AT A GLANCE - 3. Ordering Medicines

TRUST WIDE			
ROLE	LAST REVIEW: April 2021	NEXT REVIEW: April 2024	WARD SPECIFIC
WARD STOCK MEDICINES	 Ward stock medicines are NOT of system. All wards have a list of stock medicines the supplying pharmacy. Pharmacy Technician staff are reweekly top-up of stock medicines is 10 days' supply unless otherw Ward nursing staff may have to of medications if usage has changed Technician top-ups. Ordering must be done on the new WZT696). There MUST be only a single or one time Orders must: Have ward name and date. Have full drug name, strength details. Be signed by an authorised resupplying pharmacy and the originent using a secure pouch or medication as secure pouch or medication. Delivery of stock orders is between those orders placed by 1pm the URGENT STOCK ITEMS within Check other onsite units and linter Ward/Team Stock Transition. If unsuccessful use TTO (To specifically for patient (see no individually dispensed items) 	dicines agreed macy services, and esponsible for a set to agreed levels (this ise arranged). Order some ed between on-stock pad (form der book in use at any on and quantity member for staff. By emailed to the ginal copy MUST be edicines box. Even Monday-Friday for previous day. Hours: arrange transfer (see sfers below). Take Out) ordering amed patient and	 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	 'Patient specific medicines' refer a medication will be dispensed a specifically for a particular patient are: Leave medicines. TTOs. Urgently required medicines delay in receiving "stock del gap or undue delay in medicines detrimental to patient care. 	and labelled nt. Examples of these s or those where the ivery" would lead to a	 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.

- The default process for generating prescriptions for patient specific medicines is to generate them using SystmOne EPMA functionality.
 - These are legal prescriptions.
 - Clinicians MUST follow the <u>SOP 02 Medicines</u> <u>Transcription (</u>"Named patient and individually dispensed items" and "<u>Printing Prescriptions</u>").
- In exceptional circumstances e.g., when the electronic record is unavailable and delay in ordering would lead to an unnecessary delay in getting the medications (i.e., delayed start to antibiotics or discharge) manual TTO pads (form WZT697) are able to be used.
 - There MUST be only a single manual TTO pad in use at any one time.
 - Manual ordering of patient specific medications must be done on the Trust TTO pad by an authorised member of staff and contain the following information:
 - Patient identifier (Name, DOB and address, NHS number).
 - Drug strength, dose form, dosage details and quantity (maximum of 28 days as appropriate clinically or for the level of patient risk).
 - Rationale for quantity should be part of the discharge care plan.
 - The prescriber's name.
 - Patient specific requests MUST be signed and dated by an authorised prescriber following printing.
 - The signed copy of all manually written TTO's MUST be scanned and entered into the relevant patient's record and a note made in the record of the need to manually prescribe.
- For the initial ordering of an unlicensed medicine RDaSH Pharmacy services must be informed (tel 03000 211308 / 03000 211307) before ordering.

Completed forms are emailed to the local pharmacy provider; the original MUST be sent using a secured pouch or drug box.

- Copies of the order (either computer generated TTO copy or yellow carbon copy if manually generated)
 MUST be placed in the pharmacy folder for checking upon delivery.
- HAWTHORN and HAZEL WARDS and ST JOHN'S HOSPICE: see right hand column for details
- Clozapine ordering
 - ALL clozapine ordering is done as named patient orders.
 - Existing clozapine patients will come onto the ward with their supply and Lloyds Pharmacy will continue to supply against the original

Hawthorn and Hazel Wards and St John's Hospice

to enter details of

- FP10 prescribing and GP practice involvement or
- DRI paperwork

Local	Cloza	pine	Clinic	number	:

 Local Substance Misuse service number:

	prescription unless there is a dose change, or the original prescription expires.	
	 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.	
CONTROLLED DRUGS	Staff should refer to the Trust's full Inpatient SOP for CD.	The ward CD Order Book (WOP100) is controlled stationary and kept locked separate to the
	 All CD are to be ordered in one of two ways. 	CD cupboard.
	 STOCK – to be ordered on a Ward CD Order Book (WOP100). This requires: 	On the ward the CD Order Book is kept in Drug Cupboard.
	 Full drug name, strength and quantity details. Quantity must be in words and figures for stock use. 	Staff identifying that CD's need ordering should bring it to the attention of Shift Senior Qualified.
	 Signature and date entered by a doctor. 	Ward CD Order books (WOP100)
	Completed requisition book must be sent in the box to the ward's wholesaling Lloyds Pharmacy	 are ordered via NHS Supplies Ward's wholesaling Lloyds Pharmacy is xxxxxx (tel: xxxxx) Ward's local Lloyds Pharmacy provider is xxxxxx (tel: xxxxxx)
	 TTO/leave medication/urgent – to be ordered as per Patient Specific Medicines. Details as per Patient Specific Medicines above plus: 	
	 Quantity in words and figures. 	provider is xxxxx (tel. xxxxx)
	 Signature and date entered by a prescriber. 	
	Completed TTO forms must be sent in the box to the ward's local Pharmacy provider	
INTER WARD/TEAM STOCK TRANSFERS	There MUST be only a single transfer book in use at any one time.	Transfer of Medicines book (DP3628) is kept on the ward in
	 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. 	Drug Cupboard in treatment room. Transfer of Medicines book (DP3628) to be ordered via Print Services.
	 In exceptional circumstances stock may be transferred between wards and community teams in the following circumstances: 	Get vices.
	 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: 	
	 A record of medicines transferred onto the ward 	

OUT OF HOURS OUT OF HOURS • Stock items are available Monday-Friday – refer to contact sheet for relevant hours and cut-off times. • Cutside of normal hours staff should consider: • Cutside of normal hours staff should end in the prescribing of normal dorder in the prescribing for named patient and individually supplied items will printed using the Trust secure print arrangements • PRESCRIPTIONS PRINTING • PRESCRIPTIONS Outside of normal hours staff should normal hazel Wards to enter details of the individual standard processes. No delivery service is available so request will be asked to choose the prescription type (FP10 or Custom Script). Selecting custom script will allow you to print the non-FP10 format.		AND medicines transferred off the ward.	
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	CONTROLLED STATIONERY		
 FP10 prescriptions – single sheet (FP10SS) for computer printing and FP10 pads for manual prescribing 		computer printing and FP10 pads for manual	
○ Manual TTO pads		○ Manual TTO pads	
Non-stock order pads		○ Non-stock order pads	
o CD requisition books		CD requisition books	
Wards must have a process in place to ensure that controlled stationery is stored securely when not in immediate use		controlled stationery is stored securely when not in	
Blank FP10SS forms, FP10 prescription pads and		Blank FP10SS forms, FP10 prescription pads and	

Manual TTO pads must be
 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

AT A GLANCE - 3. Ordering Medicines

Staff members should sign below to indicate that they have read and understand the process required to order medications for this team.

STAFF MEMBER'S SIGNATURE	DATE
	STAFF MEMBER'S SIGNATURE