add further information to support the source.
- Click on the Medication Reconciliation section, this should pull over all the active medication and the items listed in Home Medicines from the summary screen.
- Delete any items that were not part of the medicine's reconciliation.
- Remove the headings that are pulled over to create one list of medication.
- Add any quantities seen to the appropriate medication or if the medication is in an MDS, add "In MDS" at end of medication line.



- Once satisfied that the report accurately depicts the patient's medication history, fill in the supply note to annotate the home supply
- Click to confirm to whether permission was gained to access SystmOne- If SystmOne wasn't used, select "Not applicable."

Cardio, Cecil 77 M 12/04/1945 ADM IN BH20 BH20-02 1.7m 88kg BSA:2.00m² BMI:30.4kg/m² Allergy/Adv: No known allergies BD0000011533 No NHS Number B100001260 E00002775

Recon Crit Meds

Medicines Reconciliation Pharm

Medicines Reconciliation

Medication Reconciliation Issues:

Permission to access pt's GP record (SCR)?	Agreed by Patient	Unable to ask/respond	Declined by Parent/Guard.
MDS (Monitored Dosage System) on admission?	Declined by Patient	Agreed by Parent/Guardian	
*Meds Reconciled Against	MAR sheet	Monitored Dose System	MDS and MAR sheet
	All Ambulance Note	No Reply from Email GP	On-Call GP Note
	Chemist	GP Repeat Rx Slip/Info	Patient Own Medications
	Compliance Aid	Health Profession Not GP	Prison Records
	Clinic letter	Long Stay No MM on Adm	Patient Verbal Info
	Carer's Record	Medical Notes Unconfirmed	Patient Written Info
	Discharge Letter	Med Order History	Summary Care Record
	Drug Chart	Not Available	SystemOne
	Email Request Sent to GP	Inappropriate Clinically	
*Permission to access SystemOne record? (This visit only)	Agreed by Patient	Decline by Patient	Emergency Access (Not Applicable)
Medication Reconciliation	<Entered>		
Pharmacy supply note	TTO: Cecil informs me he has a further supply of all medications listed above at home, therefore only new/changes required on discharge.		
Ward	BH01		
Pharmacy role	Pharmacist	Pharmacy Technician	Trainee Pharmacist

Comment

Document being auto-saved

- Enter the ward the patient was seen on and select your role.
- If any critical medicines have been prescribed, annotate this on the Critical Medications tab and document the drug name in the comments section.

Cardio, Cecil 77 M 12/04/1945 ADM IN BH20 BH20-02 1.7m 88kg BSA:2.00m² BMI:30.4kg/m² Allergy/Adv: No known allergies BD0000011533 No NHS Number B100001260 E00002775

Recon Crit Meds

Medicines Reconciliation Pharm

Critical Medications

Critical Medication

Critical med?	antiCoagulant meds	antiDiabetic meds	Thrombolysis meds
	antiEpileptic meds	Steroids (parenteral or long term)	IV anti-arrhythmics
	antiParkinson meds	Thyroid meds	Anticoagulant reversal
	antiPsychotic meds	antiDementia meds	Full blood count required
	antiInfective meds	Opioids (dosing)	HIV medications
	Insulin	Immunosuppressive meds	Other critical meds

Comment

- Once this is completed, click view/save and enter your pin.
- If any amendments need to be made, this will need to be done as an addendum. To do this click on the note, press amend, enter the amendment then press ok and enter your pin.

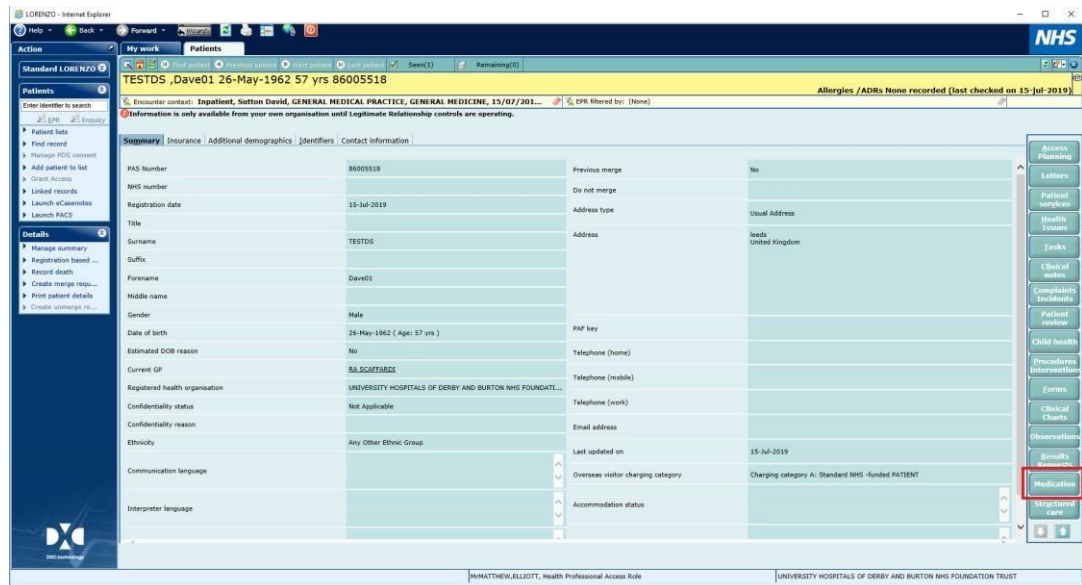
Appendix 2

Process for Lorenzo

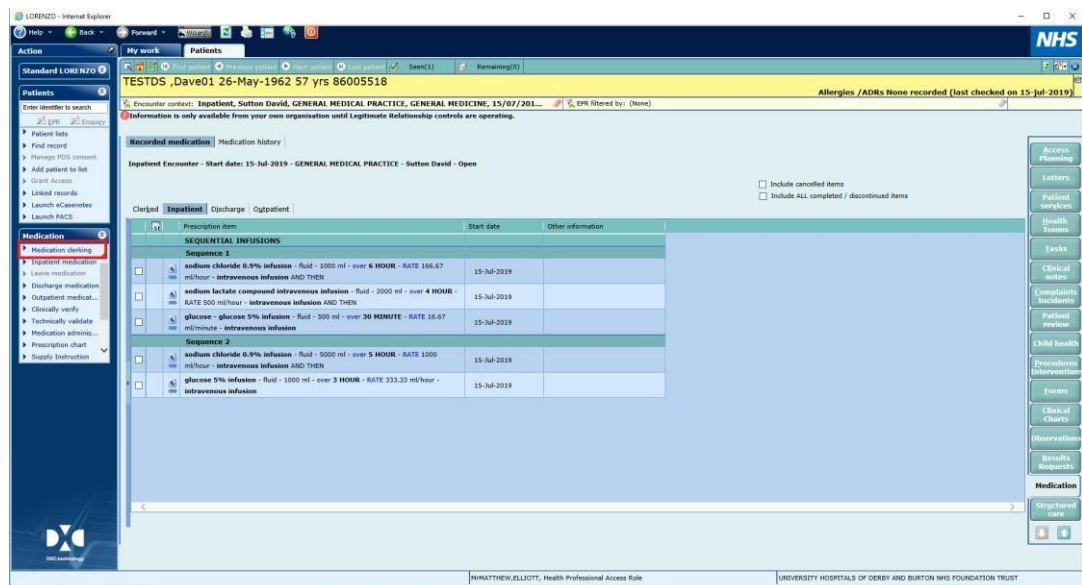
Medicines Reconciliation on Lorenzo

Clerked Medicines (Enter Drug History)

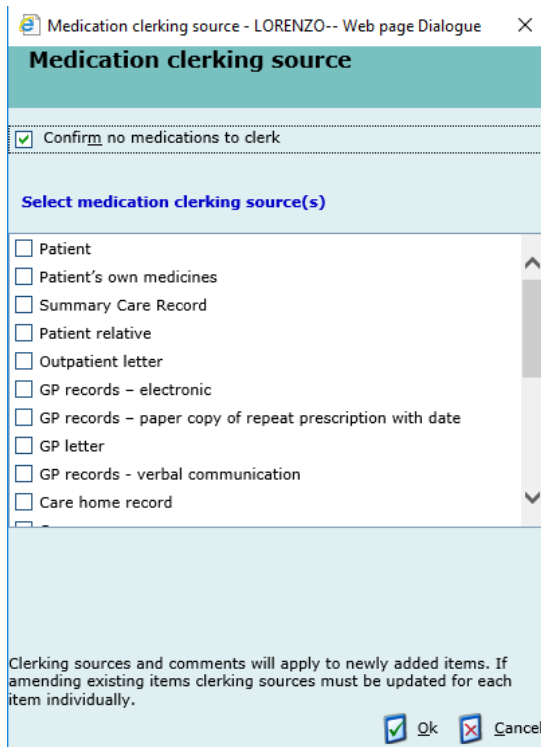
1. Open the patient record and select the Medication Tab (if not your default tab when opening a patient).



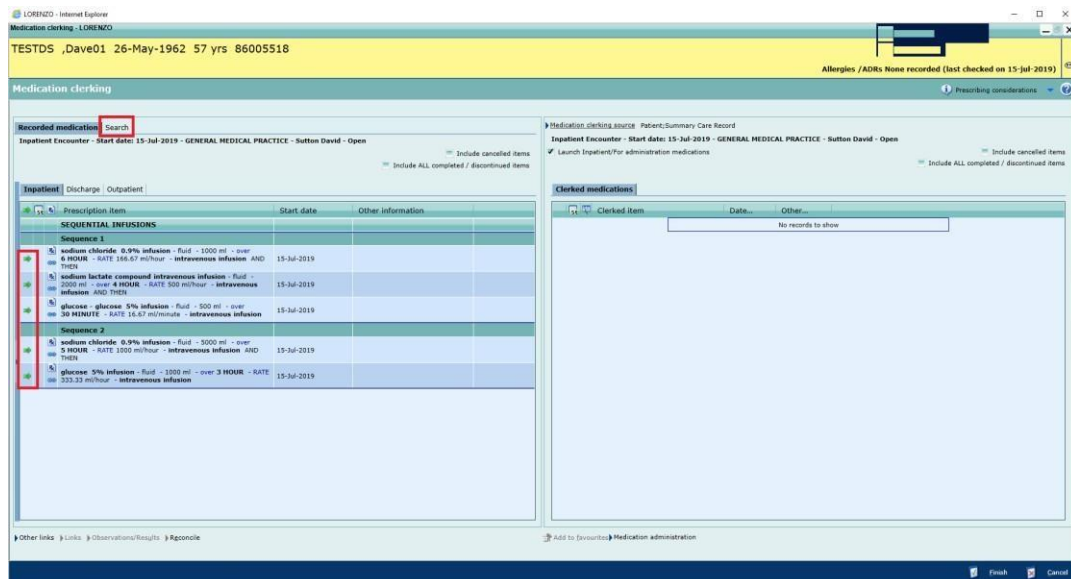
2. Click on the “Medication Clerking” Link



3. Select sources used. If the patient takes no medicines then select “Confirm no medicines to clerk” box and this ends here. If you are changing from nil drug history to adding medicines you will need to remove the tick from the “Confirm no medicines to clerk” box.



4. You can now enter the drug history. To copy medication already prescribed as an inpatient click the green arrow next to the relevant line.

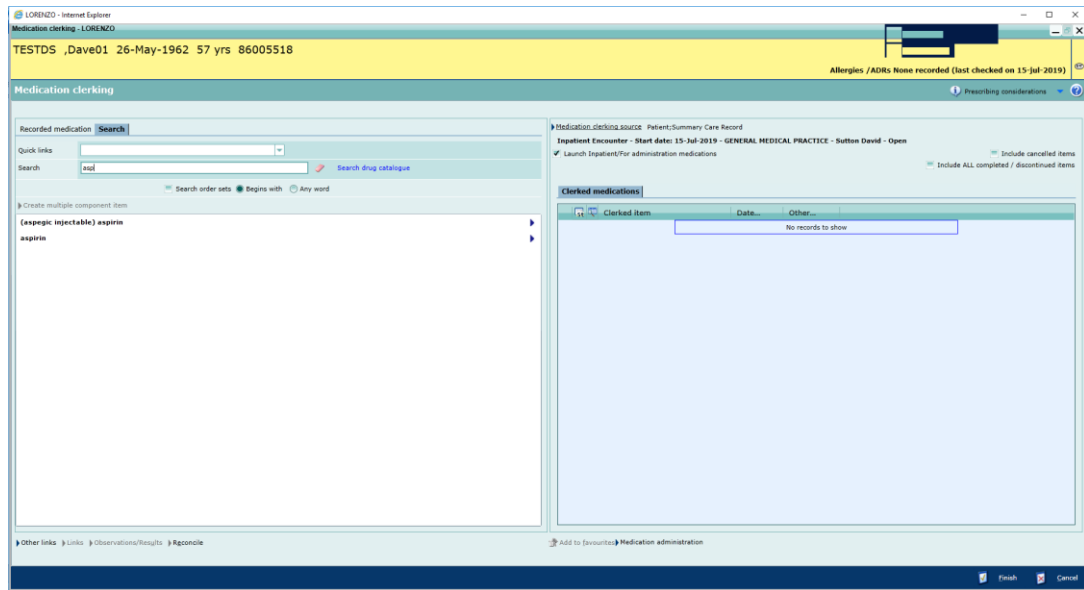


Tip:

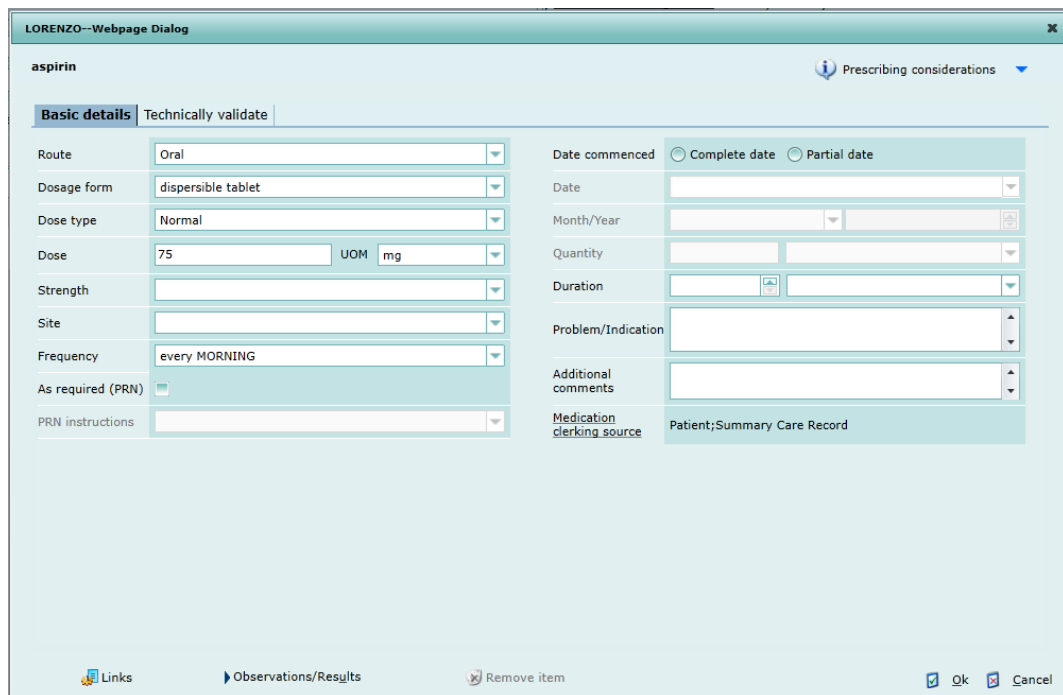
If you used a previous Derby sites discharge or outpatient as a source you can copy medicines from those encounters as well by selecting the blue arrow on the side of the screen then selecting the appropriate encounter and medication type.

Other members of the MDT may have already done this so it won't always be empty.

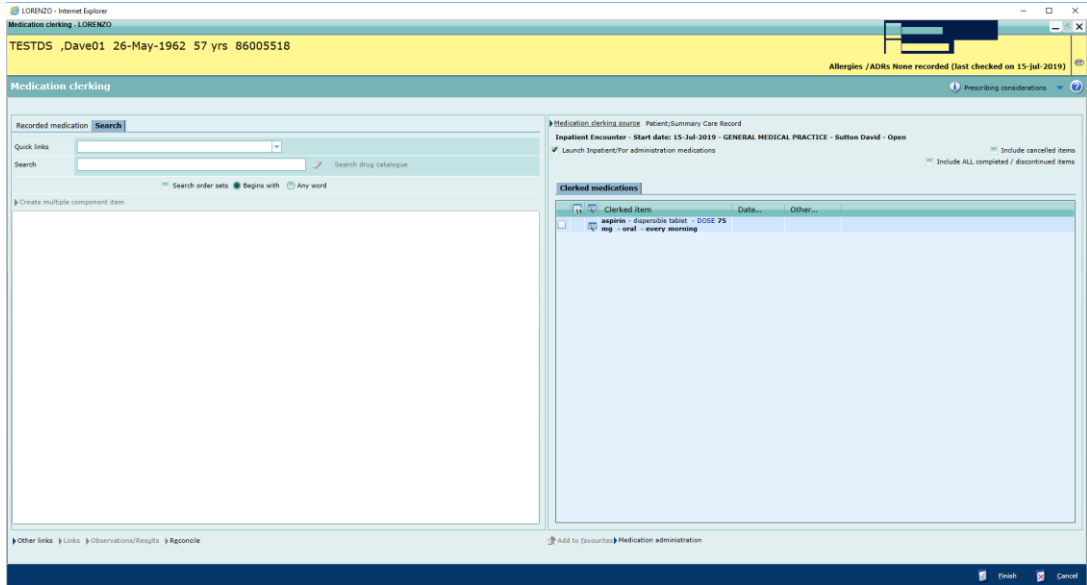
- To enter medication manually click the search tab (highlighted above) and enter at least three characters of the medication you are searching for.



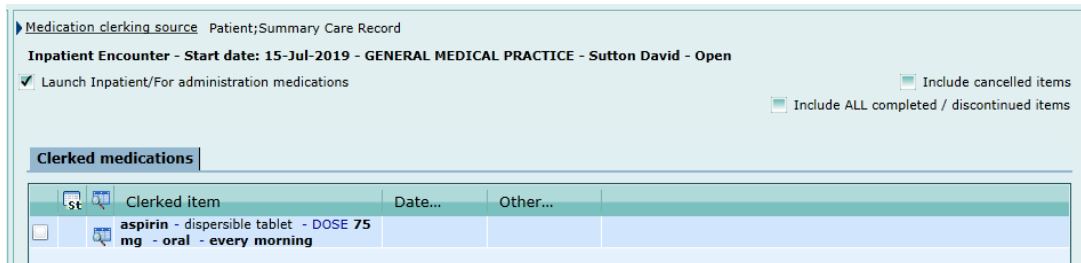
- Select the appropriate drug and select the pre-configured dose or click "Other".



- Once details have been entered click "Ok".



- Repeat steps 4-7 for as many medications as necessary. The list in the right hand pane will be the finished "Clerked Medication" list that is available to all prescribers.
- Remove the tick from the box "Launch Inpatient/for administration medications" to stop the system from taking you to the inpatient prescribing screen.



- Once you have entered the drug history click "Finish".

Medication Management Checklist (Enter Additional Information)

- From the Clinical Indicators view click the bars in the "Pharm" column for the patient you have reconciled.

Patient details	Service point details	On ward	Chart	Meds	Res	eDisc	GPat	Pharm	Comments
BENCHABAZING Malami, Female, 01/01/1980, 81183815	T2 Test Ward, Ward T2 Expected Bed 5	Transferred in 20/05/2019 13:18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SOMTOLorenzo Testfree, Male, 12/12/2012, 81201545	T2 Test Ward, T2 Test Ward	Transferred in 19/07/2018 13:08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LOADTESTFORTYSEX Donohue, Male, 08/05/1999, 81182713	T2 Test Ward, T2 Bed 1	Admitted 28/05/2019 14:08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LOADTESTHAKTYSEVEN Donohue, Male, 08/04/2003, 81182829	T2 Test Ward, T2 TCI Bed	Transferred in 12/04/2019 15:50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TESTDS Dave01, Male, 26/05/1962, 86005518	T2 Test Ward, T2 Test Ward	Admitted 18/07/2019 15:54	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TESTING Cardioase, Male, 27/02/1976, 81188000	T2 Test Ward, Ward T2 Expected Bed 3	Transferred in 14/07/2019 20:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TESTING Pathbas, Female, 02/02/1966, 81249021	T2 Test Ward, Ward T2 Dayroom Char 1	Admitted 01/02/2019 06:08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TESTING Pathology, Female, 16/05/1988, 62110101	T2 Test Ward, T2 Test Ward	Admitted 22/11/2018 13:52	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TESTING Pathology-New, Female, 20/04/1966, 61883755	T2 Test Ward, T2 Test Ward	Admitted 22/11/2018 13:58	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TESTINGLOCH Baby, Female, 12/04/2019, 81271130	T2 Test Ward, Ward T2 Expected Bed 8	Transferred in 20/05/2019 11:19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
XTESTHATENTADDC Eba-Donohue, Female, 10/10/1970, 82073622, 999005815	T2 Test Ward, Ward T2 Dayroom Char 2	Transferred in 26/06/2019 16:33	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Tip:

The colours of the bars mean;

Red = Form not completed and over 24hours

since admission Amber = Form not completed

and 16-24hours since admission Green = Form already completed.

- If there has already been a form completed the information already put in will be displayed. Add or edit information as required.

Actual date of assessment: 15/07/2019 06:52 | Assessed/performed by: MMATTHEWELLIOTT (Rite:HE)

Medicines Management Checklist

Patient Admission

Drug History Completed: Done

Drug History Source:

- Patient
- Patients Own Drugs
- GP Referral
- Hospital Old TTOs
- Retailers
- Summary Care Record
- GP TPP Electronic Records (System One)
- Community Pharmacist
- Notes
- Repeat Prescription Request
- Nursing Home Records/ MARS Sheets
- MARS Alert Booklets e.g. Warfarin etc
- GP
- GP's Receptionist
- Compliance Aid
- E-Coverlets

MARS sheet: Yes No

Permission for Pharmacy Team to View SCR Granted: Yes No Emergency Access

Targeted MUR's: Not Assessed Yes No

Blister pack: Yes

Additional Comments:

NB This form will be changing to remove some of the duplication and have a link to Meds Clerking directly to streamline workflow. Expected August to September 2019

3. Once complete, click "Finish"