Standard Operating Procedure (SOP)
Hospital Electronic Prescribing & Medicines Administration

SOP Number:	1
SOP Title:	Patient transfer document process LIVE HEPMA to Non- Live Ward or other Care Provider

	NAME	TITLE	SIGNATURE	DATE
Author	Brenda McLean	HEPMA Project Lead		15/09/20
Reviewer				
Authoriser				
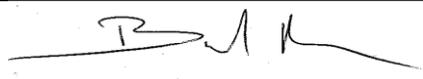
Effective Date:	Nov 2020
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READ BY			
NAME	TITLE	SIGNATURE	DATE
Rob Puckett	Lead HEPMA Pharmacist		

1. Purpose

This purpose of this document is to describe the process to be adopted and implemented to support the continuous management/recording of patient medicines when a patient is either:

- Transferred out to a **non-live HEPMA** inpatient ward/theatre/ Bronchoscopy/Endoscopy/Interventional Radiology, etc.

- Discharged to another Health Board/Care Provider

This process will be used until such times as all NHSGGC inpatient **wards/theatres/Bronchoscopy/Endoscopy/Interventional Radiology, etc.** have been progressed from paper to HEPMA; and or an interface had been built between existing electronic applications (CareVue and Metavision); and/ or a patient has been discharged to a different Health Board or Care Provider.

2. Introduction

WellSky is the name of the software supplier of the HEPMA application. HEPMA stands for: **Hospital Electronic Prescribing and Medicines Administration**. This is a new computer system that will replace the paper drug chart (kardex) for inpatient areas across NHSGGC. Doctors and other prescribers will use HEPMA to prescribe medicines for inpatients. Nurses will use HEPMA to carry out drugs rounds and record the administration of medicines to patients.

3. Scope

The scope covers the following:

- Patients transferred to a non-HEPMA ward/theatre/ Bronchoscopy/Endoscopy/Interventional Radiology, etc.
- Patients transferred (Discharged) to an NHSGGC Mental Health ward
- Boarders
- Patients transferred out to a ward that uses the CareVue application - i.e. ICU/HDU
- Patients (babies) transferred out to a Neonatal ward that uses the Metavision application - i.e. PICU
- Patients discharged to other Health Boards, hospices etc.
- Patients/boarders transferred back

4. Definitions

- **NHSGGC:** NHS Greater Glasgow and Clyde Health Board
- **HEPMA:** Hospital Electronic Prescribing and Medicines Administrations
- **WELLSKY:** Software used to provide HEPMA (3rd Party software supplier)
- **MAC:** Medicines Administration Chart
- **MAP:** Medicines Administration Profile

5. Responsibilities

- Clinicians
- Nursing Staff
- Pharmacy Staff
- Ward Clerks

6. Specific Procedures

A MAP and a MAC must be printed off by the HEPMA ward in all instances as follows:

i. When a patient is transferred to a non-HEPMA paper based kardex ward.
ii. When a patient is transferred to a non-HEPMA theatre/Bronchoscopy/ Endoscopy/Interventional Radiology, etc.
iii. When a patient is transferred (discharged) to a non-HEPMA NHSGGC Mental Health ward
iv. Boarders: For patients who are boarding out to another non-HEPMA ward/specialty
v. When a patient is transferred out to a ward that uses the "CareVue" application - i.e. ICU/HDU
vi. When a patient (baby) is transferred to a Neonatal ward that uses the Metavision application - i.e. PICU
vii. When a patient is discharged to other Health Boards, hospices etc.

■ **Special Note**: When a patient is transferred to a non-live paper-based kardex ward/theatre/Bronchoscopy/Endoscopy/Interventional Radiology, etc., **the MAC will continue to be used** and will **not** require to be re-written until such times as follows:

- There is no space left
- A new prescription requires to be added
- An existing prescription requires to be amended

How to print a MAC

- Select the **Reporting** tab (this will default to **Print MAC Report** screen)
- Select **Find Patient** (a pop-up screen will be displayed)
- Enter patient details and click search choose correct patient
- The **Print MAC** screen will be presented again
- Now select **Print Report** (bottom-right of screen)

How to print a MAP

- Select the **Reporting** tab (this will default to **Print MAC Report** screen)
- Click on **Map Report** tab on left-hand of screen
- Select **Find Patient** (a pop-up screen will be displayed)
- Enter patient details and click **Search**; choose correct patient
- At **Charting Period (today included)** near bottom of screen - tick the circle at **Admission**
- Now select **Print Report** (bottom-right of screen)

Special Care should be taken to ensure that the patients' medicines are SUSPENDED on HEPMA once the MAC and MAP have been printed:

How to Suspend ALL medication:

1. Select the **Inpatient Finder** tab
2. Enter patient details and click **Search**
3. Choose correct patient
4. Select the **Inpatient Rx** tab
5. Choose **ALL ORDERS** – a pop-screen will be displayed
6. Complete **Suspension Reason**; select appropriate option from drop-down list
7. Tick the **Suspend All Future Orders** box
8. Click on **Action on ALL orders** (bottom-right of screen)
9. The following message will be displayed: **You have successfully suspended all orders**

Patients/Boarders transferred back

When a Patient/Boarder is transferred back, special care should be taken to resume (unsuspend) all meds, review and update as required.

How to resume (suspended) all medication

- Follow steps 1-5 above
- Tick the **Resume All Orders** circle
- Click on **Action on ALL orders** (bottom-right of screen)
- The following message will be displayed: **You have successfully resumed all suspended orders**

7. **Forms to be used**

- MAC for ongoing use of current medicines – see sample **Appendix A**
- MAP for reference to previous medicines – see sample **Appendix B**

8. **Change History**

SOP Number	Effective Date	Significant Changes	Previous SOP No.
1	11/05/2021	Change of title detail	1