

AT A GLANCE - 3. Ordering Medicines

| ROLE | TRUST WIDE | | WARD SPECIFIC |
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| | LAST REVIEW: April 2021 | NEXT REVIEW: April 2024 | |
| WARD STOCK MEDICINES | <ul style="list-style-type: none"> Ward stock medicines are NOT ordered via the EPMA system. All wards have a list of stock medicines agreed between the ward, RDaSH Pharmacy services, and the supplying pharmacy. Pharmacy Technician staff are responsible for a weekly top-up of stock medicines to agreed levels (this is 10 days' supply unless otherwise arranged). Ward nursing staff may have to order some medications if usage has changed between Technician top-ups. Ordering must be done on the non-stock pad (form WZT696). There MUST be only a single order book in use at any one time Orders must: <ul style="list-style-type: none"> Have ward name and date. Have full drug name, strength, and quantity details. Be signed by an authorised member for staff. Orders are scanned and securely emailed to the supplying pharmacy and the original copy MUST be sent using a secure pouch or medicines box. Delivery of stock orders is between Monday-Friday for those orders placed by 1pm the previous day. URGENT STOCK ITEMS within hours: <ul style="list-style-type: none"> Check other onsite units and arrange transfer (see Inter Ward/Team Stock Transfers below). If unsuccessful use TTO (To Take Out) ordering specifically for patient (see named patient and individually dispensed items directly below). | | <ul style="list-style-type: none"> Stock Medicines are supplied by [insert supplying pharmacy name and contact details] Local pharmacy provider for this ward is [insert supplying pharmacy name and contact details] Technician top-up is on a INSERT DAY and will supply enough for a minimum 10 days' usage A copy of the stock list is kept on the ward in Pharmacy Resource File in INSERT LOCATION Non-stock pads (WZT696) MUST be kept securely on the ward – and are kept INSERT LOCATION Staff authorised to order stock for this ward are INSERT STAFF GROUP(S). Non-stock pads (WZT696) are ordered via Print Services. |
| NAMED PATIENT AND INDIVIDUALLY DISPENSED ITEMS | <ul style="list-style-type: none"> 'Patient specific medicines' refers to instances where a medication will be dispensed and labelled specifically for a particular patient. Examples of these are: <ul style="list-style-type: none"> Leave medicines. TTOs. Urgently required medicines or those where the delay in receiving "stock delivery" would lead to a gap or undue delay in medication which would be detrimental to patient care. | | <ul style="list-style-type: none"> TTO forms (WZT697) MUST be kept securely on the ward – and are INSERT LOCATION Local pharmacy provider for this ward is INSERT LOCATION Only authorised Trust prescribers can sign TTO forms. TTO pads (WZT 697) are ordered via Print Services. |

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| | <p>prescription unless there is a dose change, or the original prescription expires.</p> <ul style="list-style-type: none"> ○ The ward will need to let their Lloyds supplier know when the patient has been admitted and discharged. ○ New clozapine patients or prescriptions are done on the TTO form with the prescription length being determined by dose titration or stability of monitoring. ● Methadone for opioid dependence is not ordered as part of a TTO. Patient should be referred to the appropriate Substance Misuse service before being discharged ● NOMAD or other monitored dosage systems required for TTO – this must be clearly indicated on the TTO and arranged well in advance of discharge. | <p>.....</p> |
| <p>CONTROLLED DRUGS</p> | <ul style="list-style-type: none"> ● Staff should refer to the Trust’s full Inpatient SOP for CD. ● All CD are to be ordered in one of two ways. ● STOCK – to be ordered on a Ward CD Order Book (WOP100). This requires: <ul style="list-style-type: none"> ○ Full drug name, strength and quantity details. Quantity must be in words and figures for stock use. ○ Signature and date entered by a doctor. <p>Completed requisition book must be sent in the box to the ward’s wholesaling Lloyds Pharmacy</p> ● TTO/leave medication/urgent – to be ordered as per Patient Specific Medicines. Details as per Patient Specific Medicines above plus: <ul style="list-style-type: none"> ○ Quantity in words and figures. ○ Signature and date entered by a prescriber. <p>Completed TTO forms must be sent in the box to the ward’s local Pharmacy provider</p> | <ul style="list-style-type: none"> ● The ward CD Order Book (WOP100) is controlled stationary and kept locked separate to the CD cupboard. ● On the ward the CD Order Book is kept in Drug Cupboard. ● Staff identifying that CD’s need ordering should bring it to the attention of Shift Senior Qualified. ● Ward CD Order books (WOP100) are ordered via NHS Supplies ● Ward’s wholesaling Lloyds Pharmacy is xxxxxx (tel: xxxxx) ● Ward’s local Lloyds Pharmacy provider is xxxxxx (tel: xxxxxx) |
| <p>INTER WARD/TEAM STOCK TRANSFERS</p> | <ul style="list-style-type: none"> ● There MUST be only a single transfer book in use at any one time. ● All transfer of medicines onto the ward and out of the ward must be recorded along with the name of the other ward involved in the transfer. ● In exceptional circumstances stock may be transferred between wards and community teams in the following circumstances: <ul style="list-style-type: none"> ○ Out of hours or urgent required items. ○ Transferring specific medication e.g., clozapine, named patient medication following the transfer of a patient. ● The Transfer of Medicines book (DP3628) MUST be completed on all occasions and MUST contain: <ul style="list-style-type: none"> ○ A record of medicines transferred onto the ward | <p>Transfer of Medicines book (DP3628) is kept on the ward in Drug Cupboard in treatment room.</p> <p>Transfer of Medicines book (DP3628) to be ordered via Print Services.</p> |

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| | <p>AND medicines transferred off the ward.</p> <ul style="list-style-type: none"> ○ The names of both wards involved. ○ The date, drug details and quantity. ○ A signature from a qualified nurse. <ul style="list-style-type: none"> ● CDs must NOT be transferred. Wards should individually dose from another ward while awaiting stock to arrive. | |
| OUT OF HOURS | <ul style="list-style-type: none"> ● Stock items are available Monday-Friday – refer to contact sheet for relevant hours and cut-off times. ● Outside of normal hours staff should consider: <ul style="list-style-type: none"> ○ Local RDaSH wards for non-CD stock transfer first, then. ○ Refer to contact sheet for relevant local pharmacy supplier hours and order via TTO paperwork and processes. No delivery service is available so request will need to be collected. ○ URGENT request up to 11pm can be handled by the local pharmacy provider ○ URGENT request after 11pm will handled through Lloyds wholesaler (AAH) – see contact sheet for details. This attracts a £300 callout fee. ● HAWTHORN and HAZEL WARDS: see right hand column for details | <ul style="list-style-type: none"> ● Urgent request up to 11pm via TTO process to be handled by local pharmacy provider ● Ward's local Lloyds Pharmacy provider is xxxxx (tel: xxxxx) <p>Hawthorn and Hazel Wards to enter details of</p> <ul style="list-style-type: none"> ● FP10 prescribing and OOH ● DRI paperwork and OOH |
| PRINTING PRESCRIPTIONS | <ul style="list-style-type: none"> ● Prescriptions for named patient and individually supplied items will printed using the Trust secure print arrangements ● When prescribing for named patient and individually supplied items, prescribers: <ul style="list-style-type: none"> ○ Complete the details for the individual item. ○ Continue for each item required on the prescription. ● When the patient's record is saved users will be asked to choose the prescription type (FP10 or Custom Script). Selecting custom script will allow you to print the non-FP10 format. | <p>Custom script used for this ward is xxxxx</p> |
| CONTROLLED STATIONERY | <ul style="list-style-type: none"> ● For the purposes of medication ordering the following are all considered controlled stationery <ul style="list-style-type: none"> ○ FP10 prescriptions – single sheet (FP10SS) for computer printing and FP10 pads for manual prescribing ○ Manual TTO pads ○ Non-stock order pads ○ CD requisition books ● Wards must have a process in place to ensure that controlled stationery is stored securely when not in immediate use ● Blank FP10SS forms, FP10 prescription pads and | |

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| | <p>Manual TTO pads must be</p> <ul style="list-style-type: none">○ Held securely in the ward manager's office○ FP10SS should be transferred to the printer when required for printing with excess removed from the printer and returned to their secure storage when not required● Non-stock order pads may be kept in the treatment room but must be in a locked drawer | |
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