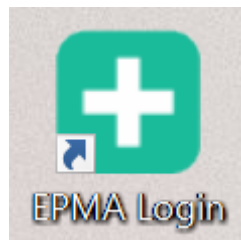


Prescriber EPMA User Guide CMM v8



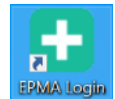
For day-to-day support please contact your ward pharmacist. For any EPMA related queries please contact elft.epma@nhs.net.
For training requests, please 'Raise a Request' through the IT Service Desk Portal. Select 'Clinical Systems Training' and then 'EPMA' from the appropriate dropdown menu.

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1. Logging On

- To access EPMA, double click the 'EPMA Login' web link icon on your desktop.
- Enter your unique username and password (case sensitive).



Do not share your password with anyone



CareFlow
MEDICINES
MANAGEMENT

Username

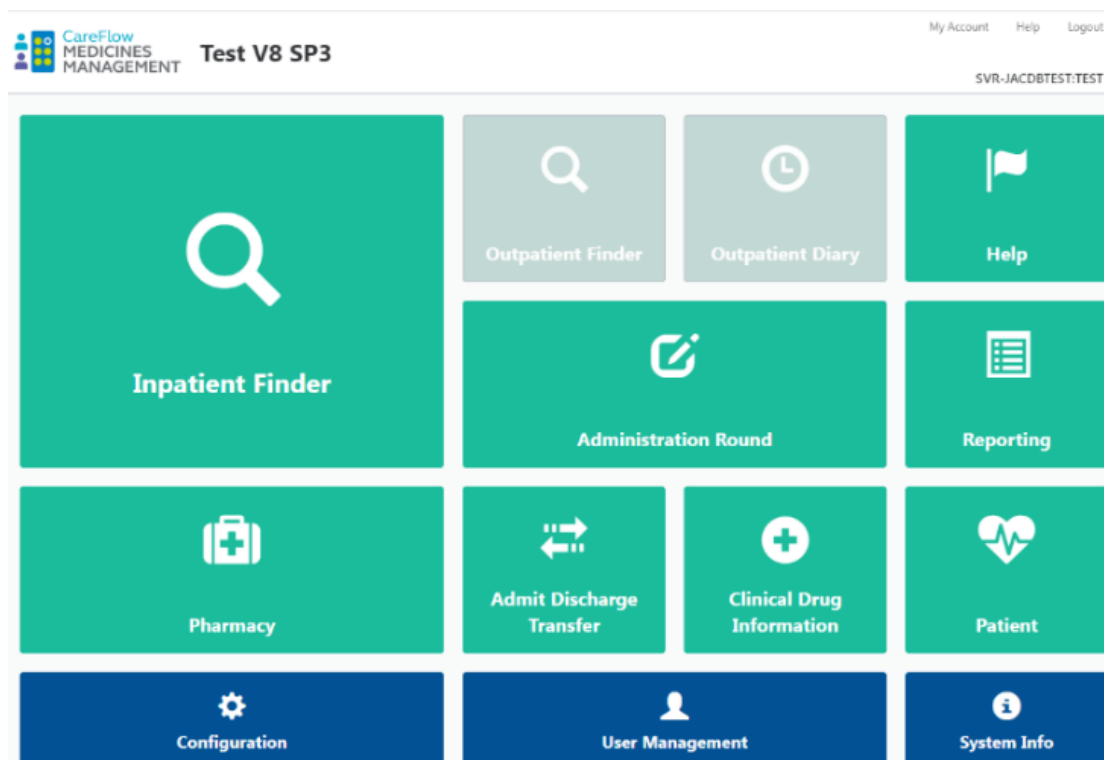
Password

Login

[Advanced Options](#) [Help](#)

Refer to instructions in login detail email and Password Reset Guide for further information

- You are now logged in and will see the screen below:



2. Patient Selection

- Select Inpatient finder, then use any of the following identifiers to select the correct patient. If you are searching by Patient Name you should type in their Surname.

Inpatient Finder

Patient name National number

Hospital ward Hospital number

Patient Location Group

[Search](#) [Clear](#) [Advanced search](#) [Help](#)

Please enter search criteria to find a patient.

Patient Name	Date of Birth	National No.	Hospital No.	Ward	Consultant
--------------	---------------	--------------	--------------	------	------------

- Select the patient.

Note: EPMA will warn you when there are patients with similar names are on the same ward. You should always check that the patient's date of birth and NHS number are correct to ensure you have selected the correct patient.

Inpatient Finder

Patient name National number

Hospital ward Hospital number

Patient Location Group

[Search](#) [Clear](#) [Advanced search](#) [Help](#)

1-6 from 6 results returned.

Patient Name	Date of Birth	National No.	Hospital No.	Ward	Consultant
TESTMEDS, Mmp ▼	01-Jan-1999 (25 y)		M123456	Z "Test Ward" (PHM)	TESTDOCTORCONSULTA...
TESTING TESTING, Test ▼	07-Jul-1990 (34 y)		21551624	MILLHARBOUR (PHM)	TEST NON CONSULTANT, ...

- Only patients currently admitted to an inpatient ward/HTT with EPMA will appear.
- If the patient does not appear when searching, please contact your ward pharmacist or the Duty Senior Nurse out of hours.

- See below for an overview of the chart.

Communication Bar:
Will show alerts and any outstanding actions e.g. allergy status, complete STL/TTA

Monitoring & Assessment: Any outstanding actions can be actioned through this tab.

Conflict Log:
To see warnings and suppressed warnings about allergies, interactions, and duplicate medicines.

The screenshot displays the EPMA interface for a patient named TEST, Pharmacy. The patient's details include: Born 20-Jul-1989 (35 y), Gender Male, National No., Address, Hospital No. 0000001, Allergy Status Recorded allergies, Consultant TEST NON CONSULTANT, DOC..., Ward Z *Test Ward*, Body Surface Area, Weight, and Height. Below the patient information is a 'Communication zone' with a speech bubble icon. The main navigation bar includes tabs: ADD DRUG, ALL ORDERS, PREVIOUS CARE EPISODE, BULK CHANGE, DRUG CLINICAL INFORMATION, PATIENT NOTES, and HELP. Below this is a sub-navigation bar with tabs: Inpatient Rx, Discharge Rx, Short Term Leave Rx, Discontinued Rx, Monitoring & Assessment, Conflict Log, and Administration. The 'Inpatient Rx' tab is selected, showing a list of medications. The first medication is AMLODIPINE 10 mg Tablets, with a dose of 10 mg, Rx on 31-Jul-2024 11:17, Route Oral, and Directions Morning. The chart shows a timeline from 28-JUL-2024 to 03-AUG-2024, with a green bar indicating the medication is active from 31-Jul-2024 to 01-AUG-2024. Red arrows point from the text boxes to specific elements in the interface: from 'Communication Bar' to the 'Communication zone'; from 'Monitoring & Assessment' to the 'Monitoring & Assessment' tab; from 'Conflict Log' to the 'Conflict Log' tab; from 'Inpatient Rx' to the 'Inpatient Rx' tab; from 'Discharge Rx' to the 'Discharge Rx' tab; from 'Short Term Leave (STL) Rx' to the 'Short Term Leave Rx' tab; from 'Discontinued Rx' to the 'Discontinued Rx' tab; from 'Displays any recent administration activity (within 7 days)' to the 'Administration' tab; and from 'Administration' to the 'Administration' tab.

Inpatient Rx: To view current chart and used for prescribing

Discharge Rx: To create or view a discharge prescription

Short Term Leave (STL) Rx: To create or view an STL prescription

Discontinued Rx: To view medicines which have been stopped

Displays any recent administration activity (within 7 days)

Administration: To view outstanding administrations due and the last month of administrations

3. Adding and Amending Allergies and Sensitivities

- In the patient record click on 'Allergy Status'. The patient information page will open in a new window. You can make the changes needed using the relevant options and tabs available.
- Please ensure to check the allergy status on every admission to ensure the status is still up to date.**
- Brand new patients may have an allergy status of 'Unknown'. The allergy status will need to be updated as shown below to allow any prescriptions to be made.

TESTING, Molly		Born 01-Jan-1934 (84 y)	Gender Female	National No.
Address ZZ99	Hospital No. 0000011	Allergy Status No known drug allergies		
Consultant WHYTE, SEAN	Ward Test Ward	Body Surface Area 1.89 sqm	Weight 78 kg	Height 170 cm

Communication zone

Patient Information

Communication zone

ADD ALLERGY ADD SENSITIVITY SET TO 'NO KNOWN DRUG ALLERGIES' SET TO 'DRUG ALLERGY STATUS UNDETERMINED' SECONDARY PATIENTS HELP

Patient Details	Current Allergies (0)
Patient Clinical Details	Allergy Type Allergy Reaction Delete
General Practitioner	***No Known Drug Allergies***
Previous Care Episode	

Patient Allergies & Sensitivities

Patient Allergies & Sensitivities History	Current Sensitivities (0)
Patient Height & Weight	Sensitivity Type Sensitivity
Patient Biochemistry	
Patient Journey	

Select Add Allergy or Sensitivity. They will be listed in the relevant information box. You can also select No Known Drug Allergies or undetermined (until confirmed)

Add Allergy

HELP

Drug Allergens Non-Drug Allergens

Search Clear Show all Hide Advanced Options

☒ Drug allergen ☐ Drug allergen group

You can choose here if it's a drug allergen or a non-drug allergen e.g. peanuts. Use the search box to find the allergen.

Here you can filter from individual drug or allergen group e.g. NSAIDs, Penicillins

- On the next page select the relevant allergen from the list compiled and click select. This will take you back to the Patient Information page. Use the drop-down menu highlighted below to select the reaction and press save, the allergy is now added.

Patient Information

Please enter a reaction for the allergy / sensitivity.

ADD ALLERGY ADD SENSITIVITY SET TO 'NO KNOWN DRUG ALLERGIES' SET TO 'DRUG ALLERGY STATUS UNDETERMINED' SECONDARY PATIENTS HELP

Patient Details	Current Allergies (1)			
	Allergy Type	Allergy	Reaction	Delete
Patient Clinical Details	***No Known Drug Allergies***			
General Practitioner	Drug	olanzapine	Select reaction	<input type="checkbox"/>
Previous Care Episode				
Patient Allergies & Sensitivities				
Patient Allergies & Sensitivities History	Current Sensitivities (0)			
Patient Height & Weight	Sensitivity Type	Sensitivity	Reaction	Delete
Patient Biochemistry				
Patient Journey				

Cancel Save

TEST, Pharmacy	Born 20-Jul-1989 (35 y)	Gender Male	National No.
Address	Hospital No. 00000001	Allergy Status Recorded allergies	
Consultant TEST NON CONSULTANT, DOC...	Ward Z *Test Ward*	Body Surface Area	Weight
		Height	

Communication zone

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

REGULAR	HIGH ALERT	28-JUL-2024	29-JUL-2024	30-JUL-2024	31-JUL-2024
SODIUM VALPROATE 200 mg Controlled Release Tablets					
Dose 200 mg	Rx on 31-Jul-2024 11:21	Route Oral	Directions Lunchtime		
SERTRALINE 25 mg Tablets					
Dose 25 mg	Rx on 31-Jul-2024 08:35	Route Oral	Directions Morning		

Recorded Allergies

- amoxicillin [Non-anaphylactic allergic reaction]

Recorded Sensitivities

- ibuprofen [Other known sensitivity]
- Peanuts [Non-allergic adverse reaction]

Allergies/Sensitivities will appear here as a notification when entering the record. It will remain there until the 'X' is clicked on the notification

The same process applies when an adding a sensitivity.

- When an item is listed as an allergy the prescriber will not be able to prescribe that item, however when listed as a sensitivity the prescriber will receive a warning which can be overridden for the item to be prescribed.

- Please note there has been a [clinical alert issued on 02-DEC-2024](#) – refer to this for full details. If a previous NMS reaction is confirmed, then please document this as an 'ALLERGY' in the patient's EPMA record to block prescribing of this. You will be able to select 'Neuroleptic Malignant Syndrome (NMS)' from the dropdown list of reactions as per below screenshot.

Patient Information

Please enter a reaction for the allergy / sensitivity.

ADD ALLERGY ADD SENSITIVITY SET TO 'NO KNOWN DRUG ALLERGIES' SET TO 'DRUG ALLERGY STATUS UNDETERMINED' SECONDARY PATIENTS HELP

Current Allergies (1)

Allergy Type	Allergy	Reaction	Delete
Drug	haloperidol	Select reaction	<input type="checkbox"/>

Current Sensitivities (1)

Sensitivity Type	Sensitivity	Reaction	Delete
Drug	NSAIDS	Non-allergic adverse reaction	<input type="checkbox"/>

- You can also select 'Patient Allergy & Sensitivity History' tab to view all the previous allergies and sensitivities recorded for the patient.

4. Overview of Prescribing

4.1 Prescribing for Inpatients

- Each tab (Inpatient Rx, Discharge Rx, etc.) has relevant tasks listed above them.

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

- To prescribe a medicine click 'Add Drug' on the Inpatient Rx tab and the following screen will appear.
- Please note 'Bulk Change' function is not in use and can be ignored.

Treatment Search

Communication zone

Drug Protocol Infusion

Search Clear Show all Help More search options

- You can type the full name or first few letters of a medicine (try searching generic name, brand name, double check spellings), click Search and the list of available preparations will appear.

- Select the required medicine. Choose the most appropriate strength and formulation available.
- If you cannot find a medicine on EPMA contact your ward pharmacist (within working hours) or prescribe the dummy drug “*Medication not on EPMA” (for out of hours working). Refer to allocated guide for more support.

Treatment Search ×

There were 6 drugs found.

Drug Protocol Infusion

Mirtaza [Clear](#) [Show all](#) [Help](#) [More search options](#)

Drug Name	Route	Formulary Status	Drug Notes	Comments
Mirtazapine 15mg Orodispersible Tablet	Oral	Formulary		
Mirtazapine 15mg Tablets	Oral	Formulary		
Mirtazapine 30mg Orodispersible Tablet	Oral	Formulary		
Mirtazapine 30mg Tablets	Oral	Formulary		
Mirtazapine 45mg Orodispersible Tablet	Oral	Formulary		
Mirtazapine 45mg Tablets	Oral	Formulary		
<div>PRIORITY DRUGS</div> <div>NON-PRIORITY DRUGS</div> <div>NON-PRIORITY DRUGS</div> <div>HIGH ALERT DRUGS</div>				

- On the following page the tabs shown below will appear after the medicine is selected, each tab will highlight GREEN (no action needed) or RED (awaiting action).

DRUG SEARCH ADD ORDER NOTE CLINICAL DRUG INFORMATION HELP

Drug Notes ✔ — Formulary ✔ — Drug Conflicts ✔ — Order Entry ✔ — Confirmation ⚠

4.2 Drug Notes

- If there are any drug notes attached to the drug then a notification will appear. This is usually attached to High Alert medicines. Please ensure you read the note and adhere to the instructions attached. Click Next to continue.

NovoRAPID 100units in 1ml Flexpen Pre-Filled Pen ×

Communication zone

DRUG SEARCH CLINICAL DRUG INFORMATION HELP

Drug Notes ✔ — Formulary ✔ — Drug Conflicts ✔ — Order Entry ⚠ — Confirmation ⚠

High Alert Notification
NOVORAPID 100UNITS IN 1ML FLEXPEN PRE-FILLE...

This is an alert that is displayed based on your local organisation's need to prompt awareness when prescribing and administering high-risk medicines:

Ensure the correct device is selected. Complete insulin passport throughout admission & discharge.

* required order information.

[Cancel](#) [Next](#)

- If no drug notes are attached, the system will automatically take you onto the next stage of prescribing.

4.3 Prescribing Non-Formulary Medications

- When prescribing non-formulary medicines, you will be prompted to either select an alternative or continue with the non-formulary choice. If you choose to continue with the non-formulary choice, then you must select a reason from the dropdown list.

Non-Formulary Prescribing Rationale

Option 1: Continue with treatment

Reason * ⓘ Select reason ▼

Option 2: Select a formulary alternative

Protocol Name	Components	Route	Formulary	View notes
Paroxetine 20mg Tablets	Paroxetine 20mg Tablets	Oral	Formulary	View notes
Paroxetine 30mg Tablets	Paroxetine 30mg Tablets	Oral	Formulary	View notes
Paroxetine 10mg in 5ml Oral Liquid	Paroxetine 10mg in 5ml Oral Liquid	Oral	Formulary	View notes
Citalopram 20mg Tablets	Citalopram 20mg Tablets	Oral	Formulary	View notes
Sertraline 100mg Tablets	Sertraline 100mg Tablets	Oral	Formulary	View notes
Sertraline 50mg Tablets	Sertraline 50mg Tablets	Oral	Formulary	View notes
Fluoxetine 20mg Capsules	Fluoxetine 20mg Capsules	Oral	Formulary	View notes

Non-Formulary Prescribing Rationale

Option 1: Continue with treatment

Reason * ⓘ Select reason

Option 2: Select a formulary alternative

Protocol Name

Paroxetine 20mg Tablets

Paroxetine 30mg Tablets

Paroxetine 10mg in 5ml Oral Liquid

Paroxetine 100mg Tablets

Paroxetine 50mg Tablets

Fluoxetine 20mg Capsules

Choose to continue with a reason OR select alternative from the list

Choose one of the reasons from the list.

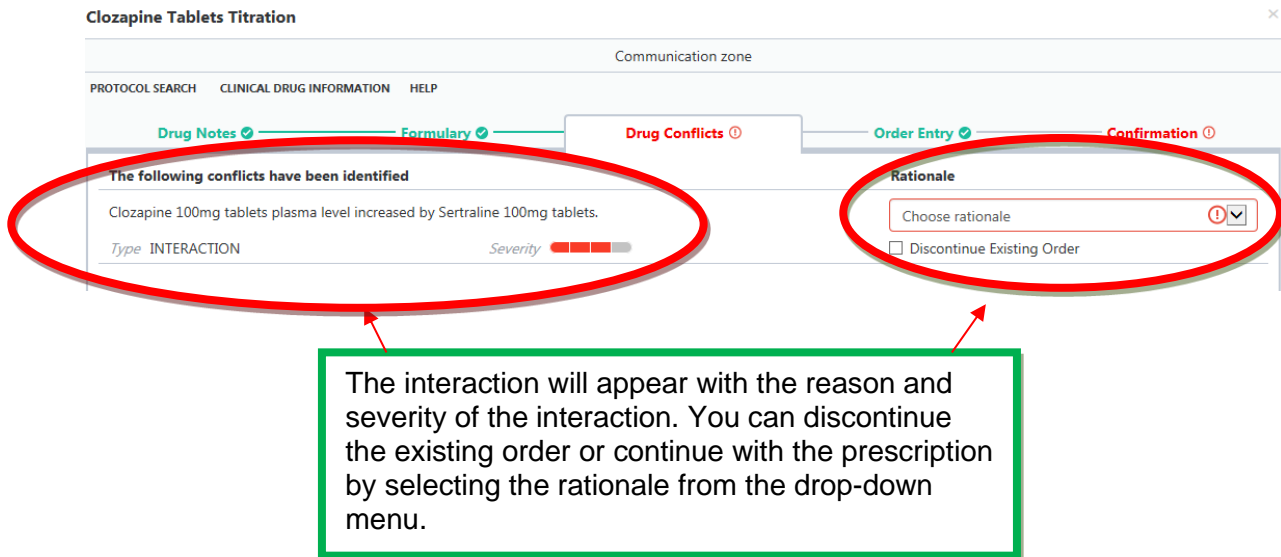
Select reason

- Application to DTC made
- Approved by DTC
- Approved by Pharmacy
- Approved Physical Health medicine
- Other - contact EPMA team
- Patient stabilised on treatment
- POD: not to be dispensed by SWLSTG

- If the drug is on the formulary (most likely) then this section will highlight GREEN and the system will direct you to the next stage of prescribing.

4.4 Drug Conflicts

If any conflicts are present between medicines then this tab will highlight RED. Here you have the option to override the conflict by choosing the rationale behind the prescribing or discontinue the existing medicine it is conflicting with.



- If no conflicts are present then the system will direct you to the next stage of the prescribing process.

4.5 Order Entry

- This tab is your main page of prescribing. Here you can choose the frequency, change the type of order (regular, STAT, PRN etc), add start and stop dates and choose to add order notes if needed.
- The dose and frequency is usually set to a default setting but can be changed so please be careful when prescribing and double check you are happy with the order.
- If all the previous tabs are GREEN when prescribing, the system will automatically take you to this tab even if this tab is GREEN. This is in case you wish to make changes as stated above.

- See below diagram for overview of the tab.

You have 4 options here.

Drug Search: To return to the search screen

Order Note: Add a note attached to this medicine (i.e. Anti-infective prescribing type of note with indication & duration in text)

Clinical Drug Information: To view clinical information from the medicines database

Help: To guide you through prescribing

To change the prescription to regular, STAT, PRN or combined (associated) orders using the drop-down menu

Mirtazapine 15mg Tablets

The screenshot shows the 'Mirtazapine 15mg Tablets' prescription form. At the top, there is a navigation bar with four tabs: 'DRUG SEARCH', 'ADD ORDER NOTE', 'CLINICAL DRUG INFORMATION', and 'HELP'. Below this is a sub-navigation bar with five tabs: 'Drug Notes', 'Formulary', 'Drug Conflicts', 'Order Entry', and 'Confirmation'. The 'Drug Notes' tab is selected. The main form area is titled 'Regular Order' and contains several fields: 'Dose *' (15 mg), 'Frequency *' (*ON - Night), 'Route *' (Oral), 'Start on *' (05-Sep-2018 16:23), 'Days of treatment', 'Doses of treatment', 'Stop on' (dd-MMM-yyyy), 'First Administration' (05-Sep-2018 22:00), and 'Last Administration'. A red arrow points to the 'Dose *' field, and a yellow arrow points to the 'Frequency *' dropdown menu. A red bracket groups the 'Start on *' and 'Stop on' fields. A red arrow points to the 'Dose calculator' link. A red arrow points to the 'Other frequency' link. A red arrow points to the 'Cancel' button. A red arrow points to the 'Next' button. A red arrow points to the asterisk (*) indicating required order information.

Dose: This will default to a standard dose which can be amended if required. Ensure most appropriate formulation is selected for the given dose.

Frequency: Select from the drop-down list

To change the start date and time, add duration of treatment (number of days or doses) or stop date if needed. Leave blank if the prescription is ongoing. Please note most antibiotic prescriptions will default to a 5 day prescription (which can be amended in the 'Days of treatment' section).

- You will see a field for 'Site of administration', this is not currently in use and can be ignored for now.

4.6 Confirmation

Here you can review your order before finalising. Click 'Confirm' to prescribe the medication.

Mirtazapine 15mg Tablets

Communication zone

DRUG SEARCH CLINICAL DRUG INFORMATION HELP

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

Legend -

The following orders will be added

REGULAR NON STOCK

Mirtazapine 15mg Tablets

Date: September 2018

Day: 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1

Dose: 15 mg Route: Oral

Frequency: *ON - Night

Rx on: 05-Sep-2018 16:30 Stop on:

RNF: Other antidepressant drugs Prescriber:

* required order information.

Cancel Confirm & prescribe another **Confirm**

4.7 Prescribing a Protocol

- Protocols are prescriptions which are pre-defined to make it easier to prescribe more complex regimes (e.g. clozapine titrations, alcohol detox regimes, medicines for rapid tranquilisation such as IM/PO Lorazepam or Promethazine).
- On the Inpatient Rx tab click Add Drug then click on the Protocol tab: Search in the protocol tab or select 'Show all' to see all available protocols on the system.

Select Protocol and search using the search box

Treatment Search

Drug **Protocol** Infusion

Search Clear Show all Help More search options

Treatment Protocol Name	Components	Route	Formulary Status	Drug Notes	Comments
PRIORITY PROTOCOLS					
NON-PRIORITY PROTOCOLS					
Clozapine Physical Health Monitoring (Normal Protocol)	BLOOD PRESSURE AND PULSE MONITORING	No Route Required	Formulary		
	TROPONIN LEVEL MONITORING	No Route Required	Formulary		
NON-PRIORITY PROTOCOLS					
HIGH ALERT PROTOCOLS					
Clozapine (CLOZARIL) Inpatient Titration + Monitoring (Normal Protocol)	CLOZAPINE (CLOZARIL) INPATIENT TITRATION + MONITORING	No Route Required	Formulary		Alert
	BLOOD PRESSURE AND PULSE MONITORING	No Route Required	Formulary		
	TROPONIN LEVEL MONITORING	No Route Required	Formulary		
Clozapine (DENZAPINE LIQUID) Inpatient Titration + Monitoring (Normal Protocol)	CLOZAPINE (DENZAPINE LIQUID) INPATIENT TITRATION + MONITORING	No Route Required	Formulary		Alert
	BLOOD PRESSURE AND PULSE MONITORING	No Route Required	Formulary		
	TROPONIN LEVEL MONITORING	No Route Required	Formulary		
Clozapine (DENZAPINE) Inpatient Titration + Monitoring (Normal Protocol)	CLOZAPINE (DENZAPINE) INPATIENT TITRATION + MONITORING	No Route Required	Formulary		Alert
	BLOOD PRESSURE AND PULSE MONITORING	No Route Required	Formulary		

Clozapine Standard Speed Titration Protocol (EXAMPLE 1)

- Select the required protocol carefully; ensure the correct brand, formulation and type of protocol is appropriate. **For any slower or faster speed titrations DO NOT use these protocols – contact your ward pharmacist for support.** Fast or slower titrations should be prescribed as individual STAT doses.
- Please DO NOT change anything in the order entry tab – this has already been set up based on a standard speed titration and MUST NOT be amended.

Clozapine (ZAPONEX) Inpatient Titration + Monitoring

Communication zone

PROTOCOL SEARCH DELETE ORDER ADD ORDER NOTE CLINICAL DRUG INFORMATION HELP

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

CLOZAPINE (ZAPONEX) TITRATION

CLOZAPINE (ZAPONEX) 25 mg Tablets Oral

CLOZAPINE (ZAPONEX) 25 mg Tablets Oral

CLOZAPINE (ZAPONEX) 25 mg Tablets Oral

CLOZAPINE (ZAPONEX) 25 mg Tablets Oral

CLOZAPINE (ZAPONEX) 25 mg Tablets Oral

CLOZAPINE (ZAPONEX) 25 mg Tablets Oral

CLOZAPINE (ZAPONEX) 25 mg Tablets Oral

CLOZAPINE (ZAPONEX) 25 mg Tablets Oral

Regular Order

Dose * 12.5 mg 0.5 Tablet

Frequency * *ON - Night

Administration times 22:00

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

Start on * 17-Jul-2024 17:23

Days of treatment 1

Doses of treatment

Stop on * 17-Jul-2024 23:59

Medicines Management

First Administration 17-Jul-2024 22:00

Last Administration 17-Jul-2024 22:00

* required order information.

Cancel Next

DO NOT change anything on Order Entry tab for the clozapine protocols!

- Order notes can be added at this stage. Otherwise move ahead to confirm. The protocol will now be added to the inpatient chart.
- Key point 1: Do not ever suspend this protocol.** If the titration needs to be paused or stopped, you will need to discontinue the whole protocol. This is due to a potential risk of patient harm. These are pre-set with dates and times, and resuming can take the patient to a dose that is not appropriate. Please discontinue instead of suspending. Speak to your ward pharmacist about further prescribing.

- **Clozapine suspension alert report** – when a clozapine titration protocol is suspended by a prescriber a report will automatically send out to the ward and pharmacy email inbox. The pharmacist will support the prescriber to the discontinue the titration.
- **Key point 2:** The clozapine titration protocol will continue indefinitely once it reaches the 'final' doses of 100mg OM and 200mg ON. This is to ensure the patient won't unintentionally miss clozapine doses once the titration comes to an end. **It is therefore vital that when prescribing maintenance doses, the prescriber discontinues the titration protocol before prescribing new doses.** Make a note of the date that the patient will reach the 'final' doses and hand over to the ward team to ensure this is discontinued on that date or soon after. Once discontinued, prescribe maintenance doses via 'Add drug'. A 'drug conflict' warning will appear if a prescriber attempts to prescribe additional clozapine doses on top of the titration protocol doses.

Warfarin Prescribing Protocol (EXAMPLE 2)

- Search by protocol for 'warfarin' and select 'Warfarin Treatment'. All prescriptions for warfarin need to be prescribed via the protocol tab.
- For a regular order where the patient is on the same dose of warfarin daily, select the 'Regular Order' type from the drop-down menu and prescribe the required dose. INR target range's must also be completed.

The screenshot displays the 'Regular Order' form for Warfarin. The form is divided into several sections: 'Drug Notes', 'Formulary', 'Drug Conflicts', 'Order Entry', and 'Confirmation'. The 'Order Entry' section is active, showing a 'Regular Order' type. The 'Dose *' field is set to 'mg'. The 'INR Result' field is empty. The 'Frequency *' is set to '*PM - Evening'. The 'Route *' is set to 'Oral'. The 'Start on *' date is '17-Jul-2024'. The 'First Administration' date is '17-Jul-2024' at '18:00'. The 'Days of treatment' and 'Doses of treatment' fields are empty. The 'Stop on' date is 'dd-MMM-yyyy'. The 'INR Target' field is empty. The 'Administration times: 18:00' and 'Site of Admin.' fields are also present.

- For an 'Irregular Order' where the patient is on different doses of warfarin daily: Add the required dose(s) for up to the next 7 days and include the INR target range in the field below.

Warfarin Treatment

INR Max value is required.

PROTOCOL SEARCH ADD ORDER NOTE CLINICAL DRUG INFORMATION HELP

Drug Notes ☒ Formulary ☒ Drug Conflicts ☐ Order Entry ☒ Confirmation ☐

Irregular Order

Dose * 2 mg 2 mg 2 mg 2 mg 2 mg 2 mg 2 mg

INR Result

INR Target 2 - 3

Instructions

Frequency * *PM - Evening Other frequency

Administration times: 18:00

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

Start on * 17-Jul-2024 15:36 First Administration 17-Jul-2024 18:00

Days of treatment

Doses of treatment

Stop on dd-MMM-yyyy Last Administration

Add the dose(s) for up to the next 7 days here.

Enter INR target range

- **Key point:** Please note that the 'Irregular Order' type of order is a maximum 7-day prescription at a time - it will need to be updated within the 7 days or the patient will miss their warfarin doses after this point. **Make a note of the day that you are prescribing until and hand over to the ward team to ensure the prescription is renewed on or before that date.** The system will also create a task on the 'Monitoring & Assessment' tab as a reminder (as shown below).

DRUG CLINICAL INFORMATION				PATIENT NOTES		HELP									
Inpatient Rx		Discharge Rx		Short Term Leave Rx		Discontinued Rx		Monitoring & Assessment		Conflict Log		Administration			
Pending Actions				Complete Actions				Active Monitoring				Concluded Monitoring			
Action						Category						Status		Date & Time Due	
Review patient's allergies						Patient Information						Overdue		28-Jul-2022 @ 14:40	
Prescribe dose of oral anticoagulant						Prescribing						Overdue		06-Aug-2022 @ 18:00	
Send discharge prescription to pharmacy						Discharge						Pending			
Prescribe dose of oral anticoagulant						Prescribing						Pending		15-Aug-2022 @ 18:00	

- **Warfarin irregular report** – when a patient is prescribed an 'Irregular Order' protocol of warfarin an automated report will be sent to the relevant pharmacy inbox by email to support the prescriber to update the prescription (traffic light system for urgency).
- To add an INR result to the patient's record, select the Warfarin prescription from the inpatient chart. On the following screen select 'Historic INR Results' as shown below.

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ORDER HISTORY ADMINISTRATION HISTORY **HISTORIC INR RESULTS** CLINICAL DRUG INFORMATION HELP

Order Information Verification Order Modify Order Notes Legend

Warfarin Test

REGULAR NON STOCK HIGH ALERT

Date November 2018

Day 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2

Time 12:00

Dose 3 mg Route Oral

Frequency Lunchtime

Rx on 06-Nov-2018 11:53 Stop on

Prescriber Mr Mohammed Ahmed

This order was prescribed as part of protocol: Warfarin

[Order History](#)
[Administration History](#)

Select this tab and the screen below will appear.

Enter the date and result here. This will then add to the list and can be viewed anytime

INR Results

Communication zone

INR TARGET HISTORY HELP

INR Result	Recorded By	INR Result	Recorded By
<input type="text"/>	07-Oct-2018	<input type="text"/>	08-Oct-2018
<input type="text"/>	09-Oct-2018	<input type="text"/>	10-Oct-2018
<input type="text"/>	11-Oct-2018	<input type="text"/>	12-Oct-2018
<input type="text"/>	13-Oct-2018	<input type="text"/>	14-Oct-2018
<input type="text"/>	15-Oct-2018	<input type="text"/>	16-Oct-2018

Measured on dd-MMM-yyyy

INR Target 2 - 3

Result

Cancel Save

Click save and this will now add the results to the patient's record



NB you MUST enter INR results when they are received



Either/or PO/IM Protocol e.g. Lorazepam (EXAMPLE 3)

- There are other drugs set up this way e.g. promethazine
- Note: for lorazepam protocols there is the 1-2mg dose range or 1mg QDS PO/IM options
- These should be used when the prescriber needs to prescribe PRN oral and IM of the same drug usually for rapid tranquilisation purposes - it will allow the nurse to give only the oral OR the IM, not both at the same time and will allow easier monitoring of usage for that drug.

Treatment Search

There were 2 protocols found.

Drug Protocol Infusion

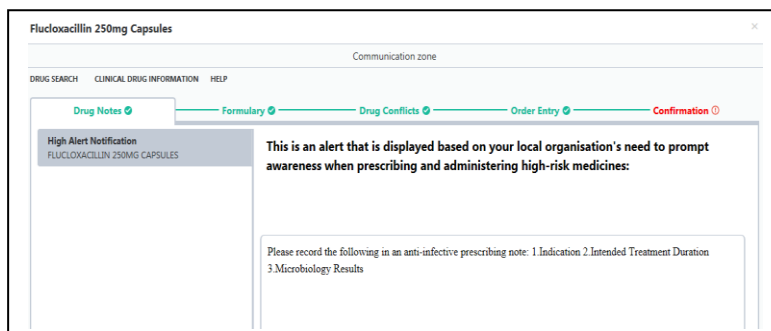
Lorazepam Search Clear Show all Help More search options

Treatment Protocol Name	Components	Route	Formulary Status	Drug Notes	Comments
Lorazepam PO/IM (1-2mg dose range) (Either Or Protocol)	LORAZEPAM 1 MG TABLETS	Oral	Formulary		
	LORAZEPAM 4 MG IN 1ML INJECTION	Intramuscular Inje...	Formulary	View notes	
Lorazepam PO/IM (1mg QDS) (Either Or Protocol)	LORAZEPAM 1 MG TABLETS	Oral	Formulary		
	LORAZEPAM 4 MG IN 1ML INJECTION	Intramuscular Inje...	Formulary	View notes	

PRIORITY PROTOCOLS

4.8 Prescribing High Alert Medicines

- Some medicines are flagged as 'High Alert' by the system. These are associated with alerts that are aimed at helping clinicians to prescribe and administer safely. 'High Alert' medicines include controlled drugs, clozapine and insulins.



- All High Alerts medicines will appear on the Inpatient Chart with a High Alert red label.

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: [Icon]	Legend
REGULAR	HIGH ALERT					
Co-Careldopa 12.5/50mg Tablets						
Dose 1 Tablet(s)	Rx on 07-Sep-2018 14:49	Route Oral	Directions 08:00			
REGULAR	NOTE	HIGH ALERT				
Flucloxacillin 250mg Capsules						
Dose 250 mg	Rx on 07-Sep-2018 14:15	Route Oral	Directions Four Times Daily			

4.9 Anti-Infective Prescribing

- Creating an Anti-infective Note can be done whilst prescribing by clicking on 'Add Order Note' under the order entry tab during the prescribing process.

Under order entry select 'Add Order Note'

Type a title for the note and select the type as 'Anti-Infective Prescribing' from the dropdown list. In the body of the note type the indication, duration of treatment and any relevant microbiology information as shown above

4.10 Creating a Custom Frequency

- Certain medications, e.g. Co-Careldopa, should be prescribed to be administered at specific times. This can be done by selecting 'Other frequency'

Select other frequency, this will add a new box to the page and will be highlighted red.

Admin time

In the text box type in a description of the frequency e.g. TDS at 08:30, 13:00 & 16:00. Then click on Admin Time.

- Enter desired times of administration into the boxes using a 24-hour clock format e.g. 08:30, 13:30, 16:00. Note this is only suitable for daily administrations and up to a maximum of 8 administration times

Enter administration times - use 24h clock

Communication zone

NOTE: Other frequency is for daily administrations only.

Help Cancel Save

Enter desired admin times into the boxes using 24-hour clock format

- Once complete, select 'Save' and continue with the prescribing process as normal

4.11 Prescribing Long Acting Injections & Depots

- Long acting injections & depots are prescribed just like any other medicines. However, please pay extra attention to the default frequency and start date. The drop down menu may seem a little confusing e.g.
 - X2/52AM – Every 2 weeks in the morning
 - X4/52AM – Every 4 weeks in the morning
- Long acting injections & depots should be prescribed to be given in the morning as that allows nursing staff to administer the injection any time that day.

QDS - QDS - 8am, 12, 16 and 19

X12/52ON - Every 12 Weeks at Night

X12/52AM - Every 12 Weeks in the Morning

X12/52LUNC - Every 12 Weeks at Lunch

X12/52PM - Every 12 weeks in the Evening

X2/52AM - Every 2 Weeks in the Morning

X2/52LUNCH - Every 2 Weeks at Lunch

X2/52ON - Every 2 Weeks at Night

X2/52PM - Every 2 Weeks in the Evening

X3/12AM - Every 3 Months in the Morning

X3/12LUNCH - Every 3 Months at Lunch

X3/52AM - Every 3 Weeks in the Morning

X3/52LUNCH - Every 3 Weeks at Lunchtime

X3/52ON - Every 3 Weeks at Night

X3/52PM - Every 3 Weeks in the Evening

X30/7AM - Every 30 Days in the Morning

X30/7LUNCH - Every 30 Days at Lunch

Please select the frequency carefully from the drop down menu

- Key Point:** It is vitally important to ensure the depot prescription 'start date' is correct. **If prescribing for a new admission who has been receiving a depot in the community or changing an existing depot prescription, the prescriber must check when the last depot was administered and prescribe accordingly with an appropriate start date.** There is a risk of patient harm if this step isn't followed.
- Site of admin functionality when prescribing - When prescribing a drug you will notice new functionality called 'Site of Admin'. This is not currently in use, but we hope to use this for depot injection prescriptions soon. We will notify users when this is available.

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

ARIPIPRAZOLE LONG ACTING (VIAL) 400 mg Injection

Communication zone

DRUG SEARCH ADD ORDER NOTE CLINICAL DRUG INFORMATION HELP

Drug Notes Formulary Drug Conflicts

Regular Order

Dose * 400 mg

Frequency * X30/7AM - Every 30 Days in the Morning

Route * Intramuscular Ir

Start on * 11-Apr-2024

- **Monthly prescribing** - When selecting a frequency for a prescription you will notice there is now a Monthly frequency available ('MM' as per below screenshot).
- This new functionality may be useful for depot injection prescribing.

Home Inpatient Finder Test V8 SP3 Dr Test Non Consultant My Account Logout

EAMES, Pusadee

Born 07-Feb-1990 (34 y) Gender Male NHS No. 769 890 4377

Address Hospital No. P244165 Allergy Status Recorded allergies

Consultant ACCOUNT ONLY, EPMA TEST Ward Z *Test Ward* Body Surface Area 1.94 sqm Weight 75 kg Height 180 cm

Communication zone

Communication zone

DRUG SEARCH ADD ORDER NOTE CLINICAL DRUG INFORMATION HELP

Drug Notes Formulary Drug Conflicts Order Entry Confirmation

Regular Order

Dose * 400 mg

Frequency * MM - Monthly

Route * Intramuscular Ir

Start on * 11-Apr-2024

- When selecting 'MM – Monthly' from the dropdown you will be prompted to select a day of the month for the prescription to recur on i.e. Second Thursday of the month (as per below screenshot).

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- Please note that you will not be able to select a particular date of the month i.e. 10th of every month.

The screenshot shows the patient profile for EAMES, Pusadee, born 07-Feb-1990 (34 y), Gender Male, NHS No. 769 890 4377. The patient is on Ward Z *Test Ward*. A dialog box titled 'Monthly Frequency - Recurrence' is open, showing a recurrence pattern of 'Second Thursday of the month' starting on '11-Apr-2024' with 'No end date'. The dialog box is highlighted with a red rectangle.

- You may receive prompts in relation to spacing of doses, example below 'There are some administrations that have a 35-day gap between doses. Check appropriateness.'
- You can check upcoming dates of doses and will be able to adjust these. To do this you will need to click on the drug, onto the 'Order Modify' Tab and then select 'Planned admins'.

The screenshot shows the patient profile for EAMES, Pusadee, born 07-Feb-1990 (34 y), Gender Male, NHS No. 769 890 4377. A warning message is displayed: 'There are some administrations which have a 35 day gap between doses. Check appropriateness.' Below the warning, the 'ARIPIRAZOLE LONG ACTING (VIAL) 400 mg Injection' order is shown, with the 'Planned admins' tab selected and highlighted with a red rectangle.

- Screenshot below shows upcoming doses and ability to change date via the calendar button.

EAMES, Pusadee		Born 07-Feb-1990 (34 y)	Gender Male	NHS No. 769 890 4377
Address		Hospital No. P244165	Allergy Status Recorded allergies	
Consultant ACCOUNT ONLY, EPMA TEST	Ward Z *Test Ward*	Body Surface Area 1.94 sqm	Weight 75 kg	Height 180 cm

⚠ There are some administrations which have a 35 day gap between doses. Check appropriateness.

💬 You have successfully created the order.

ARIPIPIRAZOLE LONG ACTING (VIAL) 400 mg Injection

Planned Administrations

⚠ The rescheduled dose creates a gap with 36 days. Check clinical appropriateness.

Date	Weekday	Status	Modified by
11-Apr-2024	Thursday	Original Plan	Dr Test Non Consultant
08-May-2024	Wednesday	Modified	Dr Test Non Consultant

4.12 Modifying/Suspending/Discontinuing an order

- If you wish to modify an existing prescription, click on the medicine. From the tabs select 'order modify' and make the changes you require.

Mirtazapine 15mg Tablets

Communication zone

SUSPEND ORDER **DISCONTINUE ORDER**

Order Information **Verification**

Regular Order

Reason: Select a reason

Dose: 15 mg, 1 Tablet

Frequency: *ON - Night, Administration times: 22:00

Route: Oral

Days of treatment: 06-Sep-2018, 22:00

Doses of treatment: 1

Stop on: dd-MMM-yyyy

First Administration: 06-Sep-2018, 22:00

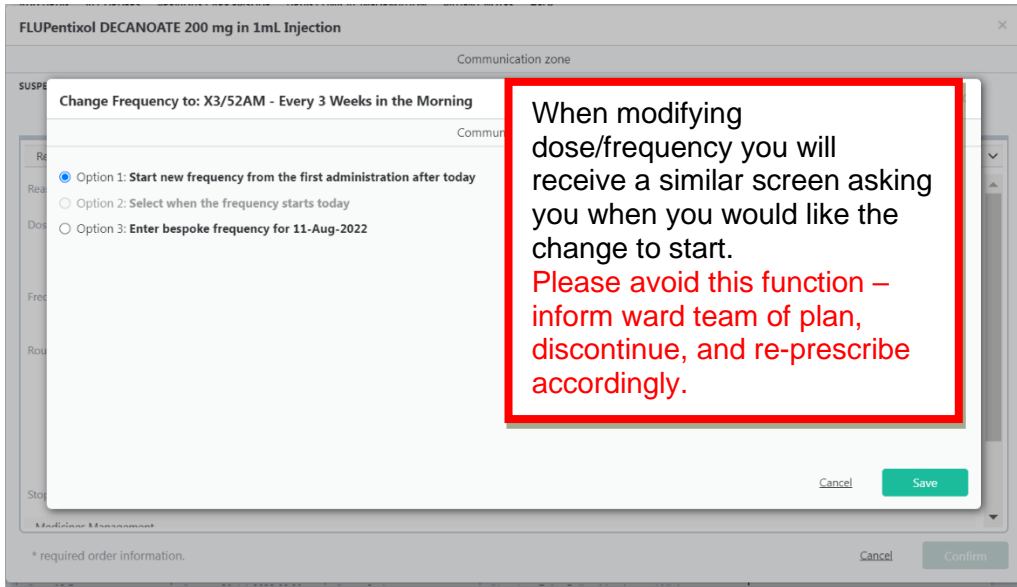
Last Administration:

* required order information.

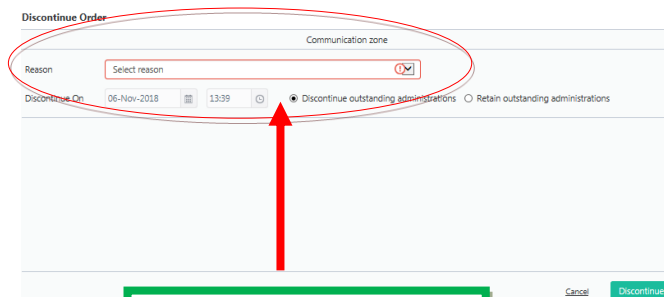
Cancel Confirm

Select the Order Modify tab and amend as necessary. For changes to current script ensure you select a reason for the change. You can also suspend or discontinue the order using the links above.

- Key point:** Please avoid modifying the dose/frequency of depot injection prescriptions via the order modify tab as there have been several incidents where prescribers have selected the wrong option of when to start the change of the prescription. Instead, inform the ward team of the change, then discontinue the item and re-prescribe accordingly. This can also apply to any medication that you wish to amend but are not sure about which option to select. Where you do continue to modify prescriptions via the order modify option, please ensure the ward pharmacist can check the prescription as soon as possible.



- To suspend an order, you can do so by following the same steps shown previously and then selecting Suspend Order. Suspended orders will suspend indefinitely. The option to 'resume order' will be present for suspended orders and the prescriber can select a future date/time for the order to resume.
- To discontinue an order, select 'Discontinue Order'. You will need to select a discontinuation reason and you also have the option to pre-plan the discontinuation by selecting a date and time. By default, the medication will discontinue immediately.



To discontinue, select the reason, date and time if required and then select discontinue

5. Prescribing Short Term Leave (STL) Prescriptions

- When in the selected patient's record, click on Short Term Leave Rx tab and select 'Create STL', then click 'Create new STL prescription' (You will see below **for the first STL prescription** for a patient on the current admission)

TEST, Pharmacy

Born 20-Jul-1989 (34 y) Gender Male National No.

Address Hospital No. 00000001 Allergy Status No known drug allergies

Consultant TEST NON CONSULTANT, DOC... Ward Z *Test Ward*

Body Surface Area Weight Height

Communication zone

CREATE STL BULK CHANGE PATIENT NOTES HELP

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

No STL Prescription associated with this patient

Create STL

The following short-term leave prescriptions have been created:

Create new STL prescription

- For every subsequent STL, you will need to select 'Historic & Future STL' and select 'Create new STL prescription' as per screenshot below.

Home Inpatient Finder Test V8 SP3 Pharmacy Test My Account Logout

EAMES, Pusadee

Born 07-Feb-1990 (34 y) Gender Male NHS No. 769 890 4377

Address Hospital No. P244165 Allergy Status Recorded allergies

Consultant ACCOUNT ONLY, EPMA TEST Ward CAZAUBON (EHCC)

Body Surface Area 1.94 sqm Weight 75 kg Height 180 cm

You have successfully returned the patient from STL.

HISTORIC & FUTURE STL STL EPISODE HISTORY PATIENT NOTES HELP

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

COMPLETED: STL Prescription associated with a historic admission

REGULAR

SERTRALINE 100 mg Tablets

Route Oral Rx on 11-Apr-2024

Historic & Future STL

The following short-term leave prescriptions have been created:

- Starting 11-Apr-2024 @ 10:18 (completed)
- Starting 12-Apr-2024 @ 10:19 (current)

Create new STL prescription Help

- The next screen will ask you to choose the dates you require for the leave: start date and estimated return date. Click save and you will then be brought back to the STL Rx screen

Short-Term Leave Dates

Communication zone

Enter the dates and times when you estimate the patient will go and return from a period of short-term leave.

Start Date/Time: 06-Nov-2018 14:41

Return Date/Time: 06-Nov-2018 14:41

[Help](#) [Cancel](#) [Save](#)

- Select 'Add drug from inpatient'

TEST, Pharmacy		Born 20-Jul-1989 (34 y)	Gender Male	National No.
Address		Hospital No. 00000001	Allergy Status No known drug allergies	
Consultant TEST NON CONSULTANT, DOC...	Ward Z "Test Ward"	Body Surface Area	Weight	Height

You have successfully created a new STL.

ADD DRUG FROM INPATIENT STL DATES HISTORIC & FUTURE STL DELETE STL RX STL LETTER COMPLETE STL BULK CHANGE STL EPISODE HISTORY PATIENT NOTES HELP

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

DRAFT: STL Prescription associated with estimated departure on 17-Jul-2024 @ 17:42 and return on 24-Jul-2024 @ 17:42

- When the chart appears, select the medicines required for the STL. Please ensure for any PRN orders you type in the **DOSES** required and **NOT** the days. The regular medicines selected will automatically complete the fields of days and doses required. Click save. (see below)

Add Drugs From Inpatient Chart

Communication zone

Inpatient Orders		Instructions		Supply	
REGULAR	NOTE	HIGH ALERT			
Flucloxacillin 250mg Capsules		Dose 250 mg	Frequency	Added to STL Prescription	
Route Oral	Start 08-Sep-2018 16:54 Stop 10-Sep-2018 16:54	BNF Penicillinase-resistant penicillins		<input checked="" type="checkbox"/> Add to STL	Doses 8 Days 2
REGULAR	HIGH ALERT				
Co-Careldopa 12.5/50mg Tablets		Dose 1 Tablet(s)	Frequency	Added to STL Prescription	
Route Oral	Start 08-Sep-2018 16:54 Stop 10-Sep-2018 16:54	BNF Dopaminergic drugs used in parkinsonism		<input checked="" type="checkbox"/> Add to STL	Doses 4 Days 2
IRREGULAR	HIGH ALERT				
Warfarin Treatment		Dose 2 mg	Frequency	Added to STL Prescription	
Route Oral	Start 08-Sep-2018 16:54 Stop 08-Sep-2018 23:59	BNF Oral anticoagulants		<input checked="" type="checkbox"/> Add to STL	Doses 1 Days 1
IRREGULAR	HIGH ALERT				
Warfarin Treatment		Dose 2 mg	Frequency	Added to STL Prescription	
Route Oral	Start 09-Sep-2018 00:00 Stop 09-Sep-2018 23:59	BNF Oral anticoagulants		<input checked="" type="checkbox"/> Add to STL	Doses 1 Days 1
IRREGULAR	HIGH ALERT				
Warfarin Treatment		Dose 2 mg	Frequency	Added to STL Prescription	
Route Oral	Start 10-Sep-2018 00:00 Stop 10-Sep-2018 16:54	BNF Oral anticoagulants		<input checked="" type="checkbox"/> Add to STL	Doses 1 Days 1

[Help](#) [Cancel](#) [Save](#)

- Click on 'Complete STL' and then 'Send order to Pharmacy'. This will change the status of the prescription from 'DRAFT' to 'COMPLETED'. Then send an email to your pharmacy team to request that this medication is ordered. Pharmacy will order and reply to you via email. **Ensure the prescription is completed on the system AND an email is sent to pharmacy.**

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TEST, Pharmacy		Born 20-Jul-1989 (34 y)	Gender Male	National No.
Address		Hospital No. 00000001	Allergy Status No known drug allergies	
Consultant TEST NON CONSULTANT, DOC...	Ward Z *Test Ward*	Body Surface Area	Weight	Height

You have successfully created a new STL.

ADD DRUG FROM INPATIENT STL DATES HISTORIC & FUTURE STL DELETE STL RX STL LETTER **COMPLETE STL** BULK CHANGE STL EPISODE HISTORY PATIENT NOTES HELP

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

DRAFT: STL Prescription associated with estimated departure on 17-Jul-2024 @ 17:42 and return on 24-Jul-2024 @ 17:42

ADD DRUG FROM INPATIENT STL DATES FUTURE STL DELETE STL RX STL LETTER COMPLETE STL DRUG CLINICAL INFORMATION PATIENT NOTES HELP STL OVERVIEW HELP

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

Complete STL

Communication zone

HELP

Printing Options

Document Name
AHM180907165715

Output
☒ Print ☐ Print & Save ☐ Save without printing

Controlled Drugs

This prescription: Doesn't Contain Controlled Drug(s).

If the prescription contains controlled drugs, you will need to:

- Print the prescription
- Sign the prescription

The prescription will contain the following code:
ef7405c0-1732-46be-91ba-f9a1bcd8cf99

Delivery

Please select the appropriate urgency message.

☒ Patient will be leaving today. Please supply with the next delivery. - 6 hours

☐ - - 0 hours

☐ Patient is ready to leave. Please supply within the next hour. - 1 hours

Pharmacy Information

The pharmacy is currently Closing

Monday	09:00-17:00
Tuesday	09:00-17:00
Wednesday	09:00-17:00
Thursday	09:00-17:00
Friday	09:00-17:00
Saturday	Closed all day
Sunday	Closed all day

If the pharmacy is closed

The Pharmacy Department is now closed. Please refer to the EDC Lists on the intranet or contact the on-call Pharmacist via the hospital switchboard (Telephone number : 0203 513 6204)

Minimum time

The pharmacy will process items up to 60 minutes before closing. Items received after this will be processed when the pharmacy re-opens. If your request cannot wait till the pharmacy re-opens, see instructions for when the pharmacy is closed.

Cancel **Send order to Pharmacy**

Other Functions for STL

Change dates **Delete current STL**

ADD DRUG FROM INPATIENT STL DATES **HISTORIC & FUTURE STL** DELETE STL RX STL LETTER COMPLETE STL BULK CHANGE STL EPISODE HISTORY PATIENT NOTES HELP

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

Sort items by: Order creation date A-Z BNF Chapter Order start date Order Type

- When a patient is going on leave again, the STL tab can be reused to do the next prescription.
- On the 'Short Term Leave Rx' tab you will notice the '**Historic & Future STL**' option
- This will allow you to view any previous STL prescriptions within the current admission and can be useful to consider before prescribing further STL prescriptions.
- **Key point:** Do not create multiple Future STLs at the same time. STLs must be created and processed by Pharmacy one at a time.

The screenshot displays the patient profile for EAMES, Pusadee, born 07-Feb-1990 (34 y), Male, with NHS No. 769 890 4377. The patient is currently on a Short Term Leave Rx. A modal window titled 'Historic & Future STL' is open, showing a list of short-term leave prescriptions:

- Starting 11-Apr-2024 @ 10:18 (completed)
- Starting 12-Apr-2024 @ 10:19 (current)

The modal also includes a 'Create new STL prescription' link and a 'Help' button.

- **Key point:** for any Schedule 2 or Schedule 3 Controlled Drugs please add them onto the TTA but you will also need to complete an additional paper prescription which will be provided to you by pharmacy.
- **Key Point:** The 'Short Term Leave Rx' tab can be used for every instance of STL. It is important that once the patient is sent on leave, the ward selects 'Send Patient On STL' on the 'Short Term Leave Rx' tab. When they return to the ward from leave, the ward should select 'Return Patient From STL' on the 'Short Term Leave Rx' tab.

6. Prescribing Discharge (TTA) Prescriptions

- These prescriptions should be reserved for the point of discharge. If there are any discrepancies, please liaise with your ward pharmacist for support. Select 'Discharge Rx' tab, click 'Add Drug from Inpatient chart'. New drugs can also be added at this point where required.
- **Please ensure to add all the patient's medication to the discharge TTA including depot injections and patient-own drugs.** In future, this will integrate with the GP discharge letter in RiO. Staff will be notified once this integration has been implemented

The screenshot shows the 'ADD DRUG' section with the 'Discharge Rx' tab selected. Other tabs include 'Inpatient Rx', 'Short Term Leave Rx', and 'Discontinued Rx'. The 'Discharge Rx' tab is highlighted with a red circle. The status at the bottom indicates 'Discharge Prescription is in DRAFT'.

- **RX Comparison** view on Discharge tab - On the Discharge tab you will notice a new function 'RX Comparison'. This will allow you to compare what has been prescribed on the discharge tab versus the inpatient chart to help ensure discharge prescriptions are accurate. You can also go back and forth between the 'Inpatient Rx' and 'Discharge Rx' tab to check everything needed is included in the discharge TTA.

Home Inpatient Finder Test V8 SP3 Dr Test Non Consultant My Account Logout

EAMES, Pusadee Born 07-Feb-1990 (34 y) Gender Male NHS No. 769 890 4377

Address Hospital No. P244165 Allergy Status Recorded allergies

Consultant ACCOUNT ONLY, EPMA TEST Ward Z *Test Ward* Body Surface Area 1.94 sqm Weight 75 kg Height 180 cm

Communication zone

ADD DRUG ADD DRUG FROM INPATIENT **RX COMPARISON** DISCHARGE LETTER COMPLETE DISCHARGE PREV. CARE EPISODE BULK CHANGE DISCHARGE HISTORY PATIENT NOTES HELP

Compare Prescription Charts

Communication zone

TOGGLE LABELS DRUG CLINICAL INFORMATION HELP

Inpatient Rx **Discharge Rx** Sort items by: A-Z

REGULAR

ARIPIRAZOLE LONG ACTING (VI... Dose 400 mg Frequency on the Second Th...

STAT

SERTRALINE 100 mg Tablets Dose 100 mg Frequency A CONCLUDED.

REGULAR

SERTRALINE 100 mg Tablets Dose 100 mg Frequency Morning

- Tick the items that are required for the discharge prescription. Regular orders will default to 14 days' supply, this can be amended if needed. Please inform pharmacy for any changes to default quantity supply in your email. For PRN orders please ensure you specify how many **DAYS** you would like, then click save.
- Tick if you need GP to continue.

Add Drugs From Inpatient Chart

Communication zone

Inpatient Orders Instructions Supply

REGULAR

Mirtazapine 15mg Tablets Dose 15 mg Frequency Added to Discharge Prescription

Route Oral Start 14-Sep-2018 22:00 Stop BNF Other antidepressant drugs

☒ Add to Discharge ☒ GP to continue Days 14

PRN

Promethazine Teoclate 25 mg Tablets Dose 25 mg Frequency Added to Discharge Prescription

Route Oral Start 14-Sep-2018 11:28 Stop BNF Hypnotics

☒ Add to Discharge ☐ GP to continue Days 1

- You will now be required to select 'discharge letter'. Here you will need to enter a discharge Doctor (Please note that this is not the actual discharge letter, this is currently a formality step in the discharge TTA process). Select 'Save'.

The screenshot shows the 'Discharge Letter' form. The 'DISCHARGE LETTER' tab is selected and highlighted with a red circle. The 'Discharge' section is highlighted with a red rectangle, containing the following fields:

- Discharge Date:** 17-Jul-2024
- Discharge Time:** 17:56
- Discharge Dr.:** Select doctor (dropdown menu)
- Outpatient appointment:** (text field)

A red arrow points from a text box to the 'Discharge Date' field.

Choose date, time, and discharging doctor

- Click on 'Complete Discharge' which will change the status from 'DRAFT' to 'COMPLETED' and 'Send order to Pharmacy'. Then send an email to your pharmacy team to request that this medication is ordered. Pharmacy will order and reply to you via email. **Ensure the prescription is completed on the system AND an email is sent to pharmacy.**
- If you need to make changes to the discharge medication after sending to pharmacy, liaise directly with your ward pharmacist before selecting 'Edit Discharge' and making the necessary changes.
- **Key point:** for any Schedule 2 or Schedule 3 Controlled Drugs, please add these on to the TTA but note you will also need to complete an additional paper prescription which will be provided to you by pharmacy.

7. Clinical Information

- By selecting 'Clinical Drug Information' on the home page, you can view clinical information of any drug. This may be useful when discussing side effects and contraindication at the point of prescribing. This can also be found on the inpatient chart.

8. Conflict Logs

- When in a patient's record, 'Conflict Log' functionality allows you to see warnings, suppressed warning, allergies, interactions, and duplicate therapies that occur at the point of prescribing.



It is the prescriber's responsibility to check these regularly to ensure safe prescribing at all times.



TEST, One		Born 01-Mar-1956 (62 y)	Gender Female	National No.
Address 61 GLENBURNIE ROAD LONDON SW17 7DJ		Hospital No. 0000017	Allergy Status Recorded allergies	
Consultant DOCTOR, INPATIENT	Ward Test Ward	Body Surface Area 1.92 sqm	Weight 78 kg	Height 173 cm
Communication zone				

DRUG CLINICAL INFORMATION PATIENT NOTES HELP

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

Filters: ☒ Warnings ☐ Suppressed Warnings ☒ Allergies & Sensitivities ☒ Interactions ☒ Duplicate Therapy ☒ Exact Duplicate From dd-MMM-yyyy to dd-MMM-yyyy

There are no conflicts available to display

The system is set up in a way that will only show significant warnings. These are reviewed regularly by the EPMA team. To view all warnings, select the 'Suppressed Warnings' filter box

9. Administering Medications

- Please refer to the EPMA Nurse Guide

10. Full Medication Chart

- The medication chart is available on the 'Inpatient Rx' page of the patient's record which shows the administration details of each drug for the past 3 days, current day and proceeding 3 days. You can use the Legend tab for more information.

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

	28-JUL-2024	29-JUL-2024	30-JUL-2024	31-JUL-2024	01-AUG-2024	02-AUG-2024	03-AUG-2024
REGULAR ASPIRIN 75 mg Soluble Tablets Dose 75 mg Rx on 31-Jul-2024 11:23 Route Oral Directions Morning							
REGULAR HIGH ALERT SODIUM VALPROATE 200 mg Controlled Release Tablets Dose 200 mg Rx on 31-Jul-2024 11:21 Route Oral Directions Lunchtime							

Administration Chart

- For a view of the full administration chart, select the 'Administration' tab and choose the 'M' function for 30-day charting period. You will now be able to view last administration or available administration view as per below screenshots.

Home Inpatient Finder Test V8 SP3 Dr Test Non Consultant My Account Logout

EAMES, Pusadee Born 07-Feb-1990 (34 y) Gender Male NHS No. 769 890 4377

Address Hospital No. P244165 Allergy Status Recorded allergies

Consultant ACCOUNT ONLY, EPMA TEST Ward Z "Test Ward" Body Surface Area 1.94 sqm Weight 75 kg Height 180 cm

Communication zone

PATIENT NOTES ADMINISTRATION ROUND HIDE LAST ADMINISTRATION HELP

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

Last month Prescriptions with administrations in 13-Mar-2024 to 12-Apr-2024 March 2024 April 2024

View: [M] Legend

SERTRALINE 100 mg Tablets

Dose 100 mg Route Oral Frequency Morning

STAT

SERTRALINE 100 mg Tablets

Dose 100 mg Route Oral Frequency

Last Administration 11-Apr-2024 10:01

Last Administration 11-Apr-2024 10:01

- Select the view as shown above and the following screens will appear for each view of the chart.

Last month Prescriptions with administrations in 23-Jun-2024 to 23-Jul-2024 June 2024 July 2024

View: [M] Legend

SERTRALINE 100 mg Tablets

Dose 100 mg Route Oral Frequency Morning

Last Administration <none>

You can cycle through each 30 day period using the arrows here.

30 day view will appear as shown and last administration date and time for each medication.

- To view a detailed administration history, click on any of the drugs on the administration page and the following screen will appear.

Aripiprazole 5mg Tablets

Communication zone

ORDER HISTORY ADMINISTRATION HISTORY CLINICAL DRUG INFORMATION HELP

Order Information Modification Order Modify Order Notes

Legend

Aripiprazole 5mg Tablets

Dose 5 mg Route Oral Date October 2018

Frequency Lunchtime Day 4 5 6 7 8 9 10 11 12 13 14 15

Rx on 04-Oct-2018 12:15 Stop on

BNF Antipsychotic drugs Prescriber Mr Mohammed Ahmed

Administration History

Select 'Administration History' - can be found in 2 places.

- You can now see full details of the administration history which includes name of nurse who administered, date, time and dose as shown below

Administration History: Aripiprazole 5mg Tablets

Date & Time	Dose / Rate Administered	Dose / Rate Administered	Non-Administered Reason	User Responsible
05-Oct-2018 @ 11:17(sch. 05-Oct-2018 @ 12:00)	5 mg	1 Tablet		Mr Mohammed Ahmed
04-Oct-2018 @ 12:26(sch. 04-Oct-2018 @ 12:00)			Self-Administered	Mr Mohammed Ahmed

- Non-admin reasons will display as an exclamation mark (!) – various sub reasons can be entered as a non-admin reason e.g. patient declined, Other reason record on Rio notes, patient self-administered. These exact reasons can be found by hovering your mouse over any exclamation marks on the administration tab.

11. Dummy Drugs on EPMA

11.1 'Consent to Treatment Form' Dummy Drug

- Current EPMA functionality does not allow electronic Consent to Treatment forms (T2/T3) and Community Treatment Orders (CTO1/CTO11/CTO12). Therefore, there is a “dummy drug” called ‘Consent to Treatment Form’ which must be prescribed for all relevant patients.
- This ‘Consent to Treatment Form’ “dummy drug” should be prescribed in addition to the completion of the Consent to Treatment form. The “dummy drug” on EPMA does not replace the need for the original form, it will act as a prompt or reminder. Ensure that the original Consent to Treatment form is checked before making changes to or adding new medication.
- The process of adding a ‘Consent to Treatment Form’ dummy drug to the patient’s chart can be found below:

1. Select ‘Add Drug’

The screenshot displays the EPMA patient management interface for a patient named TEST, Pharmacy. The interface includes a top navigation bar with tabs: ADD DRUG (circled in red), ALL ORDERS, PREVIOUS CARE EPISODE, BULK CHANGE, DRUG CLINICAL INFORMATION, PATIENT NOTES, and HELP. Below the navigation bar, there are sections for patient details (Born 20-Jul-1989 (35 y), Gender Male, National No.), Hospital No. 00000001, Allergy Status Recorded allergies, and a list of orders (Inpatient Rx, Discharge Rx, Short Term Leave Rx, Discontinued Rx). The main area shows a list of drugs, with 'AMLODIPINE 10 mg Tablets' selected. The drug details include Dose 10 mg, Rx on 31-Jul-2024 11:17, Route Oral, and Directions Morning. A calendar view at the bottom shows the date 31-Jul-2024 highlighted.

2. Next search for 'Consent to Treatment Form':

3. Now you need to prescribe the consent to treatment form. Note that the fields are all pre-populated. The form is normally prescribed at night-time, but this is amendable.

4. Before you confirm the order, you will need to attach a note to the item by clicking on 'Add Order Note' as circled above in Red. This alerts users that the patient has a valid consent to treatment form and prompts them to check the CTT/CTO. Add a "Mental Health Act" note (below) and record basic details of the form: type of form, the date the form was written/valid from, where the actual form can be found.

Title *
MHA Note

Suppression Date
dd-mm-yyyy

☐ Suppress on Order Stop / discontinue

Type *

Select type

- Administration Instructions
- Admission Date
- Allergic Reaction
- Anti-infective Prescribing
- Clozapine Monitoring
- Clozapine Outpatient Collection
- Clozapine prescription reviewed
- Community pharmacy MUR referral
- Depot Administration
- Dieticians Note
- Dispensing Note
- High Dose Antipsychotic Therapy
- HTT: Medication left with patient
- Leaflet given, +ve/-ve/choice disc.
- Mental Health Act**
- Note to appear in Discharge Letter
- Note to appear when Charting
- Nursing Note
- Pharmacy Note
- Self Administration
- Short Term Leave

Order Link
Consent To Treatment Form

Cancel Save

Add a “Mental Health Act” note, and record basic details of the form

- Type of Form
- The date the form was written/valid from
- Where the form can be found

- Click ‘Save’, move on to confirmation and confirm the order
 - Paper copies of CTT & CTO forms should be stored on the ward where applicable, wards may also have electronic versions.
 - To modify/discontinue a CTT/CTO dummy drug form follow the same steps as shown in Section 4.12

11.2 High Dose Antipsychotic Therapy (HDAT) Dummy Drug

- Search for ‘high dose antipsychotic therapy’ in the drug tab (as per below). Select the item and without changing anything go ahead to prescribe it onto the chart – this is just a reminder that the patient requires additional monitoring.

Drug Protocol Infusion

high dose antipsychotic therapy

Search Clear Show all Help More search options

Drug Name	Route	Formulary Status	Drug Notes	Comments
PRIORITY DRUGS				
NON-PRIORITY DRUGS				
HIGH DOSE ANTIPSYCHOTIC THERAPY (HDAT) MONITORING	No Route Required	Formulary		
NON-PRIORITY DRUGS				

- This item can be discontinued when the patient is no longer HDAT status as per steps mentioned in Section 4.12.

11.3 Blister pack (Compliance Aid) Dummy Drug

- This dummy drug can be prescribed for patients already established on a dosette box or compliance aid in the community. For any patients that you wish to start on a compliance aid please contact your ward pharmacist before adding on the dummy drug.
- Search for 'blister pack' in the drug tab (as per below). Select the item and without changing anything go ahead to prescribe it onto the chart – this is just a reminder that the patient usually receives their medication as a dosette box.

The screenshot shows a web interface with three tabs: 'Drug', 'Protocol', and 'Infusion'. The 'Drug' tab is active. A search bar contains the text 'blister pack' and a green 'Search' button. To the right of the search bar are links for 'Clear', 'Show all', 'Help', and 'More search options'. Below the search bar is a table with the following columns: 'Drug Name', 'Route', 'Formulary Status', 'Drug Notes', and 'Comments'. The table has a section for 'PRIORITY DRUGS' and a section for 'NON-PRIORITY DRUGS'. Under 'NON-PRIORITY DRUGS', there is a row for 'Blister Pack (Compliance Aid)' with the route 'No Route Required' and formulary status 'Formulary'. Below this row is another section for 'HIGH ALERT DRUGS'.

Drug Name	Route	Formulary Status	Drug Notes	Comments
PRIORITY DRUGS				
NON-PRIORITY DRUGS				
Blister Pack (Compliance Aid)	No Route Required	Formulary		
NON-PRIORITY DRUGS				
HIGH ALERT DRUGS				

- Ensure this item is added on to any STL or discharge TTA that is required to be ordered as a dosette box.

12. Adding an Order Note

- Order Notes can be useful when you want to attach important information to a prescription
- Examples of Order Notes can be found earlier in the guide – 4.5 Order Entry, 4.9 Anti-Infective Prescribing, 11.1 'Consent to Treatment Form' Dummy Drug
- Order Notes can be added at the point of prescribing by going to the 'Order Entry' tab and selecting 'Add Order Note'
- They can also be added retrospectively by selecting a medication in 'Inpatient Rx', going to 'Order Modify' and selecting 'Add Order Note'
- Please see screenshots on the following page

- You will be required to add a title, select a note ‘type’ and add detail in the text box. There’s also an option to add a suppression date (at which point the note will be hidden) and a ‘Suppress on Order Stop/discontinue’ tick box

Order Notes - Add

Communication zone

Title *

Type *

Select type

Suppression Date

dd-mm-yyyy

☐ Suppress on Order Stop / discontinue

Order Link

OLANZAPINE 15 mg Tablets

Detail *

B I U [List Icons] Segoe UI 3 (12pt) [List Icons]

Max 20480 characters: 0

Cancel Save

- There are several options when selecting a note ‘type’.
- If you want the note to be visible by nursing staff before they administer the medication, please select ‘Note to appear when Charting’ as the note ‘type’.

Order Notes - Add

Communication zone

Title *

Type *

Select type

- Select type
- Allergic Reaction
- Anti-infective Prescribing
- Discharge Medicines Service Consent
- Dispensing Note
- HTT: Medicines left with Patient
- IM - Refusal Plan
- Medicines Reconciliation Note
- Mental Health Act
- Non administration
- Note to appear in Discharge Letter
- Note to appear when Charting**
- Other clinical note
- Pharmacy intervention
- Sensitivity

Suppression Date

dd-mm-yyyy

☐ Suppress on Order Stop / discontinue

Order Link

OLANZAPINE 15 mg Tablets

Detail *

B I U [List Icons] Segoe UI 3 (12pt) [List Icons]

Max 20480 characters: 0

Cancel Save

Document Control

Version	Date	Author / Editor	Details of Change
1.1	-	Sharlene Pereira / Alan Henry	Previous version prior to v8 upgrade
1.2	22/07/2024	Poonam Divani	Multiple changes new logo, EPMA login desk top client screenshot, changes to inpatient chart screenshot, add monthly prescribing function. Updated guide with new STL and discharge TTAs functions with information from day 1 guide.
1.3	23/07/2024	Lewis Pope	Format changes and added section 12 – Adding an Order Note
1.4	01/08/2024	Sharlene Pereira	Updated wording of clozapine protocol and STLs
1.5	14/11/2024	Sharlene Pereira	Updating of allergies, discharge TTA section and other minor amendments
1.6	06/12/2024	Sharlene Pereira	Addition of NMS reaction for allergy status in response to clinical alert.

Approval Sign Off for Final Release				
Owner	Role	Sign Off	Date	Version
Sharlene Pereira	EPMA Pharmacist	Lewis Pope	06/12/2024	V1.6

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