



M.O CHEAT SHEET – PHARMACY

1. Pharmacy Department

Pharmacy opens **8.30am - 5.30pm, Monday – Friday** and **9am - 4pm, Saturday/Sunday/Public Holidays**.

Most clinical areas have a dedicated pharmacist (Monday to Friday)* which should be your first point of contact for all medication related issues. Contact via paging system under “Pharm”.

* MAPU has a clinical pharmacist on Saturday/Sunday/Public Holidays, 8am - 4pm.

24 hour on call service provided. Contact on-call pharmacist through the After Hours Coordinator ext. 6896.

The Pharmacy Dispensary can be contacted during business hours on ext. 6265.

2. Where to find information on the intranet

Pharmacy Department Page (Calvary Connect > Calvary Bruce > Departments > Pharmacy)

- **Formulary list** (list of accessible medication at CPHB)
- **ADR reporting form**
- **Individual Patient Use (IPU) request form** (for access to medications not on the Formulary).

Clinical Applications Page (Calvary Connect > Calvary Bruce > Clinical Applications)

- **For access to medicines information resources such as Australian Medicines Handbook (AMH) incl. Children’s Dosing Companion, Therapeutic Guidelines, MIMS and Micromedex.**

Hospital Library Page (Calvary Connect > Calvary Bruce, Departments > Hospital Library)

- **For access to databases such Up to Date, TOXINZ and guidelines such as The Royal Women’s Pregnancy and Breastfeeding Medicines Guide.**

3. Links to policies and procedures

Medication related policies, procedures and guidelines are available on Intranet via “Document Centre” (Calvary Connect > Calvary Bruce > Document Centre)

Examples include:

Iron infusion, Anticoagulation management, Heparin infusion , Intravenous aminoglycoside dosing & monitoring in adults, Antimicrobial Stewardship (AMS), Electrolyte replacement guideline, Insulin infusion, Medication prescribing, Discharge medication management for public patients, Guideline for the management of alcohol withdrawal and Documentation and reporting of new adverse drug reactions.



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4. Prescribing medication for inpatients and on discharge

Prescribe generically and use approved prescribing abbreviations.

The Medication Management Plan (MMP) is completed for most admitted patients by the ward pharmacist and is kept with the active medication chart. It contains the patient's best medication history which is reconciled with charted medications. It is also used as a communication tool where pharmacists may document issues to be followed up. It is suggested you review the MMP when reviewing a patient's medication chart.

Discharge scripts should be generated via the Clinical Portal.

The discharge script should contain all medications taken by the patient prior to admission as well as those prescribed on discharge. If medications have been ceased then provide reasoning. Refer to the MMP for information on medication changes during admission.

Aim to have discharge prescriptions written early in the day for same day dispensing. Pharmacy will supply 3 days of new medications or the full course of short course medications (e.g. antibiotics, prednisolone).

Prescription pads are available on the ward for items to be dispensed in the community pharmacy.

Discharges for patients returning to nursing homes or patients on 'Webster' packs involve complex management and should be arranged with the ward pharmacist a day in advance wherever possible.

5. Antimicrobial Stewardship

Antimicrobials prescribed according to the "traffic light" system, under the colours **BLACK, RED, ORANGE and GREEN**.

BLACK antimicrobials require infectious diseases (ID) approval **PRIOR** to prescribing.

RED antimicrobials require approval **within 24 hours** of prescribing.

ORANGE antimicrobials require approval **within 72 hours** of prescribing.

GREEN antimicrobials don't require approval but should be prescribed in accordance with the latest version of Therapeutic Guidelines: Antibiotic and/or CPHB policy.

Process for requesting approval codes may differ depending on the day of week. For a list of restricted antimicrobials and for further details about requesting approval codes see Antimicrobial Stewardship Policy and Procedure for details.

The approval code **must** be recorded in the indication section of the patient's medication chart.

Written by John Wsol, Pharmacist, Pharmacy Department, Calvary Public Hospital Bruce, October 2019



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