


Standard Operating Procedure (SOP)

Hospital Electronic Prescribing & Medicines Administration

SOP Number:	5
SOP Title:	Patient document transfer process from a non-live inpatient ward to a live HEPMA inpatient ward

	NAME	TITLE	SIGNATURE	DATE
Author	Brenda McLean	HEPMA Project Lead		06/11/20
Reviewer				
Authoriser				

Effective Date:	Dec 2020
Review Date:	Dec 2021

READ BY			
NAME	TITLE	SIGNATURE	DATE

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:

- Transferred in from a **Non-live** HEPMA location:
Ward/Theatre/Bronchoscopy/Endoscopy/Interventional Radiology, etc., to a live HEPMA ward.

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).

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 in from a non-live HEPMA ward/ theatre/ Bronchoscopy/ Endoscopy/ Interventional Radiology, etc.
- Boarders
- Patients transferred in from a ward that uses the CareVue application - i.e. ICU/HDU
- Patients (babies) transferred in from a Neonatal ward that uses the 'Metavision' application - i.e. PICU
- Patients transferred back in from a non-HEPMA ward/ theatre/ Bronchoscopy/ Endoscopy/ Interventional Radiology, etc.

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

When a patient is transferred in from a non-live HEPMA ward/theatre, the patient will arrive with either:

- A paper kardex
- A previously-printed HEPMA kardex (Mac) if still being used as a LIVE kardex
- A printed download from wards that use either CareVue or Metavision

It will be necessary for the Meds to be either **“transcribed”** onto the HEPMA system and/or **“Unsuspending”** on HEPMA as follows:

- i. When a patient is transferred from a non-live HEPMA ward/theatre/Bronchoscopy/Endoscopy/Interventional Radiology, etc. – transcribe paper kardex to HEPMA system
- ii. When a patient is transferred/admitted from a non-live HEPMA NHSGGC Mental Health ward – transcribe paper kardex to HEPMA system
- iii. Boarders – Transcribe paper kardex to HEPMA system
- iv. When a patient is transferred in from a ward that uses the “CareVue” application - i.e. ICU/HDU – check against records sent from CareVue and transcribe to HEPMA. Medication previously prescribed on HEPMA can be resumed where appropriate.
- v. When a patient (baby) is transferred in from a Neonatal ward that uses the Metavision application. i.e. PICU - Check against records sent from Metavision and transcribe to HEPMA. Medication previously prescribed on HEPMA can be resumed where appropriate.

Patients/Boarders Transferred back in

When a patient/Boarder is transferred back in from a non-live ward/theatre, **SPECIAL CARE** should be taken to **resume** (unsuspend) all meds, **review** and update as required.

How to resume (suspended) all medication

- In the **Inpatient Rx** tab select **ALL ORDERS**
- 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:

- Paper kardex
- Previously printed HEPMA kardex (MAC) if still being used as a LIVE kardex
- Printed download from CareVue/Metavision

8. Change History:

SOP Number	Effective Date	Significant Changes	Previous SOP No.
5	11/05/2021	Change of title detail	5