**Weekday Procedure: During Pharmacy Department Business Hours**

Nursing staff responsibilities:

**Identify** non-imprest medication requiring supply for inpatient use as soon as possible

Write **date** in pharmacy supply column of NIMC for every medication requiring supply. This also indicates to other staff that item has been ordered from pharmacy..

**Photocopy** all pages of the chart and place in the **pharmacy “review” tray1**. Ensure that ward and the patient’s allergy status are clearly marked on the chart.

**Notify** the clinical pharmacist that medication supply is required for an inpatient, including the urgency. For example (if paging):

**Do NOT Fax**

*‘need Amlodipine for Mrs Smith 10D for 1600 dose’*

Note that the pharmacist will not reply to the page unless further information is needed.

The pharmacy courier will delivers the stock when it is dispensed, place the stock in the imprest room and, inform an EN or RN.

Page the clinical pharmacist if the stock has not arrived by the required time. *Do not call the dispensary/pharmacy.* When paging the clinical pharmacist, include name of the person paging, location and contact number.

Clinical Pharmacist responsibilities:

Check pharmacy “review” tray on ward in the morning, and as required.

Clinically screen inpatient charts and endorse photocopy with quantity required for supply, as per Standard Procedure for Annotating Inpatient Charts for Supply. Arrange supply of requested items with dispensary – page Pharmacy Courier to collect charts, deliver to pharmacy or fax.

Action pages from ward regarding inpatient medication supply throughout day.

During periods of no clinical pharmacist service to ward (e.g. unplanned leave, staff shortages):

Nursing staff to continue to photocopy chart AND page clinical pharmacist. Highlight if the medication is urgent.

Pharmacist holding ward pager to contact the Pharmacy Courier to collect charts from pharmacy “review” tray on ward.

Clinical screening to occur in pharmacy department.

**Weekday Procedure: Outside Pharmacy Opening Hours**

Non-urgent medication (e.g. item not required to be administered until after 0830 hours next business day)

Follow above procedure for ordering of non imprest stock for inpatient use during pharmacy department business hours.

Clinical pharmacist will collect and screen charts in the morning and arrange supply.

Urgent medication requiring administration outside of pharmacy department business hours;

Nursing staff to check imprest locations using the tools on the pharmacy intranet page.If drug is not in an accessible location or unavailable from another imprest contact the Patient Flow Coordinator.

If the drug is not available, discuss with the medical officer the urgency of treatment and recontact the Patient Flow Coordinator if required.

**Weekend Procedure** (1700 hours Friday to 0830 hours Monday)

Follow the weekday procedure except;

o Place the chart in the pharmacy collection tray (the red pharmacy review tray will be turned over on Friday afternoon).

o Paging pharmacy is not required.

These charts will be collected by the weekend ward clerk, commencing at 0800 hours and concluding at around 1500 hours or when pharmacy closes (whichever is first).

If the last collection has been completed but there is a possibility that pharmacy is still open, call pharmacy. If open, send down photocopy with the ward assistant.

If the pharmacy is closed and the item is urgent, follow the After Hours Procedure.

Procedure for Clinical Areas Not Serviced By a Clinical Pharmacist (e.g. CVS, Theatre, Outpatient Clinics)

Continue to fax inpatient charts to dispensary.

Inpatient pharmacist to clinically screen inpatient charts and endorse photocopy with quantity required for supply, as per Standard Procedure for Annotating Inpatient

Charts for Supply.

**Pharmacy Opening Hours**

**Monday-Friday** 8.30am-5.30pm

**Saturday** 9.00am-12.00pm (collection of discharges from 10am-12noon)

**Sunday** 9.30am-12.00pm (collection of discharges from 10am-12noon)

1. A separate tray is needed for items that require pharmacist review. This should be located in a distinctly different place to the pharmacy “out/collection” tray which is used for deliveries to pharmacy.

Ward clerk will deliver stock to ward when it is dispensed during hours which pharmacy is open. For the last round, Pharmacy will page ward clerk to deliver before Pharmacy closes.

Photocopy all pages of the chart and place in the pharmacy “collection” tray. This will be collected by the weekend ward clerk\*\*. Ensure the correct ward & patient

allergies are on the chart.

\*\* If the last collection has been completed but there is a possibility that pharmacy is still open, call pharmacy. If open, send down photocopy with the ward assistant. If pharmacy is closed, see below.

The pharmacy courier will deliver the stock when it is dispensed, place the stock in the imprest room and, inform an EN or RN.

**Urgent medication requiring administration outside of pharmacy opening hours**;

* Nursing staff to check imprest locations using the tools on the pharmacy intranet page
* If drug is not in an accessible location or unavailable from another imprest contact the Patient Flow Coordinator
* If the drug is not available, discuss with the medical officer the urgency of treatment and recontact the Patient Flow Coordinator if required.

**Pharmacy Opening Hours**

**Monday-Friday** 8.30am-5.30pm

**Saturday** 9.00am-12.00pm (collection of discharges from 10am-12noon)

**Sunday** 9.30am-12.00pm (collection of discharges from 10am-12noon)

Write date in the pharmacy supply column.

Photocopy all pages of the chart and place in the pharmacy “review” tray. Ensure the correct ward & patients allergies are on the chart.

Write date in the pharmacy supply column.

**WEEKENDS**

Contact the clinical pharmacist and advise him/her that the chart has been placed in the red pharmacy **“review”** tray.

Identify non-imprest medication requiring

Supply.

Identify non-imprest medication requiring

supply.

**WEEKDAY**