

SELF-GUIDED PRACTICE WORKBOOK [N2]
CST Transformational Learning

WORKBOOK TITLE:

Pharmacist (Workbook #2)

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SELF-GUIDED PRACTICE WORKBOOK

Duration	4 hours
Before getting started	<ul style="list-style-type: none"> ■ Sign the attendance roster (this will ensure you get paid to attend the session). ■ Put your cell phones on silent mode.
Session Expectations	<ul style="list-style-type: none"> ■ This is a self-paced learning session. ■ A 15 min break time will be provided. You can take this break at any time during the session. ■ The workbook provides a compilation of different scenarios that are applicable to your work setting. ■ Each scenario will allow you to work through different learning activities at your own pace to ensure you are able to practice and consolidate the skills and competencies required throughout the session.
Key Learning Review	<ul style="list-style-type: none"> ■ At the end of the session, you will be required to complete a Key Learning Review. ■ This will involve completion of some specific activities that you have had an opportunity to practice through the scenarios. ■ Your instructor will review and assess these with you. ■ Upon completion of the Key Learning Review, both you and your instructor will complete your Competency Assessment Checklist.

Using Train Domain

You will be using the train domain to complete activities in this workbook. It has been designed to match the actual Clinical Information System (CIS) as closely as possible.

Please note:

-  Scenarios and their activities demonstrate the CIS functionality not the actual workflow
-  An attempt has been made to ensure scenarios are as clinically accurate as possible
-  Some clinical scenario details have been simplified for training purposes
-  Some screenshots may not be identical to what is seen on your screen and should be used for reference purposes only
-  Follow all steps to be able to complete activities
-  If you have trouble to follow the steps, immediately raise your hand for assistance to use classroom time efficiently
-  Ask for assistance whenever needed

PATIENT SCENARIO 1 – PowerChart – Order Entry

Duration	Learning Objectives
35 minutes	At the end of this Scenario, you will be able to: <ul style="list-style-type: none"> ■ Perform Order Entry for patients in PowerChart ■ Learn different Order Entry formats (Ad Hoc and PowerPlans) ■ Ordering non-medication orders – Laboratory test

SCENARIO						
After BPMH and Admission Medication Reconciliation are complete, Clinical Pharmacists working on the units may have to enter orders. In the following activities, you will practice entering medications, PowerPlans and a lab test in PowerChart.						
Order Name/PowerPlan	Dose	Route	Frequency	PRN	PRN Reason	Comments
1. Tylenol #3	1 tab	PO	q4h	<input checked="" type="checkbox"/>	Pain-breakthrough	
2. TNF – Ezetimibe	10 mg	PO	qdaily			
3. Dopamine titratable infusion	1.6 mg/mL	IV	Continuous			0-20 mcg/kg/min starting rate 5mcg/kg/min
4. Estradiol patch	50 mcg/day	Topical	qweek			Patient's Own medication Patient removes and applies new patch every Saturday
5. Milrinone continuous infusion	200 mcg/ml standard					
6. Enoxaparin 1mg	1mg/kg	SC	q12h			
7. VTE Prophylaxis PowerPlan						Only order <i>Ambulate</i>
8. Vancomycin – Pharmacy to Dose PowerPlan	25 mg/kg	IV	Once			This PowerPlan also contains a communication order
9. Vancomycin Trough Draw Instructions						

For Inpatient settings, it is highly recommended that Physicians place orders for their patients; however there may be some situations in which a Pharmacist has to enter orders in PowerChart for a patient.

Pharmacist order entry for Physicians is highly discouraged.

Orders entered in PowerChart require verification in Pharmacy Medication Manager.

**Pharmacist Medication Order Entry
PowerChart VS. Pharmacy
Medication Manager**

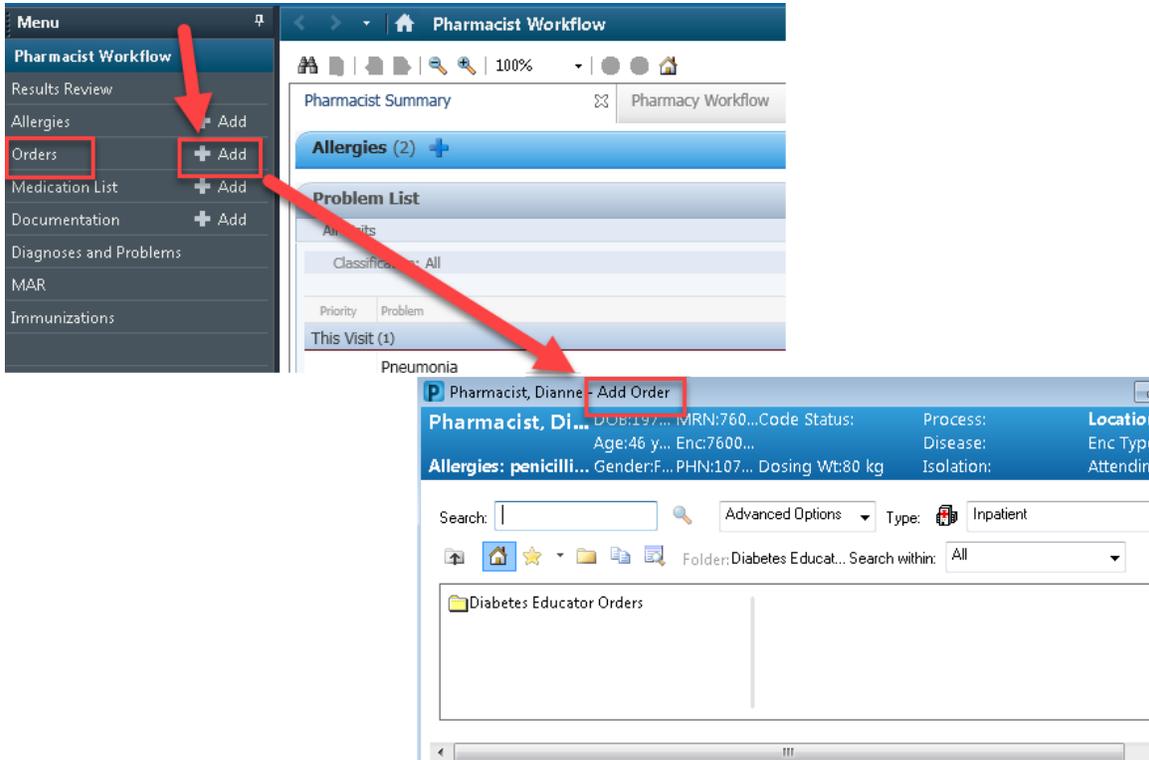


PowerChart Order	Pharmacy Medication Manager Order
REQUIRES VERIFICATION in Pharm Med Manager	NO VERIFICATION NEEDED

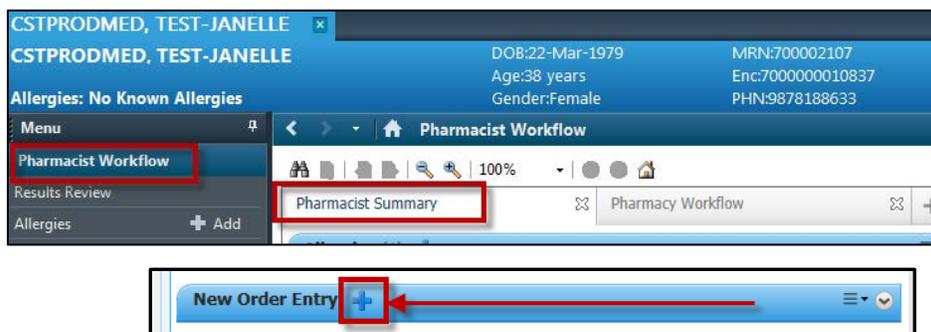
Activity 1.1 – Ad Hoc Order Entry

Estimated Completion Time: 20 min

1. Login to PowerChart and open your assigned patient's chart
2. Click directly on the + Add found on the Orders line in the Menu to access the Add Order Scratch Pad



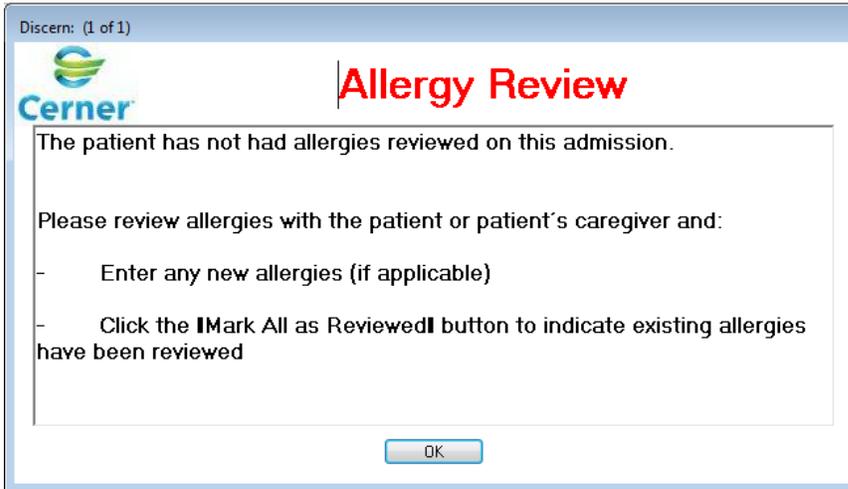
Note: Alternate access can be found under the **Pharmacist Workflow** Menu. In the **Pharmacist Summary** tab for your patient, locate the **New Order Entry** Component and click the + icon



Reference: Allergy Review Alert

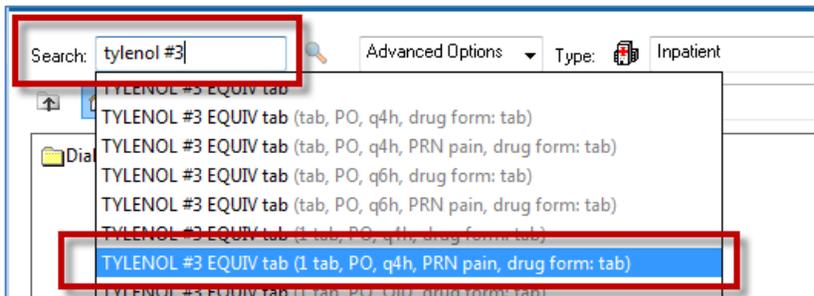
If Allergy Information has NOT been documented at this point, Allergy Review message will appear.

Refer to Workbook 1 for Entering Allergies.



1 Tylenol #3 Volume Medication Order

1. In the Add Order Scratch pad screen, type *Tylenol #3* in the Search field, select *TYLENOL #3 EQUIV tab (1 tab, PO, q4h, PRN pain, drug form: tab)* from the drop down field or click the magnifying glass icon to the right of the field and select the above medication.



HINT: Adding dosage will truncate the list and make selection easier

2. Order will appear behind the **Add Order** Scratch Pad
3. Click the Done button to the **Add Order** Scratch Pad to close the window
4. In the **Orders Tab**, select your *acetaminophen/caffeine/codeine (TYLENOL #3 EQUIV tab)* order to confirm details.
5. In the Details tab check the dose.
 - 1 in the ***Dose** field
 - Resize the Details tab or scroll to see all info

NOTE: The Order Scratch Pad allows for multiple orders to be entered at one time.

Orders Medication List Document In Plan

Orders for Signature

Order Name	Status	Start	Details
LGH 2E; 212; 02 Enc:7000000010837 Admit: 25-Sep-2017 12:44 PDT			
Continuous Infusions			
DOPamine additive 400 mg + dextrose 5% ...	Order	10-Nov-2017 09:53...	titrate, IV, 0 mcg/kg/min minimum rate, 20 mcg/kg/min maximum rate, start: 10-Nov-2017 09:53 PST, bag volume (mL): 250
acetaminophen/caffeine/codeine (TYLENOL #3 EQUIV tab)	Order	10-Nov-2017 09:53 PST	1 tab, PO, q4h, PRN pain, drug form: tab, start: 10-Nov-2017 09:53 PST, stop: 17-Nov-2017 09:52 PST Each tablet contains up to 325 mg acetaminophen, caffeine 15 mg and codeine 15 mg. Maximum acetaminophen 4 g/24 h...
estradiol (estradiol) 50 mcg/day patch)	Order	11-Nov-2017 08:00...	1 patch, topical, qweek, drug form: patch, start: 11-Nov-2017 08:00 PST
non-formulary medication	Order	10-Nov-2017 09:54...	start: 10-Nov-2017 09:54 PST

Details for acetaminophen/caffeine/codeine (TYLENOL #3 EQUIV tab)

Order Comments

Remaining Administrations: (PRN) Stop: 17-Nov-2017 09:52:00 PST

*Dose: 1

*Dose Unit: tab

*Route of Administration: PO

*Frequency: q4h

PRN: Yes No

*PRN Reason: pain

Administer over: []

Administer over Unit: []

Duration: []

Duration Unit: []

Drug Form: tab

First Dose Priority: []

*Start Date/Time: 10-Nov-2017 09:53 PST

Stop Date/Time: 17-Nov-2017 09:52 PST

Use Patient Supply: Yes No

BCCA Protocol Code: []

7 Missing Required Details Orders For Cosignature Orders For Nurse Review Sign

6. Continue to enter the next medication. *Do not Sign.



HINT: If entering multiple orders, sign at the end to reduce number of steps.

REFERENCE: Basic Medication Order Entry Format

The above medication uses a basic medication order entry format with the following fields:

- 1) *Dose
- 2) *Dose Unit
- 3) *Route of Administration
- 4) *Frequency
- 5) PRN Yes/No (If Yes, PRN Reason becomes mandatory)
- 6) *PRN Reason
- 7) *Start Date/Time

Details for acetaminophen/caffeine/codeine (TYLENOL #3 EQUIV tab)

Details Order Comments

Remaining Adm

*Dose: []

*Route of Administration: PO

*Dose Unit: tab

*Frequency: q4h

*PRN Reason: pain

PRN: Yes No

All required fields will have a yellow background. All mandatory fields will have an asterisk preceding the field. Fields may be pre-populated based on the selected order sentence.

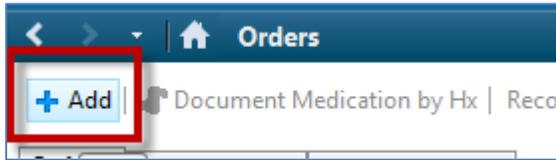


NOTE: Blue icon preceding Details tab denotes fields requiring values.

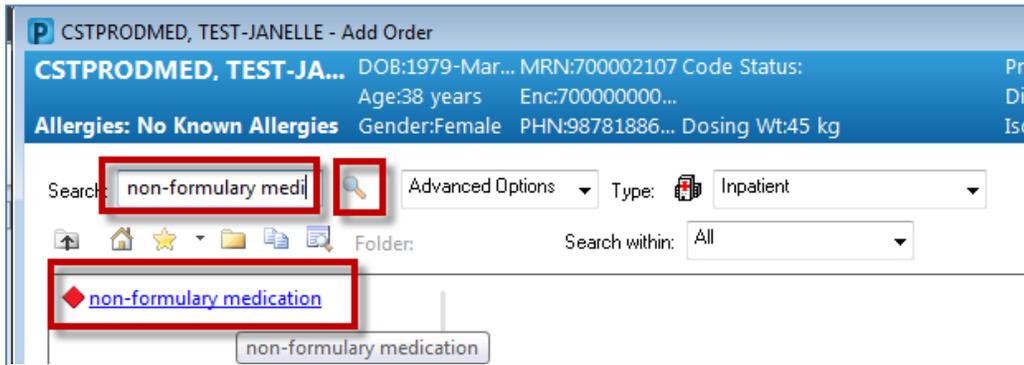
Details Order Comments

2 **Template Non Formulary (TNF) Medication Order- Ezetimibe**

1. Click the +Add button



2. After not being able to find Ezetimibe in the catalogue, in the **Add Order** Scratch pad screen type *non-formulary* in the Search field, select *non-formulary medication* from the drop down field or click the magnifying glass icon  to the right of the field and select non formulary medication.



3. Select the *non-formulary medication* template
4. Click the **Done** button to close the **Add Order** Scratch Pad.
5. In the Details tab that appears at the bottom of the screen, fill out the mandatory fields:
 - a. *Drug Name: **Ezetimibe**
 - b. *Drug Dose: 10 mg
(This will update the Strength Dose and Strength Dose Unit fields)
 - c. *Route of Administration: PO
 - d. *Frequency: qdaily
 - e. *Justification: Recommended by consult service



NOTE: For a volume dosed non-formulary medication the Volume Dose and the Volume Dose Unit fields will update

Details for **non-formulary medication (Ezetimibe)**

Review Schedule Remaining Administrations: (Unknown) Stop: (Unknown)

*Drug Name: Ezetimibe

Strength Dose: 10

*Route of Administration: PO

PRN: Yes No

Number of Doses Needed:

Indication:

Administer over Unit:

Duration Unit:

Drug Dose:

Strength Dose Unit: mg

Volume Dose Unit:

*Frequency: qdaily

PRN Reason:

*Justification: Recommended by consult service

Administer over:

Duration:

Drug Form:

Contraindication to formulary medication

Allergy to formulary medication

Adverse reaction to formulary medication

Therapeutic failure of formulary drug

No formulary alternative for indication

Recommended by consult service

Other (justify use in order comments)

Missing Required Details Orders For Cosignature Orders For Nurse Review Sign

6. Continue to enter the next medication.

* Reference: Non-Formulary Order Entry Format

The above medication uses a non-formulary medication order entry format with the following fields:

1. *Drug Name
2. *Drug Dose
3. *Route of Administration
4. *Frequency
5. *Justification

Details for **non-formulary medication**

Remaining Administrations: (Unknown) Stop: (Unknown)

*Drug Name:

Strength Dose:

Volume Dose:

*Route of Administration:

PRN: Yes No

Number of Doses Needed:

Indication:

Administer over Unit:

Duration Unit:

First Dose Priority:

Stop Date/Time: PST

*Drug Dose:

Strength Dose Unit:

Volume Dose Unit:

*Frequency:

PRN Reason:

*Justification:

Administer over:

Duration:

Drug Form:

*Start Date/Time: 05-Dec-2017 11:21 PST

Use Patient Supply: Yes No

All required fields will have a yellow background.

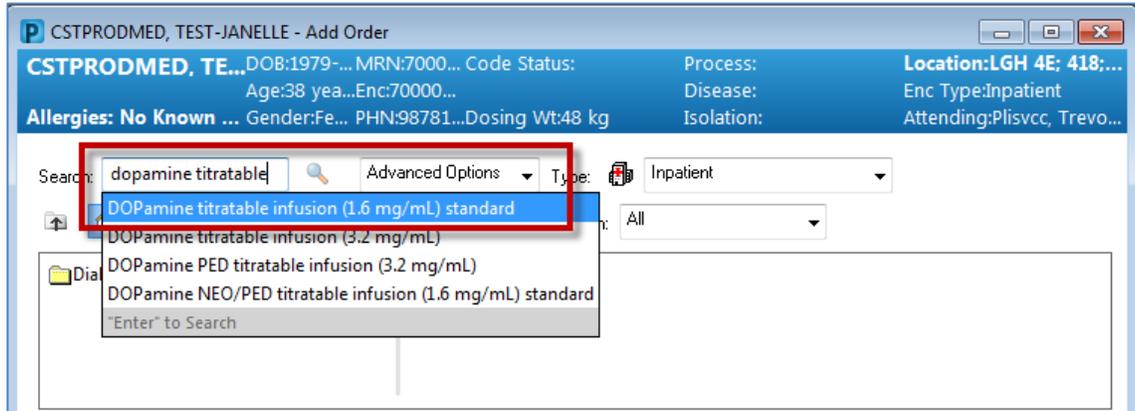
All mandatory fields will have an asterisk preceding the field. These fields are not associated with an order sentence and will need manual input.

3

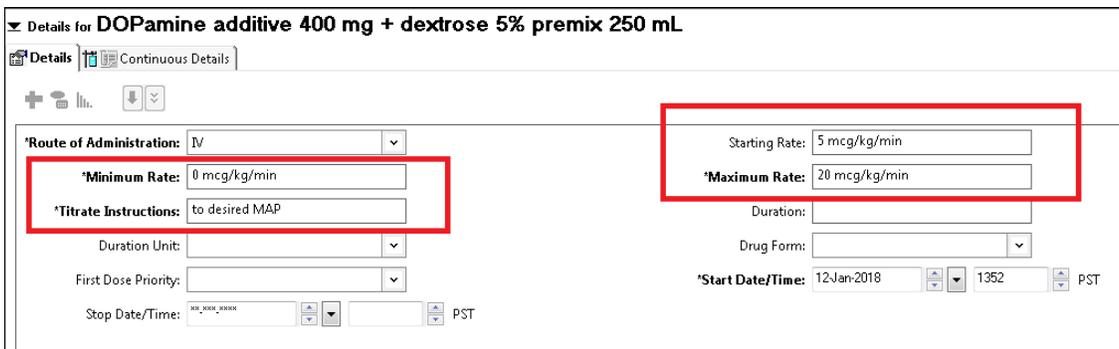
DOPamine titratable infusion

IV Titrate Order

1. Click the +Add button
2. In the **Add Order** Scratch pad screen type *dopamine titratable* in the Search field, select *dopamine titratable infusion (1.6 mg/mL) standard* from the drop down field or click the magnifying glass icon to the right of the field and select *dopamine titratable infusion (1.6 mg/mL) standard*



3. Order will appear behind the Add Order Scratch Pad
4. Click the Done button to close the **Add Order** Scratch Pad.
5. Select the *DOPamine additive 400 mg + dextrose 5% premix 250 mL* order and fill out the **Details tab** below with the following for the mandatory fields for this titratable infusion:
 - a. Starting Rate: **5 mcg/kg/min**
 - b. *Minimum Rate: **0 mcg/kg/min** (will pre-populate)
 - c. *Maximum Rate: **20 mcg/kg/min** (will pre-populate)
 - d. *Titrate Instructions: type **to desired MAP**



- Click the **Continuous Details** tab

▼ Details for **DOPamine additive 400 mg + dextrose 5% premix 250 mL**

Details **Continuous Details**

Base Solution	Bag Volume	Rate	Infuse Over	
dextrose 5% premix	250 mL	titrate		
Additive	Additive Dose	Normalized Rate	Delivers	Occurrence
DOPamine additive	400 mg			Every Bag
Total Bag Volume		250 mL		

NOTE: fields will pre-populate.
No action is needed on this tab.

- Continue to enter the next medication.**

***Reference: Titratable Order Entry Format**

The above medication uses the titratable medication order entry format with the following fields:

All fields requiring manual input will have a yellow background.

1. Titrate Instructions:

▼ Details for **DOPamine additive 400 mg + dextrose 5% premix 250 mL**

Details Continuous Details

+ [Icons]

*Route of Administration: IV

*Minimum Rate: 1 mcg/kg/min

*Titrate Instructions: to desired MAP

Duration Unit: [Dropdown]

First Dose Priority: [Dropdown]

Stop Date/Time: [Date/Time] PST

All mandatory fields will have an asterisk preceding the field. These are pre-populated based on the order sentence selected.

2. ***Route of Administration**
3. ***Minimum Rate**
4. ***Maximum Rate**
5. ***Titrate Instructions**
6. ***Start Date/Time**

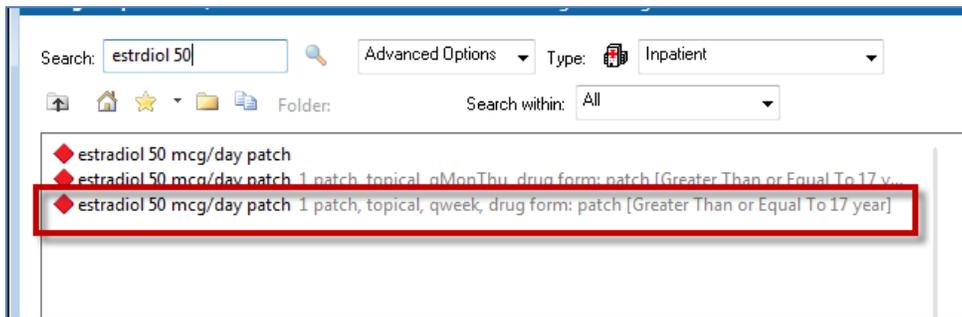
4 Estradiol patch

Patient’s Own Medication Order

You will be entering a medication the patient has brought from home that will be used during their hospital stay.

Their estradiol 50 mcg/day patch is removed every Saturday and a new one is applied that same day

1. Click the +Add button
2. In the Add Order Scratch pad screen type *estradiol 50* in the Search field, select *estradiol 50 mcg/day patch (1 patch , topical qweek, drug form: patch)* from the drop down field or click the magnifying glass icon  to the right of the field.



3. Order will appear behind the Add Order Scratch Pad.
4. Click the Done button to close the **Add Order** Scratch Pad.
5. Select the *estradiol 50 mcg/day patch qweek* order and fill out the Details tab below with the following for the mandatory fields
 - a. In the mandatory Justification field select **Recommended by consult service** from the drop down menu.
 - b. For Frequency: change **qweek** to **qSat**
6. Select the **Yes** radio dot for **Use Patient Supply**.



- Click the **Order Comments** tab and type **Patient removes old patch and applies a new one every Saturday.**

Details for **estradiol (estradiol 50 mcg/day patch)**

Order comments
Patient removes old patch and applies a new one every Saturday

0 Missing Required Details Orders For Cosignature Sign

- Continue to enter the next medication.

Reference: The above medication uses the basic medication OEF (Order Entry Format) as shown above.

5 Milrinone continuous infusion IV Continuous Order

- Click the +Add button
- In the Add Order Scratch pad screen type *Milrinone continuous* in the Search field, select *milrinone continuous infusion (200 mcg/mL) standard* from the drop down field or click the magnifying glass icon to the right of the field.
- Order will appear behind the Add Order Scratch Pad.
- Click the Done button to close the **Add Order** Scratch Pad.
- Select the *milrinone additive 200 mg [mcg/kg/min] + dextrose 5% (D5W) continuous infusion 100 mL* order and fill out the Continuous tab below with the following in the mandatory fields.
 - For Normalized Rate, type **0.5** before the 'mcg/kg/min' in the field and click outside the field to save.

Continuous Infusions

milrinone additive 20 ... Order 2018-Jan-26 14:06 ... IV, start: 2018-Jan-26 14:06 PST, bag volume (mL): 100

Details for **milrinone additive 20 mg [mcg/kg/min] + dextrose 5% (D5W) continuous infusion**

Base Solution	Bag Volume	Rate	Infuse Over	
dextrose 5% (D5W) continuous infusion	100 mL			
Additive	Additive Dose	Normalized Rate	Delivers	Occurrence
milrinone additive	20 mg	0.5 mcg/kg/min	40 mcg/min	Every Bag
Total Bag Volume	100 mL			

Weight: 80 kg Weight Type: Clinical Weight Result dt/tm: 2018-Jan-26 08:08:00 PST

b. Note the Patient’s Dosing Weight pulls into this OEF.

Continuous Infusions

milrinone additive 20 mg [mcg/kg/min] + dextrose 5% (D5W) continuous infusion 100 mL

2018-Jan-26 14:06 ... IV, start: 2018-Jan-26 14:06 PST, bag volume (mL): 100

Details for **milrinone additive 20 mg [mcg/kg/min] + dextrose 5% (D5W) continuous infusion**

Base Solution	Bag Volume	Rate	Infuse Over	
dextrose 5% (D5W) continuous infusion	100 mL			
Additive	Additive Dose	Normalized Rate	Delivers	Occurrence
milrinone additive	20 mg	0.5 mcg/kg/min	40 mcg/min	Every Bag
Total Bag Volume		100 mL		

Weight: 80 kg Weight Type: Clinical Weight Result dt/tm: 2018-Jan-26 08:08:00 PST

c. The system will calculate the rate and infusion.

Details for **milrinone additive 20 mg [0.5 mcg/kg/min] + dextrose 5% (D5W) continuous infusion 100 mL**

Base Solution	Bag Volume	Rate	Infuse Over	
dextrose 5% (D5W) continuous infusion	100 mL	12 mL/h	8.3 hour	
Additive	Additive Dose	Normalized Rate	Delivers	Occurrence
milrinone additive	20 mg	0.5 mcg/kg/min	40 mcg/min	Every Bag
Total Bag Volume		100 mL		

Weight: 80 kg Weight Type: Clinical Weight Result dt/tm: 2018-Jan-26 08:08:00 PST

6. No action required for the Details tab
7. Continue to enter the next medication.

***Reference: Continuous IV Order Entry Format**

All required fields will have a yellow background.

For order details this format will default to the Continuous Details tab

1. Normalized Rate is required
2. Weight will pre-populate

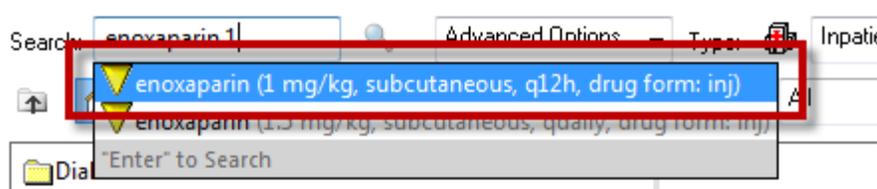
Details for **milrinone additive 20 mg [mcg/kg/min] + dextrose 5% (D5W) continuous infusion 100 mL**

Base Solution	Bag Volume	Rate	Infuse Over	
dextrose 5% (D5W) continuous infusion	100 mL			
Additive	Additive Dose	Normalized Rate	Delivers	Occurrence
milrinone additive	20 mg	mcg/kg/min		Every Bag
Total Bag Volume		100 mL		

Weight: 60 kg Weight Type: Clinical Weight Result dt/tm: 05-Dec-2017 12:51:00 PST

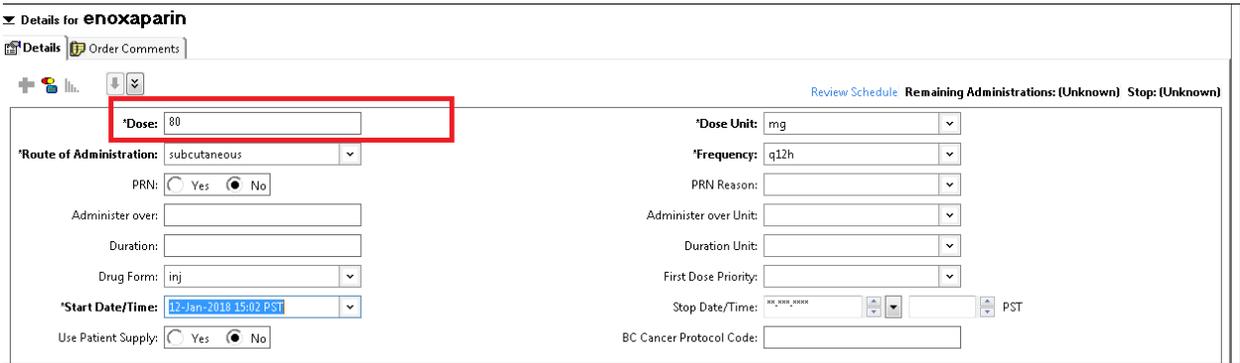
6 Enoxaparin 1mg/kg subcutaneous

1. Click the +Add button
2. In the Add Order Scratch pad screen, type *enox 1* in the Search field, select *enoxaparin 1 mg/kg, subcutaneous, q12h, drug form: inj* from the drop down field or click the magnifying glass icon  to the right of the field



3. Order will appear behind the Add Order Scratch Pad.
4. Click the Done button to close the **Add Order** Scratch Pad.
Reference: the dosage calculator will run in the background and will appear very briefly
5. Select the *enoxaparin 1 mg/kg, subcutaneous, q12h, drug form: inj* order and ensure the Details tab below populate with the following for the mandatory fields:

- a. *Dose: **80**
- b. *Dose Unit: **mg**
- c. *Route of Administration: **subcutaneous**
- d. *Frequency: **q12**



6. Click on the dosage calculator icon 
NOTE: This Enoxaparin medication order will use Standardized dosing
The Dosage Calculator screen will appear



7. Click Apply Standard Dose to close the window.

***Note: Standardized Dosing Order Entry Format**

The above medication uses the Standardized Dosing order entry format with the following fields:
All mandatory fields will have an asterisk preceding the field. These are pre-populated based on the order sentence selected.

This medication uses the existing documented weight to calculate the dose.

1. ***Dose**
2. ***Dose Unit**
3. ***Route of Administration**
4. ***Frequency**
5. ***Start Date/Time**

7 Submit above Medication Orders

1. Click **Sign** button to commit the above medication orders.



NOTE: Mortar and Pestle icon appears beside orders.

Orders		Medication List	Document In Plan		
Displayed: All Active Orders All Active Medications*					
		Order Name	Status	Dose ...	Details
4	Continuou	Infusions			
		DOPamine additive 4...	Ordered		titrate, IV, 0 mcg/kg/min minimum rate, 20 mcg/kg/min maximum rate, titrate instructions: as per analgesia, start: 10-1
		metFORMIN	Ordered		500 mg, PO, TID with food, drug form: tab, start: 23-Oct-2017 17:00 PDT
		ramipril	Ordered		5 mg, PO, qdaily, drug form: cap, start: 10-Nov-2017 09:52 PST
		estradiol (estradiol 50 ...	Ordered		1 patch, topical, qweek, drug form: patch, start: 11-Nov-2017 08:00 PST, Use Patient Supply
		non-formulary medic...	Ordered		1 cap, PO, q4h, start: 10-Nov-2017 10:00 PST
		acetaminophen/caffein	Ordered		1 tab, PO, q4h, PRN pain, drug form: tab, start: 10-Nov-2017 09:53 PST
		e/codeine (TYLENOL ...			Each tablet contains up to 325 mg acetaminophen, caffeine 15 mg and codeine 15 mg. Maximum acetaminophen 4 g/

NOTE: Pharmacist medication orders in PowerChart will still need to be verified in Pharmacy Medication Manager.

NOTE: Click the Refresh button for orders to appear on your patient’s profile

Activity 1.2 – PowerPlan Orders (Order Sets)

Estimated Completion Time: 10 min

PowerPlans can be initiated or planned by a pharmacist. PowerPlans that are initiated have orders that become active and available for action immediately. PowerPlans that are **not** initiated are in a planned stage. Planning allows the provider to review the orders ahead of time in preparation for a future activation or initiation.

A PowerPlan opens in a separate window with toolbar icons offering several tools to manage orders efficiently. Remember to use ‘hover to discover’ over icons to display a description of what the icon indicates.

In this activity you will learn how to place and adapt a PowerPlan. This functionality offers tools and icons for on-screen support.

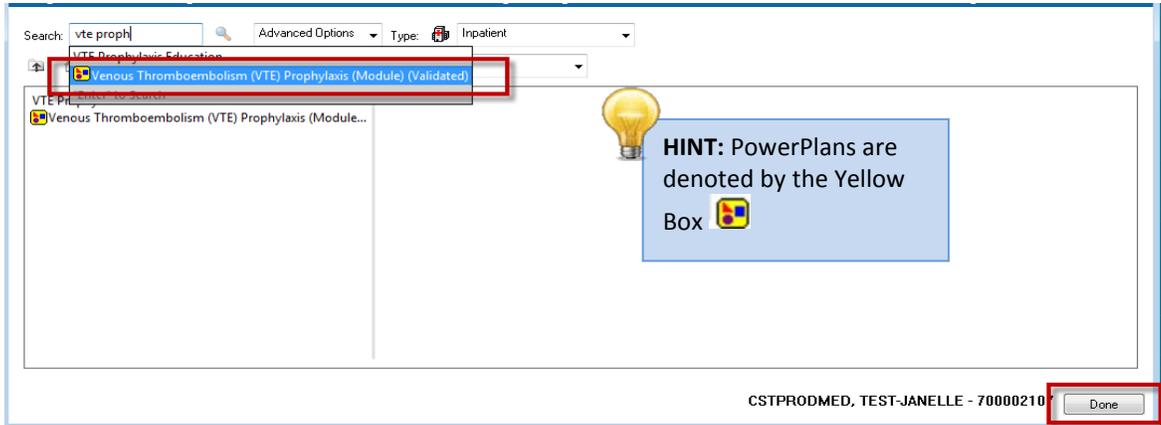
Check the **Foundational - Medication Icons** QRG (Quick Reference Guide) and remember to use ‘hover to discover’. Below are the most commonly seen icons in PowerPlans:

	Merge View - Displays the plan components with those already ordered for the patient and active on the patient profile.
	Show Only Selected Items – Displays only the orders with checkmark boxes pre-checked.
	Initiate Plan or Phase - Initiates the selected plan or phase. Orders do not become active or route to ancillary departments until you initiate.
	View Excluded - Displays components of the predefined plan that were not included in the initiated plan.
	Discontinue - Opens the Discontinue dialog box so that you can discontinue the plan or phase (individual components can be kept).
	Plan Comment - Adds a note to a PowerPlan phase. Plan comments allow you to communicate decisions made regarding the phase to other clinicians who can view or take action on the phase. You can add a comment to a phase in any status.
 Check Alerts	Check Alerts – Allows you to check for Quality Measure Alerts.
<div style="background-color: #e0e0e0; padding: 2px;">Maintenance Fluids</div> <input checked="" type="checkbox"/>  sodium chloride 0.9% (so <input type="checkbox"/>  plasmalyte (plasmalyte c	Pre-checked – Some orders will be pre-checked when the PowerPlan is chosen. These checkmark boxes can be unchecked or checked.

In addition to the above medications, you will now order the **VTE Prophylaxis PowerPlan**

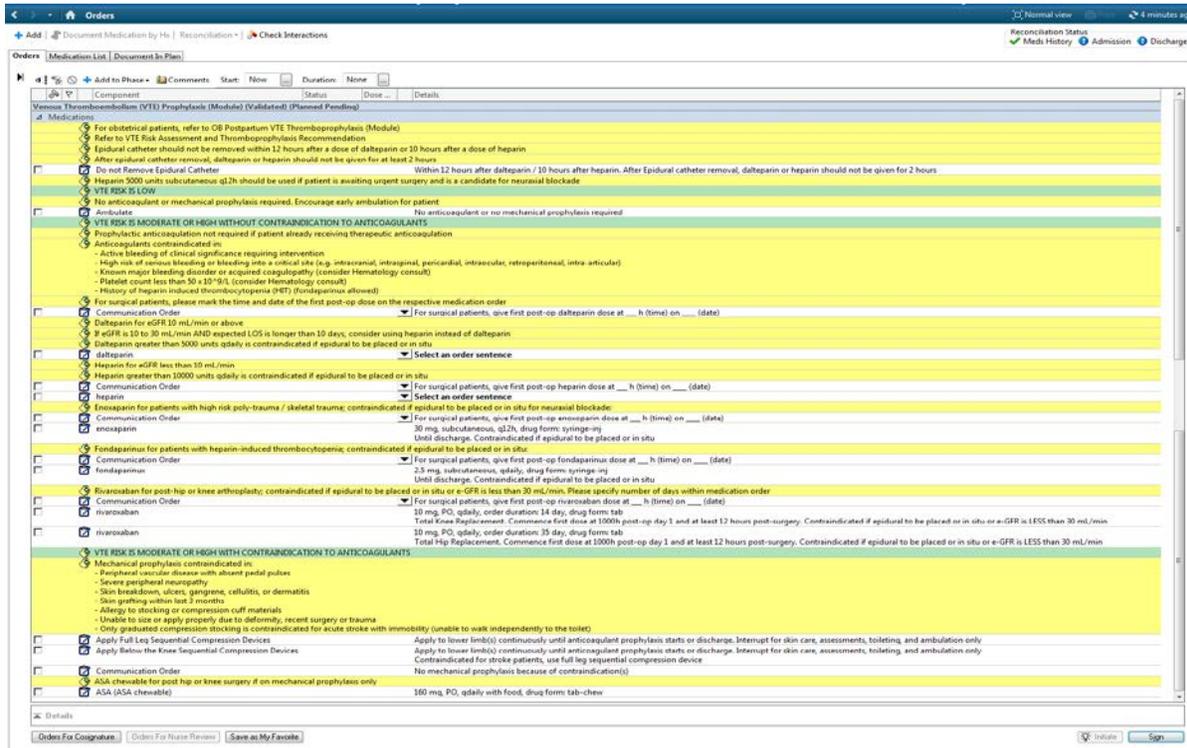
1 VTE Prophylaxis PowerPlan

1. Click +Add
2. In the Add Order Scratch pad screen, start typing **VTE prophylaxis** in the Search field, and select **Venous Thromboembolism (VTE) Prophylaxis (Module) (Validated)** from the drop down field or click the magnifying glass icon to the right of the field and select **Venous Thromboembolism (VTE) Prophylaxis (Module) (Validated)**.



3. Click the **Done** button to close the Add Order window.

Reference: PowerPlans

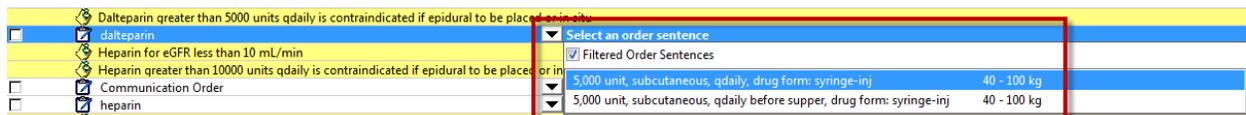


You are presented with a list of orderables to choose from within the PowerPlan.

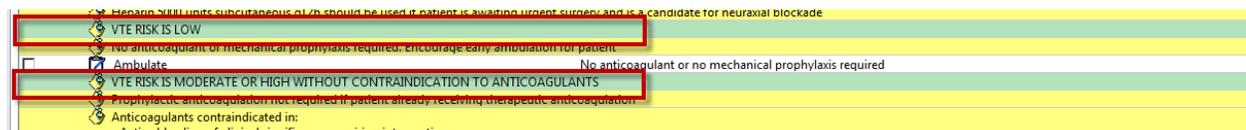
In some PowerPlans, certain orders may be pre-checked; this PowerPlan has no pre-selected checkmark boxes.

Select orders for initiation and/or signing by clicking the checkmark box next to the desired order.

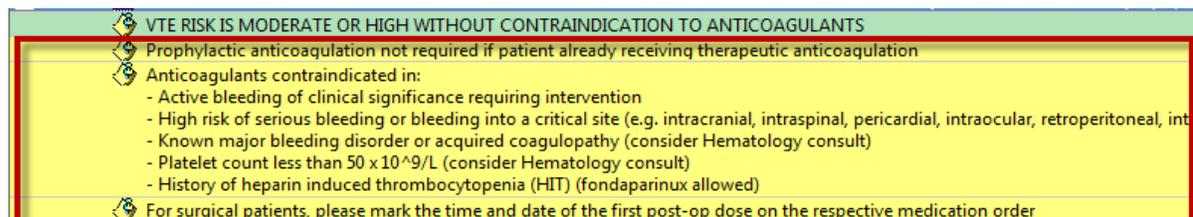
A drop-down box denotes there are alternate order sentences available.



Each section or category of the PowerPlan is denoted with a green background color



Clinical Notes to help guide you in ordering are denoted with a yellow background color.



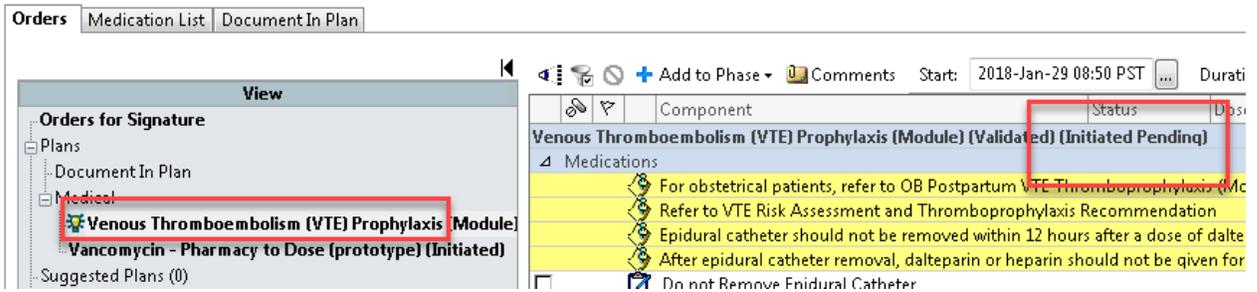
1. Click the checkmark box for **Ambulate**.

The screenshot shows the 'Orders' tab in PowerChart. The main window displays a list of orders. One order is selected: 'Venous Thromboembolism (VTE) Prophylaxis (Module) (Validated) (Planned Pending)'. The order details are expanded, showing a list of medications and instructions. The 'Ambulate' checkbox is checked. A red box highlights the 'Ambulate' checkbox, and another red box highlights the 'Initiate' button at the bottom right of the order details.

2. Click the **Initiate** button.

The screenshot shows the detailed view of the 'Venous Thromboembolism (VTE) Prophylaxis (Module) (Validated) (Planned Pending)' order. The order details are expanded, showing a list of medications and instructions. The 'Ambulate' checkbox is checked. A red box highlights the 'Initiate' button at the bottom right of the order details.

3. PowerPlan will be marked as **Initiated**.

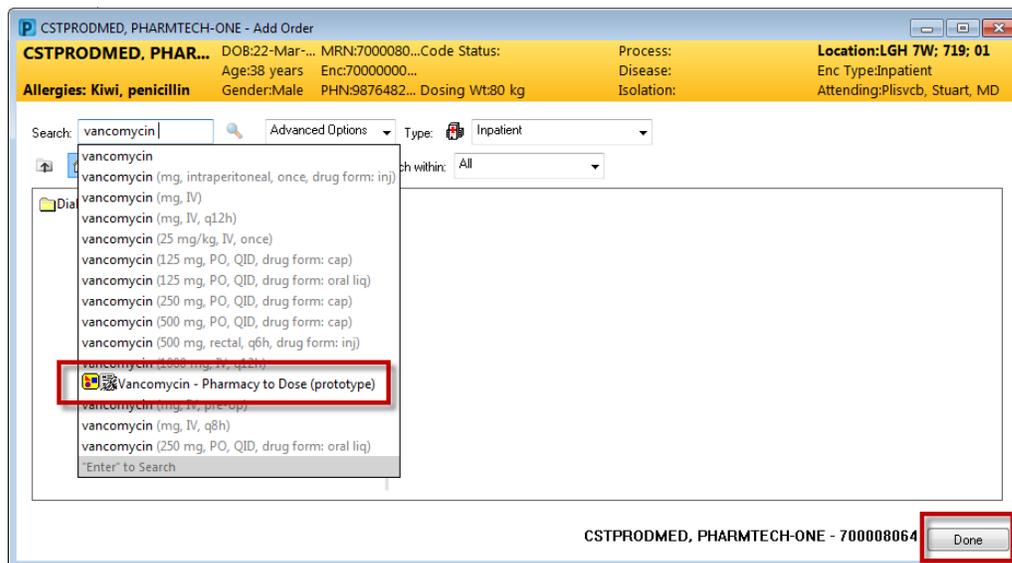


4. Continue to enter the next PowerPlan Order.

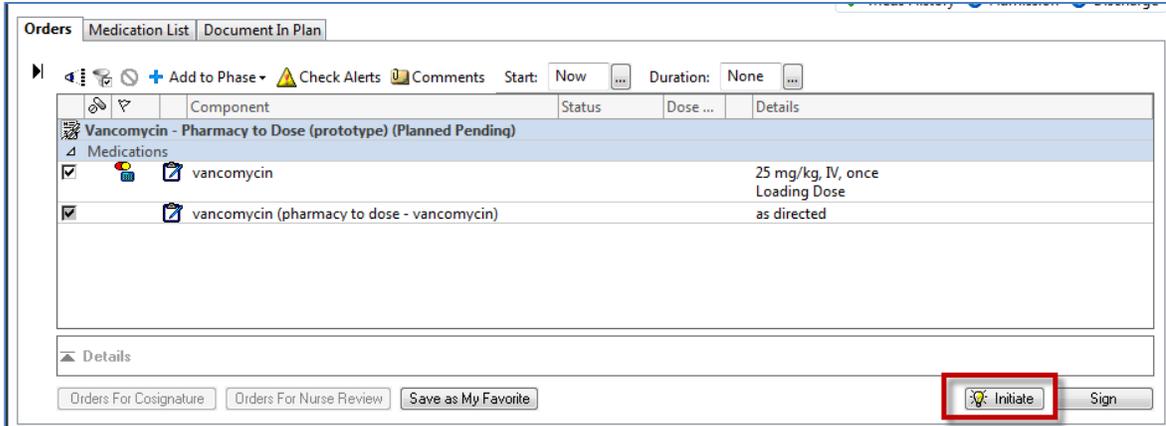
2 Vancomycin Pharmacy To Dose PowerPlan

Note: Your patient may have a Vancomycin PowerPlan already on profile—despite this continue with the exercise below

1. In the Orders Tab, click the +Add button
2. In the Add Order Scratch pad screen, type *Vancomycin* in the Search field, select *Vancomycin – Pharmacy to Dose* from the drop down field or click the magnifying glass icon  to the right of the field

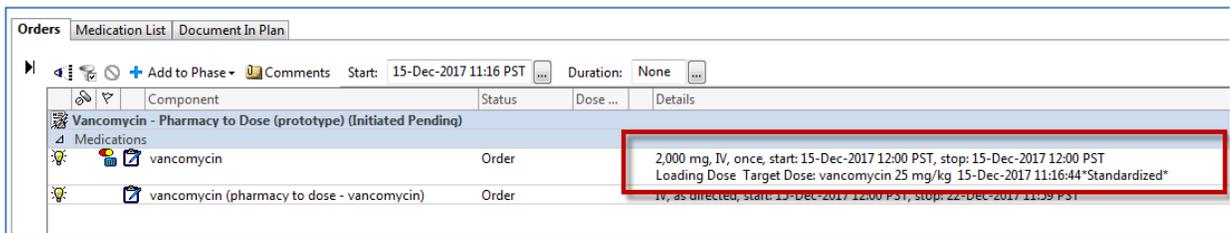


3. Order will appear behind the Add Order Scratch Pad.
4. Click the **Done** button to close the **Add Order** Scratch Pad.
5. Select the *Vancomycin – Pharmacy to Dose* order



NOTE: The second Vancomycin (pharmacy to dose – vancomycin) order is a **communication** order.

6. Click the Initiate  button
7. The order will update with the calculated dose



8. Optional: Click on the dosage calculator icon 

NOTE: This medication order will use Standardized dosing
The Dosage Calculator screen will appear
Click the Apply Standard Dose button – This will close the Dose calculator window

3 Submit above Medication Orders

1. Click the **Orders for Signature** button to commit the above PowerPlan orders.



Click the **Sign** button



NOTE: Click the Refresh button for orders to appear on your patient’s profile

Activity 1.3 – Lab Test – Vancomycin Trough Draw Instructions

Estimated Completion Time: 5 min

It is within the Pharmacist’s scope of practice to order lab tests. Your patient has an order for Vancomycin pending verification.

As the Ministry requires lab tests to be ordered by Physicians, extra steps are needed to capture this in Cerner.

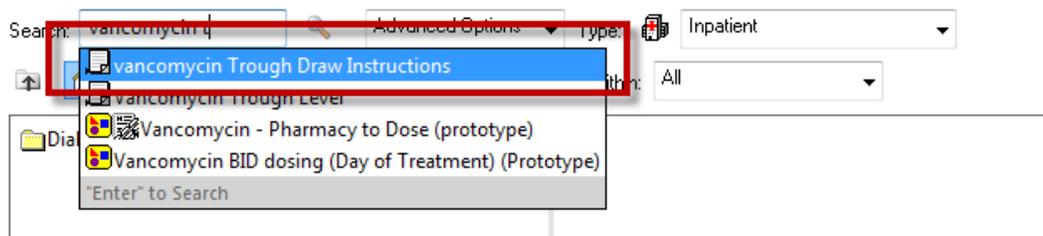
When searching for vancomycin trough order, two orders will appear.

- Vancomycin Trough Draw Instructions
- Vancomycin Trough Level

Providers, including Pharmacists will order the Vancomycin Trough Draw Instructions order. This will create a task for the Nursing staff and they will be responsible to order the Vancomycin Trough Level at an appropriate time as instructed by pharmacy.

1

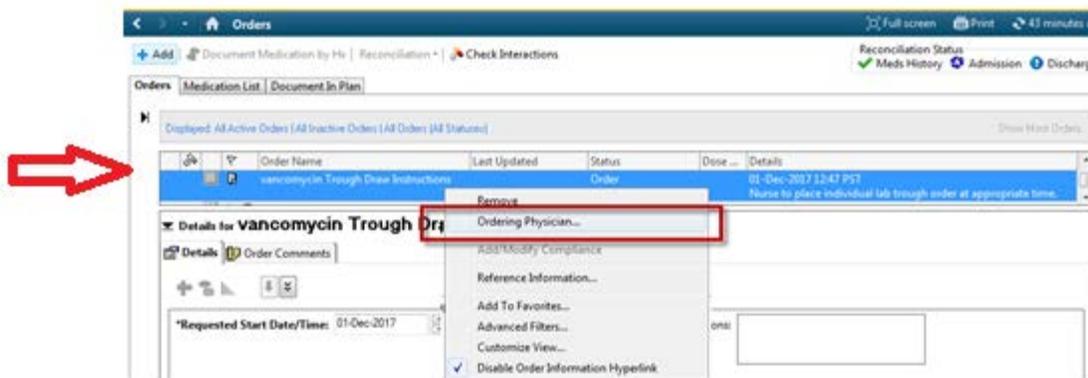
1. Click the Orders menu and click +Add
2. In the **Add Order** Scratch pad screen type **Vancomycin Trough** in the Search field, select **Vancomycin Trough Draw Instructions** from the drop down field.



2

Changing the Ordering Provider.
This step is necessary for billing purposes.

1. Right click on the Vancomycin Trough Draw Instructions and click **Ordering Physician**



2. Select the **Order** radio dot
3. Enter your patient's Attending Physician's name (Last Name, First Name)
4. For Communication type, select **No Cosignature Required**

The screenshot shows a dialog box titled "Ordering Physician". It has two radio buttons: "Order" (selected) and "Proposal". Below is a text field for "*Physician name" containing "Plisvcc, Trevor, MD". There are two date/time pickers for "*Order Date/Time" showing "10-Nov-2017" and "1223" with "PST" as the time zone. Under "*Communication type", there are several options: "Phone", "Verbal", "Proposed", "No Cosignature Required" (highlighted in blue), "Cosignature Required", "Paper/Fax", and "Electronic". "OK" and "Cancel" buttons are at the bottom.

3

View Order Comments

1. Click the Order Comments tab
2. Note the pre-populated Order Comments: Nurse to place individual lab trough order at appropriate time. Edit the comment to give more detailed instructions
3. Click the **Orders for Signature** button.

The screenshot shows a table of orders with columns for Order Name, Status, Dose, and Details. A row is selected: "vancomycin Trough Draw Instructions" with status "Order" and date "2018-Jan-29 08:56 PST". Below the table, the "Details for vancomycin Trough Draw Instructions" panel is open, with the "Order Comments" tab selected. The comment text reads: "Nurse to place individual lab trough order at appropriate time. Draw 30 minutes prior to scheduled evening dose." At the bottom, there are three buttons: "Orders For Cosignature", "Orders For Nurse Review", and "Orders For Signature" (highlighted).

4. Orders tab will appear with vancomycin trough draw instructions order listed.
5. Click the **Sign** button

The screenshot shows the 'Orders' section in PowerChart. At the top, there are navigation options: 'Add', 'Document Medication by Hx', 'Reconciliation', and 'Check Interactions'. On the right, there are status indicators for 'Reconciliation Status' (checked), 'Meds History', 'Admission', and 'Discharge'. Below this, there are tabs for 'Orders', 'Medication List', and 'Document In Plan'. The main area displays a table of orders:

Order Name	Status	Start	Details
LGH 2E; 212; 02 Enc:7000000010837 Admit: 25-Sep-2017 12:44 PDT			
Laboratory			
vancomycin Trough	Order	01-Dec-2017 15:00 PST	01-Dec-2017 15:00 PST
Draw Instructions			Nurse to place individual lab trough order at appropriate time.

At the bottom of the interface, there are buttons for '0 Missing Required Details', 'Orders For Cosignature', 'Orders For Nurse Review', and a 'Sign' button which is highlighted with a red box.

Key Learning Points

- Understand how to enter different types of Medication Orders in PowerChart.
- Understand PowerPlans and how to enter, initiate, and sign.
- Understand how to enter lab tests and the important of changing the Ordering Physician to the Attending Physician for billing purposes.

■ PATIENT SCENARIO 2 – Managing Pharmacy Consult Orders

Duration	Learning Objectives
10 minutes	At the end of this Scenario, you will be able to: <ul style="list-style-type: none"> ■ Manage Pharmacy Consult Orders ■ Enter a Pharmacy Consult Order ■ Mark a Pharmacy Consult Order as Complete

SCENARIO

You are covering 1 unit at your facility.

You have been approached in the hall by a Physician to see their patient for a renal dosing consult.

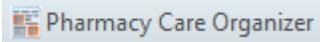
To expedite the activity in Cerner, you have agreed with the Physician that you will enter the consult in Cerner.

After you see your patient, you will mark the consult you entered as completed.

Activity 2.1 – How to address a Pharmacy Consult Order and Mark as Complete

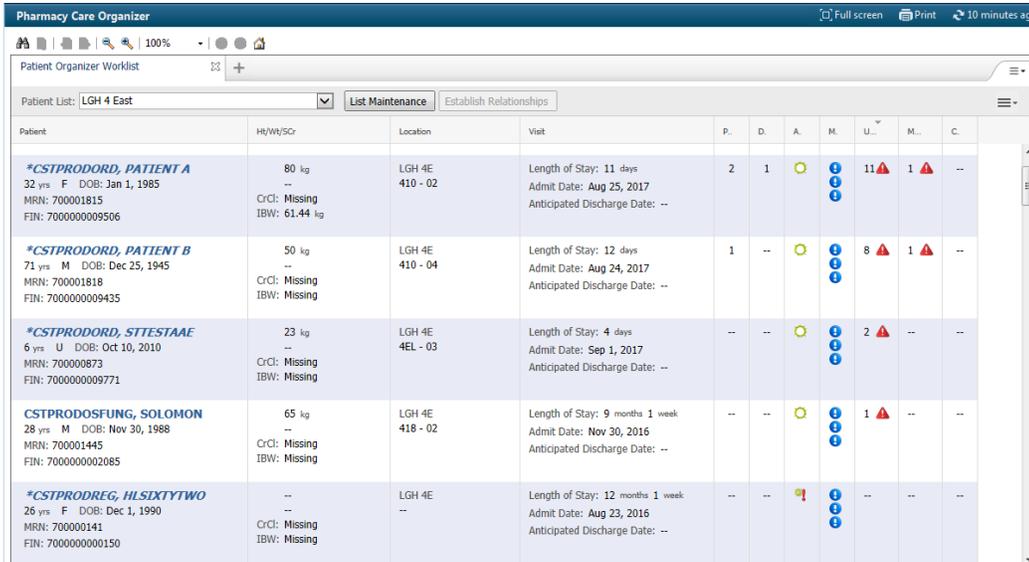
Estimated Completion Time: 10 min

1 Finding your patient on your unit to place the Pharmacy Consult Order.

- Click on Pharmacy Care Organizer icon from the toolbar  Pharmacy Care Organizer
For Patient List: select your designated area from the drop down menu.

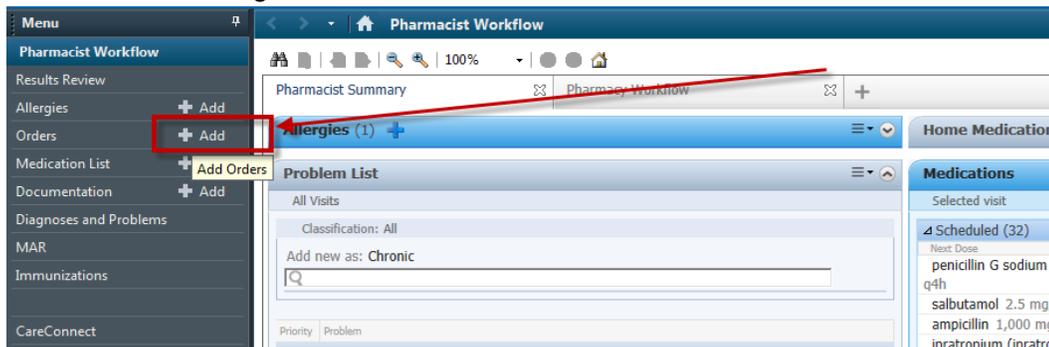
The Patient Care Organizer utilizes existing Patient Lists.
Use List Maintenance to create a new list.

- Click on the hyperlink for your patient’s name to open their chart.



Patient	Ht/Wt/Scr	Location	Visit	P.	D.	A.	M.	U...	M...	C.
*CSTPRODORD, PATIENT A 32 yrs F DOB: Jan 1, 1985 MRN: 700001815 FIN: 700000009506	80 kg -- CrCl: Missing IBW: 61.44 kg	LGH 4E 410 - 02	Length of Stay: 11 days Admit Date: Aug 25, 2017 Anticipated Discharge Date: --	2	1	0	0	11	1	--
*CSTPRODORD, PATIENT B 71 yrs M DOB: Dec 25, 1945 MRN: 700001818 FIN: 700000009435	50 kg -- CrCl: Missing IBW: Missing	LGH 4E 410 - 04	Length of Stay: 12 days Admit Date: Aug 24, 2017 Anticipated Discharge Date: --	1	--	0	0	8	1	--
*CSTPRODORD, STTESTAAE 6 yrs U DOB: Oct 10, 2010 MRN: 700000873 FIN: 700000009771	23 kg -- CrCl: Missing IBW: Missing	LGH 4E 4EL - 03	Length of Stay: 4 days Admit Date: Sep 1, 2017 Anticipated Discharge Date: --	--	--	0	0	2	--	--
CSTPRODOSFUNG, SOLOMON 28 yrs M DOB: Nov 30, 1988 MRN: 700001445 FIN: 700000002085	65 kg -- CrCl: Missing IBW: Missing	LGH 4E 418 - 02	Length of Stay: 9 months 1 week Admit Date: Nov 30, 2016 Anticipated Discharge Date: --	--	--	0	0	1	--	--
*CSTPRODREG, HLSIXTYTWO 26 yrs F DOB: Dec 1, 1990 MRN: 700000141 FIN: 7000000000150	-- -- CrCl: Missing IBW: Missing	LGH 4E --	Length of Stay: 12 months 1 week Admit Date: Aug 23, 2016 Anticipated Discharge Date: --	--	--	0	0	--	--	--

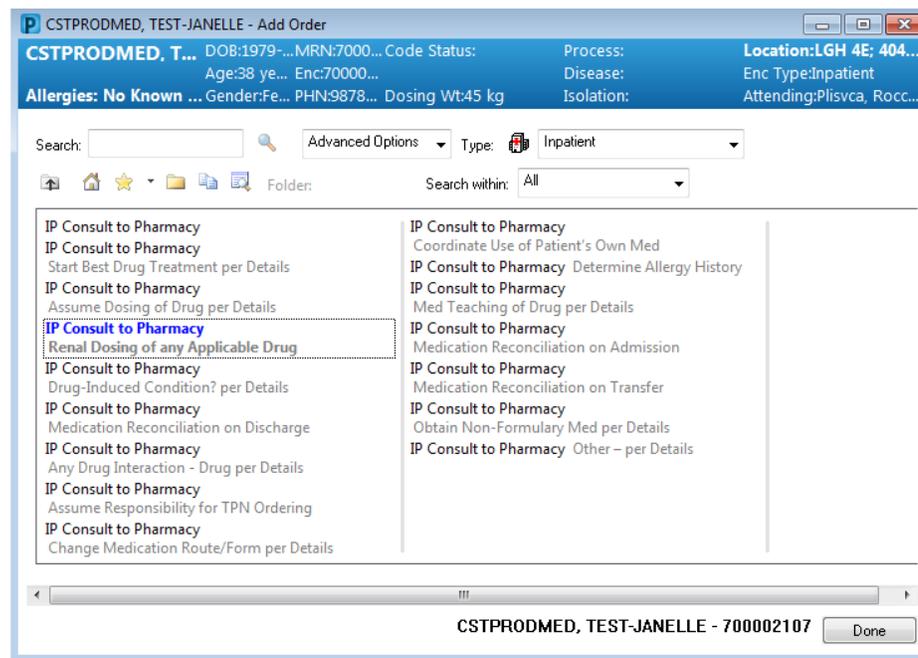
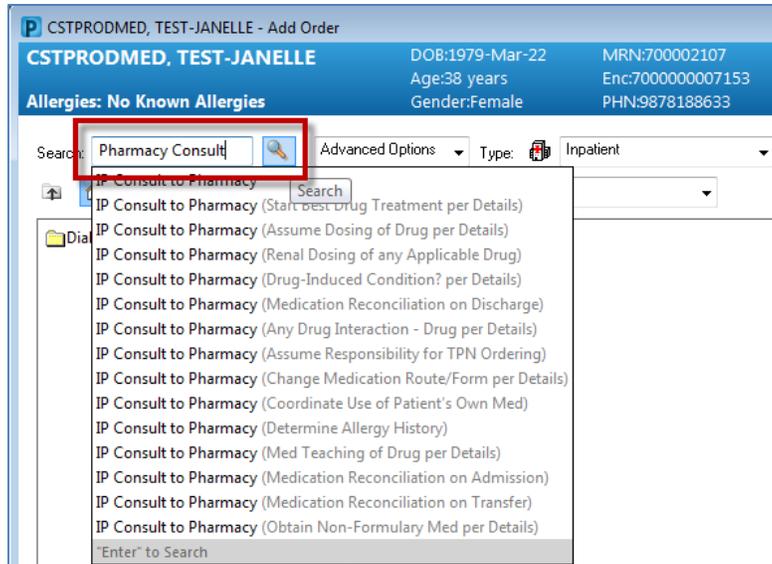
- Click +Add to the right of Orders from the Menu.



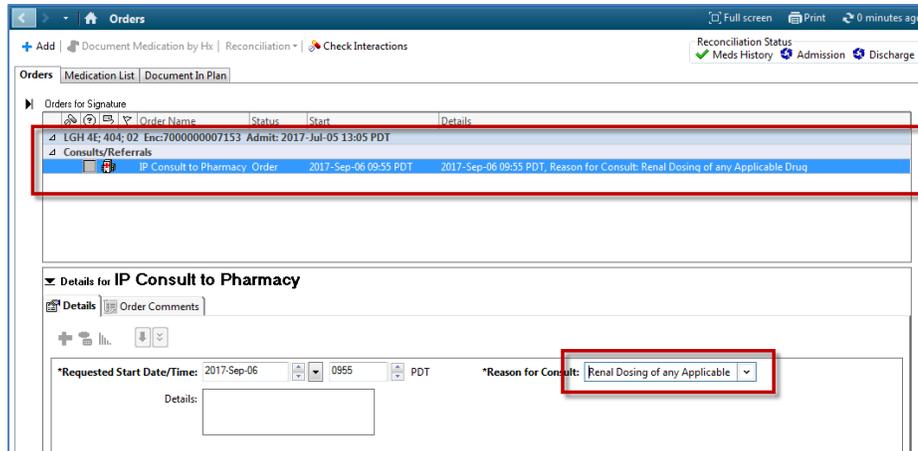
The screenshot shows the 'Pharmacist Workflow' interface. On the left, a 'Menu' sidebar lists various options: Results Review, Allergies, Orders, Medication List, Documentation, Diagnoses and Problems, MAR, Immunizations, and CareConnect. The 'Orders' option is highlighted with a red box, and a red arrow points to the '+ Add' button next to it. The main window shows a 'Pharmacist Summary' tab with a 'Pharmacy Workflow' sub-tab. Below this, there is a 'Problem List' section with a search field and a 'Priority Problem' table. On the right, there is a 'Home Medications' section with a 'Medications' list showing scheduled doses for penicillin G sodium, salbutamol, ampicillin, and lorazepam.

- In the Add Order Scratch Pad that opens, type **Pharmacy Consult** in the Search field and click the Magnifying glass
- Click to select the appropriate IP Consult to Pharmacy with order sentence – **IP Consult Pharmacy Renal Dosing of any Applicable Drug**

Order will appear behind the Add Order Scratch Pad



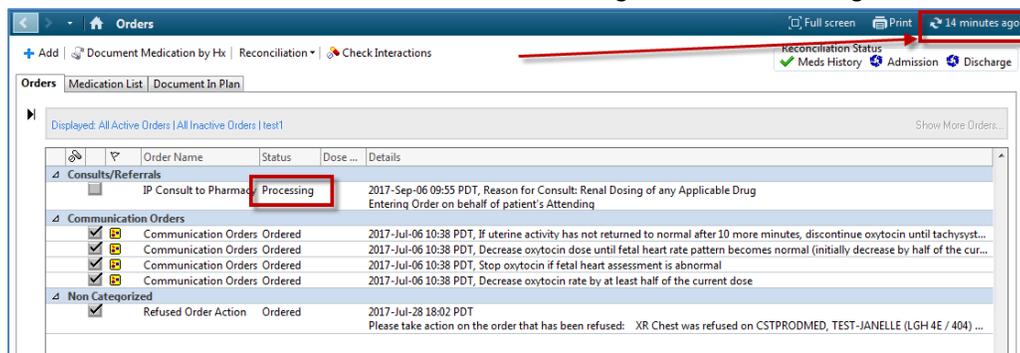
6. Click Done
7. Order will appear on the right side of the screen. Select the order to bring up Details tab
 - a. *Requested Start Date/Time: Defaults to current date and time
 - b. *Reason for Consult: Defaults to Order Sentence selected



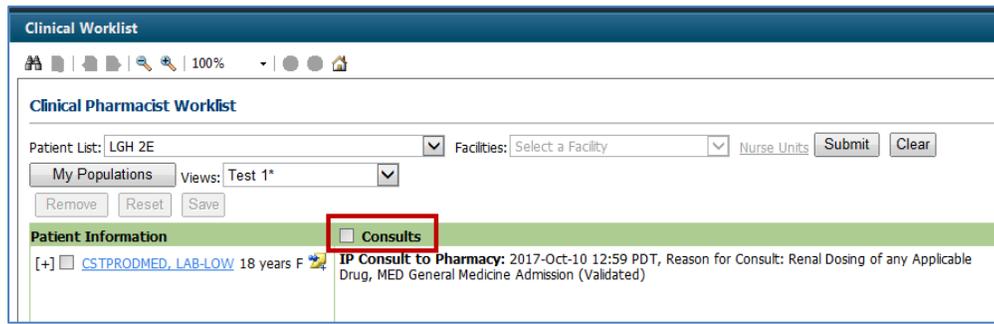
8. For additional notes to capture regarding this order, click **Order Comments**
Type: Entering Order on behalf of patient's attending.
9. Click Sign when complete



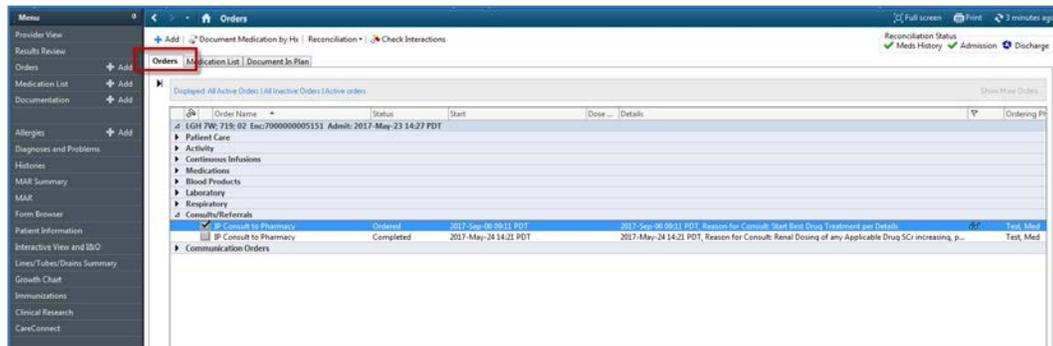
10. Click Refresh button for Status of order to change from Processing to Ordered



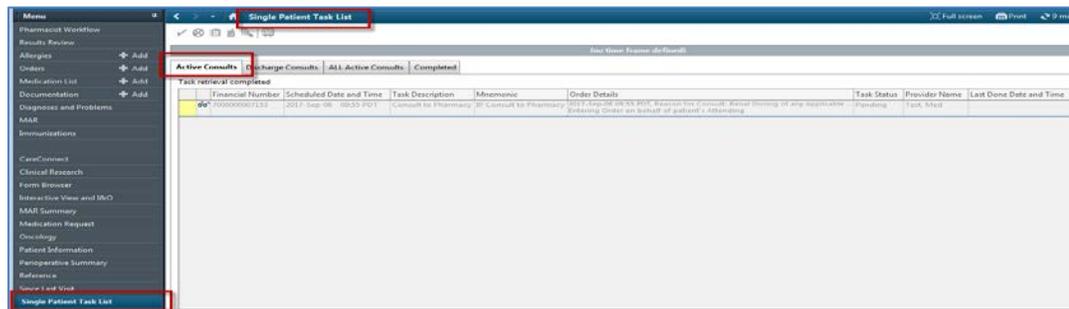
11. The Active Pharmacy Consult Order can now be seen in several areas:



- Clinical Worklist
- Pharmacy Care Organizer
- Pharmacy Summary Page – High Risk Category section
- Patient's Order Profile under consults/referrals in their chart



- Single Patient Task List (refer to Workbook 1 to setup your grey Change Time Frame Criteria)



- Multi Patient Task List



2

Marking the Consult as complete.

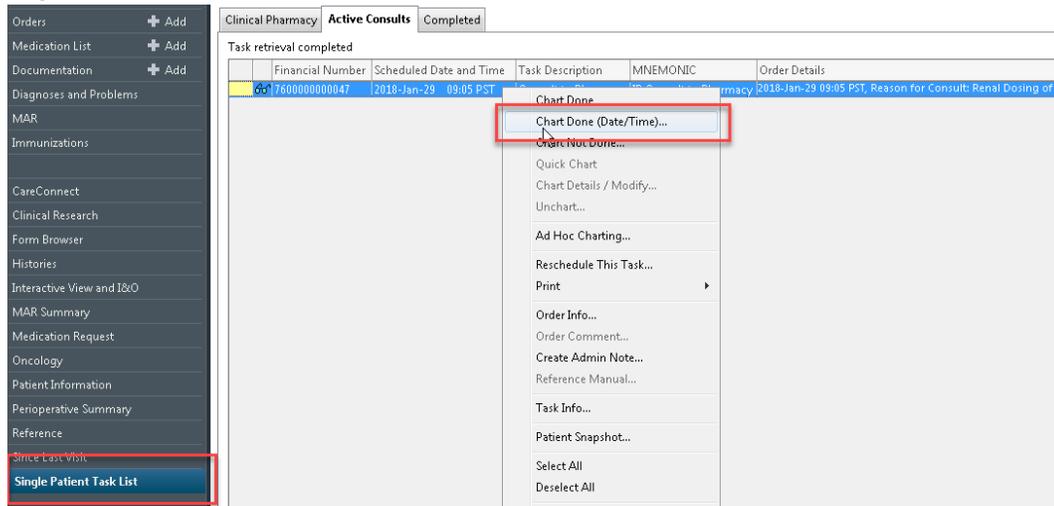
This can be done from 3 places

- From Patient’s Chart in Orders Tab
- Single Patient Task List
- Multi Patient Task List

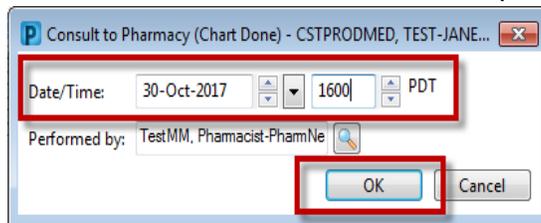
For this exercise we will complete from the Single Patient Task List

Click on Single Patient Task List from the Menu.

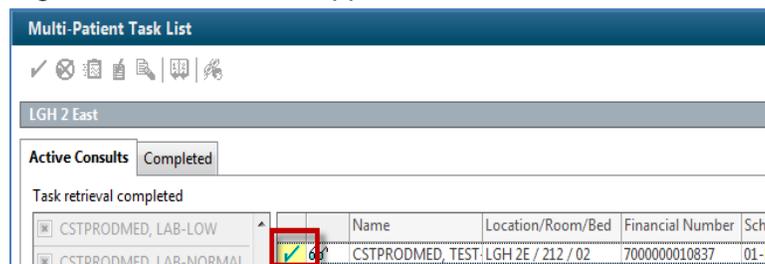
1. Right-click on the Consult and select Chart Done (Date/Time)



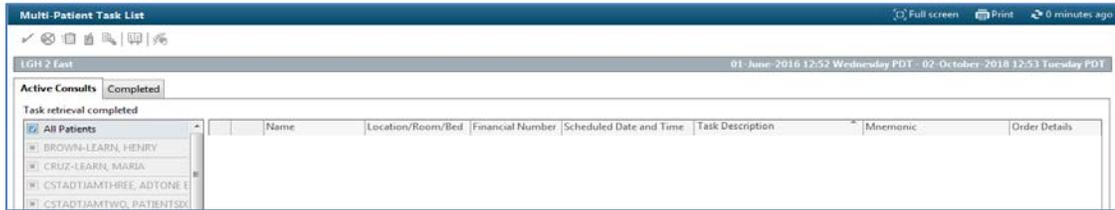
2. Consult to Pharmacy (Chart Done) screen will appear.
3. Ensure the correct date and time is captured. Click the OK button.



4. A green checkmark will appear in the first column for the order



- Click the **Refresh** button.



- The consult order for your patient will be removed from the list.

	Order Name	Last Updated	Status	Dose ...
Consults/Referrals				
	IP Consult to Pharmacy	01-Dec-2017 13:26 PS	Completed	
Communication Orders				

Key Learning Points

- Understand how to enter Pharmacy Consults in PowerChart
- Understand how to mark the Pharmacy Consults task as complete

PATIENT SCENARIO 3 – Clinical Documentation in PowerChart

Duration	Learning Objectives
10 minutes	At the end of this Scenario, you will be able to: <ul style="list-style-type: none"><li data-bbox="597 394 1299 430">■ Create a Pharmacy Progress Note for your patient.

SCENARIO

As a clinical pharmacist, you will be entering a Pharmacist Note in your patient's chart. Unfortunately, you will not be able to complete the note in one sitting and will need to save your work on an on-going basis.

In a later exercise in the Message Centre scenario, you will retrieve your note and complete it.

Activity 3.1 – Entering Pharmacist Note

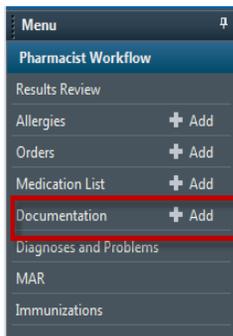
Estimated Completion Time: 10 min

You have seen and assessed your patient and would like to record your findings in a note in their chart.

NOTE: The patient’s chart can be assessed in many ways.

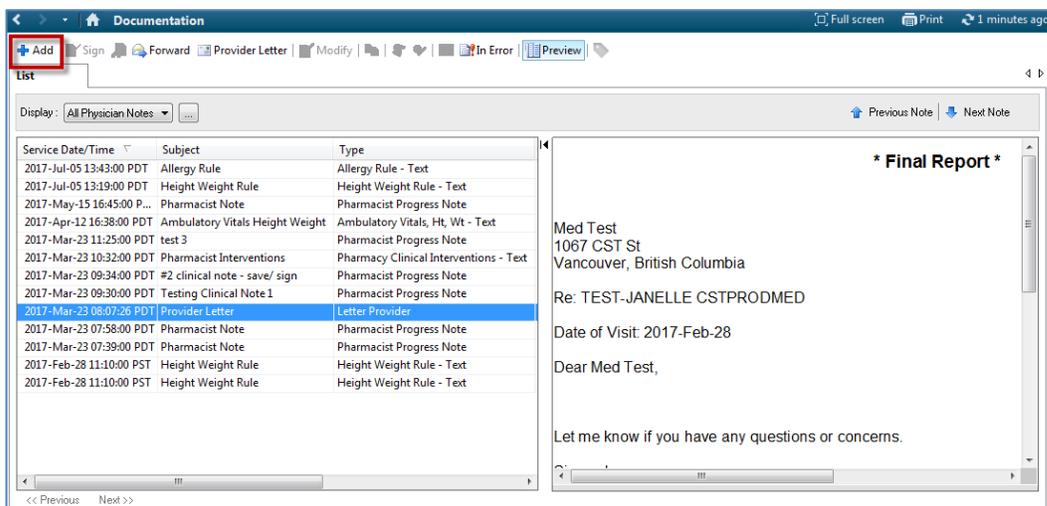
- Patient list.
- Pharmacy Care Organizer
- Clinical Worklist
- Perform Patient search

1 From the patient’s chart, click Documentation from the Menu

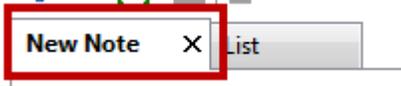


NOTE: A listing of previously entered notes may be displayed. There will be no other notes in the training environment.

2 Click the **+Add** button under the Documentation header



4 The tab **New Note** will appear



Ensure the following fields are filled out as follows:

1. Note Type List Filter: **Position**
2. *Type: Select **Pharmacist Progress Note**
3. Title: Change to **'YOUR NAME' – Pharmacist Note** (Note: Your name is only needed for this training activity). In practice, you will choose a title that reflects the note
4. Date: **Today's Date**
5. Author: **will capture your username**

5 For ***Note Templates**, scroll down list or search and select **Pharmacist Note** and click **OK**

*Note Templates	
★ Name ▾	Description
★ Oncology Consultation Note	Oncology Consultation Note Template
★ Oncology Consultation- Televisit Note	Oncology Consultation- Televisit Note Template
★ Oncology Outpatient Clinic Note	Oncology Outpatient Clinic Note Template
★ Oncology S&P Note	Oncology S&P Note Template
★ Oncology Transfer Summary	Oncology Transfer Summary Template
★ Operative Note	Operative Note Template
★ Palliative Medicine Sedation Note	Palliative Medicine Sedation Note Template
★ Patient Discharge Summary	Patient Discharge Summary
★ Pharmacist Note	Pharmacist Note Template
★ Post Anesthesia Note	Post Anesthesia Note Template
★ Pre Anesthesia Assessment	Pre Anesthesia Assessment Template

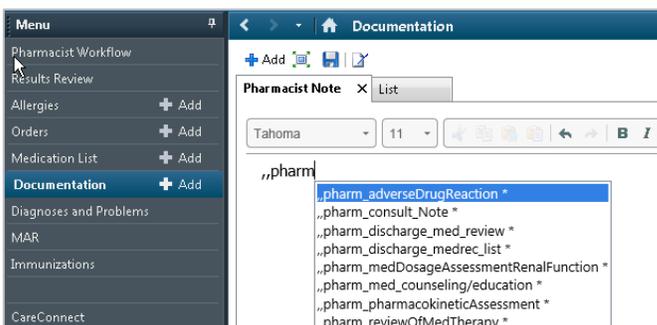
HINT: Save Pharmacist Note as Favorite
Click the Star icon to the left of the note

Click Favorites (1)

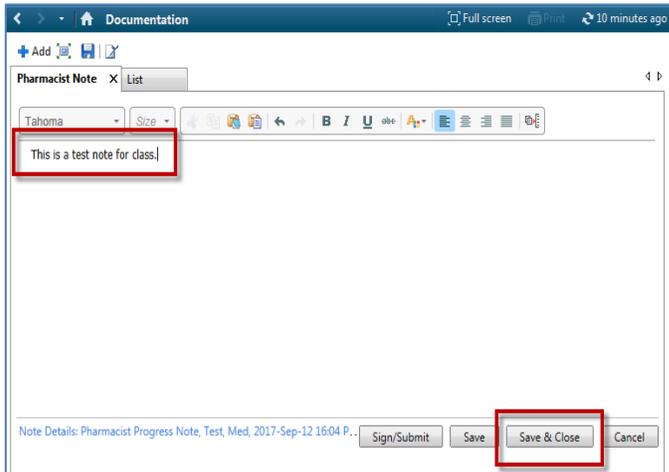
All (65)
Favorites (1)

6 Click in the blank space (Body of the note) to activate the cursor and start typing your note. **NOTE:** Pharmacy has many optional auto-templates available; please see the **Pharmacy – Pharmacy Note Types Categories** QRG for a listing of available auto-templates.

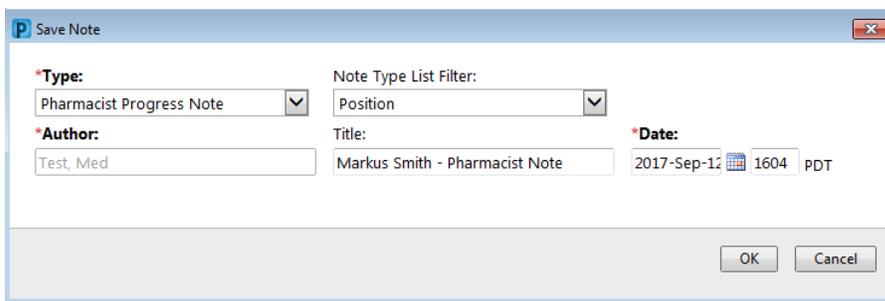
In the body of the note, look at the enterprise-wide auto-templates for Pharmacy by typing “,,pharm”



- 7 Click **Save & Close** because you were interrupted and not completed your note. If you had completed your note, you would have clicked Sign/Submit.



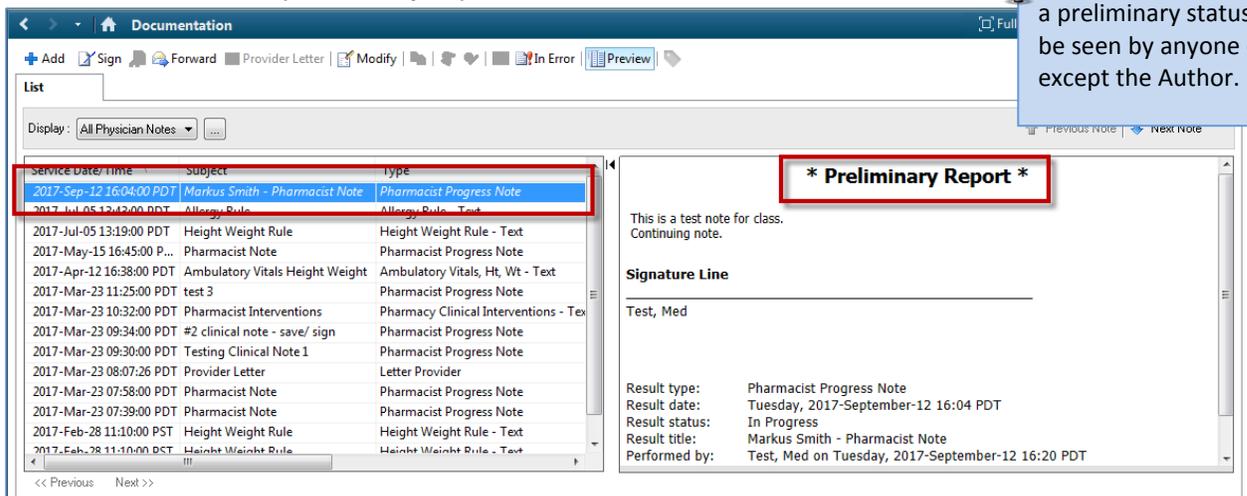
- 8 Confirm details of your note in the **Save Note** pop up box and click **OK**.



- 9 Your newly created progress note will close and return to list of documentation.

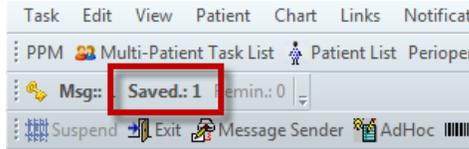
Your note will be in a preliminary report status.

NOTE: Any progress note in a preliminary status cannot be seen by anyone else except the Author.



10 You can also access your saved note in Message Centre. (We will be learning about Message Centre in the next scenario)

11 The organizer bar will also update the Notification Bar to state that you have a saved note



12 You will finish and sign your progress note in a later activity for Message Centre.

Key Learning Points

- After assessing your patient you will document in their chart using the pharmacy clinical note.
- If you cannot complete your note at one time, you will use the save function and retrieve your note in Message Centre.

■ PATIENT SCENARIO 4 – Message Center - Communicating in PowerChart

Duration	Learning Objectives
35 minutes	At the end of this Scenario, you will be able to: <ul style="list-style-type: none">■ Manage your Message Centre Inbox■ Review pending inbox or work items■ Assign Proxy to colleague(s) when away■ Complete inbox and/or work items■ Create messages■ Create and complete reminders

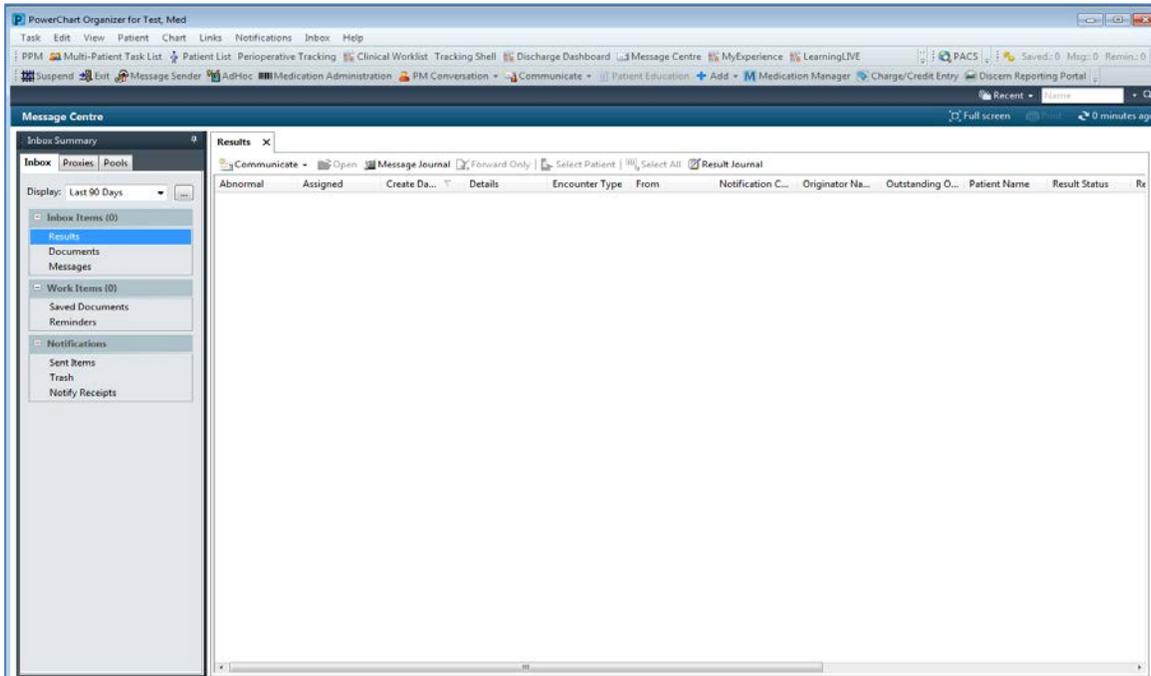
SCENARIO

You are leaving on holidays tomorrow and will need to complete the following 4 activities in Message Center before the end of your day.

1. Create a New Reminder for the end of day today
2. Open saved clinical pharmacist note to be completed (from previous activity for clinical documentation)
3. Create a handover note and send to the Pharmacy Pool in Message Centre
4. Assign Proxy to a colleague to manage your inbox while away for 2 weeks

Inbox Summary

The Inbox Summary provides a quick view of all items in your inbox



Messages can be viewed according to their sources, are organized by tabs:

1. Inbox – Personal Inbox
2. Proxies: Inboxes where proxy has been given to you
3. Pool Inboxes

The Inbox Summary allows you to view all notifications from each tab.

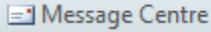
Numbers next to each category or folder in the category indicate the number of unread and total notifications in that category or folder. If the folder is not shown, no notifications are present.

- Inbox Items: Includes such items as Documents, Results, Messages, and Orders.
- Work Items: Includes Reminders and Saved Documents.
- Notifications: Includes notification receipts for messaging, as well as the Trash and Sent Items folders.

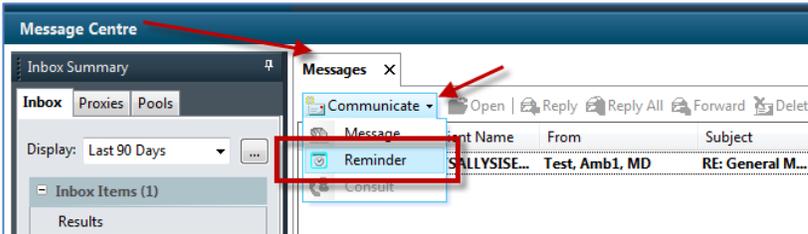
Activity 4.1 – Creating a Reminder Message

Estimated Completion Time: 10 min

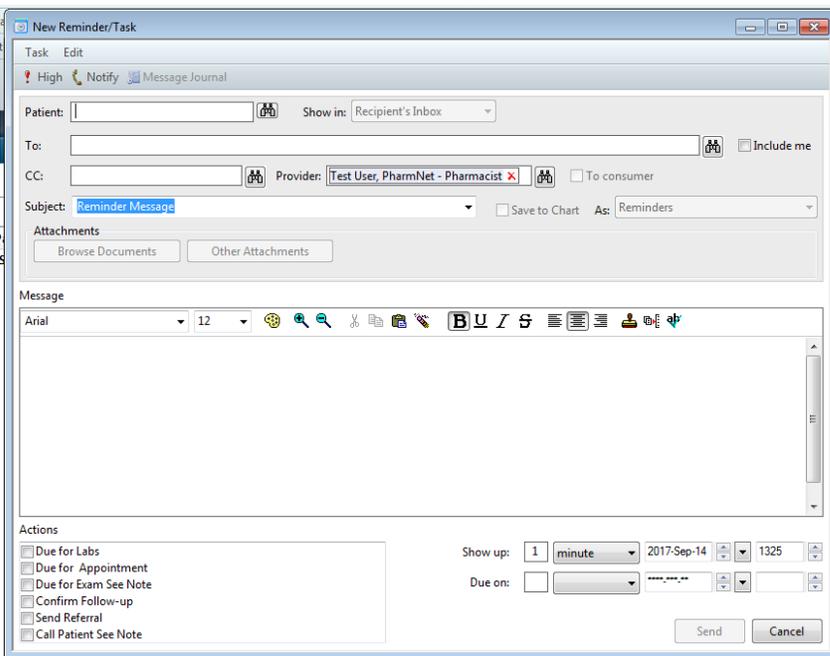
As you will be leaving on holidays for 3 weeks, you want to set a reminder to yourself in Cerner for TO-DO tasks before the end of your day.

1 Click Message Centre icon  from the toolbar

2 In the **Messages** Tab, select **Reminder** from the **Communicate** drop down menu.



New Reminder / Task screen will appear



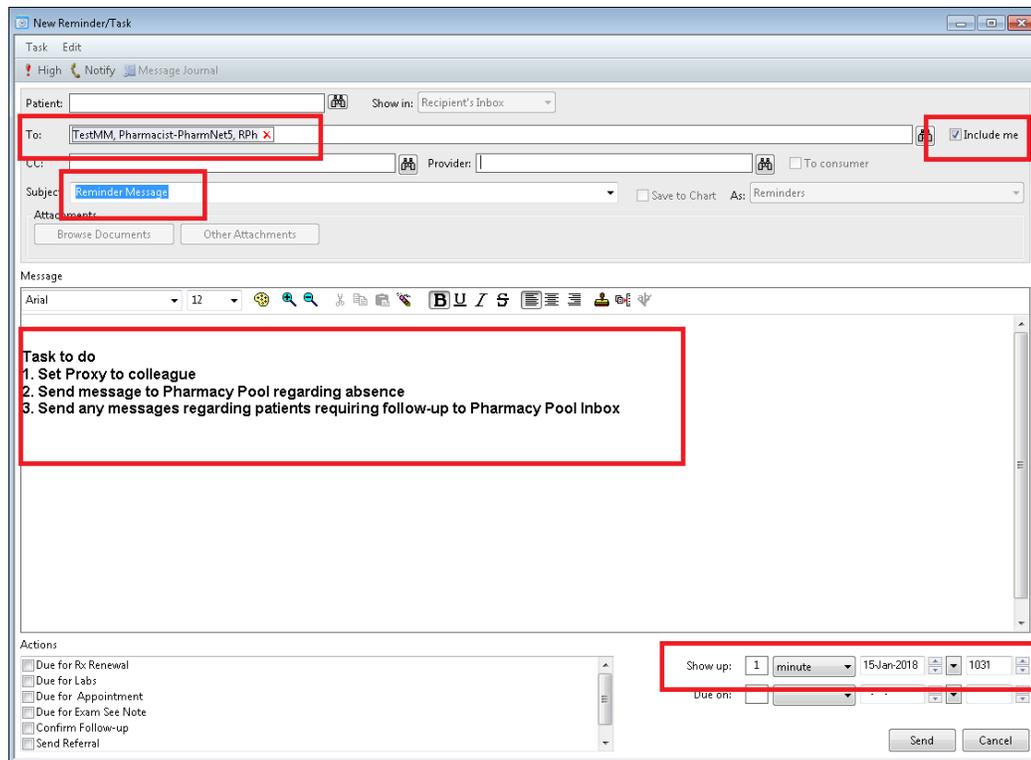
3

1. In the **New Reminder/Task** window, fill out the following details:
2. In the To: field, enter your name (Last name, First name) and click the binoculars icon to search for your name (tick the *Include me* tick box to autofill your information)

Note: in Cerner you can find your username by looking at the top left corner



3. In the Subject: field, enter the title of your reminder **Tasks to Do by the end of TODAY**
4. In the body of your message: Type a list of items you need to accomplish by the end of the day.
 - a. **Set Proxy to a colleague, (Refer to classroom instructions)**
 - b. **Send message to Pharmacy Pool regarding absence**
 - c. **Send a message regarding our patient requiring follow-up to Pharmacy Pool inbox**
5. Set the **Show up:** time to 1 minute from now.
6. Click the Send button.

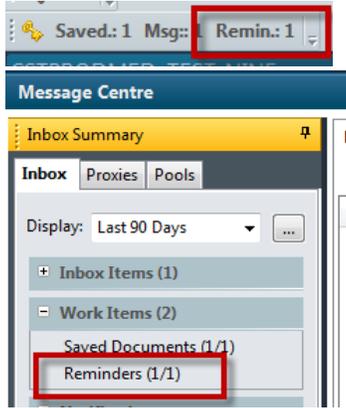


4

Click refresh

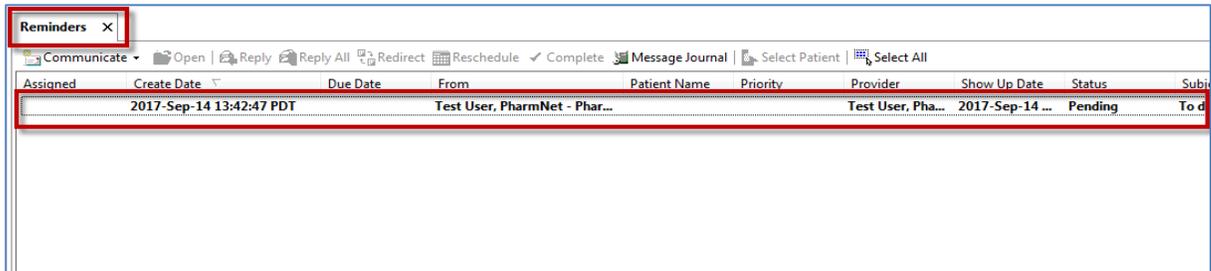
At the time set for **Show up**: notifications will appear in

1. Message Centre under Work Items
2. Notifications in the toolbar



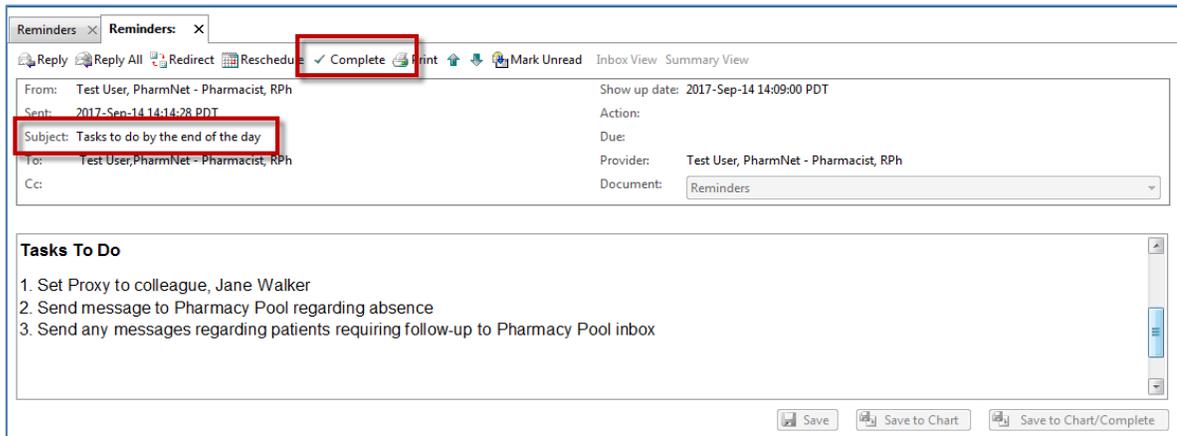
5

1. Click on either notification to open Reminder list.
2. Double-click on the previously created Reminder



6

1. When reminder is no longer needed, mark reminder as **Complete**



2. Reminder will be removed from the **Reminders** tab/list

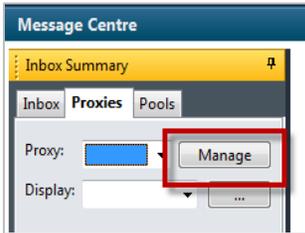
Activity 4.2 – Setting up a Proxy to your Message Centre

Estimated Completion Time: 10 min

As you will be leaving on holidays for 3 weeks, you want to assign a Proxy to your colleague while you are away.

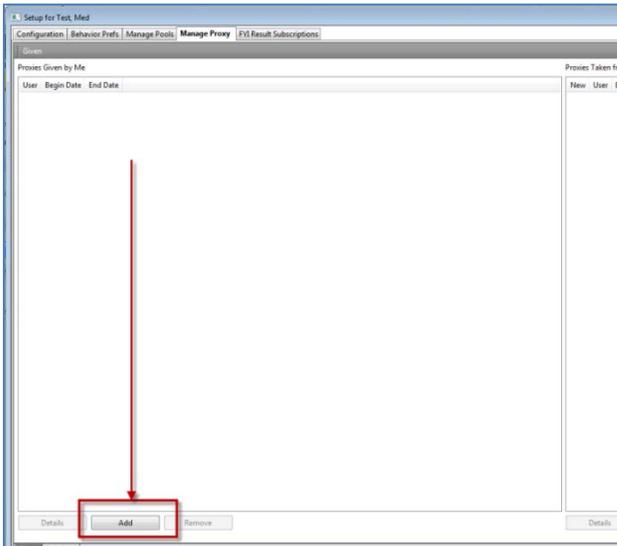
- 1 From the Message Centre inbox,, click the **Proxies** tab

Click **Manage**

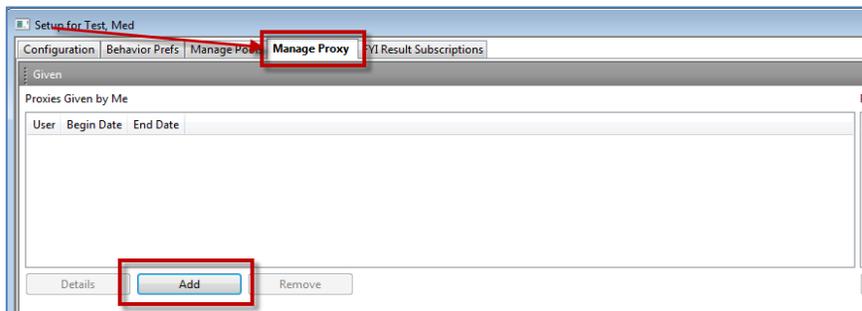


The Setup for LastName, First Name screen will appear

- 2 Click **Add**

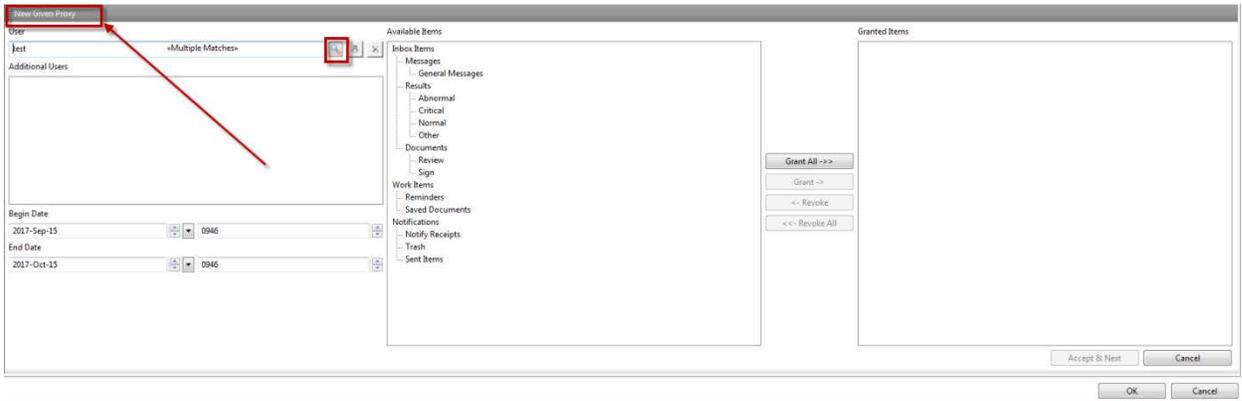


- 3 In the **Manage Proxy** tab, click **Add** button

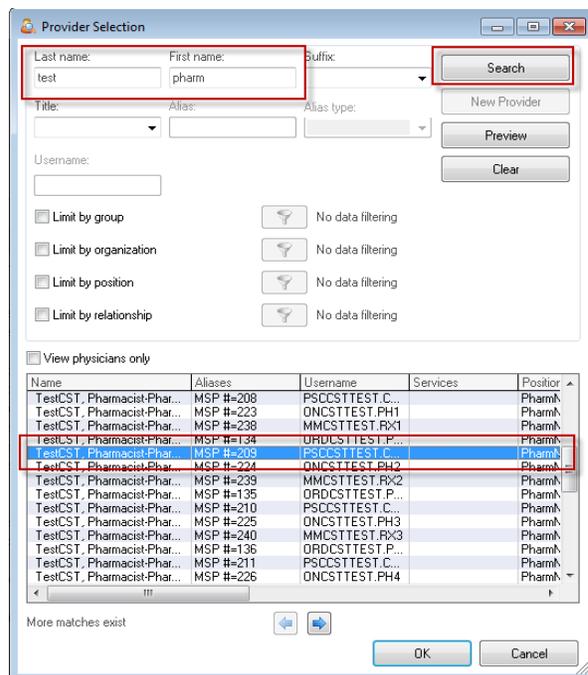


- 4 Under the New Given Proxy header, search for colleague's name (check with class facilitator or send to your neighbor)

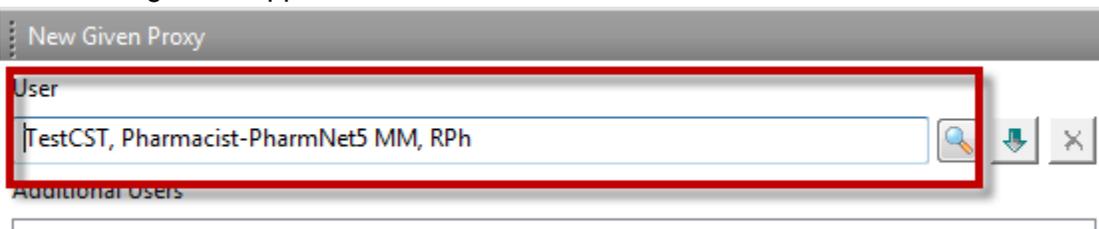
Click Magnifying glass to bring up provider Selection search box



- 5 Click the appropriate colleague taking over your inbox and click OK.

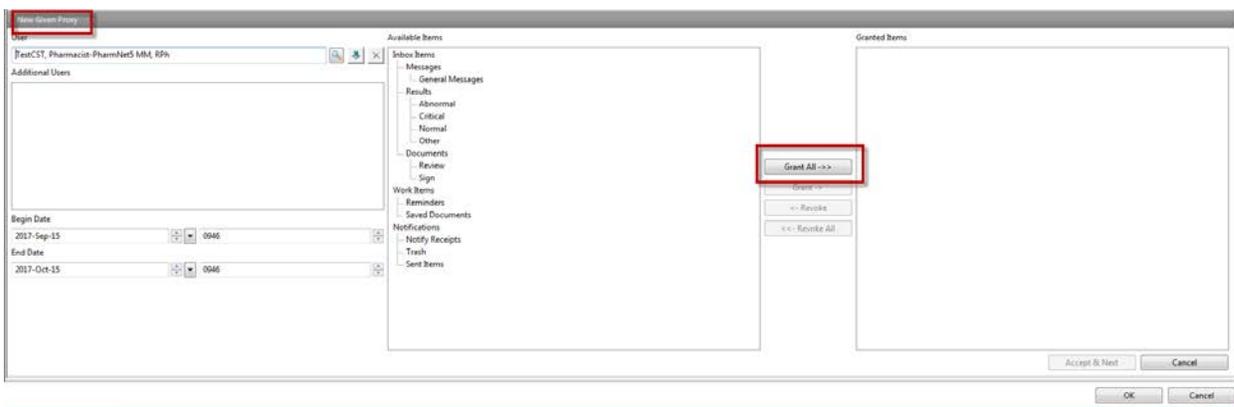


- 6 Your colleague will appear in the User field.

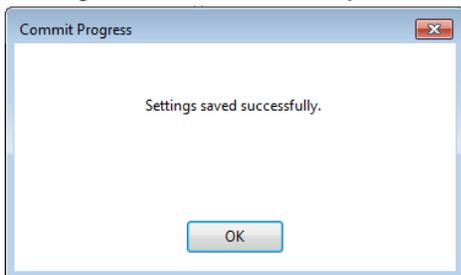


7 Set the dates to grant for duration to grant Proxy to your colleague. **Choose today's date until tomorrow.**

8 To the right of the Available Items box, click the Grant All button and click OK
In practice, you may choose to limit access. You can choose to grant items individually.



9 Settings will be saved and your colleague can now view your inbox.



Activity 4.3 – Adding self to Pharmacy Pool and sending a Message to the Pharmacy Pool

Estimated Completion Time: 5 min

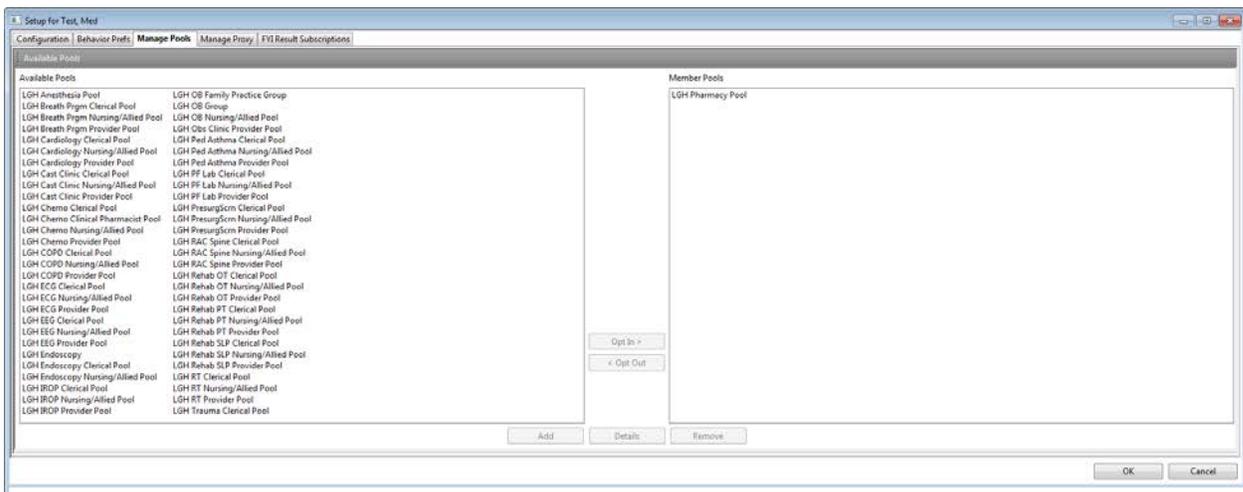
As you will be leaving on holidays for 3 weeks and you want to send a message to the Pharmacy pool.

1 From the **Message Centre** inbox, click the **Pools** tab

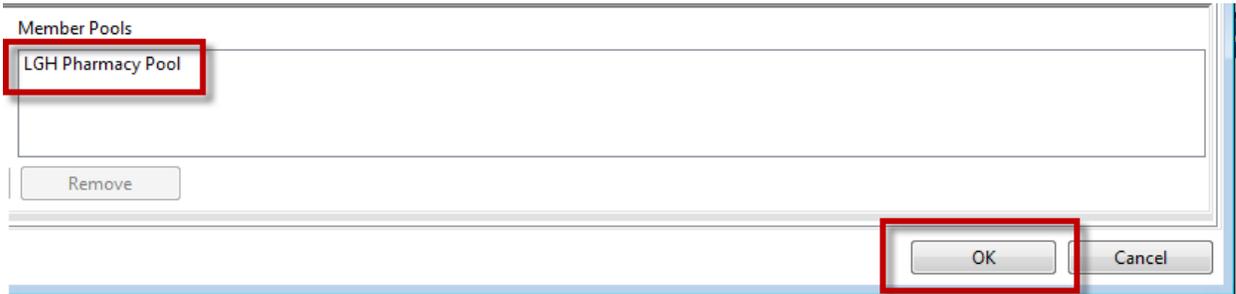
Click **Manage**



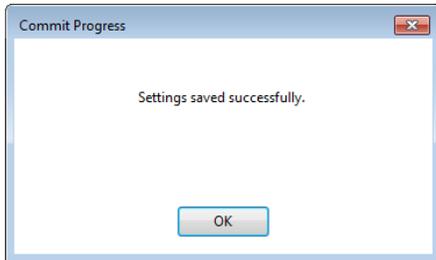
2 In the **Manage Pools** tab, select the appropriate pool for your facility. **LGH Pharmacy Pool** and click the **Opt In** button and click **OK**.



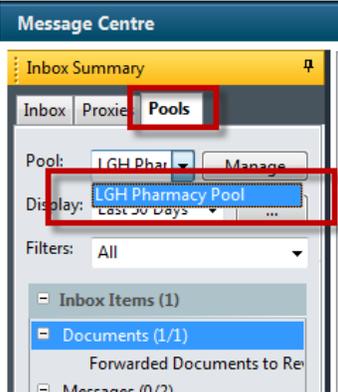
- 3 **LGH Pharmacy Pool** will move over to the Member Pools column
Click **OK**



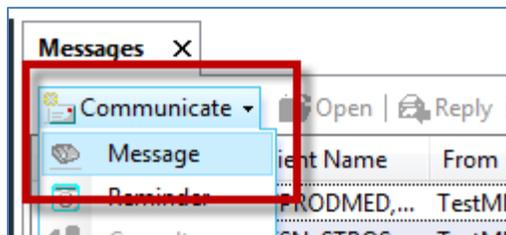
- 4 Commit Progress screen will appear to confirm.
Click the **OK** button



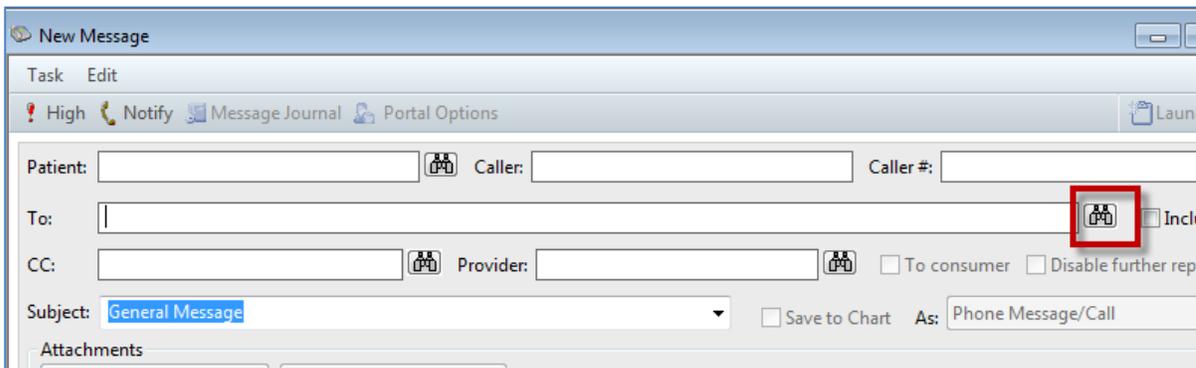
- 5 You will now have access to the LGH Pharmacy Pool. Click the drop-down menu for Pool: and select LGH Pharmacy Pool



- 6 Click the Communicate button and select Message

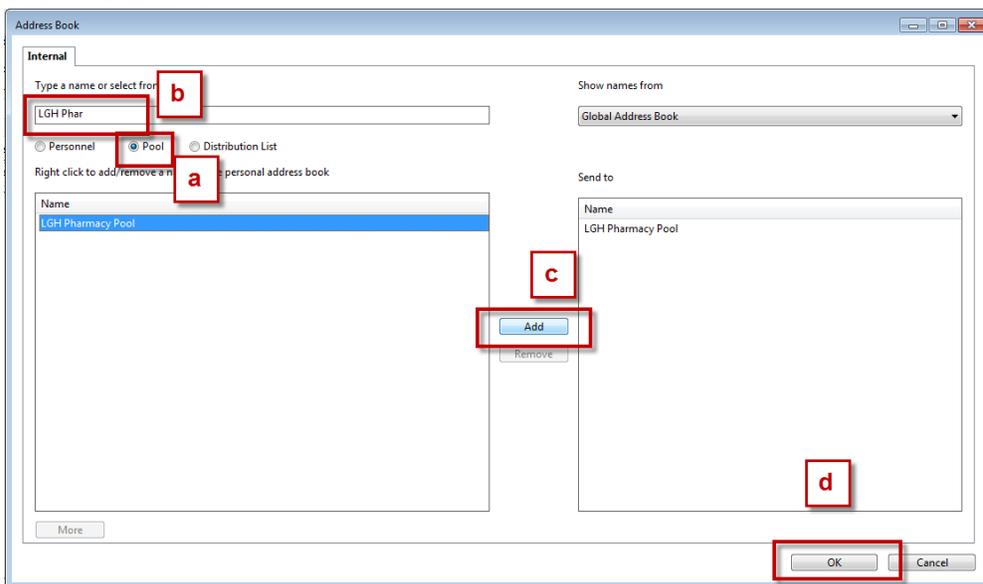


7 To the right of the To: field, click the binoculars icon



- 8 a) Select the Pool radio button
- b) In the Type a name to select from list: field, start typing LGH Pharm
- c) Select the name below
- d) Click the Add button

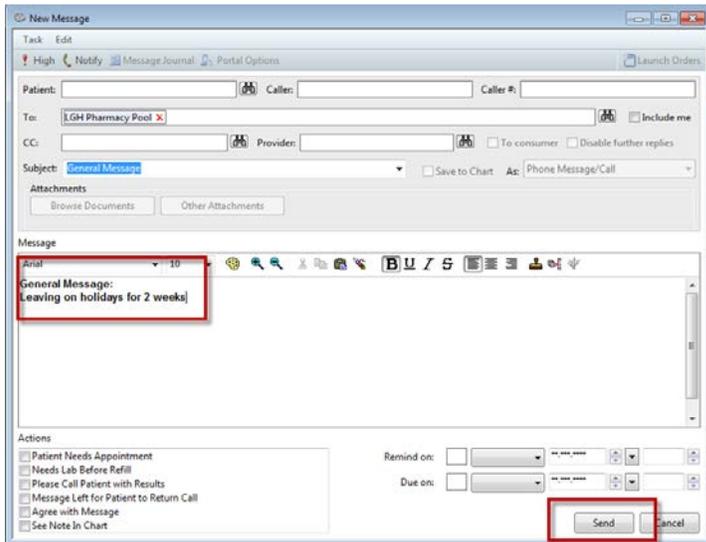
Click the OK button



Screen returns to the New Message window

9

In the body of the message beside General Message, type **Leaving on holidays for 2 weeks** and click the **Send** button.



Activity 4.4 – Retrieving Saved Pharmacy Progress Note

Estimated Completion Time: 10 min

It is time to retrieve the progress note you created above in Activity 3.1 to complete it.

Access from Message Centre

1. Click on **Message Centre** from the toolbar.
2. In the Work Items box, click on Saved Documents and document
3. Double click on document to open.
Document will appear as a ***Preliminary Report*** as it is only saved.
Click **'Modify'** button to continue note.



HINT: You also can access Saved Documents by clicking **Saved: 1** from the Notification Bar



Modify

Forward Only Print Mark Unread Inbox View Summary View

CSTPRODME, TEST-J... DOB:1979-Mar-22 MPN:700002107 Code Status: Process: Location:LGH 4E; 404; 02
Age:38 years Enc:700000007153 PHN:9078188633 Dosing Wt:45 kg Disease: Isolation: Enc Type:inpatient
Allergies: No Known Allergies Gender:Female Attending:Plisvca, Rocco, MD

*** Preliminary Report ***

This is a test note for class.
Continuing note.

Signature Line

Test, Med

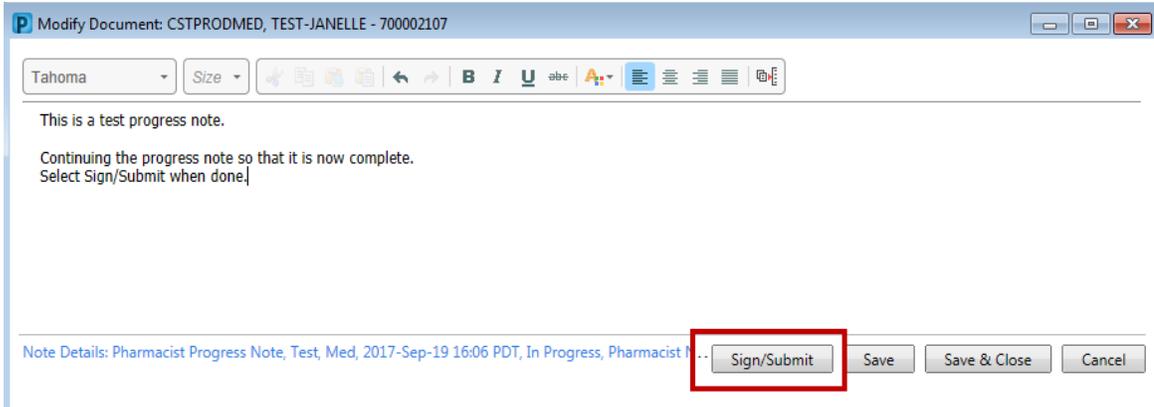
Result type: Pharmacist Progress Note
Result date: Tuesday, 2017-September-12 16:04 PDT
Result status: In Progress
Result title: Markus Smith - Pharmacist Note
Performed by: Test, Med on Tuesday, 2017-September-12 16:20 PDT
Encounter info: 700000007153, LGH Lions Gate, Inpatient, 2017-Jul-05 -

Action Pane

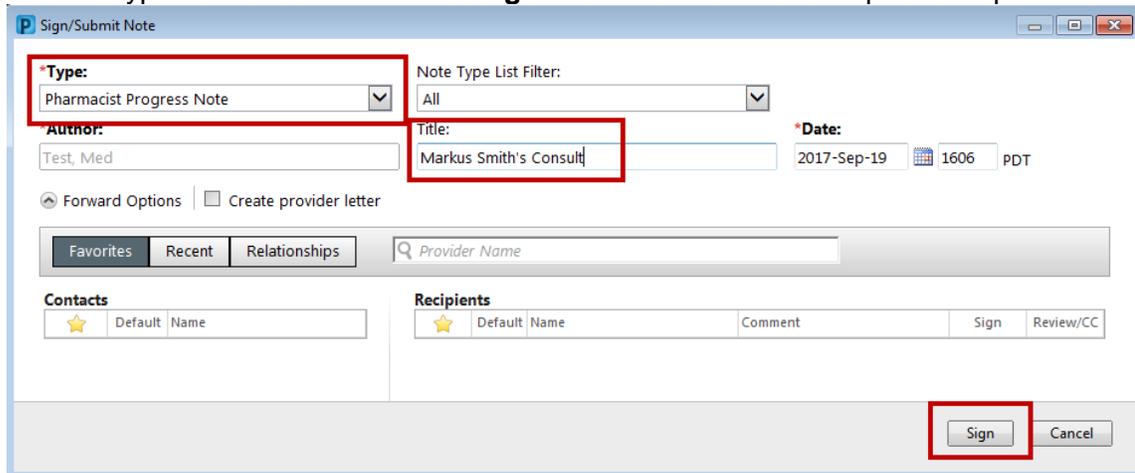
Sign Reason: [dropdown]
Additional Forward Action: [dropdown] To: (Limit 5) [input]
Comments: (Limit 255) [input]

Next OK & Close OK & Next

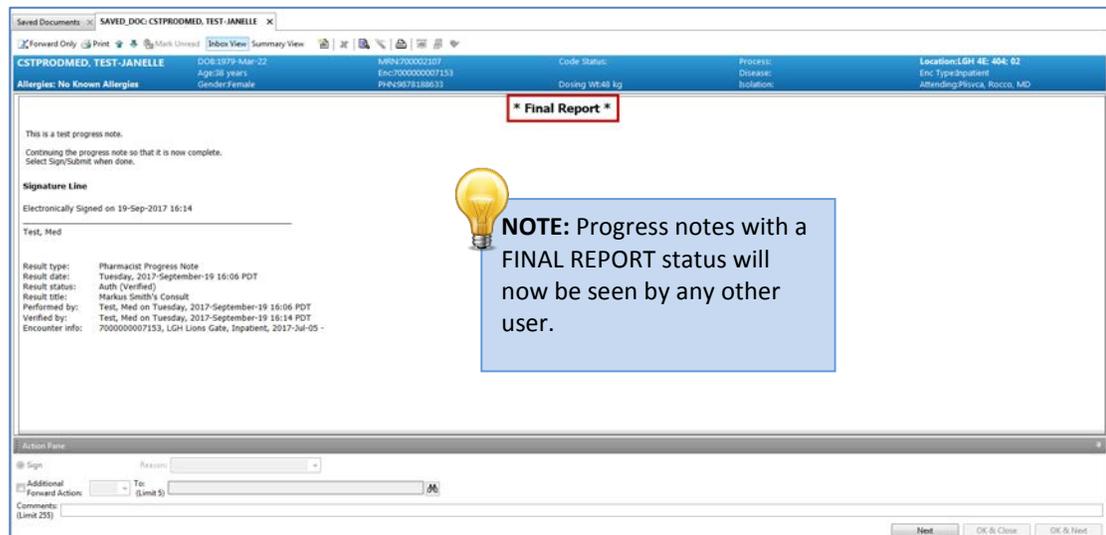
4. **Modify Document** screen will appear. Click in the body of the document and continue typing your progress note.
5. Select **Sign/Submit** when done.



6. Sign/Submit Note box will appear. Ensure Type is set to **Pharmacist Progress Note** and **Title** is unique to the pharmacist note



7. Note will now update to a ***Final Report*** status.



8. Saved document is removed from the Saved Documents folder in Message Centre.

Key Learning Points

-  Use your Message Centre Inbox to review pending inbox or work items
-  Assign Proxy to colleague(s) when away
-  Complete inbox and/or work items
-  Create messages to send to colleagues or pools
-  Create and complete reminders

■ PATIENT SCENARIO 5– Reports

Duration	Learning Objectives
20 minutes	At the end of this Scenario, you will be able to: <ul style="list-style-type: none"> ■ Use Discern Reporting Portal to find any reports needed. ■ Understand the classifications of reports for <ul style="list-style-type: none"> • Drug Inquiry Report

SCENARIO

In your Pharmacist role, you have been asked to generate a report as there has been a recall for all Ramipril products. You want to access a report that lists all patients in your facility who are or were on Ramipril within the last 60 days.

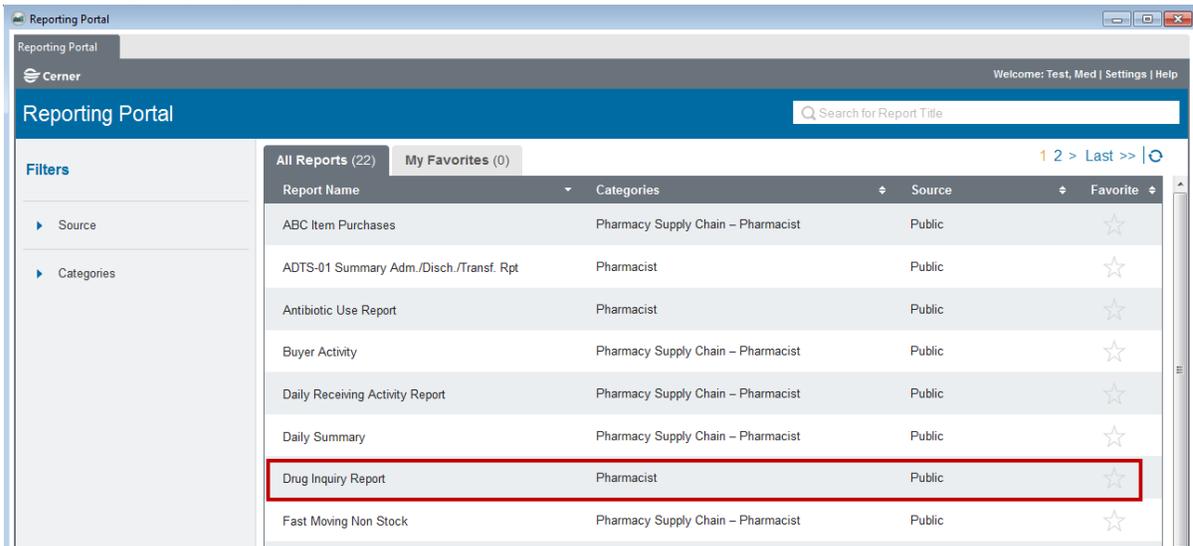
Activity 5.1 – Accessing reports for Recall on a specific medication

Estimated Completion Time: 10 min

- 1 Click Discern Reporting Portal  from the **Action Toolbar**

This will take a few minutes to load

- 2 Click **Drug Inquiry Report**



The screenshot shows the 'Reporting Portal' interface. On the left, there are filter options for 'Source' and 'Categories'. The main area displays a table of reports under the 'All Reports (22)' tab. The 'Drug Inquiry Report' is highlighted with a red box. The table has columns for Report Name, Categories, Source, and Favorite.

Report Name	Categories	Source	Favorite
ABC Item Purchases	Pharmacy Supply Chain – Pharmacist	Public	☆
ADTS-01 Summary Adm./Disch./Transf. Rpt	Pharmacist	Public	☆
Antibiotic Use Report	Pharmacist	Public	☆
Buyer Activity	Pharmacy Supply Chain – Pharmacist	Public	☆
Daily Receiving Activity Report	Pharmacy Supply Chain – Pharmacist	Public	☆
Daily Summary	Pharmacy Supply Chain – Pharmacist	Public	☆
Drug Inquiry Report	Pharmacist	Public	☆
Fast Moving Non Stock	Pharmacy Supply Chain – Pharmacist	Public	☆

- 3 Click **Run Report**



The screenshot shows the 'Run Report' dialog box for the 'Drug Inquiry Report'. The dialog has a header with the report name, category, and source. Below the header, there are fields for 'Suggested Report User', 'Suggested Report Frequency', 'Reporting Application', and 'Alternate Name'. The 'Run Report' button is highlighted with a red box. Other buttons include 'Run Report in Background' and 'View Previous Run'.

Drug Inquiry Report	Pharmacist	Public	☆
Description: Drug Inquiry Report	Suggested Report User:	Reporting Application: CCL	Run Report
	Suggested Report Frequency:	Alternate Name: RX_RPT_DI:DBA	Run Report in Background
	Support Reference Number: 5c6827b9-1e31-49cd-8d5e-f5fe3c4430b9		View Previous Run

- 4 **Discern Prompt** screen, fill out the following boxes
 - a) Search by Drug or Therapeutic Class: **Drug**
 - b) Enter the search string (* for all): Ramipril
 - c) Enter the facility (* for all): select checkmark box for LGH LIONS GATE HOSPITAL
 - d) Enter the START date range (mmddyyyy hhmm) FROM: 60 days ago
 - e) Select status(es) for report: Select checkmark box for ALL

5

Click **Execute**.

Discern Prompt: RX_RPT_DI:DBA

Enter MINE/CRT/printer/file: Mine

Search by Drug or Therapeutic Class: Drug

Enter the search string (* for all): RAMIPRIL

Enter the facility (* for all):

- LGH LAB NORTHMOUNT
- LGH LABORATORY
- LGH LIONS GATE HOSPITAL
- LGH MEDICAL IMAGING
- LGH NEURO REHAB OUTPATIENT CLINIC

Enter the START date range (mmddyyyy hhmm) FROM : 2017-Jul-19 16:46

(mmddyyyy hhmm) TO : 2017-Sep-19 16:46

Select status(s) for report:

- ALL
- Active/Suspend
- Discontinue/Completed

Execute Cancel

Return to prompts on close of output

Ready

6

Drug Inquiry Report will appear.

Reporting Portal

Reporting Portal Drug Inquiry Report

RX_RPT_DI DRUG INQUIRY REPORT Run Date: 19/09/17 16:47 Page: 1

Formulary Item.....: ALL Facility: LGH Lions Gate

Date Range.....: 19/07/17 16:46 EDT 19/09/17 16:46 EDT Location: LGH 2 East

Drug Status.....: ALL

Room-Bed/Patient:	Medication	Status	Start Dt/Tm	Stop Dt/Tm	Order#
230-01	CSTPRODPHYS, DEMOONE	FIN# 700000007674			
	ramipril 1.25 mg cap	Discontinued	09/08/17 11:46	06/09/17 18:01	
	ramipril 1.25 mg / 1 cap	PO PRN BID			
	ramipril 1.25 mg cap	Discontinued	09/08/17 11:52	06/09/17 18:01	
	ramipril 1.25 mg / 1 cap	PO PRN BID			
210-02	CSTDAMO, CARDIACDONTUSE	FIN# 700000009292			
	ramipril 5 mg cap	Active	23/08/17 08:04		
	ramipril 5 mg / 1 cap	PO BID			

7

Reporting Portal Icons



	Save Icon
	Print Icon
	Go To Page: Icon
	Previous Page
	Next Page
	Refresh
	Zoom In
	Zoom Out
	Close out of Reporting Portal

■ Pharmacist Supervisor: PATIENT SCENARIO 6 – Additional Reports

Duration	Learning Objectives
10 minutes	<p>At the end of this Scenario, you will be able to:</p> <ul style="list-style-type: none">■ Run reports from Reporting Portal for Supervisor level related business (you will need to log in with a Supervisor training account)■ Understand the classifications of reports for<ul style="list-style-type: none">• Dispense category workload by location

Activity 6.1 - Accessing reports for Dispense Category Workload by Location

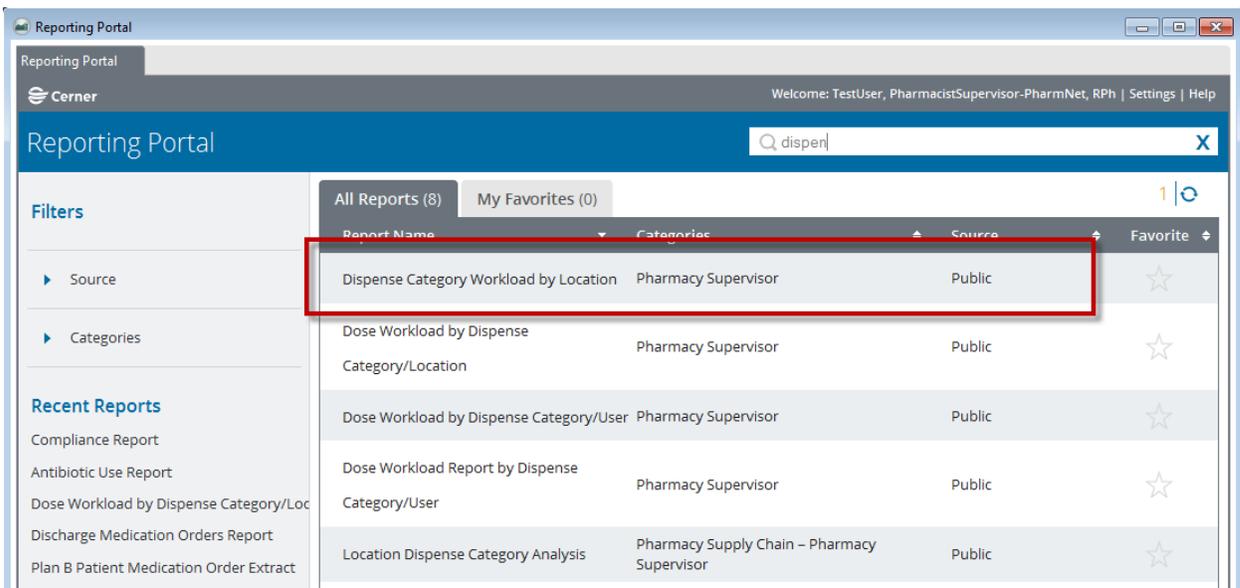
SCENARIO

In a Pharmacy Supervisor position, you may be asked to pull reports from Cerner for various types of activities for your facility.

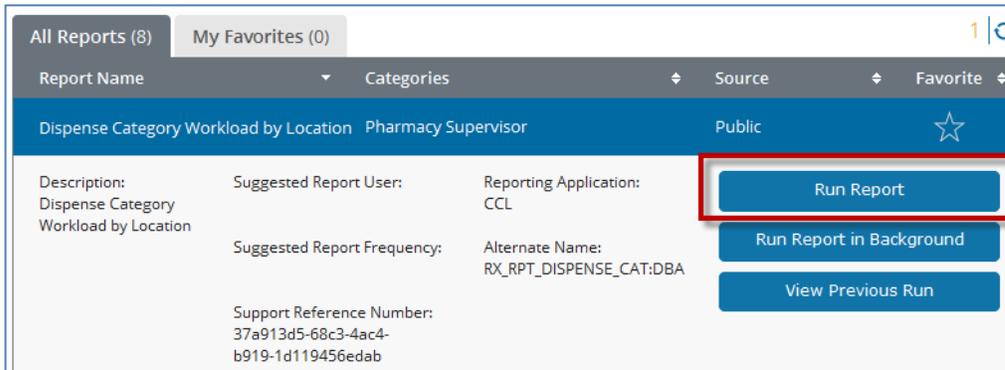
Please see the Pharmacy Reports QRG for a comprehensive list of available reports as a Pharmacy Supervisor.

1 Click Discern Reporting Portal  from the **Action Toolbar**

2 Scroll to search for the **Dispense Category Workload by Location**

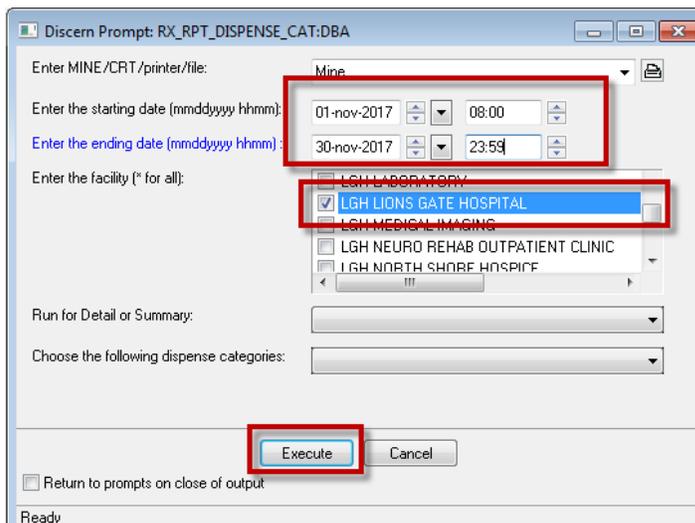


3 Click Run Report



4 Discern Prompt screen, fill out the following boxes
You will run this report for the last month.

- a) Enter the starting date (mmddyyyy hhmm): Enter the first day of the month
- b) Enter the ending date (mmddyyyy hhmm): Enter the last day of the month
- c) Enter the facility (* for all): select checkmark box for LGH LIONS GATE HOSPITAL
- d) Click Execute



End Book Two

You are ready for your Key Learning Review. Please contact your instructor for your Key Learning Review.