

SELF-GUIDED PRACTICE WORKBOOK [N7]
CST Transformational Learning

WORKBOOK TITLE:

Pharmacy Technician (Workbook #3)
Inventory Control

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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.

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

INVENTORY SCENARIO 1 – Batch Dispensing

Duration	Learning Objectives
20 minutes	<p>At the end of this Scenario, you will be able to:</p> <ul style="list-style-type: none"> <li data-bbox="591 457 1474 531">■ Understand the initial batch fill report is automatically printed by an OPS job daily (time varies by facility) <li data-bbox="591 562 1474 636">■ Re-print fill batch report if initial report did not print. You will not rerun this report.

SCENARIO

You arrive in the Pharmacy at the beginning of your shift and find that the OPS job for fill batch reports did not print. You will check the history of the reports and will **reprint** the IV Checklist Reports.

You will **NOT** re-run the Batch Fill Report – If the record of the batch fill report is missing, you will need to call the Service Desk to resolve the issue.

Activity 1.1 – Batch Dispensing – AUD and RUD Extract **VPPC specific ONLY**

Duration: Estimated Completion Time - 20 min

Manual reprint of Automated Unit Dose (AUD) and Reminder Unit Dose (RUD) batch dispensing output.

The AUD/RUD batch dispense output are saved to VPPC’s shared network drive. If any of the outputs are missing or contain errors, you will reprint the outputs through Pharmacy Batch Dispense. The RUD Fill Batch job must be run immediately after the AUD Fill Batch job. Do not wait between processes. Everything that is applicable to AUD can be applicable to MUD as well.

Renaming Original Files – REFERENCE ONLY (You do not have access to VPPC’s local shared drive in the training environment)

Before reprinting the AUD/RUD batch dispense outputs, we will need to rename the original output files from the shared network drive. Otherwise, the reprint will replace the original files and will no longer be accessible.

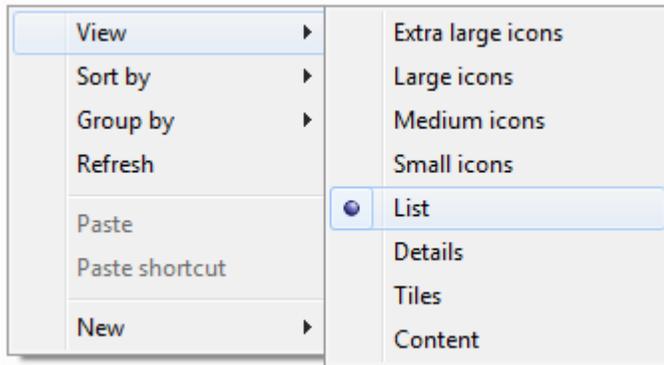
- 1 Access VPPC’s shared network drive

 QA (\\Pharmweb.phcnet.ca\audftp\Cerner) (W:)

- 2 The three output files you need to rename will be in the AUD, RUD, and ERR folders



- 3 It is recommended you sort your folder view as a list by right-clicking inside the folder and selecting View > List



- 4 Click on the **Date modified** column header to sort your files by date modified from most recent to oldest.

- 5 In the AUD Folder, find your site’s AUD operation extract with today’s date (Eg. **ext-lghmainaud0530-DDMMYYYY**). This will be the newest file in the folder and near the top of the list.

Right-click on this file and click **Rename**.

Name	Date modified	Type	Size
ext-sghmainaud0545-15022018	2/15/2018 5:51 AM	Text Document	7 KB
ext-lghmainaud0530-15022018	2/15/2018 5:36 AM	Text Document	120 KB
ext-sghmainaud0545-14022018	2/14/2018 5:51 AM		7 KB
ext-lghmainaud0530-14022018	2/14/2018 5:36 AM		115 KB
ext-lghmainaud0530-13022018	2/13/2018 3:35 PM		120 KB
ext-sghmainaud0545-13022018	2/13/2018 5:51 AM		8 KB
ext-sghmainaud0545-12022018	2/12/2018 5:50 AM		8 KB
ext-lghmainaud0530-12022018	2/12/2018 5:35 AM		120 KB
ext-sghmainaud0545-11022018	2/11/2018 5:46 AM		8 KB
ext-lghmainaud0530-11022018	2/11/2018 5:31 AM		120 KB
ext-sghmainaud0545-10022018	2/10/2018 5:46 AM		8 KB
ext-lghmainaud0530-10022018	2/10/2018 5:36 AM		120 KB
ext-sghmainaud0545-09022018	2/9/2018 5:46 AM		8 KB
ext-lghmainaud0530-09022018	2/9/2018 5:36 AM		104 KB
ext-sghmainaud0545-08022018	2/8/2018 5:45 AM		8 KB
ext-lghmainaud0530-08022018	2/8/2018 5:35 AM	Text Document	107 KB

6 Give this file a new name (Eg. **ext-lghmainaud0530-DDMMYYY-OLD**).

7 Repeat this process for the RUD folder.

Name	Date modified	Type	Size
rudrpt-sghmainaud0545-15022018	2/15/2018 5:51 AM	Adobe Acrobat Doc...	12 KB
rudrpt-hthmainaud0540-15022018	2/15/2018 5:46 AM	Adobe Acrobat Doc...	6 KB
rudrpt-lghmainaud0530-15022018	2/15/2018 5:36 AM	Adobe Acrobat Doc...	19 KB
Open with Adobe Acrobat Reader 2017	2/15/2018 5:36 AM	Adobe Acrobat Doc...	11 KB
Open	2/14/2018 5:51 AM	Adobe Acrobat Doc...	12 KB
Print	2/14/2018 5:46 AM	Adobe Acrobat Doc...	6 KB
Scan for Viruses...	2/14/2018 5:46 AM	Adobe Acrobat Doc...	6 KB
Open with	2/14/2018 5:36 AM	Adobe Acrobat Doc...	19 KB
WinZip	2/14/2018 5:36 AM	Adobe Acrobat Doc...	11 KB
Always available offline	2/13/2018 3:35 PM	Adobe Acrobat Doc...	19 KB
Restore previous versions	2/13/2018 5:51 AM	Adobe Acrobat Doc...	12 KB
Send to	2/13/2018 5:45 AM	Adobe Acrobat Doc...	6 KB
Cut	2/13/2018 5:36 AM	Adobe Acrobat Doc...	11 KB
Copy	2/12/2018 5:50 AM	Adobe Acrobat Doc...	12 KB
Create shortcut	2/12/2018 5:45 AM	Adobe Acrobat Doc...	6 KB
Delete	2/12/2018 5:36 AM	Adobe Acrobat Doc...	11 KB
Rename	2/12/2018 5:36 AM	Adobe Acrobat Doc...	19 KB
Properties	2/11/2018 5:46 AM	Adobe Acrobat Doc...	12 KB

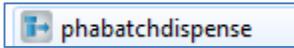
8 Repeat this process for the ERR folder

Name	Date modified	Type	Size
err-sghmainaud0545-15022018	2/15/2018 5:51 AM	Text Document	1 KB
err-hthmainaud0540-15022018	2/15/2018 5:46 AM	Text Document	1 KB
err-eghmainaud0530-15022018	2/15/2018 5:36 AM	Text Document	1 KB
err-lghmainaud0530-15022018	2/15/2018 5:36 AM		3 KB
err-sghmainaud0545-14022018	2/14/2018 5:51 AM	Open	1 KB
err-hthmainaud0540-14022018	2/14/2018 5:46 AM	Print	1 KB
err-eghmainaud0530-14022018	2/14/2018 5:36 AM	Edit	1 KB
err-lghmainaud0530-14022018	2/14/2018 5:36 AM	Scan for Viruses...	1 KB
err-lghmainaud0530-13022018	2/13/2018 3:36 PM	Open with	3 KB
err-sghmainaud0545-13022018	2/13/2018 5:51 AM	WinZip	3 KB
err-hthmainaud0540-13022018	2/13/2018 5:46 AM	Always available offline	1 KB
err-eghmainaud0530-13022018	2/13/2018 5:36 AM	Restore previous versions	1 KB
err-sghmainaud0545-12022018	2/12/2018 5:50 AM	Send to	1 KB
err-hthmainaud0540-12022018	2/12/2018 5:45 AM	Cut	1 KB
err-eghmainaud0530-12022018	2/12/2018 5:36 AM	Copy	1 KB
err-lghmainaud0530-12022018	2/12/2018 5:36 AM	Create shortcut	1 KB
err-sghmainaud0545-11022018	2/11/2018 5:46 AM	Delete	1 KB
		Rename	3 KB
		Properties	1 KB

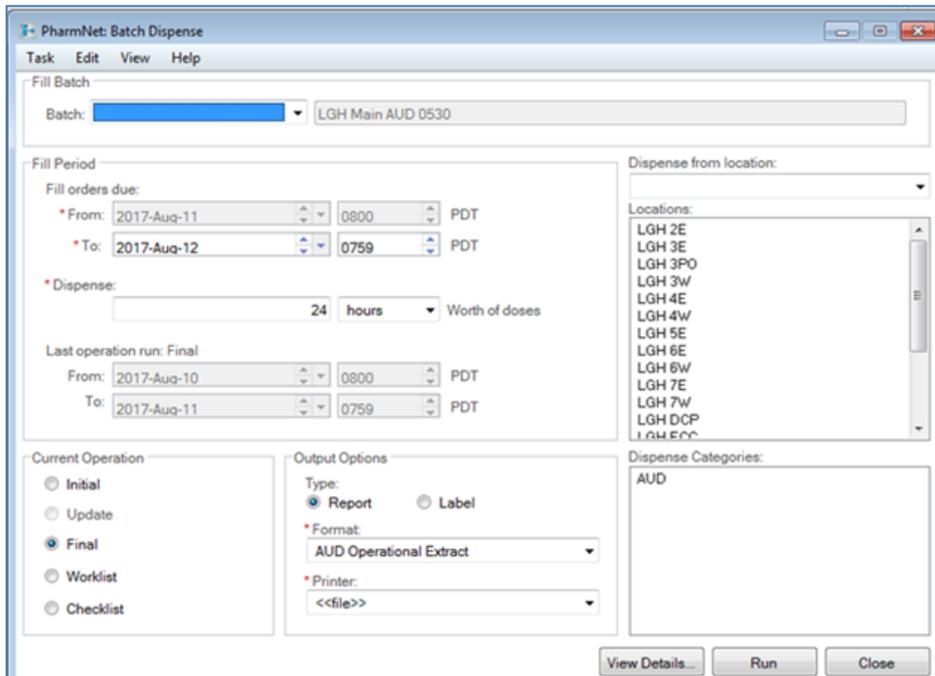
BEGIN CERNER TRAINING

AUD

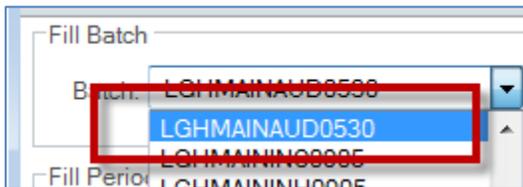
- 1 Log in to the phabatchdispense.exe application with provided Username & Password



- 2 The PharmNet: Batch Dispense screen will appear



- 3 Click on the dropdown beside **Batch** and select the report (eg. **LGHMAINAUD0530**)



- 4 Ensure you do not change any fields related to the time under Fill Period header

Fill Period

Fill orders due:

* From: 08-Dec-2017 0000 PST

* To: 08-Dec-2017 2359 PST

* Dispense: 24 hours Worth of doses

Last operation run: Final

From: 07-Dec-2017 0000 PST

To: 07-Dec-2017 2359 PST

- 5 Click on **View** and then click on **History**

PharmNet: Batch Dispense

Task Edit **View** Help

Fill Batch Status Bar

Batch: History Ctrl+Y

- 6 Select the row with the most recent run date and time to reprint.

Fill Batch History - LGH Main AUD 0530

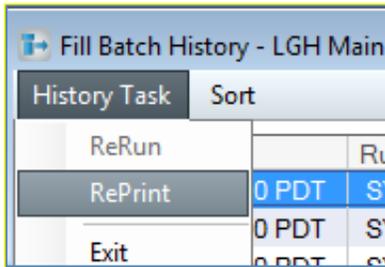
History Task Sort

Perform Date	Run By	Printer	Operation	From Date	To Date	Fill Period
2017-Aug-09 05:30 PDT	SYSTEM, SYSTEM...	Virtual...	Final	2017-Aug-10 08:00 PDT	2017-Aug-11 07:59 PDT	24 hours
2017-Aug-08 05:30 PDT	SYSTEM, SYSTEM...	Virtual...	Final	2017-Aug-09 08:00 PDT	2017-Aug-10 07:59 PDT	24 hours
2017-Aug-07 05:30 PDT	SYSTEM, SYSTEM...	Virtual...	Final	2017-Aug-08 08:00 PDT	2017-Aug-09 07:59 PDT	24 hours
2017-Aug-06 05:30 PDT	SYSTEM, SYSTEM...	Virtual...	Final	2017-Aug-07 08:00 PDT	2017-Aug-08 07:59 PDT	24 hours

IMPORTANT: You will only reprint the report if it is found in the Fill Batch History screen. If the historical record is not found here, **STOP** and call the Service Desk for help.



7 Click on **History Task** and click on **Reprint**

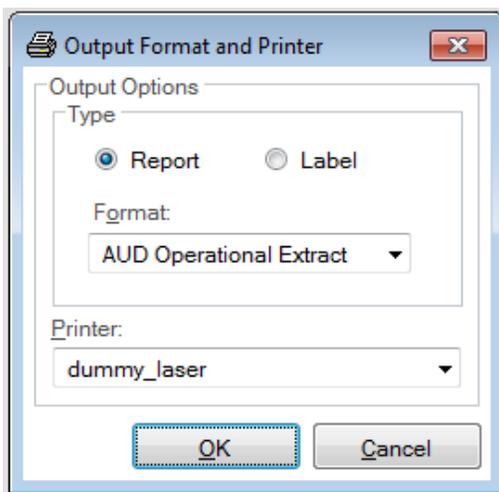


WARNING: Do not choose to **RERUN** as it will affect the Quantity on hand (QOH) for Pharmacy Supply Chain. 

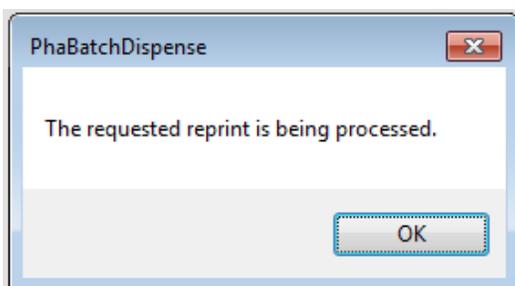
8 The Output Format and Printer popup displays.

- Type: Ensure **Report** is selected.
- Format: Ensure **AUD Operational Extract** is selected.
- Select the appropriate printer.

Click **OK**.



9 A popup displays saying the requested reprint is being processed. Click **OK**.

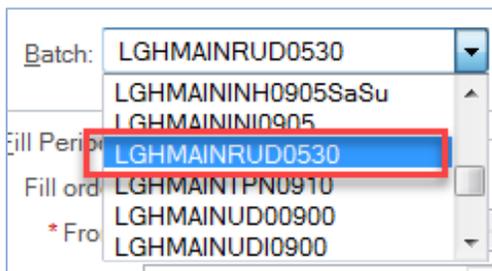


RUD

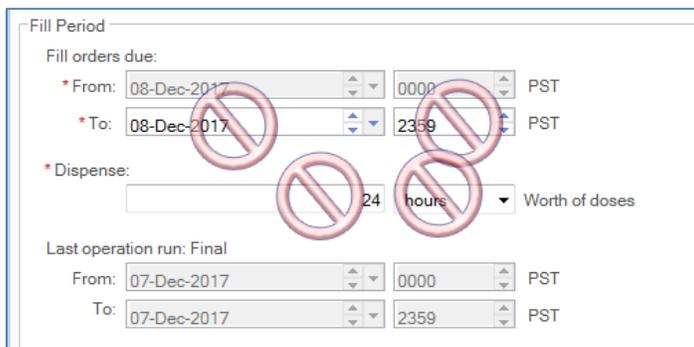
1 After the AUD batch dispense output reprint is completed, close the Fill Batch History window and immediately run the RUD batch dispense output reprint thereafter.

2 Click on the dropdown beside Batch and select the report. (eg. **LGHMAINRUD0530**).

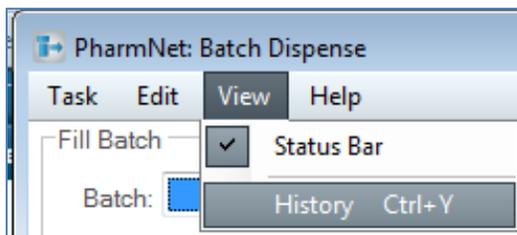
NOTE: The name of the Batch should be identical to the previous AUD fill batch job except with RUD instead. Facility, service area, and run time should be identical.



3 Ensure you do not change any fields related to the time under Fill Period header.



4 Click on **View** and then click on **History**

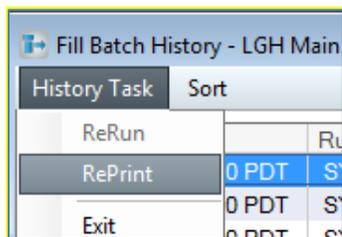


5 Select the row with the most recent run date and time to reprint.

Perform Date	Run By	Printer	Operation
2018-Feb-14 22:38 PST	SYSTEM, SYSTEM Cerner	Virtual laser print queue for storing test jobs	Final
2018-Feb-05 15:35 PST	SYSTEM, SYSTEM Cerner	Virtual laser print queue for storing test jobs	Final
2018-Feb-01 05:30 PST	SYSTEM, SYSTEM Cerner	Virtual laser print queue for storing test jobs	Final
2018-Jan-31 05:30 PST	SYSTEM, SYSTEM Cerner	Virtual laser print queue for storing test jobs	Final
2018-Jan-30 08:43 PST	SYSTEM, SYSTEM Cerner	Virtual laser print queue for storing test jobs	Final
2018-Jan-06 06:18 PST	SYSTEM, SYSTEM Cerner	Virtual laser print queue for storing test jobs	Final

IMPORTANT: You will only reprint the report if it is found in the Fill Batch History screen. If the historical record is not found here, **STOP** and call the Service Desk for help. 

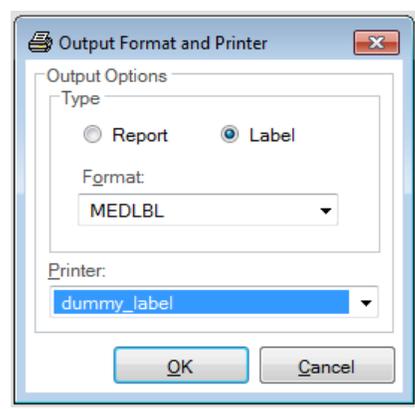
6 Click on **History Task** and click on **Reprint**



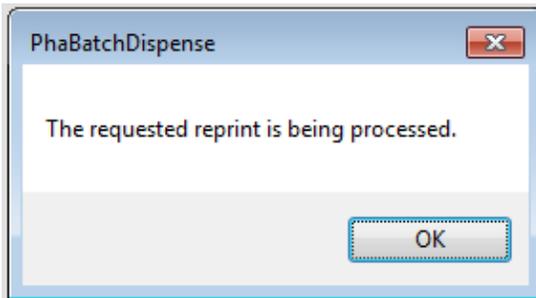
WARNING: Do not choose to **RERUN** as it will affect the Quantity on hand (QOH) for Pharmacy Supply Chain. 

7 The Output Format and Printer popup displays. Select the following options, then click **OK**.

- Type: Ensure **Label** is selected.
- Format: Ensure **MEDLBL** is selected.
- Select the appropriate printer.



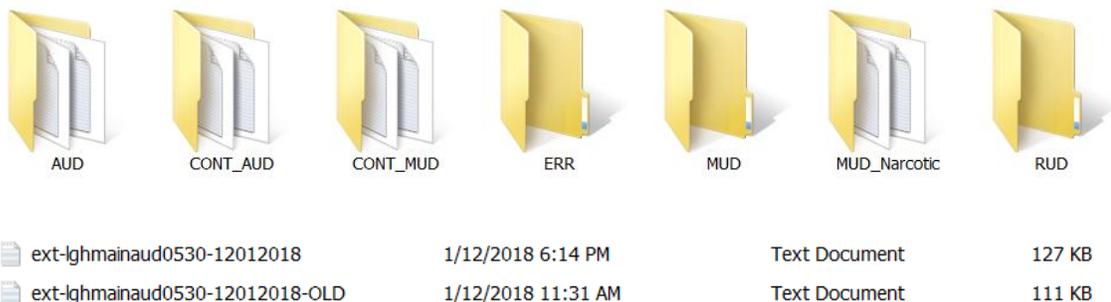
- 8 A popup displays saying the requested reprint is being processed. Click **OK**.



- 9 Collect the RUD labels from the specified printer.

- 10 Check the final outputs on VPPC's shared network drive to ensure AUD operation extract, RUD report in PDF format, and error reports are generated. You should see the old renamed files and a newer file that was generated at the time you reprinted the batch dispensing report.

NOTE: Depending on facility, the new file may not appear for 5-15 minutes.



- 11 Click the Task Menu and select Exit to close the application.

Key Learning Points

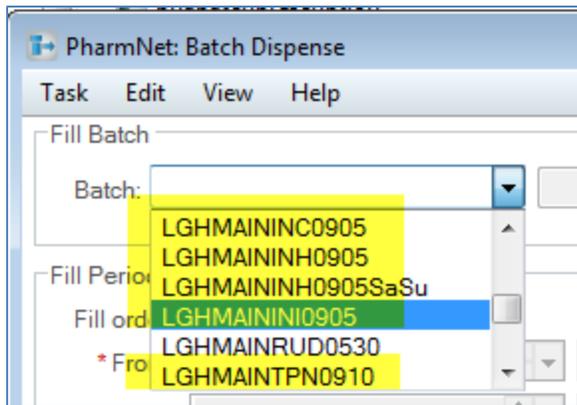
- Batch Reports may be reprinted if the original OPS job found in history did not produce an extract or printed report
- It is important to remember to not re-run the OPS job

Activity 1.2 – Batch Dispensing – IV Checklist Report

Duration: Estimated Completion Time - 10 min

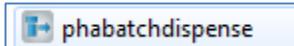
The IV checklist is an operation extract report automatically saved to your facilities local network drive. If not found there, you will find this history through Pharmacy Batch Dispense. You may re-print an IV checklist for the various types of IVs (Intermittent, Continuous, Hazardous) as well as TPN.

For LGH, there are 3 types of IV checklist reports and also a TPN checklist report.

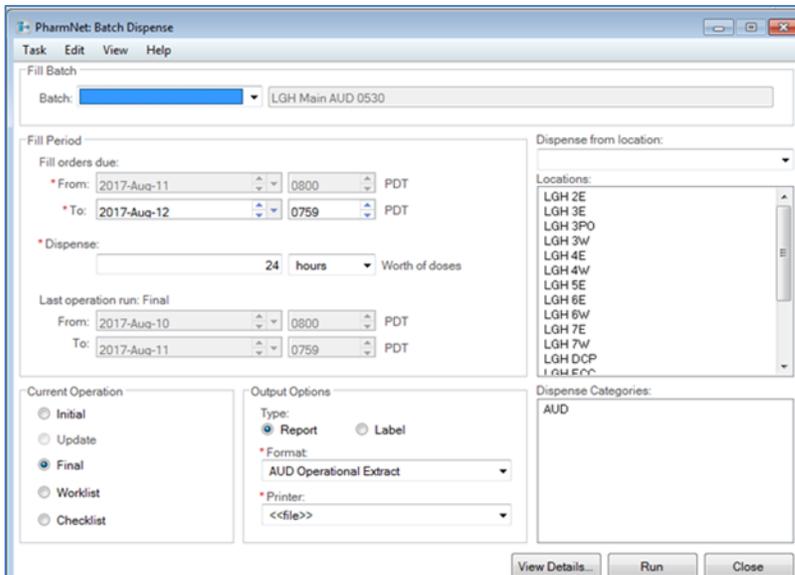


LGHMAININC0905	LGH INJ Continuous
LGHMAININH0905	LGH H – INJ – Intermittent and Full Charge
LGHMAININH0905SaSu	LGH H – INJ – Intermittent and Full Charge Saturday and Sunday
LGHMAININI0905	LGH INJ Intermittent
LGHMAINTPN0910	LGH TPN

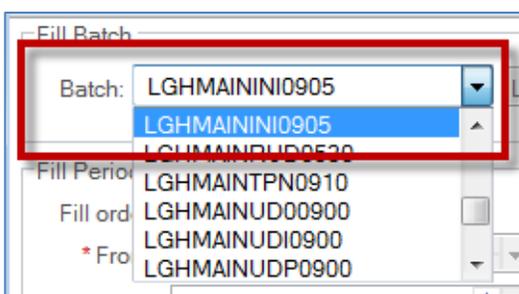
- 1 Log in to the phabatchdispense.exe application with provided Username & Password



- 2 The PharmNet: Batch Dispense screen will appear



- 3 Click on the dropdown beside **Batch** and select the report. (eg. **LGHMAININI0905**)



- 4 Ensure you do not change any fields related to the time under Fill Period header

- 5 Click on **View** and then click on **History**



NOTE: You will only reprint the report if it is found in the Fill Batch History screen. If the historical record is not found, **STOP** here. Call the Service Desk for assistance.

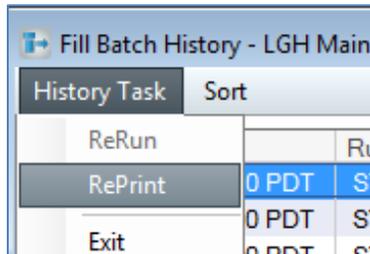
- 6 Select the row with the most recent run date and time to reprint.

Perform Date	Run By	Printer	Operation	From Date	To Date	Fill Period
2018-Feb-06 23:28 PST	SYSTEM, SYSTEM Cerner	Virtual label print queue for storing test jobs	Final	2017-Dec-22 18:00 PST	2017-Dec-23 17:59 PST	24 hours
2018-Feb-05 15:35 PST	SYSTEM, SYSTEM Cerner	Virtual label print queue for storing test jobs	Final	2017-Dec-21 18:00 PST	2017-Dec-22 17:59 PST	24 hours
2018-Feb-01 09:05 PST	SYSTEM, SYSTEM Cerner	Virtual label print queue for storing test jobs	Final	2017-Dec-20 18:00 PST	2017-Dec-21 17:59 PST	24 hours
2018-Jan-31 09:05 PST	SYSTEM, SYSTEM Cerner	Virtual label print queue for storing test jobs	Final	2017-Dec-19 18:00 PST	2017-Dec-20 17:59 PST	24 hours
2018-Jan-30 09:05 PST	SYSTEM, SYSTEM Cerner	Virtual label print queue for storing test jobs	Final	2017-Dec-18 18:00 PST	2017-Dec-19 17:59 PST	24 hours
2018-Jan-06 09:05 PST	SYSTEM, SYSTEM Cerner	Virtual label print queue for storing test jobs	Final	2017-Dec-17 18:00 PST	2017-Dec-18 17:59 PST	24 hours

IMPORTANT: You will only reprint the report if it is found in the Fill Batch History screen. If the historical record is not found here, **STOP** and call the Service Desk for help.



7 Click on **History Task** and click on **Reprint**

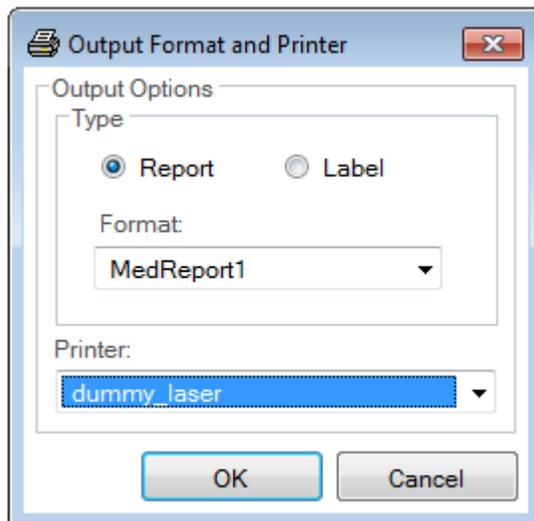


NOTE: Do not choose to **RERUN** as it will affect the Quantity on hand (QOH) for Pharmacy Supply Chain.

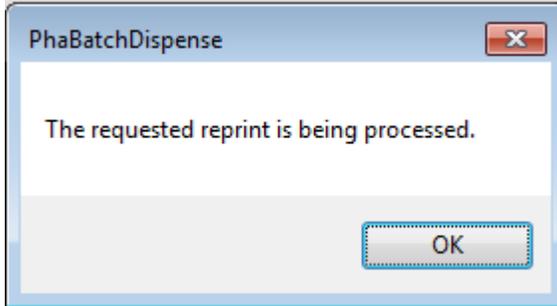
8 The Output Format and Printer popup displays.

- Type: Ensure **Report** is selected.
- Format: Ensure **MedReport1** is selected.
- Select the appropriate printer.

Click **OK**.



- 9 A popup displays saying the report is being reprinted. Click **OK**.



- 10 Collect the report from the specified printer.

NOTE: The format for this reprint will be different from the original but the content will be identical.

- 11 Click the Task Menu and select Exit to close the application

Key Learning Points

- Batch Reports may be reprinted if the original OPS job found in history did not produce an extract or printed report
- It is important to remember to not re-run the OPS job

INVENTORY SCENARIO 2 – Medication Labels

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="591 457 1333 527">■ Identify the various interim label types to be affixed to medications for dispensing on units

SCENARIO

A provider placed a new medication order for one of their patients. The other medications for the patient were delivered to the unit yesterday so you will need to dispense enough supply of this new order to get the patient to the next run. The label will printer to the pharmacy label printer.

Activity 2.1 – Identifying Label Types

Duration: Estimated Completion Time - 10 min

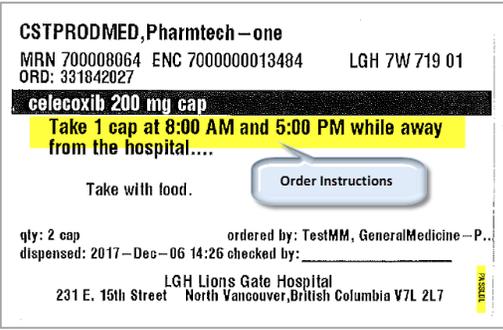
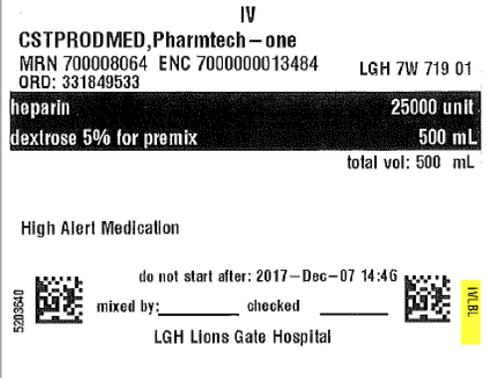
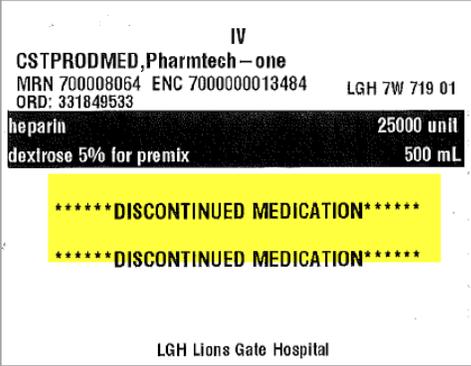
- 1 When the medication order is verified by a pharmacist, a label prints to the label printer in the pharmacy.
- 2 You will retrieve the label from the printer attach the label on the medication to dispense

Label Format

Patient Last Name, First Name			
MRN	ENC	Facility Unit Room Bed	
Order ID: XXXXXXXXXX			
Name of Medication			
Order comments			
filled by: _____ checked by: _____			
qty: x 'dose unit'		fill: YYYY-MMM-DD TT:TT	
Facility Name			

Bulk Medication Label SAMPLE	<p>CSTPRODME,Pharmtech – one MRN 700008064 ENC 700000013484 LGH 7W 719 01 ORD: 331840657</p> <p>hydrocortisone 1% cream</p> <p>filled by: _____ checked by: _____ qty: 1 tube fill: 2017-Dec-06 14:22</p> <p>LGH Lions Gale Hospital</p>
	<p>7540184018765</p>   <p>18765018</p>

INVENTORY SCENARIO 2 – Medication Labels

<p>Pass Label SAMPLE</p>	 <p>CSTPRODME,Pharmtech – one MRN 700008064 ENC 700000013484 LGH 7W 719 01 ORD: 331842027 celecoxib 200 mg cap Take 1 cap at 8:00 AM and 5:00 PM while away from the hospital.... Take with food. Order Instructions Qty: 2 cap ordered by: TestMM, GeneralMedicine – P... dispensed: 2017 – Dec – 06 14:26 checked by: _____ LGH Lions Gate Hospital 231 E. 15th Street North Vancouver, British Columbia V7L 2L7</p>
<p>IV Medication Label SAMPLE</p>	 <p>IV CSTPRODME,Pharmtech – one MRN 700008064 ENC 700000013484 LGH 7W 719 01 ORD: 331849533 heparin 25000 unit dextrose 5% for premix 500 mL total vol: 500 mL High Alert Medication do not start after: 2017 – Dec – 07 14:46 mixed by: _____ checked _____ LGH Lions Gate Hospital</p>
<p>IV Medication Discontinue Label SAMPLE</p>	 <p>IV CSTPRODME,Pharmtech – one MRN 700008064 ENC 700000013484 LGH 7W 719 01 ORD: 331849533 heparin 25000 unit dextrose 5% for premix 500 mL *****DISCONTINUED MEDICATION***** *****DISCONTINUED MEDICATION***** LGH Lions Gate Hospital</p>

INVENTORY SCENARIO 2 – Medication Labels

<p>TPN SAMPLE</p>	<p>IV CSTPRODME,Pharmtech – one MRN 700008064 ENC 700000013484 LGH 7W 719 01 ORD: 331843641 BEGIN</p>																						
	<p>IV CSTPRODME,Pharmtech – one MRN 700008064 ENC 700000013484 LGH 7W 719 01 ORD: 331843641</p> <table border="0"> <tr><td>amino acids 10%</td><td style="text-align: right;">85 g</td></tr> <tr><td>dextrose 70%</td><td style="text-align: right;">200 g</td></tr> <tr><td>INTRALIPID 20%</td><td style="text-align: right;">50 g</td></tr> <tr><td>POTASSIUM phosphate</td><td style="text-align: right;">26 mmol</td></tr> <tr><td>sodium acetate</td><td style="text-align: right;">51 mmol</td></tr> <tr><td>magnesium sulfate</td><td style="text-align: right;">6 mmol</td></tr> <tr><td>calcium gluconate</td><td style="text-align: right;">5 mmol</td></tr> <tr><td>trace elements</td><td style="text-align: right;">0 mL</td></tr> <tr><td>multivitamins</td><td style="text-align: right;">10 mL</td></tr> <tr><td>ascorbic acid</td><td style="text-align: right;">100 mg</td></tr> <tr><td>sterile water</td><td style="text-align: right;">315 mL</td></tr> </table> <p style="text-align: right;">total vol: 1757.21 mL</p> <p>mixed by: _____ checked by: _____ do not start after: 2017 – Dec – 07 14:43 LGH Lions Gate Hospital</p>	amino acids 10%	85 g	dextrose 70%	200 g	INTRALIPID 20%	50 g	POTASSIUM phosphate	26 mmol	sodium acetate	51 mmol	magnesium sulfate	6 mmol	calcium gluconate	5 mmol	trace elements	0 mL	multivitamins	10 mL	ascorbic acid	100 mg	sterile water	315 mL
	amino acids 10%	85 g																					
dextrose 70%	200 g																						
INTRALIPID 20%	50 g																						
POTASSIUM phosphate	26 mmol																						
sodium acetate	51 mmol																						
magnesium sulfate	6 mmol																						
calcium gluconate	5 mmol																						
trace elements	0 mL																						
multivitamins	10 mL																						
ascorbic acid	100 mg																						
sterile water	315 mL																						
<p>IV CSTPRODME,Pharmtech – one MRN 700008064 ENC 700000013484 LGH 7W 719 01 ORD: 331843641 END</p>																							

Activity 2.2 – Reprinting Medication Labels

Duration	Learning Objectives
5 minutes	<p>At the end of this Scenario, you will be able to:</p> <ul style="list-style-type: none"> Use Pharmacy Medication Manager to reprint labels. Understand differences between History vs. Label Order Action

SCENARIO

There was a problem with the label printer and you were unable to get the label you needed to attach to the medication.

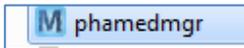
You will need to re-print the label.

You will launch Pharmacy Medication Manager and choose the **History** order action to re-print the label.

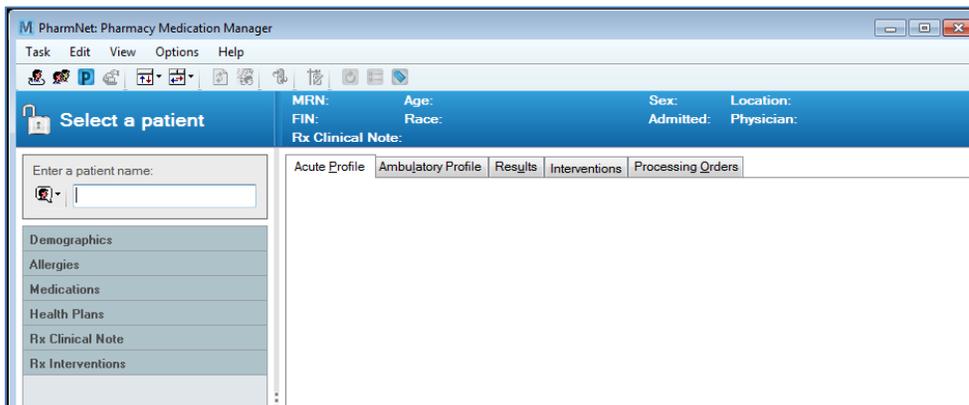
Duration: Estimated Completion Time - 5 min

This was also discussed in Pharmacy Technician Workbook 2 under Order Action Commands.

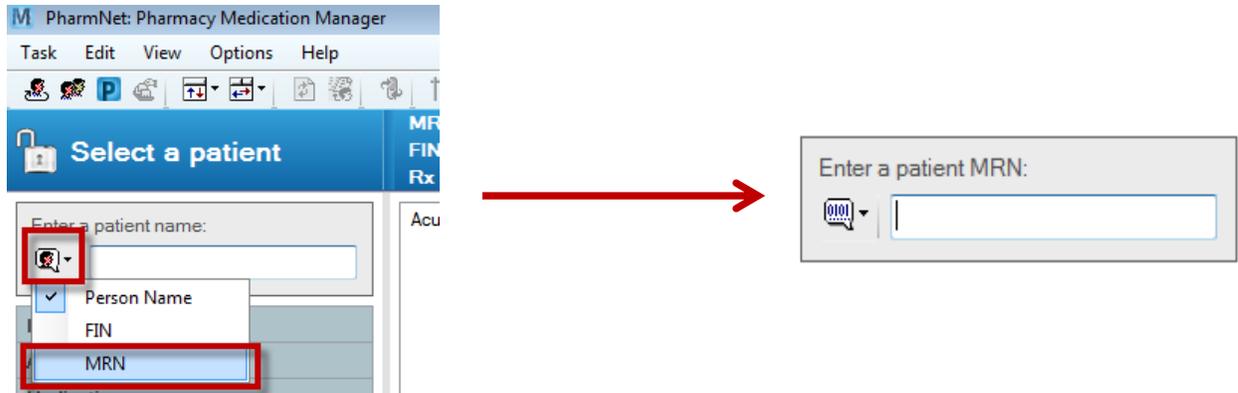
- 1 Log in to the phamedmgr.exe application with provided Username & Password.



- 2 The PharmNet: Medication Manager screen will appear



- 3 Search for your patient using their MRN.
On your initial login to Pharmacy Medication Manager, you may need to choose MRN from the drop down menu.



NOTE: This changed setting will be retained for every subsequent login.

- 4 For [one medication] Select **History** from the dropdown menu in the Action column.

Action	Status	Order Sentence
▼	Discontinued	digoxin 0.125 mg / 1 tab tab PO qdaily
▼	Active	diphenhydrAMINE + sodium chloride 0.9% inj IM q6h 100 mL/h
▼	Active	diphenhydrAMINE 25 mg / 0.5 mL inj IV q6h PRN itching or rash
▼	Active	ferrous gluconate 300 mg / 1 tab tab PO BID
▼	Discontinued	furosemide 20 mg / 1 tab tab PO qdaily
(None)	Active	hydrochlorothiazide 50 mg / 1 tab tab PO qdaily
Copy	Active	ketamine 80 mg / 8 mL inj IV once
Discontinued	Active	morphine 2 mg / 1 mL inj IV q1h PRN pain-breakthrough
History	Active	nadolol 40 mg / 1 tab tab PO qdaily
Inquire	Active	nadolol 80 mg / 1 tab tab PO qdaily
Intervene	Active	TNF - Ezetimibe 10 mg PO BID
Label	Active	
Modify	Active	

- 5 Click **Apply** button.

- 6 From the History screen for any given medication, ensure the line item for **Initial Doses** is highlighted and click the **Reprint Label** button.

History Event	Date/Time	User	Doses
Order - 312184739	2017-Aug-25 09:56 PDT	Test Med	
Modify	2017-Aug-25 10:05 PDT	Test Med	
Verify	2017-Aug-26 10:05 PDT	Test Med	
Initial Doses	2017-Aug-25 10:05 PDT	Test Med	4
Fill List	2017-Aug-26 10:05 PDT	SYSTEM, SYSTEM Center	2
Fill List	2017-Aug-27 05:30 PDT	SYSTEM, SYSTEM Center	2
Fill List	2017-Aug-28 05:30 PDT	SYSTEM, SYSTEM Center	2

Drug: ferrous gluconate Dose: 300 mg / 1 tab Ordered As: ferrous GLUCONate

Administration time(s) - Time Zone: PDT

2017-Aug-25 14:00
2017-Aug-25 20:00
2017-Aug-26 14:00
2017-Aug-26 20:00

Dispense history ID: 5109082
Dispense charge: \$0.06
Charged: Yes
Future charge: No
Dispense from: LGH MAIN PHARMACY
Workflow Sequence: MEDIV WORKFLOW
Workflow Status: PREPARING
Previous Status:
Status d/t/m:
Status User:

Buttons: Lot Info, Alert History, **Reprint Label**, Product, View Notes, Workflow Hx, Medreq Hx, Close

NOTE: The Reprint Label button is **ONLY** available when the Initial Doses line is highlighted from the History Event column. 

- 7 The following **Label Request** window will display.

Select the appropriate Type of Label Request, Dispense from location, and Printer fields.

Order sentence:
ferrous gluconate 300 mg / 1 tab tab PO BID

Type of Label Request
 Extra dose/refill
 Reprint

Reason for label request:

Alternating IV bag:

Include daily ingredients

Number of doses: * Label copies:

Charge patient

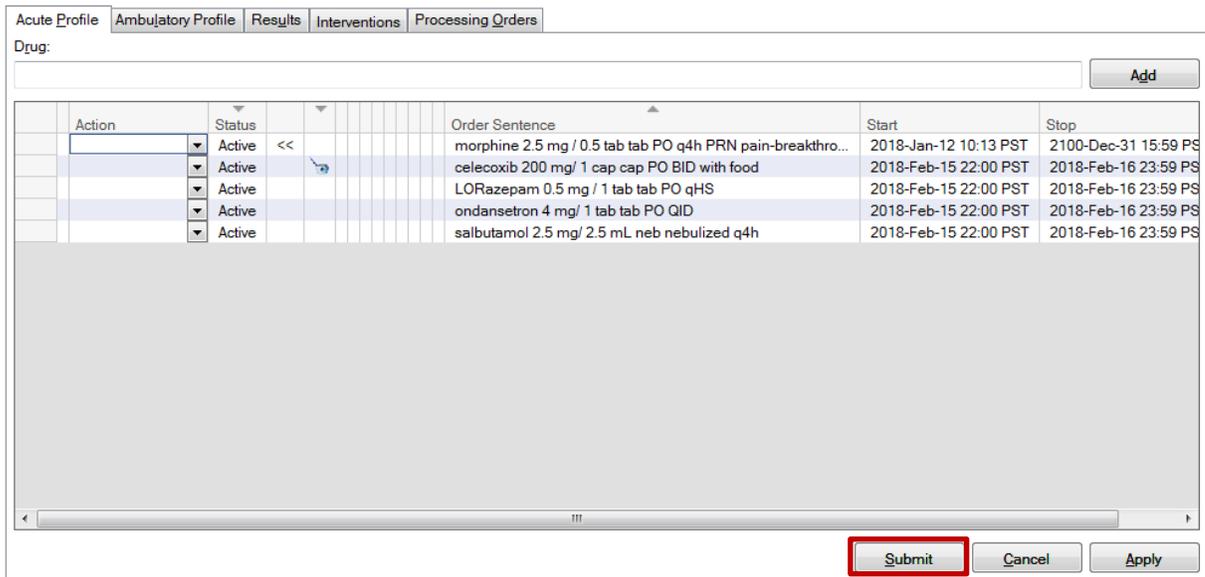
* Dispense from location:
 LGH MAIN PHARMACY

* Printer:
 phalbl_590_1stfl_t1

[View History](#)

Buttons: Lot Info, **OK**, Cancel

- 8 Click **OK**
- 9 Click **Close**
- 10 Back in the main Pharmacy Medication Manager screen, click **Submit** on the bottom right corner to print the label.



- 11 Collect the label from the specified printer.
NOTE: You will not be able to print labels in the training environment.
- 12 Click the Task Menu and select Exit to close the application

Key Learning Points

- For reprinting labels without creating a new dispense ID, use the History order action in Pharmacy Med Manager.

Activity 2.3 – Printing Extra Dose Refill labels

Duration	Learning Objectives
30 minutes	<p>At the end of this Scenario, you will be able to:</p> <ul style="list-style-type: none"> ■ Use Pharmacy Med Manager to print labels for extra dose of refill. ■ Understand differences between using History vs. Label Order Action

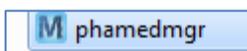
SCENARIO

You are required to print a label for an extra dose or refill of a medication. This will generate a new dispense ID.

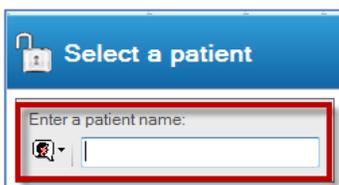
You will launch Pharmacy Med Manager, choose the **Label** order action to print a new label for an extra dose or refill

Duration: Estimated Completion Time - 10 min

- 1 Log in to the phamedmgr.exe application with provided Username & Password



- 2 Search for patient.



Acute profile tab will appear on the right, displaying the medication list.

- 3 For [one medication] requiring an extra dose or refill label, select **Label** from the dropdown menu in the Action column and click **Apply**.

The screenshot shows a software interface with tabs for 'Acute Profile', 'Ambulatory Profile', 'Results', 'Interventions', and 'Processing Orders'. Below the tabs is a 'Drug:' field and an 'Add' button. A table lists medication orders with columns for Action, Status, Order Sentence, Start, and Stop. The 'Label' action is selected in the first row of the table. At the bottom are 'Submit', 'Cancel', and 'Apply' buttons.

Action	Status	Order Sentence	Start	Stop
Label	Active	celecoxib 200 mg/ 1 cap cap PO BID with food	2018-Feb-15 22:00 PST	2018-Feb-16 23:59 PST
	Active	LORazepam 0.5 mg / 1 tab tab PO qHS	2018-Feb-15 22:00 PST	2018-Feb-16 23:59 PST
	Active	morphine 2.5 mg / 0.5 tab tab PO q4h PRN pain-breakthro...	2018-Jan-12 10:13 PST	2100-Dec-31 15:59 PST (s
	Active	ondansetron 4 mg/ 1 tab tab PO QID	2018-Feb-15 22:00 PST	2018-Feb-16 23:59 PST
	Active	salbutamol 2.5 mg/ 2.5 mL neb nebulized q4h	2018-Feb-15 22:00 PST	2018-Feb-16 23:59 PST

- 4 The following Label Request window will display. Select the appropriate Type of Label Request, Dispense from location, and Printer fields.



DO NOT use Reprint option for Reprinting labels. Use the History Action (refer to steps in scenario 2.2 above)

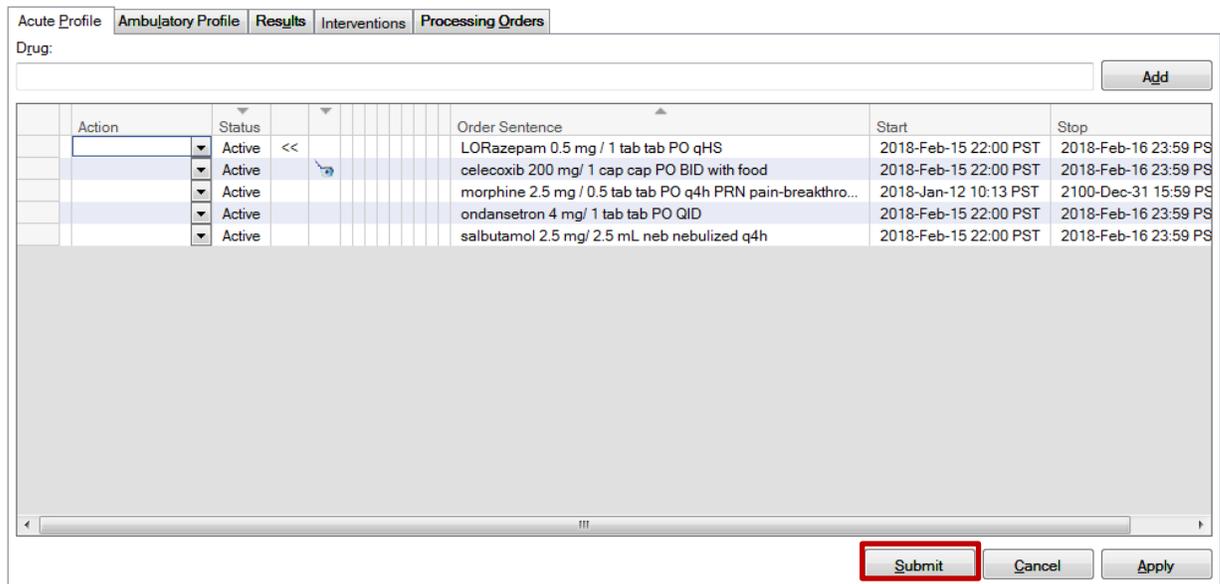


The 'Label Request' dialog box shows the following fields and values:

- Order sentence: LORazepam 0.5 mg / 1 tab tab PO qHS
- Type of Label Request: Extra dose/refill, Reprint
- Reason for label request: (empty dropdown)
- Alternating IV bag: (empty dropdown)
- Include daily ingredients:
- * Number of doses: 1, * Label copies: 1
- Charge patient:
- * Dispense from location: LGH MAIN PHARMACY
- * Printer: phalbl_590_1stfl_t1
- Buttons: Lot Info, OK, Cancel

5 Select the appropriate Type of Label Request, Dispense from location, and Printer fields. Click **OK**

6 Back in the main Pharmacy Medication Manager screen, click **Submit** on the bottom right corner to print the label.



Acute Profile Ambulatory Profile Results Interventions Processing Orders

Drug: Add

Action	Status	Order Sentence	Start	Stop
▼	Active	LORazepam 0.5 mg / 1 tab tab PO qHS	2018-Feb-15 22:00 PST	2018-Feb-16 23:59 PS
▼	Active	celecoxib 200 mg/ 1 cap cap PO BID with food	2018-Feb-15 22:00 PST	2018-Feb-16 23:59 PS
▼	Active	morphine 2.5 mg / 0.5 tab tab PO q4h PRN pain-breakthro...	2018-Jan-12 10:13 PST	2100-Dec-31 15:59 PS
▼	Active	ondansetron 4 mg/ 1 tab tab PO QID	2018-Feb-15 22:00 PST	2018-Feb-16 23:59 PS
▼	Active	salbutamol 2.5 mg/ 2.5 mL neb nebulized q4h	2018-Feb-15 22:00 PST	2018-Feb-16 23:59 PS

Submit Cancel Apply

7 Collect the label from the specified printer.

NOTE: You will not be able to print labels in the training environment.

8 Click the Task Menu and select Exit to close the application

Key Learning Points

- For printing extra dose medication labels you will use the Label order action in Pharmacy Med Manager

■ INVENTORY 3.0 – Returning Patient Specific Medications to Inventory

Duration	Learning Objectives
10 minutes	At the end of this Scenario, you will be able to: <ul style="list-style-type: none">■ Use the Charge/Credit Tool to return medications

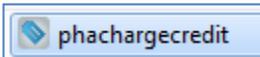
SCENARIO

The patient has been discharged from the facility and medication(s) will need to be returned to inventory. You will use the Charge/Credit tool.
For this exercise, you will use your existing patient who will not have been discharged yet.

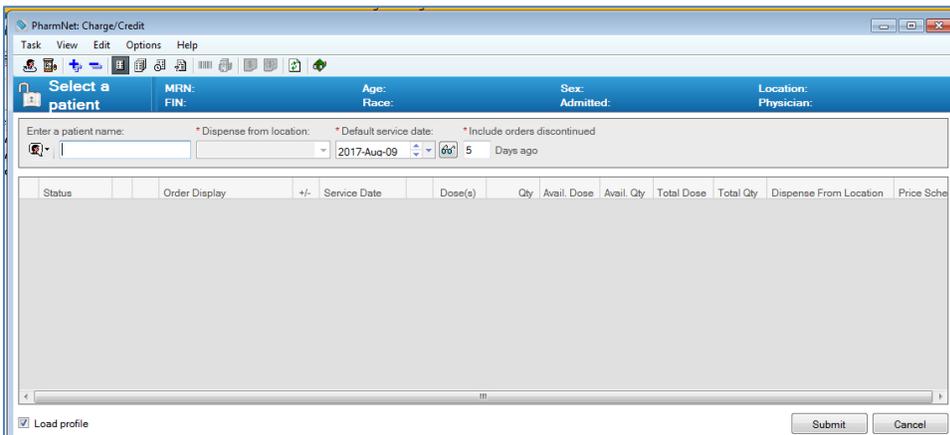
Activity 3.1 – Process Inventory Return of Medications

Duration: Estimated Completion Time - 10 min

- 1 Log in to Charge/Credit tool with provided Username & Password

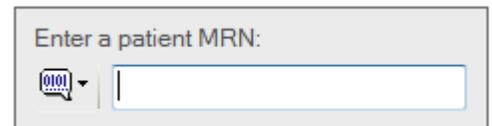
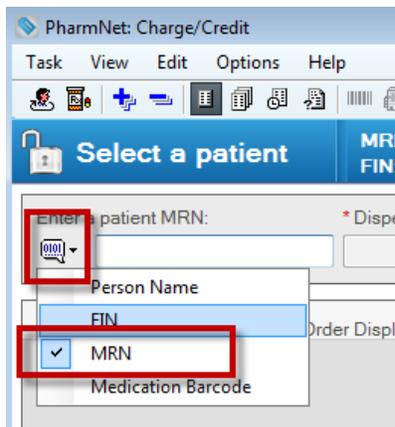


- 2 The PharmNet: Charge/Credit screen displays



- 3 Search for the client/patient by typing their last name or MRN on the search field.

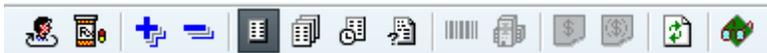
Similar to the scenario above you will need to initially set up your view to search by MRN



- 4 Select the appropriate location from the **Dispense from Location** drop-down. For this exercise, choose LGH MAIN PHARMACY
- 5 The patient's profile displays

Status	Order Display	+/-	Service Date	Dose(s)	Qty	Avail. Dose	Avail. Qty	Total Dose	Total Qty	Dispense From Location
Active	dalteparin 5,000 unit / 0.2 mL syringe-inj sub...							1	1	
Active	HYDROMORPHONE 4 mg / 1 tab tab PO q6h ...							1	1	
Active	cephaLEXin 500 mg / 1 tab tab PO QID							128	128	
Active	ceftAZidime + dextrose 5% IV q12h 200 mL/h							1		
Active	hydrocortisone 1 application cream topical B...							2	2	
Completed	PassMed - HYDROMORPHONE 4 mg / 1 tab t...							1	4	
Discontinued	ASA 81 mg / 1 tab tab-EC PO once							1	1	
Discontinued	heparin + dextrose 5% for premix IV TITRATE							35		
Discontinued	gentamicin 2.5 mg/ 0.06 mL inj IV once							0	0	
Discontinued	hydrocortisone 1 application cream topical B...							1	1	
Discontinued	hydrocortisone 1 application cream topical B...							1	1	
Voided	ondansetron + dextrose 5% IV q12h PRN n...							2		
Voided	amino acids 10% + dextrose 70% + INTRALI...							1		

Charge/Credit Icons



- Clear patient
- Add New Charge
- Charge All (Do not use)**
- Credit All
- Profile
- Batch
- Pending Charges
- Pending Auto Credits
- Barcode Mode
- Select Facility
- Charge Existing
- Credit Existing
- Refresh
- CS Charge Viewer

Note: When you hover your mouse over an icon, you see a popup with an explanation of the icon.

6 To credit all remaining doses, click on the  sign icon.



7 In the **Dose(s)** column, enter the number of doses to be credited. For this exercise, type 3 for your patient's morphine 2.5 mg order.

NOTE: To change the column with the negative symbol to credit some but not all of the medications, click on the +/- column beside each medication order to be credited and adjust the doses in the **Dose(s)** column.

Status	Order Display	+/-	Service Date	Dose(s)	Qty	Avail. Dose	Avail. Qty	Total Dose	Total Qty	Dispense From Location
Active	dalteparin 5,000 unit / 0.2 mL syringe-inj sub...	-	2017-Aug	0	0.0000	1.00	1.0000	1	1	LGH MAIN PHARMACY
Active	HYDROmorphine 4 mg / 1 tab tab PO q6h ...	-	2017-Aug	0	0.0000	1.00	1.0000	1	1	LGH MAIN PHARMACY
Active	cephaLEXin 500 mg / 1 tab tab PO QID	-	2017-Aug	0	0.0000	128.00	128.0000	128	128	LGH MAIN PHARMACY
Active	cefTAZidime + dextrose 5% IV q12h 200 mL/h	-	2017-Aug	0		1.00		1		LGH MAIN PHARMACY
Active	hydrocortisone 1 application cream topical B...	-	2017-Aug	0	0.0000	2.00	2.0000	2	2	LGH MAIN PHARMACY

Changing Negative to Positive symbol
Click the - symbol and it will change to +

Order Display	+/-	Service Date	Dose(s)	Qty	Avail. Dose	Avail. Qty
LORazepam 0.5 mg / 1 tab tab ...	-	16-Nov-2017	2	2.0000	3.00	3.0000
celecoxib 200 mg/ 1 cap cap P...	-		0	0.0000	0.00	0.0000
aminocaproic acid 750 mg/ 1 ...	-	06-Dec-2017	2		2.00	
PassMed - celecoxib 200 mg/ 1...	+	06-Dec-2017	1		1.00	2.0000

8 Once you have completed all dose adjustments, click on the **Submit** button.
The patient's profile will close.

9 Click the Task Menu and select Exit to close the application

Key Learning Points

-  Unused medications with patient identifiers will be returned to inventory.
-  You will use the Charge/Credit tool to capture the return of medications with patient identifiers.

INVENTORY SCENARIO 4.1 – Look Up Information on an Item

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="592 472 1169 514">■ Find information on a specific medication

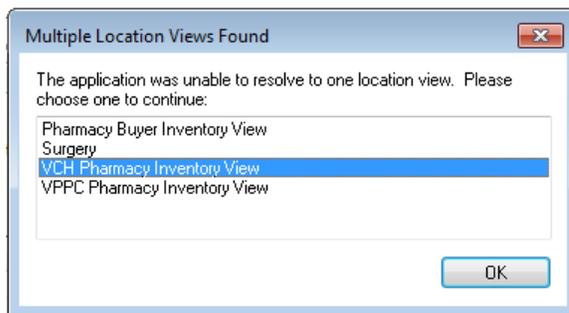
Activity 4.1 – Look Up Information on an Item

Duration: Estimated Completion Time - 10 min

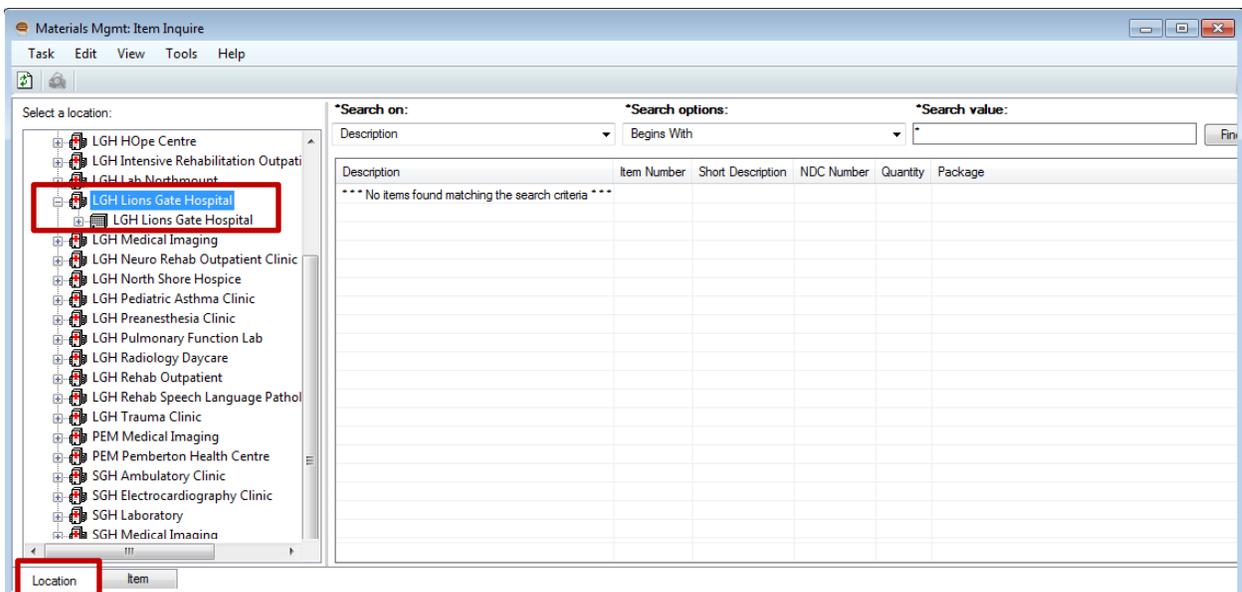
- 1 Login to the Item Inquire tool with your username and password (assigned in class)



- 2 Multiple Location Views Found is displayed. Select **VCH Pharmacy Inventory View**.



- 3 From the **location** tree located on the left side of the screen, select the location you would like to view the quantity on hand from. For this exercise, expand **LGH Lions Gate Hospital**, then select **LGH MAIN PHARMACY**.



INVENTORY SCENARIO 4.1 – Look Up Information on an Item

The screenshot shows the 'Materials Mgmt: Item Inquire' application window. On the left, a tree view lists various locations, with 'LGH MAIN PHARMACY' selected and highlighted in a red box. The main area on the right displays a search results spreadsheet. The spreadsheet has columns for Description, Item Number, Short Description, NDC Number, Quantity, and Package. The item 'Acetaminophen 325 mg tab' is highlighted in blue in the spreadsheet.

Description	Item Number	Short Description	NDC Number	Quantity	Package
abacavir-lamivudine 600 mg-3...	ABAL600	ABAL600		1000	each
abacavir 300 mg tab	ABAC300	ABAC300		1000	each
abiximab 10 mg/5 mL inj	ABC121	ABC121		1000	each
abiraterone 250 mg tab	ABIR250	ABIR250		1000	each
acamprosate EC 333 mg tab	ACAM333	ACAM333		1000	each
acarbose 100 mg tab	ACAR100	ACAR100		1000	each
acarbose 50 mg tab	ACAR50	ACAR50		1000	each
acebutolol 100 mg tab	ACEB100	ACEB100		1000	each
acebutolol 200 mg tab	ACEB200	ACEB200		1000	each
acetaminophen 120 mg supp	ACET120SU	ACET120SU		1000	each
acetaminophen 325 mg supp	ACET325SU	ACET325SU		1000	each
acetaminophen 325 mg tab	ACET325	ACET325		1000	each
acetaminophen 32 mg/mL oral ...	ACET32LB	ACET32LB		1000	each
acetaminophen 500 mg tab	ACET500	ACET500		1000	each
acetaminophen 650 mg supp	ACET650SU	ACET650SU		1000	each
acetaminophen 80 mg/mL oral ...	ACET80LB	ACET80LB		1000	millilitre
acetaminophen long acting 65...	ACET650LA	ACET650LA		1000	each
acetazolamide 250 mg tab	ACEZ250	ACEZ250		1000	each

A list of items at that location and their quantities on hand are displayed in a spreadsheet on the right side of the window.

4

Select an item from this spreadsheet. For this exercise, select **Acetaminophen 325 mg tab**.

This is a close-up view of the search results spreadsheet. The row for 'Acetaminophen 325 mg tab' is highlighted in blue. The columns are Description, Item Number, Short Description, NDC Number, Quantity, and Package.

Description	Item Number	Short Description	NDC Number	Quantity	Package
abacavir-lamivudine 600 mg-3...	ABAL600	ABAL600		1000	each
abacavir 300 mg tab	ABAC300	ABAC300		1000	each
abiximab 10 mg/5 mL inj	ABC121	ABC121		1000	each
abiraterone 250 mg tab	ABIR250	ABIR250		1000	each
acamprosate EC 333 mg tab	ACAM333	ACAM333		1000	each
acarbose 100 mg tab	ACAR100	ACAR100		1000	each
acarbose 50 mg tab	ACAR50	ACAR50		1000	each
acebutolol 100 mg tab	ACEB100	ACEB100		1000	each
acebutolol 200 mg tab	ACEB200	ACEB200		1000	each
acetaminophen 120 mg supp	ACET120SU	ACET120SU		1000	each
acetaminophen 325 mg supp	ACET325SU	ACET325SU		1000	each
acetaminophen 325 mg tab	ACET325	ACET325		1000	each
acetaminophen 32 mg/mL oral ...	ACET32LB	ACET32LB		1000	each
acetaminophen 500 mg tab	ACET500	ACET500		1000	each
acetaminophen 650 mg supp	ACET650SU	ACET650SU		1000	each
acetaminophen 80 mg/mL oral ...	ACET80LB	ACET80LB		1000	millilitre
acetaminophen long acting 65...	ACET650LA	ACET650LA		1000	each
acetazolamide 250 mg tab	ACEZ250	ACEZ250		1000	each



Note: Notice you have many options to search by if you are looking for a specific medication.

*Search on:

- Description
- AHFS
- Barcode
- BCCA Reimbursement
- Brand Name
- Clinical Description
- Description
- Foreign Alias
- Generic Name
- HCPCS Code

5

When you double click on the item, the Item details will display in a spreadsheet on the right.

The **Locations** tab displays a full list of locations where the item is stored.

Item Number:	ACET325	Item Class:	Rx Non-Prescription
Description:	acetaminophen 325 mg tab	Clinical Description:	
Short Description:	ACET325	Base UOM:	each

Locations		Usage	
Row Filters			
Location:	All Locations	<input checked="" type="checkbox"/> Stored At Location/Locator	<input checked="" type="checkbox"/> Perpetually Tracked
		<input checked="" type="checkbox"/> Stored At	<input checked="" type="checkbox"/> QOH <input checked="" type="checkbox"/> Cost

Location	Locator	Stored At	UOM	Avg Cost	Last Cost	Value	Lot QOH	QOH	Δ
LGH Ambulatory Surgical Centre ASK	None		each	\$0.0282	\$0.0092	\$0	None	None	
LGH MAIN PHARMACY	None		each	\$0.0282	\$0.0092	\$29.1870	None	1035	
VPC MAIN PHARMACY	Packager1		each	\$0.0280	\$0.0280	\$3530.4640	None	126088	
SGH MAIN PHARMACY	Oral Solids		each	\$0.0283	\$0.0283	\$3513.7563	None	124161	

The **Usage** tab displays the amount of the item used each month, given the location and time period.

Item Number:	ACET325	Item Class:	Rx Non-Prescription
Description:	acetaminophen 325 mg tab	Clinical Description:	
Short Description:	ACET325	Base UOM:	each

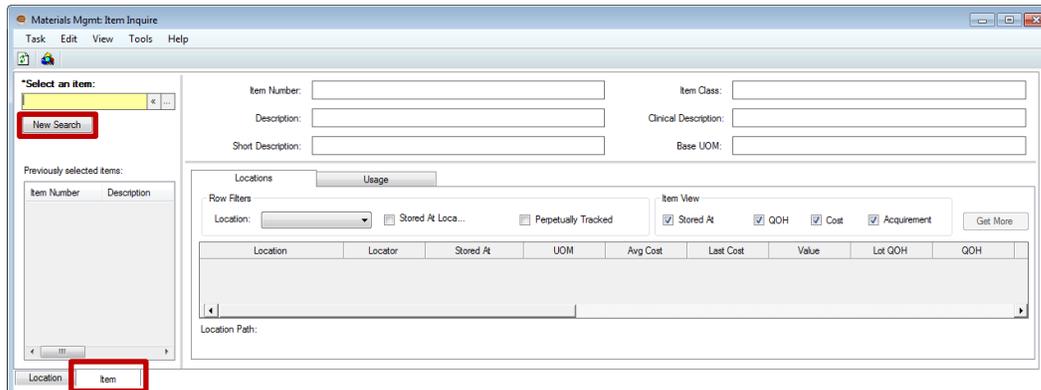
Locations		Usage	
Usage Details			
Start Date:	End Date:	Organization:	Location:
20-Nov-2017	20-Feb-2018		LGH MAIN PHARMACY
		<input type="button" value="Search"/>	<input type="button" value="Reset"/>

Month	Ordered	Received	Transferred	Patient	Other	Usage	Usage Value	Replacement Value
FEB-2018	0	0	0	0	-35	-35	(\$1)	\$0
JAN-2018	0	0	0	240	0	240	\$6.7680	\$2.2200
Sum	0	0	0	240	-35	205	\$5.7680	\$2.2200

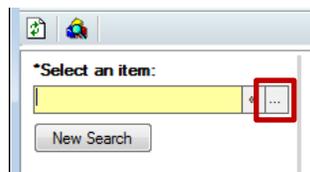
Usage Transactions			
Month	Transaction	Quantity	Value

6 Another method to look up information on an item is to use the **Search** tab.

From the **Item** tree located on the left side of the screen, click **New Search**.



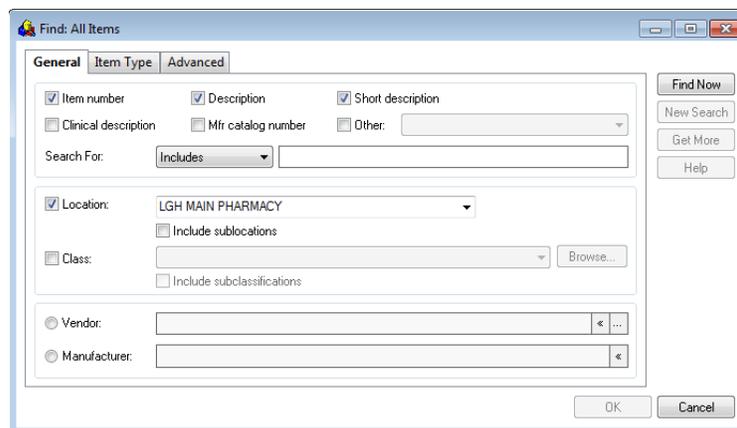
7 Select the ellipse next to the **Select an item** box.



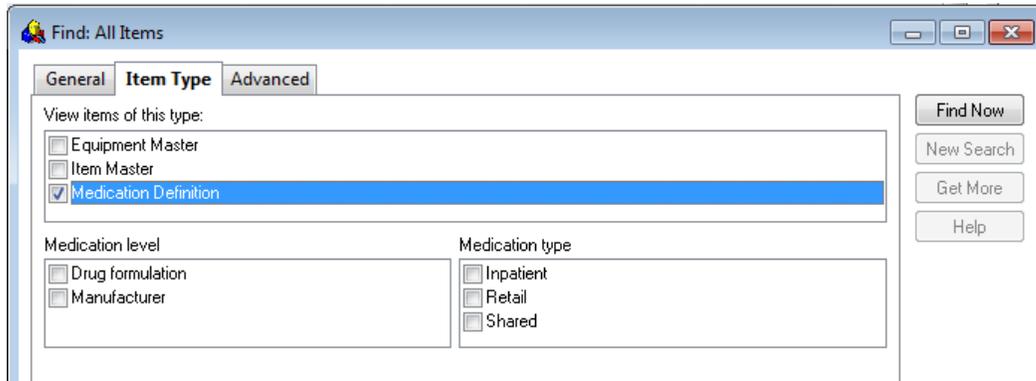
8 **Find: All Items** screen will appear.

In the **General** tab, ensure:

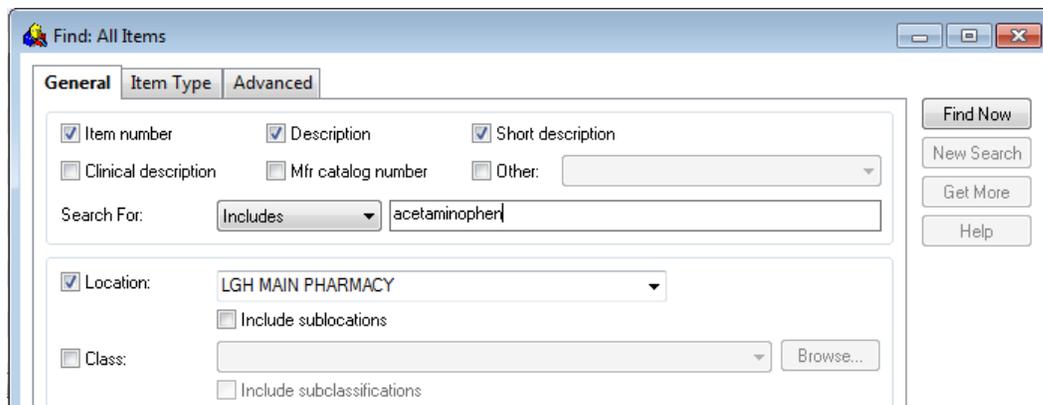
- Checkmark boxes for **item number**, **description**, and **short description** are selected
- Search For is set to **Includes**
- Checkmark box for **Location** is selected for **LGH Main Pharmacy**



9 In the **Item Type** Tab, ensure the checkmark box for **Medication Definition** is selected.



10 Select the **General** tab again, and search for **acetaminophen** by typing into the **Search For** box. Select **Find Now** or click **ENTER**.



11 Results will appear at the bottom half of the screen. Select **ACET325**.

Item Number	Description	Short Description	Clinical Description
ACET120SU	acetaminophen 120 mg supp	ACET120SU	
ACET325	acetaminophen 325 mg tab	ACET325	
ACET325SU	acetaminophen 325 mg supp	ACET325SU	
ACET32LB	acetaminophen 32 mg/mL oral liq [bul...	ACET32LB	
ACET500	acetaminophen 500 mg tab	ACET500	
ACET650LA	acetaminophen long acting 650 mg tab	ACET650LA	
ACET650SU	acetaminophen 650 mg supp	ACET650SU	
ACET80	acetaminophen chewable 80 mg tab	ACET80	
ACET80LB	acetaminophen 80 mg/mL oral liq [bul...	ACET80LB	
OXYA5	oxyCODONE-acetaminophen 5 mg-32...	OXYA5	

12 Click **OK**.

The Item details will display in a spreadsheet on the right side of the window.

The screenshot shows the 'Materials Mgmt: Item Inquire' application window. The 'Select an item' section contains the text 'acetaminophen 325 mg tab'. The 'Previously selected items' table lists 'ACET325 acetaminophen...'. The main form displays item details: Item Number: ACET325, Description: acetaminophen 325 mg tab, Short Description: ACET325, Item Class: Rx Non-Prescription, Clinical Description: (empty), and Base UOM: each. Below this is a 'Locations' section with 'Usage' selected. The 'Row Filters' include 'All Locations', 'Stored At Loca...', and 'Perpetually Tracked'. The 'Item View' section has checkboxes for 'Stored At', 'QOH', 'Cost', and 'Acquirement'. A data table is displayed with the following columns: Location, Locator, Stored At, UOM, Avg Cost, Last Cost, Value, Lot QOH, and QOH. The table contains four rows of data for different locations.

Location	Locator	Stored At	UOM	Avg Cost	Last Cost	Value	Lot QOH	QOH
LGH Ambulatory Surgical Centre ASK	None		each	\$0.0282	\$0.0092	\$0	None	None
LGH MAIN PHARMACY	None		each	\$0.0282	\$0.0092	\$29.1870	None	1035
VPC MAIN PHARMACY	Packager1		each	\$0.0280	\$0.0280	\$3530.4640	None	126088
SGH MAIN PHARMACY	Oral Solids		each	\$0.0283	\$0.0283	\$3513.7563	None	124161

Location Path: VCH Pharmacy Inventory View - EGH Evergreen - EGH Evergreen - EGH 1 South
Number of records: 50

13 Click the Task Menu and select Exit to close the application.

INVENTORY SCENARIO 5.0 – How to Request Stock

Duration	Learning Objectives
30 minutes	<p>At the end of this Scenario, you will be able to:</p> <ul style="list-style-type: none">■ Enter requisition information for medication(s) using the <code>mmrequisition.exe</code> tool.

SCENARIO

A Pharmacy Technician reviews the current inventory at a Pharmacy and notices that they are low on stock. They confirm that another Pharmacy has inventory and can send them the stock. This process will use the requisition application to request stock from another Pharmacy.

This process will use the requisition application.

Requisition – **mmrequisition.exe**

Medications to be requested and dispensed include

1. Acetaminophen 325 mg tab, 10 quantity
2. Ranitidine 150 mg tab, 10 quantity
3. Ondansetron 4 mg tab, 25 quantity

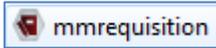
Request will be entered in the Requisition application **mmrequisition.exe**

Pharmacy Tech will request the medications through `mmrequisition.exe`.

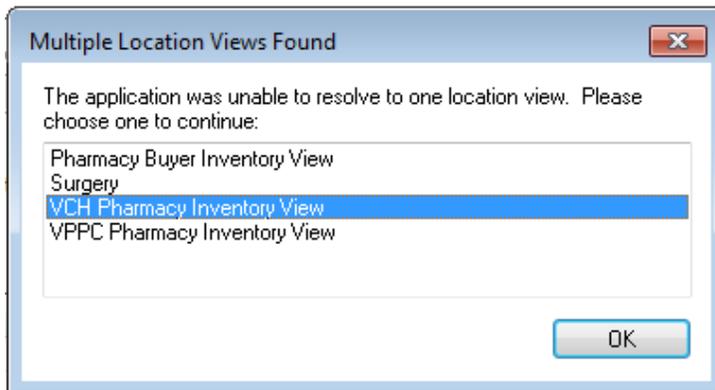
For some units, there may be a Requisition Template that lists all drugs carried. This process will be reviewed in the next scenario.

Activity 5.1 – Requesting Stock from Another Pharmacy

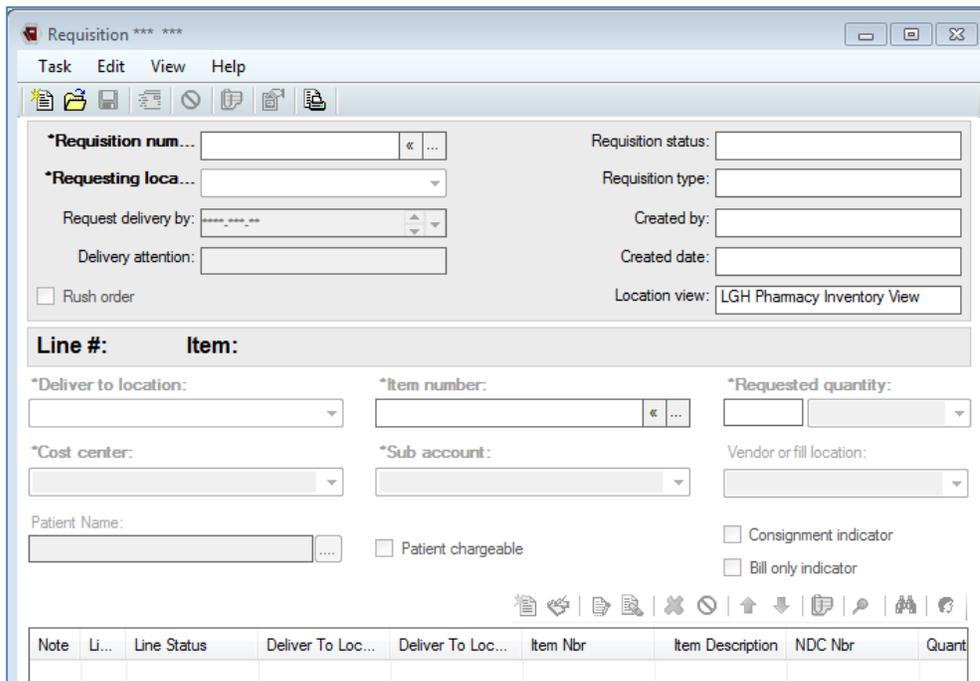
- 1 Log into the mmrequisition.exe tool with provided Username and Password



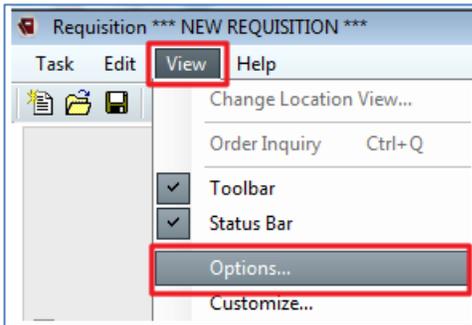
- 2 Multiple Location Views Found is displayed. Select **VCH Pharmacy Inventory View**.



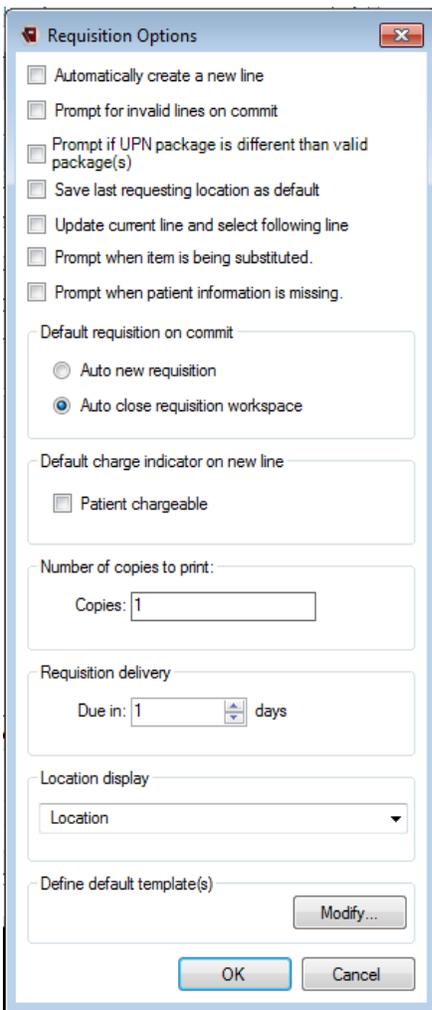
- 3 The requisition screen displays



- 4 Select **View** and then **Options** from the tool bar to set user defaults in the requisition application.

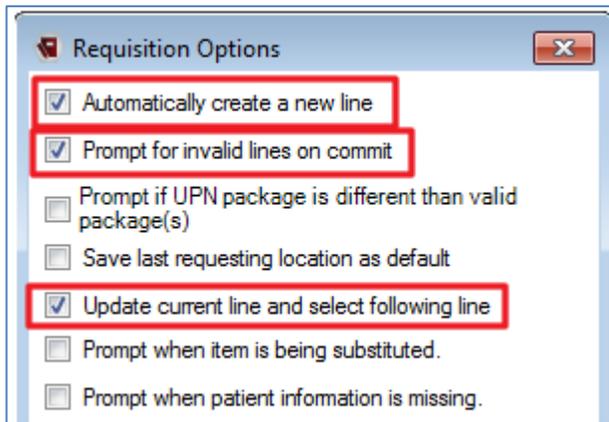


- 5 The **Requisition Options** window opens.



6 Select the following default options:

- Automatically create a new line
- Prompt for invalid lines on commit
- Update current line and select following line

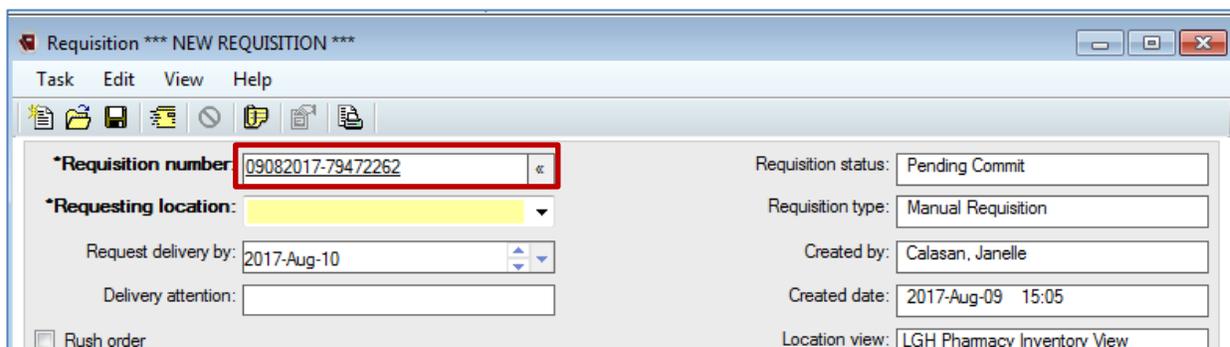


6 Select **OK** to save changes.

7 Click on the **New Requisition** icon on the top left corner.



8 A new requisition number is created and all information on the right side of the form is completed.



Take note of the requisition number as it will be needed in Scenario 7.0.

9

For the Requesting Location field, select **LGH Main Pharmacy** by using the drop down or by typing LGH Main Pharmacy into the box and press **ENTER**.

Notice when you fill in **Requesting Location**, the **Deliver to location** field automatically fills in, as well.

The screenshot shows a software window titled "Requisition *** NEW REQUISITION ***". The "Requesting location" dropdown menu is open and shows "LGH MAIN PHARMACY" selected. Below it, the "Deliver to location" dropdown menu is also open and shows "LGH MAIN PHARMACY" selected. Other fields include "Requisition number: 06022018-82039425", "Request delivery by: 07-Feb-2018", "Requisition status: Pending Commit", "Requisition type: Manual Requisition", "Created by: TestPSC, Pharmacy Technician-PhamNet1", "Created date: 2018-Feb-06 09:50", and "Location view: VCH Pharmacy Inventory View".

10

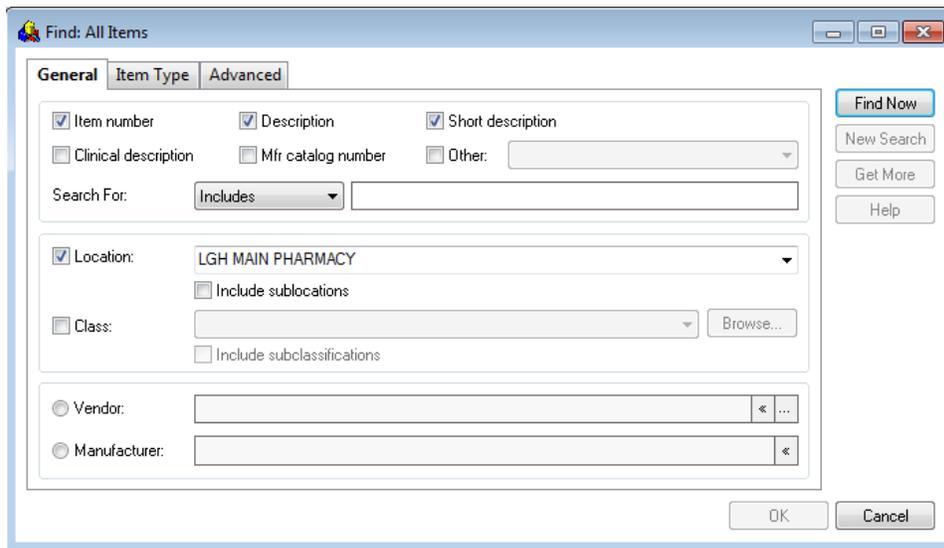
Before adding medications to the requisition ensure the search settings are properly defined. Select the ellipse next to the **Item number** box.

The screenshot shows the same software window as above, but with the "Item number" field highlighted in yellow. A red box is drawn around the search icon (an ellipse) next to the "Item number" field. The "Requesting location" is still "LGH MAIN PHARMACY". Other fields are the same as in the previous screenshot.

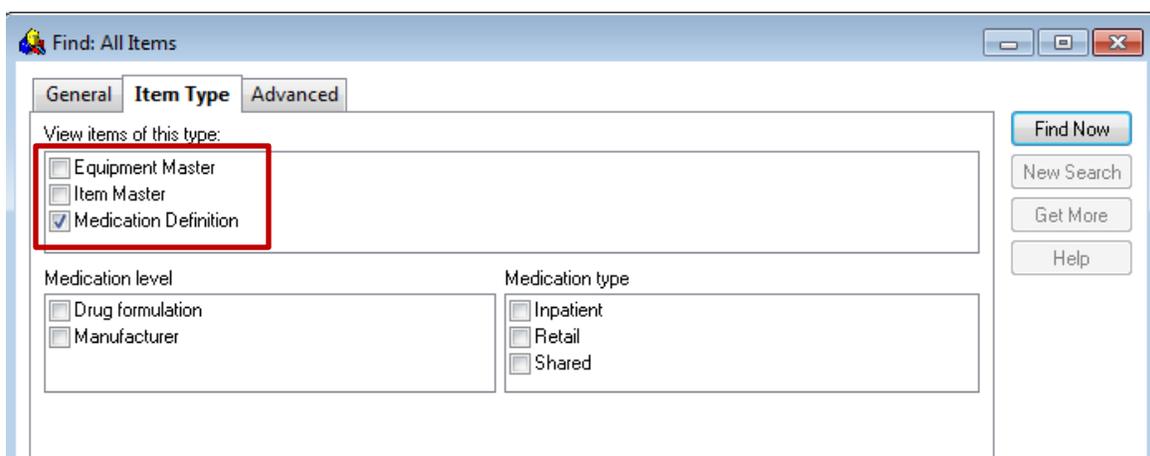
11 Find: all items screen will appear.

In the **General** Tab,

- Ensure the checkmark boxes for **item number**, **description**, and **short description** are selected
- Search For should say **Includes**
- Checkmark box for Location is selected for **LGH Main Pharmacy**



12 In the **Item Type** Tab, ensure the checkmark box for **Medication Definition** is selected.



- 13 Select the **General** tab again, and search for **acetaminophen** by typing into the **Search For** box. Select **Find Now** or click **ENTER**.

The screenshot shows the 'Find: All Items' dialog box with the following settings:

- General Tab:**
 - Item number
 - Description
 - Short description
 - Clinical description
 - Mfr catalog number
 - Other: [dropdown]
- Search For:** Includes [dropdown] acetaminophen [input]
- Location:** Location: LGH MAIN PHARMACY [dropdown]
 - Include sublocations
- Class:** Class: [dropdown] [Browse...]
- Include subclassifications

Buttons on the right: Find Now, New Search, Get More, Help.

- 14 Results will appear at the bottom half of the screen. Select **ACET325** and click **OK**.

The screenshot shows the same 'Find: All Items' dialog box, but now with search results displayed at the bottom. The 'ACET325' item is selected in the table.

Item Number	Description	Short Description	Item Type
ACET120SU	acetaminophen 120 mg supp	ACET120SU	Medication Definition
ACET325	acetaminophen 325 mg tab	ACET325	Medication Definition
ACET325SU	acetaminophen 325 mg supp	ACET325SU	Medication Definition
ACET32LB	acetaminophen 32 mg/mL oral liq [bul...	ACET32LB	Medication Definition
ACET500	acetaminophen 500 mg tab	ACET500	Medication Definition
ACET650LA	acetaminophen long acting 650 mg tab	ACET650LA	Medication Definition
ACET650SU	acetaminophen 650 mg supp	ACET650SU	Medication Definition
ACET80	acetaminophen chewable 80 mg tab	ACET80	Medication Definition
ACET80LB	acetaminophen 80 mg/mL oral liq [bul...	ACET80LB	Medication Definition
OXYA5	oxyCODONE-acetaminophen 5 mg-32...	OXYA5	Medication Definition

Buttons at the bottom: OK, Cancel.

15 Medication is added to the requisition.

Requisition *** NEW REQUISITION ***

Task Edit View Help

*Requisition number: 06022018-82047488
 *Requesting location: LGH MAIN PHARMACY
 Request delivery by: 07-Feb-2018
 Delivery attention:

Requisition status: Pending Commit
 Requisition type: Manual Requisition
 Created by: TestPSC, Pharmacy Technician-PhamNet1
 Created date: 2018-Feb-06 18:29
 Location view: VCH Pharmacy Inventory View

Rush order

Line #: -- Item: ACET325 - acetaminophen 325 mg tab

*Deliver to location: LGH MAIN PHARMACY
 *Item number: ACET325
 *Requested quantity: 1 each

*Cost center: 01.XXXXXXXXX.0156500 Inventory Asset Account
 *Sub account: 4633028 Central Nervous System Agents
 Vendor or fill location: VPC MAIN PHARMACY

Patient Name:
 Patient chargeable
 Consignment indicator
 Bill only indicator

Note	Li...	Line Status	Deliver To Loc...	Deliver To Loc...	Item Nbr	Item Description	NDC Nbr	Quantity	Package	Par level	Item is bei
		1	Pending Commit	LGH MAIN PH...	ACET325	acetaminophen...		0	each	0	Undefined

16 Notice that the Vendor or fill location displays VPC Main Pharmacy. This is where the product will come from.

NOTE: If this field includes a vendor name, do not proceed. Contact support regarding the item, as it will need to be stocked properly.

Requisition *** NEW REQUISITION ***

Task Edit View Help

*Requisition number: 06022018-82039425
 *Requesting location: LGH MAIN PHARMACY
 Request delivery by: 07-Feb-2018
 Delivery attention:

Requisition status: Pending Commit
 Requisition type: Manual Requisition
 Created by: TestPSC, Pharmacy Technician-PhamNet1
 Created date: 2018-Feb-06 09:50
 Location view: VCH Pharmacy Inventory View

Rush order

Line #: 1 Item: ACET325 - acetaminophen 325 mg tab

*Deliver to location: LGH MAIN PHARMACY
 *Item number: ACET325
 *Requested quantity: 10 each

*Cost center: 01.XXXXXXXXX.0156500 Inventory Asset Account
 *Sub account: 4633028 Central Nervous System Agents
 Vendor or fill location: VPC MAIN PHARMACY

Patient Name:
 Patient chargeable
 Consignment indicator
 Bill only indicator

Note	Li...	Line Status	Deliver To Loc...	Deliver To Loc...	Item Nbr	Item Description	NDC Nbr	Quantity	Package	Par level	Item is being su...	Mfg Catalog #	Mfg Nam
		1	Pending Commit	LGH MAIN PH...	ACET325	acetaminophen...		10	each	0	Undefined		
		2	Pending Commit	LGH MAIN PH...	*BACK R	RANI150	ranitidine 150 m...	10	each	0	Undefined		
		3	Pending Commit	LGH MAIN PH...	*BACK O	ONDA4	ondansetron 4 ...	25	each	0	Undefined		

17 In the **Requested quantity** field, enter **10** as the amount to be dispensed. Then, press **ENTER**.

The screenshot shows a 'NEW REQUISITION' form. The 'Requested quantity' field is highlighted with a red box and contains the value '10'. Other fields include 'Requisition number: 06022018-82041420', 'Requesting location: LGH MAIN PHARMACY', 'Request delivery by: 07-Feb-2018', 'Item number: ACET325', and 'Item Description: acetaminophen 325 mg tab'. The 'Quantity' column in the table below is currently 0.

Note	Li...	Line Status	Deliver To Loc...	Deliver To Loc...	Item Nbr	Item Description	NDC Nbr	Quantity	Package	Par level	Item is being su...	Mfg Catalog #	Mfg Nar
	1	Pending Commit	LGH MAIN PH...		ACET325	acetaminophen...		0	each	0 Undefined			

18 Click on the **New Requisition Line** icon to add more items.

The screenshot shows the same 'NEW REQUISITION' form. The 'Requested quantity' field is still '10'. The 'New Requisition Line' icon (a plus sign in a square) in the bottom toolbar is highlighted with a red box.

Note	Li...	Line Status	Deliver To Loc...	Deliver To Loc...	Item Nbr	Item Description	NDC Nbr	Quantity	Package	Par level	Item is being su...	Mfg Catalog #	Mfg Nar
	1	Pending Commit	LGH MAIN PH...		ACET325	acetaminophen...		0	each	0 Undefined			

19 Repeat previous steps to add the following medications:

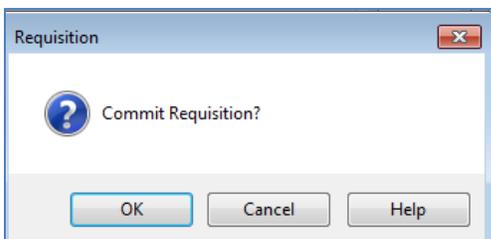
- **Ranitidine 150mg tab (RANI150), 10 quantity**
- **Ondansetron 4 mg tab (ONDA4), 25 quantity**

Note	Li...	Line Status	Deliver To Loc...	Deliver To Loc...	Item Nbr	Item Description	NDC Nbr	Quantity	Package	Par level	Item is being su...	Mfg Catalog #	Mfg Nar
	1	Pending Commit	LGH MAIN PH...		ACET325	acetaminophen...		10	each	0 Undefined			
	2	Pending Commit	LGH MAIN PH...	*BACK R	RANI150	ranitidine 150 m...		10	each	0 Undefined			
	3	Pending Commit	LGH MAIN PH...	*BACK O	ONDA4	ondansetron 4 ...		25	each	0 Undefined			

- 20 After all medications are entered, click the commit requisition icon at the top left of the screen.



- 21 Click **OK** to commit requisition



- 22 The requisition for all medications will be saved and committed.

- 23 Click the Task Menu and select Exit to close the application

Key Learning Points

- To request medication inventory, you will use the Requisition application.
- In turn, the Distribution application will be used to process these requests.

INVENTORY SCENARIO 6.0 – How to Request Stock with Requisition Template

Duration	Learning Objectives
30 minutes	At the end of this Scenario, you will be able to: <ul style="list-style-type: none"> ■ Enter requisition information for medication(s) using the mmrequisition.exe application.

SCENARIO

A Pharmacy Technician reviews the current inventory of the areas and notices that they are low on stock.

This process will use the requisition application with an existing requisition template.

Requisition – **mmrequisition.exe**

Medications to be requested and dispensed include

1. Acetaminophen 325 mg tab, 10 quantity
2. Ranitidine 150 mg tab, 10 quantity
3. Ondansetron 4 mg tab, 25 quantity

Request will be entered in the Requisition application **mmrequisition.exe**

Pharmacy Tech will request the medications through mmrequisition.exe using a pre-created Requisition Template that a list of all drugs the location carries.

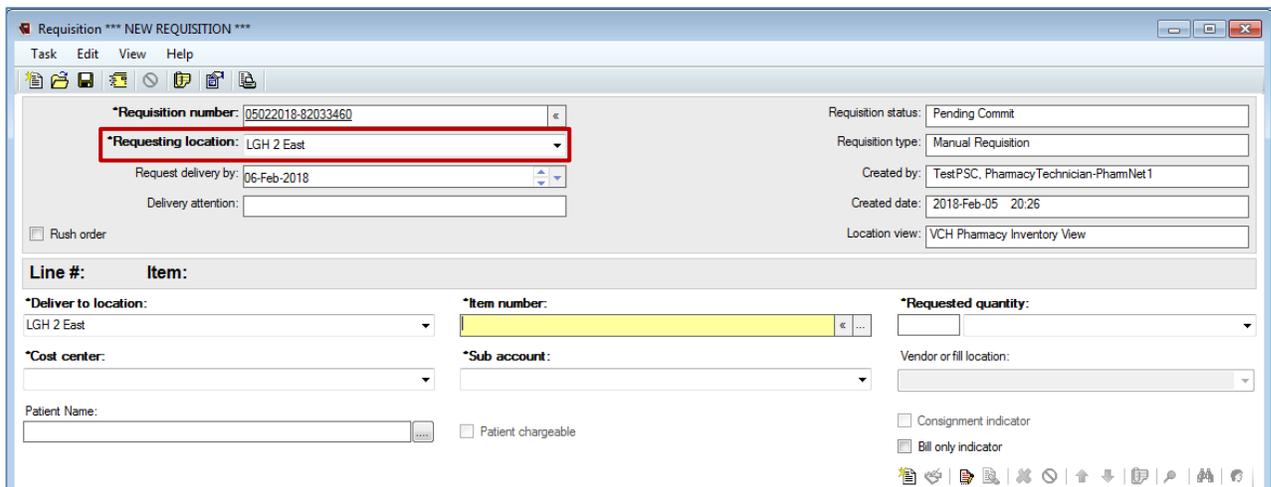
NOTE: Requisition template name and Requesting template name should match.

4 Click on the New Requisition icon.

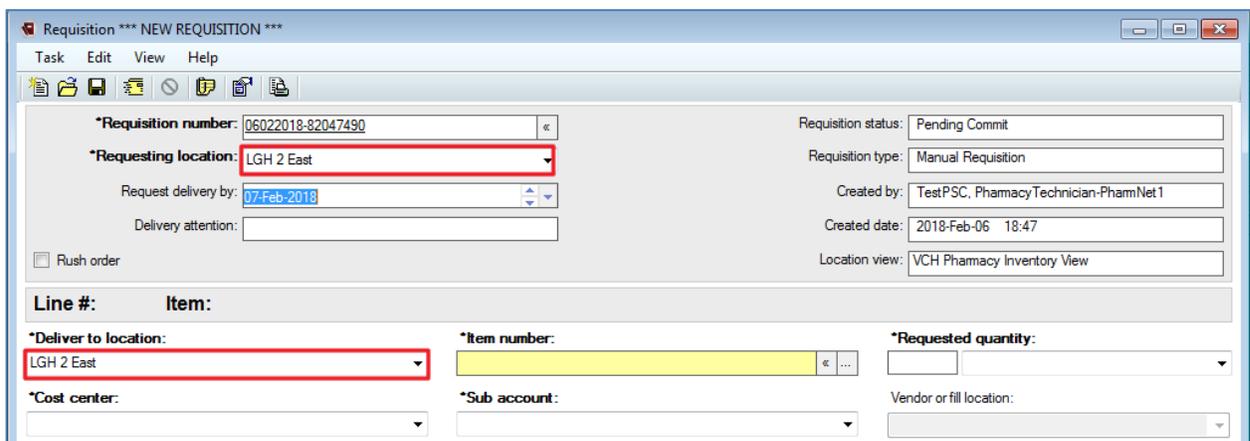


5 A new requisition number is created and all information on the right side of the form is completed.

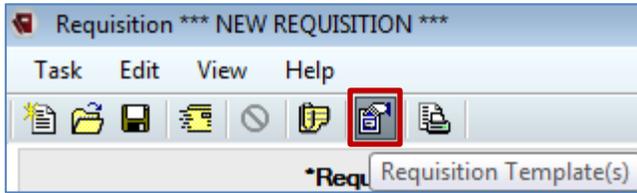
For the **Requesting Location** field, select **LGH 2 East** by using the drop down or by typing LGH 2 East into the box and press **ENTER**.



6 Notice **Deliver to Location** automatically fills in to match the **Requesting location**.



7 Pull in the requisition template for the location by selecting the **Requisition Template** icon.



8 Scroll down and select the testing **Training 1** template by selecting the checkbox next to it.

You may also select the **Preview item(s) in template** checkbox to preview the medications set in the template.

Template(s)

Please check all template(s) that you want to include on the current requisition.

Template Name	Nbr. of Lines on Template
<input type="checkbox"/> North Shore Central Community Health Centre	10
<input type="checkbox"/> North Shore Parkgate Community Health Centre	4
<input type="checkbox"/> Powell River Dialysis	26
<input type="checkbox"/> Routine Medications	0
<input type="checkbox"/> Sechelt Dialysis	26
<input type="checkbox"/> SGH Ambulatory Clinic	40
<input type="checkbox"/> SGH Oncology Clinic	22
<input type="checkbox"/> Squamish Dialysis	25
<input type="checkbox"/> Testing	3
<input type="checkbox"/> testPY	3
<input type="checkbox"/> Training	7
<input checked="" type="checkbox"/> Training 1	5
<input type="checkbox"/> Training 2	5
<input type="checkbox"/> Training 3	5
<input type="checkbox"/> Training 4	5
<input type="checkbox"/> Training Template	6

Preview item(s) in template

APRE125 / aprepitant 125 mg cap
 ASA81EC / ASA EC 81 mg tab
 DEXA4 / dexamethasone 4 mg tab
 FLUO20 / FLUoxetine 20 mg cap
 GLYB5 / glyBURIDE 5 mg tab

9 Click **OK**.

10 Items stocked at the location will load.

11 For each medication, enter the requested quantity for the items that need to be replenished.

In the **Requested Quantity** field, enter the following quantities and press **ENTER**:

- APRE125: **5**
- ASA81EC: **10**
- DEXA4: leave value at **0**
- FLUO20: leave value at **0**
- GLY85: **2**

Requisition *** NEW REQUISITION ***

Task Edit View Help

*Requisition number: 05022018-82033462 Requisition status: Pending Commit

*Requesting location: LGH 2 East Requisition type: Manual Requisition

Request delivery by: 06-Feb-2018 Created by: TestPSC, Pharmacy Technician-PhamNet1

Delivery attention: Created date: 2018-Feb-05 20:36

Rush order Location view: VCH Pharmacy Inventory View

Line #: 1 Item: APRE125 - aprepitant 125 mg cap

*Deliver to location: LGH 2 East *Item number: APRE125 *Requested quantity: 0 each

*Cost center: 01 72104040 XXXXXXXX LGH Cardiology, Wards *Sub account: 4634056 Gastrointestinal Drugs Vendor or fill location: LGH MAIN PHARMACY

Patient Name: Patient chargeable Consignment indicator Bill only indicator

Note	U...	Line Status	Deliver To Loc...	Deliver To Loc...	Item Nbr	Item Description	NDC Nbr	Quantity	Package	Par level	Item is being su...	Mfg Catalog #	Mfg Nam
1		Pending Commit	LGH 2 East		APRE125	aprepitant 125 ...		0	each	0 Undefined			
2		Pending Commit	LGH 2 East		ASA81EC	ASA EC 81 mg ...		0	each	0 Undefined			
3		Pending Commit	LGH 2 East		DEXA4	dexamethasone...		0	each	0 Undefined			
4		Pending Commit	LGH 2 East		FLUO20	FLUoxetine 20 ...		0	each	0 Undefined			
5		Pending Commit	LGH 2 East		GLYB5	glyBURIDE 5 m...		0	each	0 Undefined			

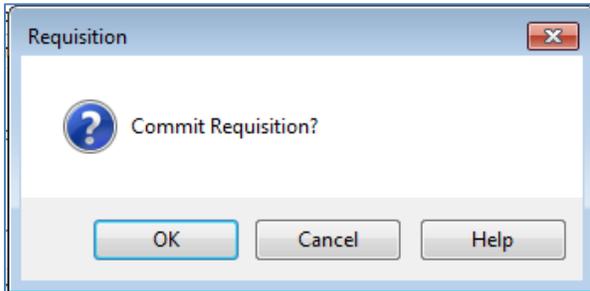
12 After all medications are entered, click the commit requisition icon at the top left of the screen.

Requisition *** NEW REQUISITION ***

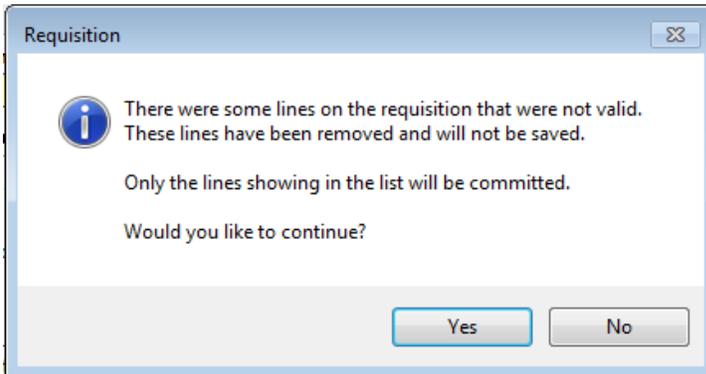
Task Edit View Help

Commit Requisition

- 13 Click **OK** to commit requisition



- 14 The following prompt will appear letting you know that all lines that had a 0 quantity will be removed. Click **Yes** to commit requisition



- 15 Click the Task Menu and select Exit to close the application

INVENTORY SCENARIO 7.0 – How to Distribute the Stock

Duration	Learning Objectives
30 minutes	At the end of this Scenario, you will be able to: <ul style="list-style-type: none">■ Distribute Stock by using the mmdistmanager.exe application

SCENARIO

A requisition was committed and now it's time to distribute the stock to the requesting location.

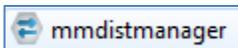
This process will use the distribution application.

Distribution – mmdistmanager.exe

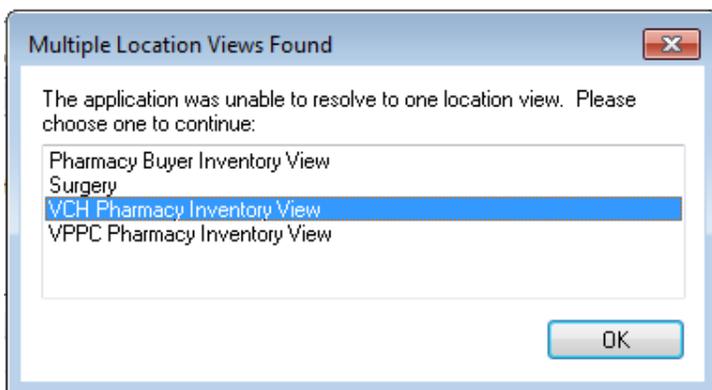
Activity 7.1 – Distributing Ordered Stock

Duration: Estimated Completion Time - 10 min

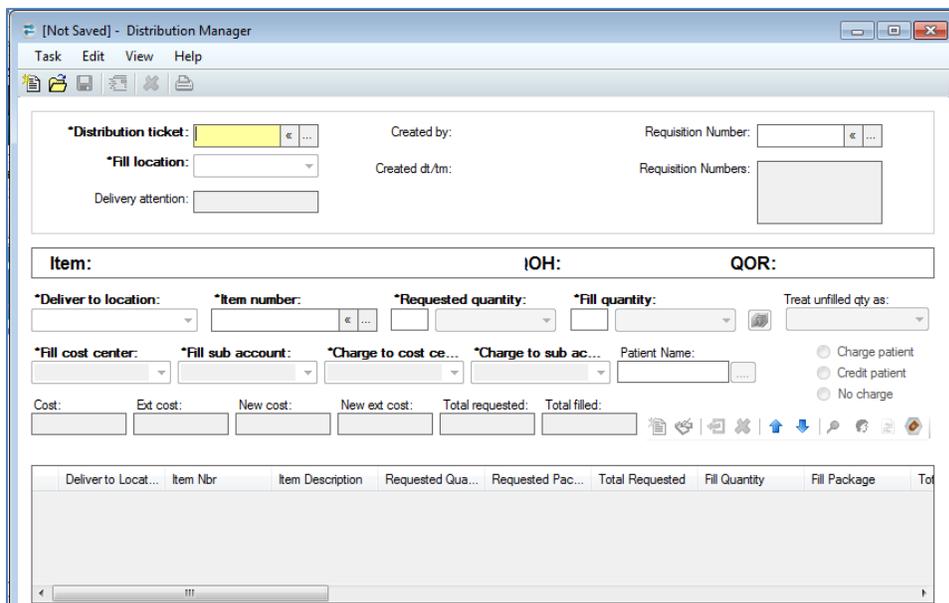
- 1 Log into the mmdistmanager.exe tool with provided Username and Password



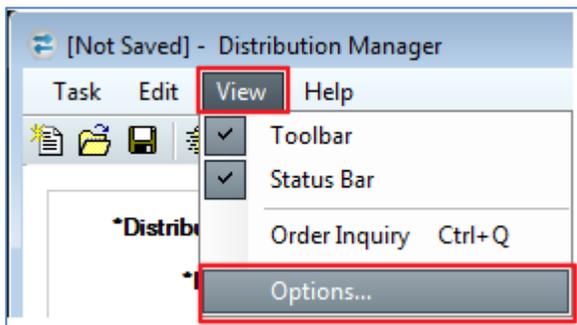
- 2 Multiple Location Views Found is displayed. Select **VCH Pharmacy Inventory View**.



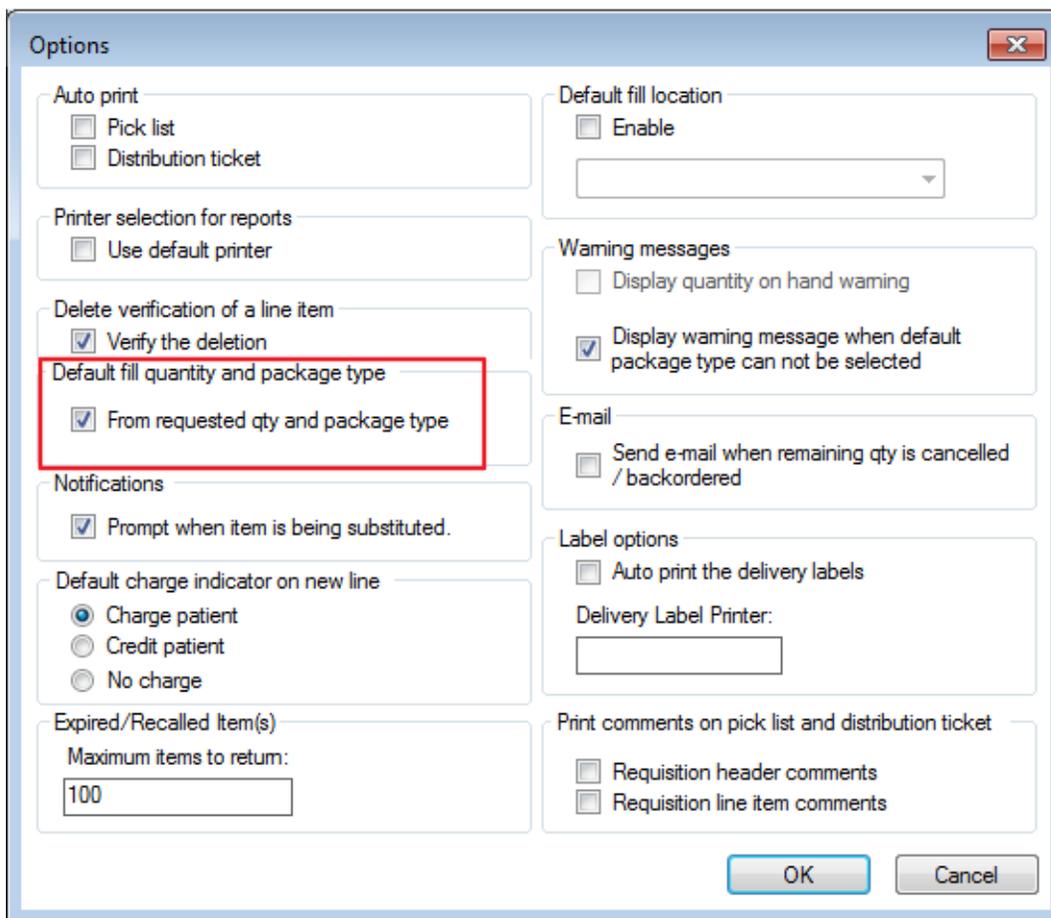
- 3 The distribution manager screen opens



- 4 Select **View** and **Options** on the task bar to set user defaults for the Distribution application.

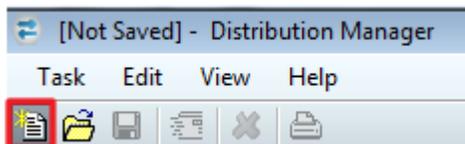


- 5 In the Options window, select the **From requested qty and package type** check box as shown below.

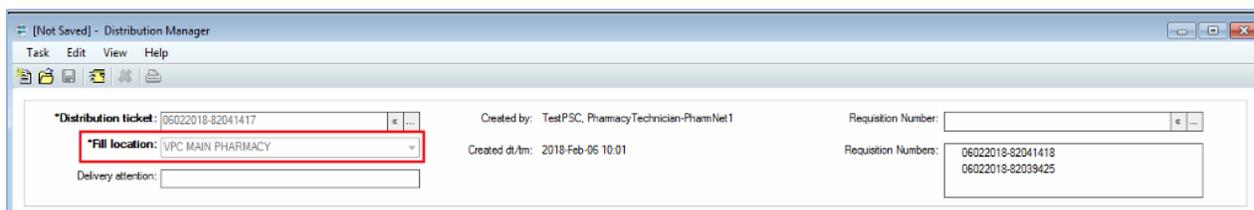


6 Click **OK** to confirm updates.

7 Select the **New** icon to create a new distribution.

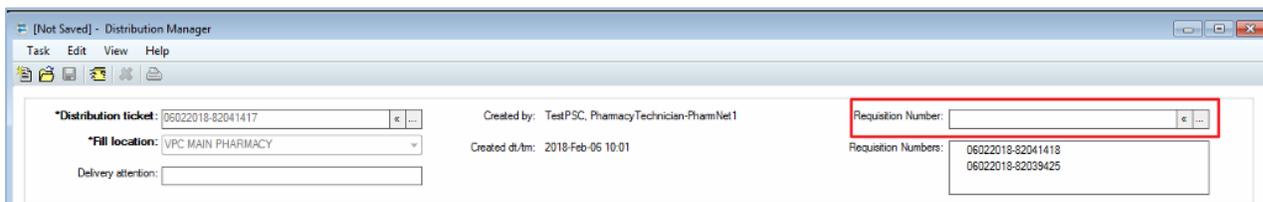


8 For the **Fill location** field, select **VPC MAIN PHARMACY** by using the drop down or by typing VPC MAIN PHARMACY into the box and press **ENTER**.



9 Locate the requisition from **Scenario 5 Step 8**.

Find the requisition by typing in the requisition number into the **Requisition Number** field or search for it by clicking on the ellipsis button and entering the appropriate search criteria.



- 10 When searching with the ellipsis button, ensure the **Fill location** field in the General tab is set to distributing pharmacy **VPC Main Pharmacy**.

The screenshot shows the 'Find: All Requisitions' dialog box with the 'General' tab selected. The 'Search by' dropdown is set to 'Requisition Number'. The 'Look for' dropdown is set to 'Starts with'. The 'Patient name' field is empty. The 'Req location' dropdown is empty. The 'Fill Location' dropdown is highlighted with a red box and set to 'VPC MAIN PHARMACY'. The 'Profile' dropdown is set to 'All Profiles'. The 'Find Now' button is highlighted in blue. The 'OK' and 'Cancel' buttons are at the bottom right.

- 11 In **Date** tab, date range can be changed to find requisitions created within a specific time.

The screenshot shows the 'Find: All Requisitions' dialog box with the 'Date' tab selected. The 'Find all' radio button is selected. The 'Created' dropdown is set to 'Created'. The 'Between' radio button is selected, with the date range set to '2017-Aug-10' and '2017-Aug-10'. The 'Find Now' button is highlighted in blue. The 'OK' and 'Cancel' buttons are at the bottom right.

- 12 Click **OK**.

13 The requisition’s details will load onto the screen.

Deliver to Locat...	Item Nbr	Item Description	Requested Qua...	Requested Pac...	Total Requested	Fill Quantity	Fill Package	Total Filled	Patient Name	Charge Indicator	Item is being su...	Lot Tracking Le...	Mfg
LGH MAIN PH...	RANI150	rantidine 150 m...	10	each	10 each	10	each	0 each			No Lot Tracking		
LGH MAIN PH...	ONDA4	ondansetron 4 ...	25	each	25 each	25	each	0 each			No Lot Tracking		
LGH MAIN PH...	ACET325	acetaminophen...	10	each	10 each	10	each	0 each			No Lot Tracking		

14 Click on each medication requested to review the requested quantity.

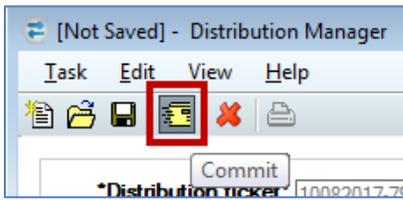
15 For each item, adjust quantities to be distributed.

In the **Fill Quantity** field, enter the following quantities and press **ENTER** to confirm updates.

- ACET325: 10
- ONDA4: 15 (note that this item was requested for 25, but only 15 will be distributed)
- RANI150: 10

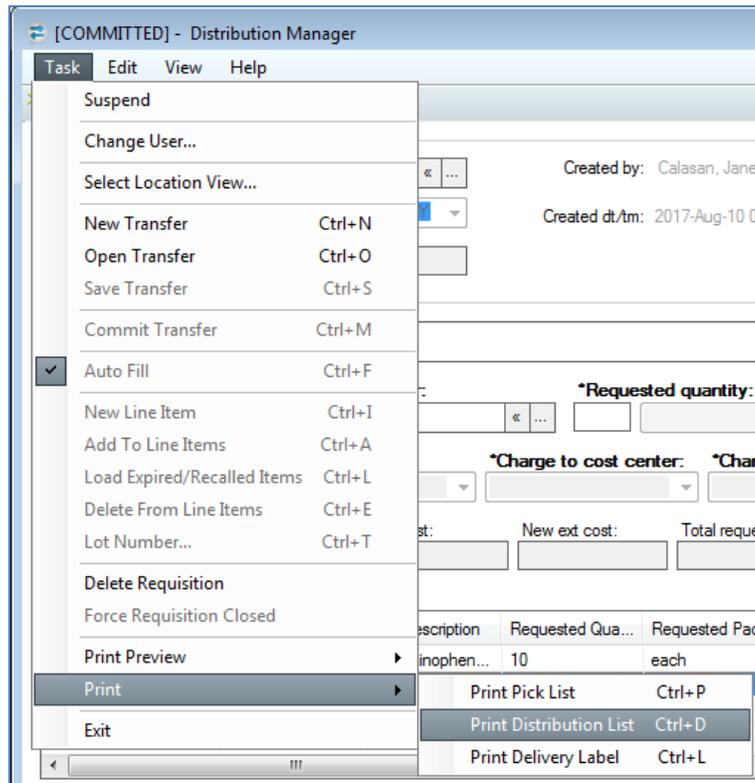
Deliver to Locat...	Item Nbr	Item Description	Requested Qua...	Requested Pac...	Total Requested	Fill Quantity	Fill Package	Total Filled	P
LGH MAIN PH...	ONDA4	ondansetron 4 ...	25	each	25 each	15	each	15 each	
LGH MAIN PH...	RANI150	rantidine 150 m...	10	each	10 each	10	each	10 each	
LGH MAIN PH...	ACET325	acetaminophen...	10	each	10 each	10	each	10 each	

- 16 Once all medications have been reviewed and fill quantity is entered, click on the commit icon.



- 17 To print a distribution list, click on the task tab in the main menu bar. Hover your mouse over **Print** and click on **Print Distribution List**. The printer information displays.

NOTE: You will be unable to print the distribution list from the training environment. To see how the print job will look, click on Print Preview.



- 18 Click the Task Menu and select Exit to close the application

■ INVENTORY SCENARIO 8.0 – Confirm receipt of products using In Transit Review Process

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="592 499 1440 569">■ Validate the transfer quantity for locations using the In Transit status

SCENARIO

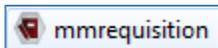
There will be distributions (transfers) of inventory between pharmacies which require the requesting location to validate the transfer quantity. Users at the receiving location will mark these complete when the products arrive.

The In Transit Review process is only used for transfer between Pharmacies.

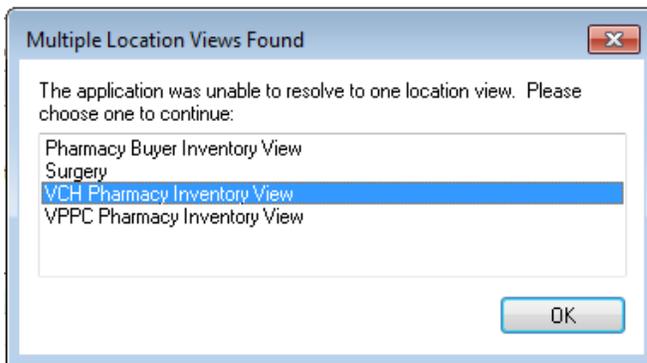
Activity 8.1 – Receiving Distributions (Transfers) from Other Pharmacies

Duration: Estimated Completion Time - 15 min

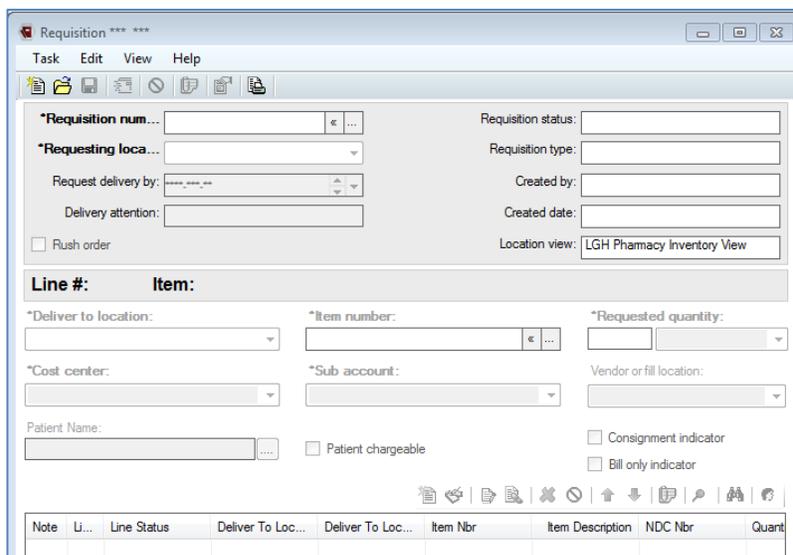
- 1 Log into the mmrequisition.exe tool with provided Username and Password



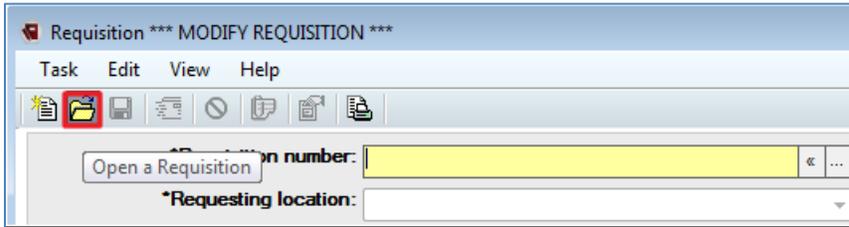
- 2 Multiple Location Views Found is displayed. Select **VCH Pharmacy Inventory View**.



- 3 The requisition application opens

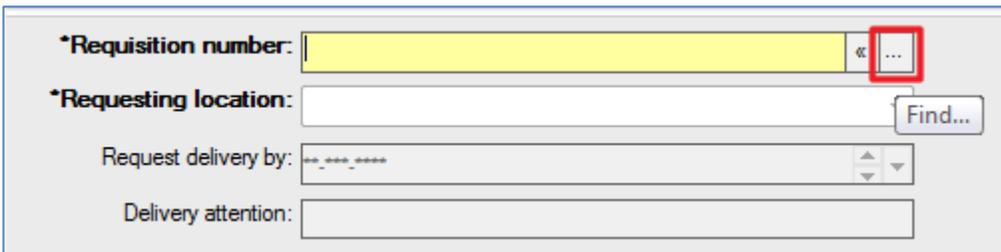


- 4 Select the **Open** Icon to open the requisition created in Scenario 5 and distributed in Scenario 7.

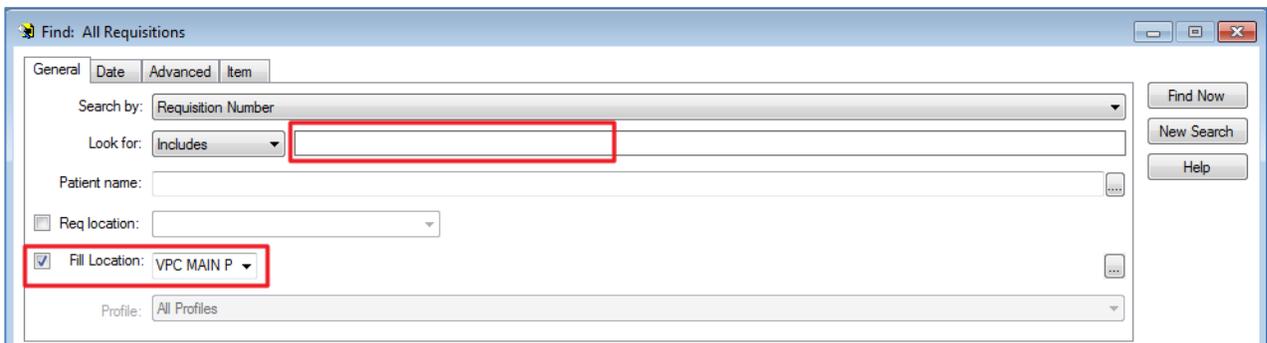


- 5 Enter the requisition number in the **Requisition Number** field or search for it.

- 6 To search for the requisition number, select the ellipsis next to the **Requisition number** field.



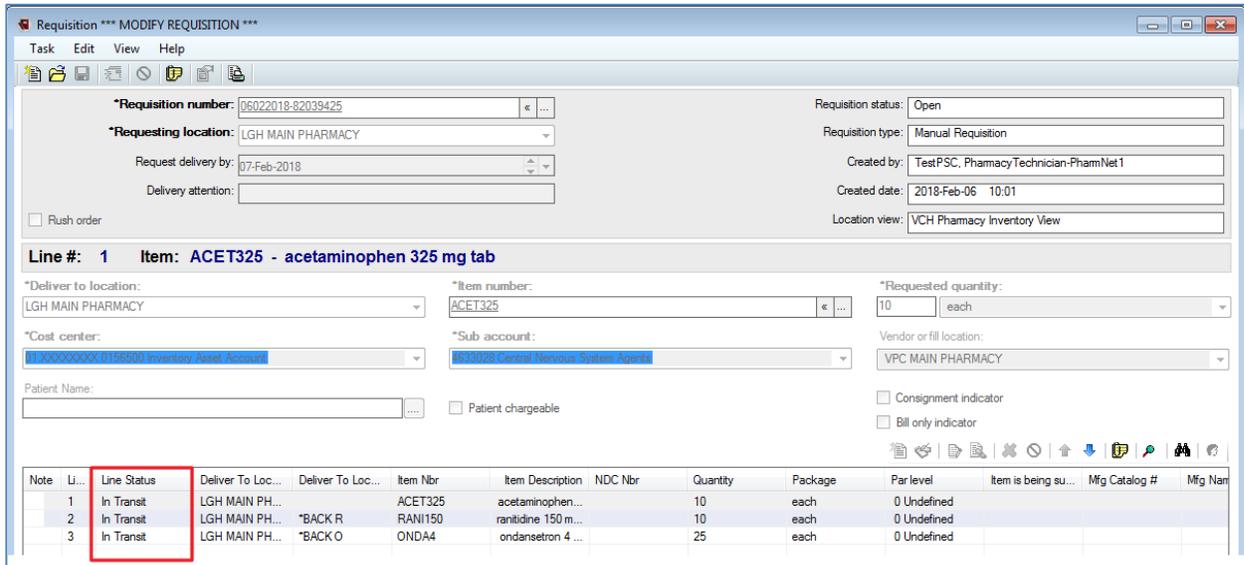
- 7 Use the search criteria from previous scenarios to help locate requisition.



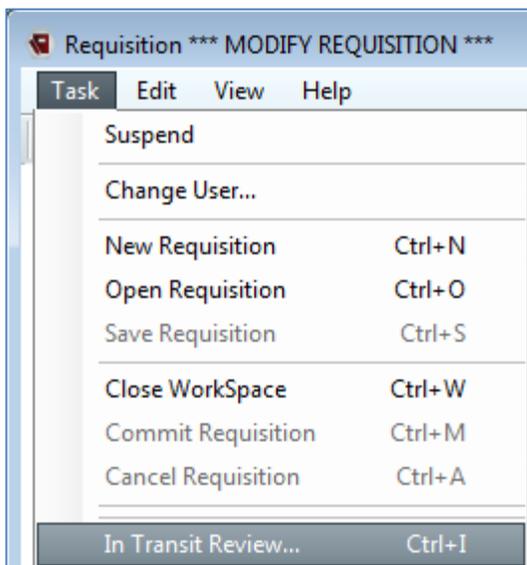
- 8 Select **OK** to open requisition

8 Requisition opens.

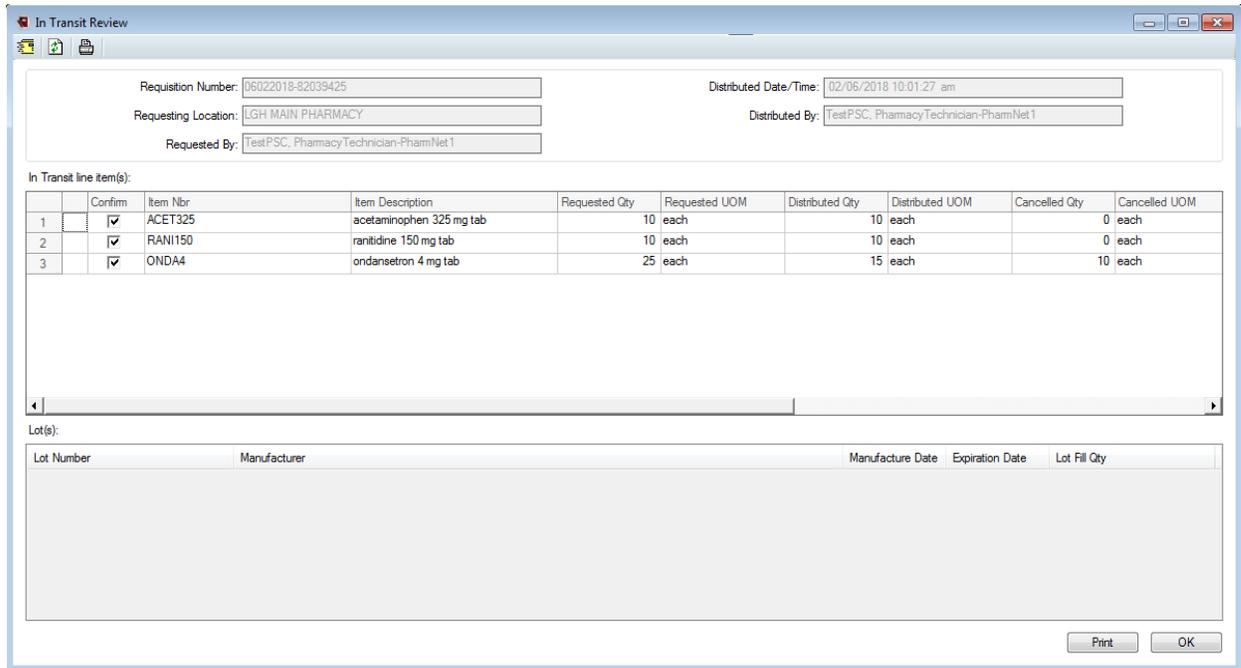
Notice the line status displays **In Transit**.



9 Select Task from the tool bar and then select **In Transit Review**

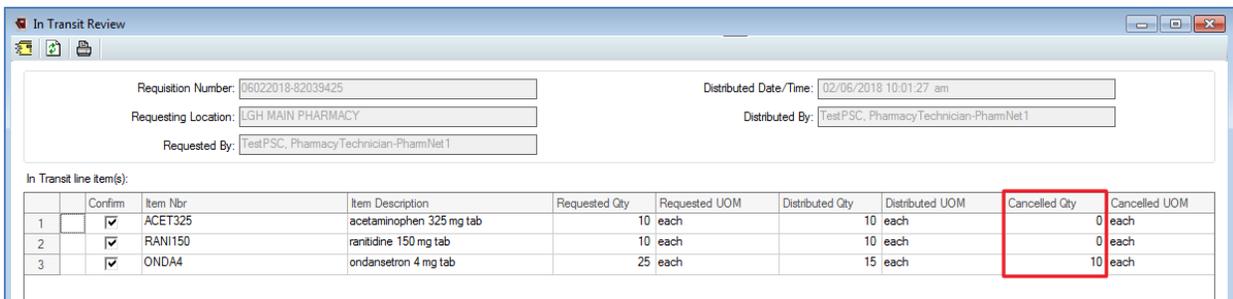


10 In Transit Review screen opens



11 Review the In Transit line items to verify what was delivered.

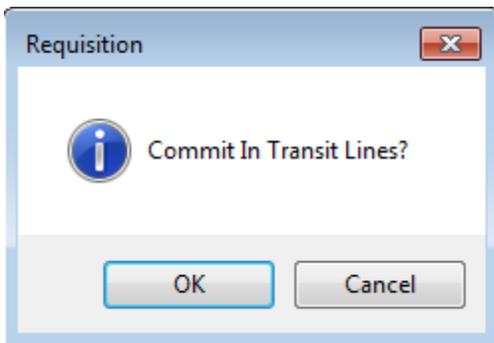
Notice that anything distributed partially will display in the Cancelled Qty column. For this example, as we only distributed 15 of the 25 that were requested, Cancelled Qty for ONDA4 is displayed as 10.



- 12 Accept the inventory by clicking the **Commit** icon.



- 13 Select **OK** to confirm



You have confirmed that the medications have been received.

NOTE: If the receiver did not agree with the received quantities or did not receive the amount the distributor indicated they will need to call the distributor. The distributor will need to make modifications to the distribution and then recommit the distribution. If changes were made the receiver will need to reopen the requisition and complete the remainder of the In Transit Review to close the In Transit Review process.

The In Transit Review process is only used for transfer between Pharmacies.

- 14 Click the Task Menu and select Exit to close the application.

INVENTORY SCENARIO 9.0 – Item Adjustment

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="591 451 1333 489">■ Use the madjustment.exe tool to return medications

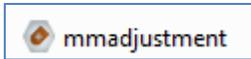
SCENARIO

Medications in the Main Pharmacy have expired and need to be removed from Inventory. This will be completed using the Item Adjustment application.

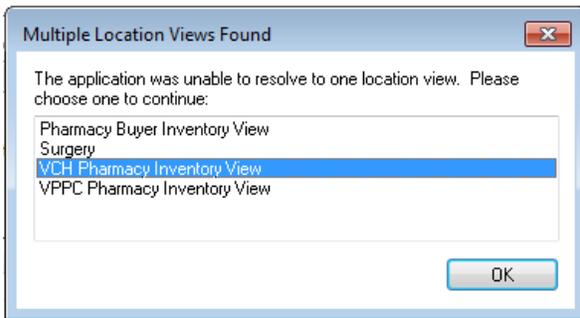
Activity 9.1 – Item Adjustment

Duration: Estimated Completion Time - 10 min

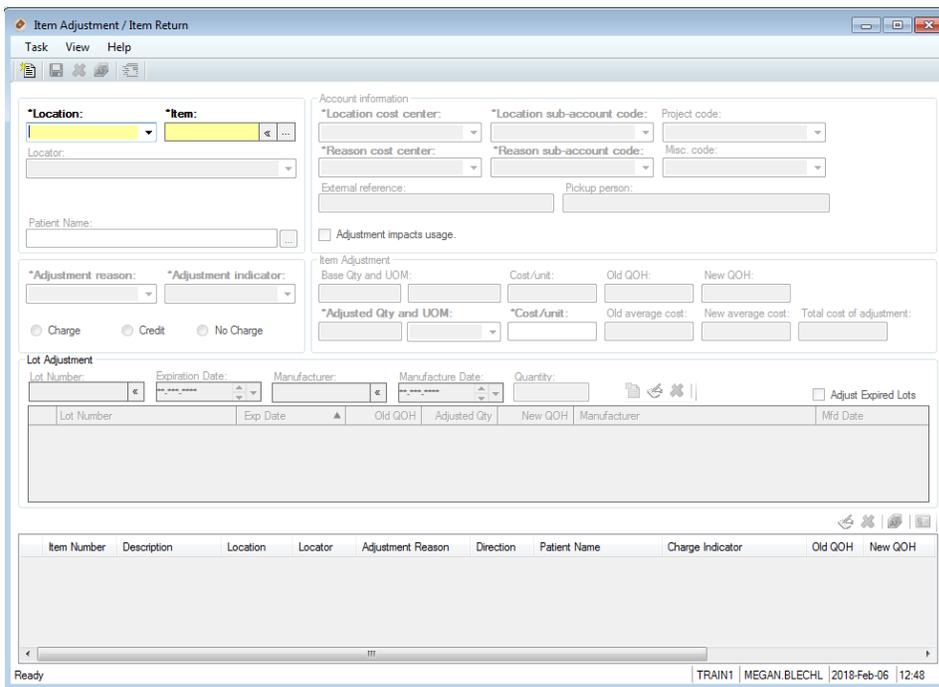
- 1 Log into the mmadjustment.exe tool with provided Username and Password



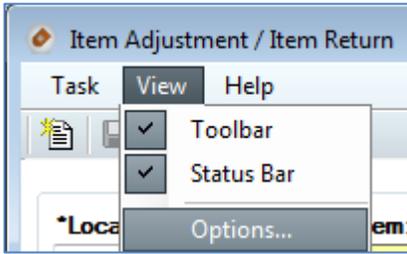
- 2 Multiple Location Views Found is displayed. Select **VCH Pharmacy Inventory View**.



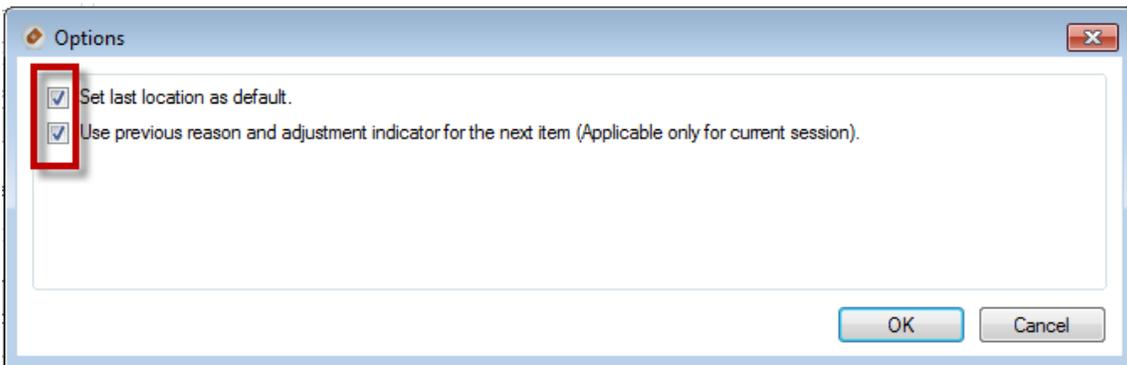
- 3 The Item Adjustment application opens.



- 4 Set user defaults by navigating to **View** and then **Options** on the tool bar.

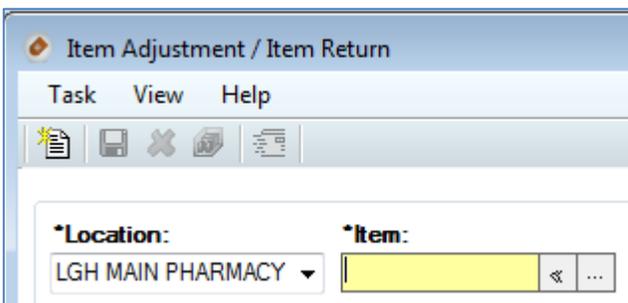


- 5 The options window will open.

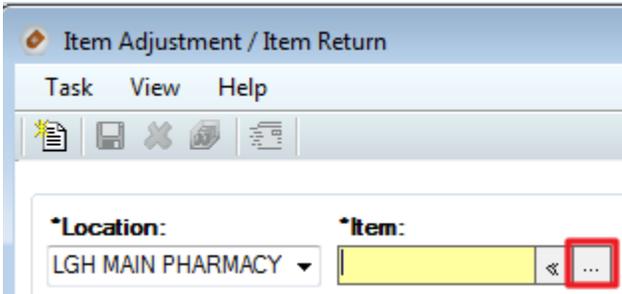


- 6 For this scenario, select both options and click **OK**.

- 7 Select the location from the list that needs to adjust inventory. For this example, select **LGH MAIN PHARMACY**.



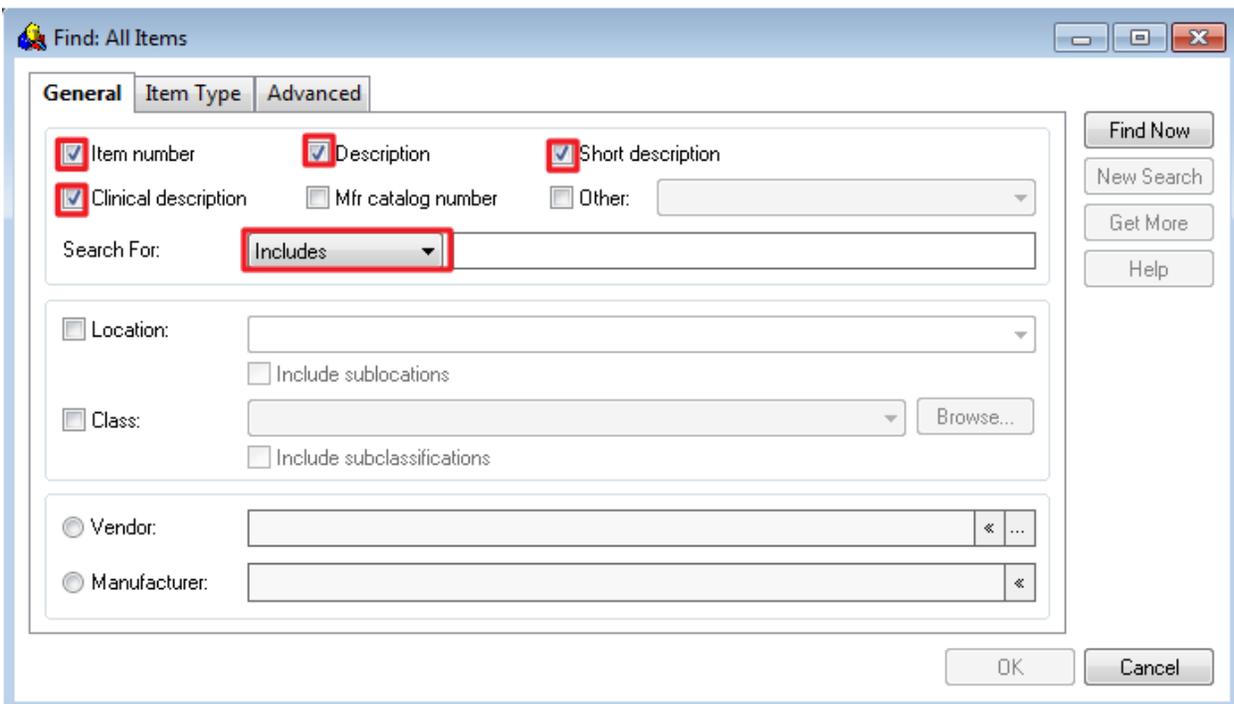
- 8 Select the product that needs to be expired from the Pharmacy. To search for the product, select the elipsis button next to the item search box.



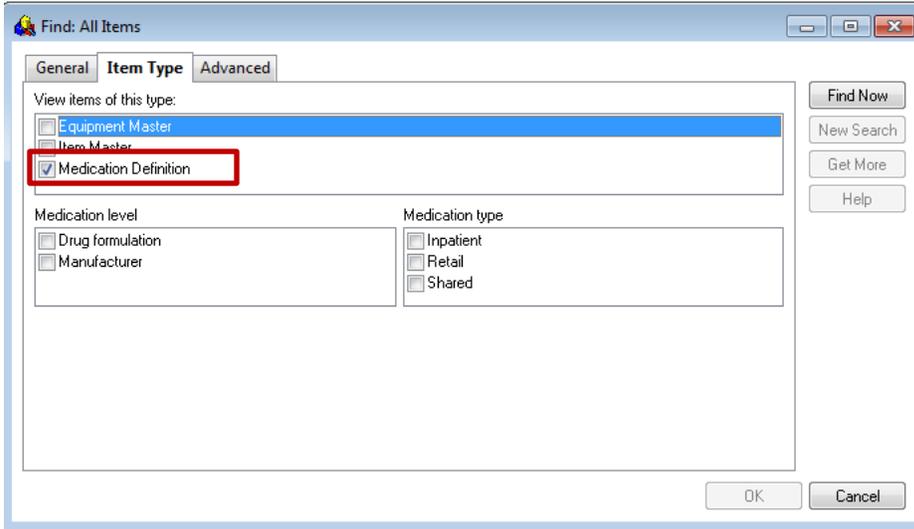
- 9 The Find: All Items window will open.

In the General tab, ensure:

- Check mark **Item Number, Description, Short description, Clinical description**
- Change **Search for** from Begins to **Includes** for easier searchability

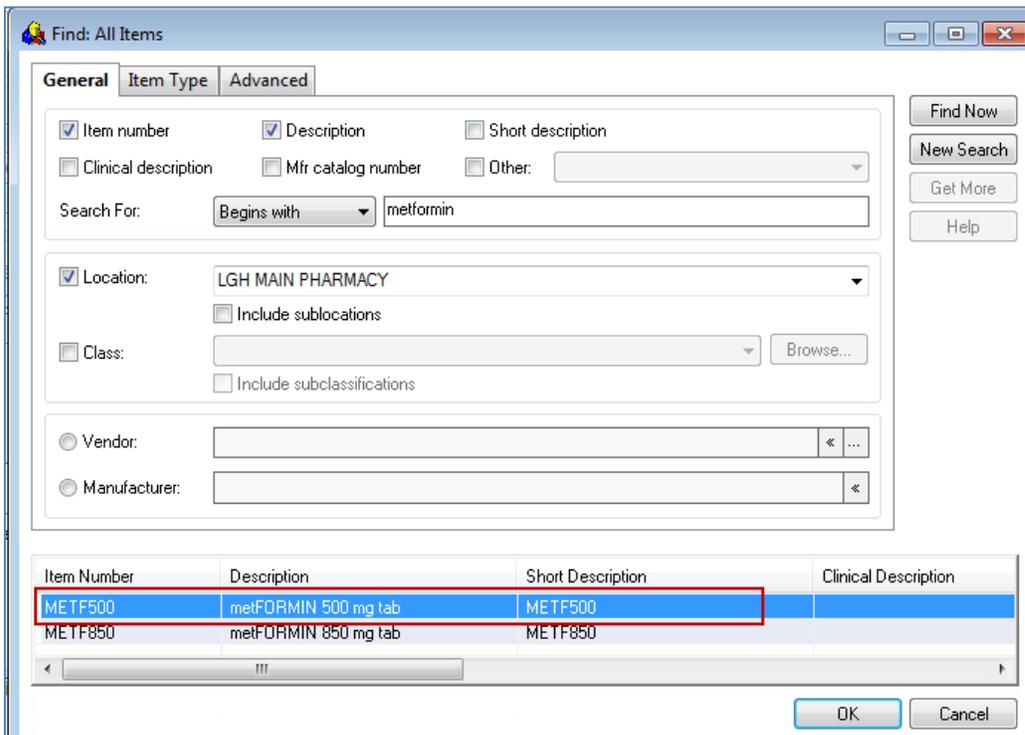


- 10 In the **Item Type** tab, ensure the checkmark box for **Medication Definition** is selected.



- 11 Select the General Tab again. Search for **metformin** and click **Find Now**.

- 12 Select item **METF500** and click **OK**



- 13 Notice the product displays.

The screenshot shows a software window titled "Item Adjustment / Item Return". At the top, there is a menu bar with "Task", "View", and "Help". Below the menu bar is a toolbar with icons for a document, save, close, print, and a list. The main content area contains two required fields: "*Location:" with a dropdown menu showing "LGH MAIN PHARMACY" and "*Item:" with an empty text box and a search icon. Below these is a "Locator:" dropdown menu. At the bottom of the form, the product name "METF500-metFORMIN 500 mg tab" is displayed in blue text and is enclosed in a red rectangular box.

- 14 Click on the **Adjustment reason** drop down.

This screenshot shows the same software window as above, but with additional fields. The product name "METF500-metFORMIN 500 mg tab" is now displayed in blue text above a "Patient Name:" text box with a search icon. Below the patient name field are two new required fields: "*Adjustment reason:" and "*Adjustment indicator:", both with dropdown menus. The "*Adjustment reason:" dropdown menu is highlighted with a red rectangular box.

15

Select **Waste Non-Sterile** from the **Adjustment reason** list.

*Adjustment reason:	*Adjustment indicator:	Item Adjustment
Transfer Out To RHS	Transfer Out To RHS	Base Qty and UOM: 1 each
Waste Oscar Chemo Compounding	Waste Oscar Chemo Compounding	
Count Correction Manual	Count Correction Manual	
Count Correction Narcotic Manual	Count Correction Narcotic Manual	
Count Correction Reverse Adjust	Count Correction Reverse Adjust	
Waste Narcotic	Waste Narcotic	
Waste Non-Sterile	Waste Non-Sterile	
Waste Sterile	Waste Sterile	
Waste Correction Reverse Adjust	Waste Correction Reverse Adjust	
Patient Charge	Patient Charge	
Patient Credit	Patient Credit	
Physical Count	Physical Count	
Count Increase	Count Increase	
Count Decrease	Count Decrease	
Compound Remove Raw Materials	Compound Remove Raw Materials	
Compound Add Finished Product	Compound Add Finished Product	
Transfer In From VGH	Transfer In From VGH	
Transfer In From UBC	Transfer In From UBC	
Transfer In From RHS	Transfer In From RHS	
Transfer Out To VGH	Transfer Out To VGH	
Transfer Out To UBC	Transfer Out To UBC	

Notice the **Adjustment Indicator** automatically fills in based on the **Adjustment Reason**.

*Adjustment reason:	*Adjustment indicator:
Waste Non-Sterile	Decrease

16

Enter an **Adjusted Qty** of **2** and click the **Add** icon 

NOTE: Use the mouse scroll easily increase or decrease the adjusting quantity.

*Adjustment reason:		*Adjustment indicator:	
Waste Non-Sterile	Decrease		
<input type="radio"/> Charge	<input type="radio"/> Credit	<input type="radio"/> No Charge	

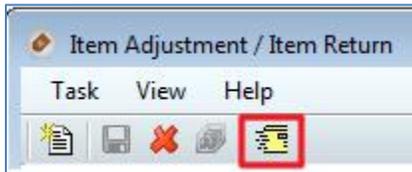
Item Adjustment		Cost/unit:	Old QOH:	New QOH:
Base Qty and UOM:	1 each	\$0.0180	1000	998
*Adjusted Qty and UOM:	2 each	\$0.0180	\$0.0180	\$0.0180
				Total cost of adjustment: \$0.0360

Lot Adjustment	Expiration Date:	Manufacturer:	Manufacture Date:	Quantity:	Adjust Expired Lots
Lot Number	Exp Date	Old QOH	Adjusted Qty	New QOH	Manufacturer
					Mfd Date

Item Number	Description	Location	Locator	Adjustment Reason	Direction	Patient Name	Charge Indicator	Old QOH	New QOH

17 Repeat this process as many times as necessary for different medications. You can submit multiple medications on the same form.

18 The **Commit** icon will be activated at the top of the screen. Click **commit** to save the adjusted records.



19 Click the Task Menu and select Exit to close the application.

■ INVENTORY SCENARIO 10.0 – Physical Count

Duration	Learning Objectives
30 minutes	At the end of this Scenario, you will be able to: <ul style="list-style-type: none"><li data-bbox="591 457 1409 527">■ Use the mmphysicalcount.exe tool to complete the physical count

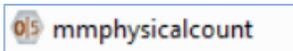
SCENARIO

It is the time of year to complete a physical count.

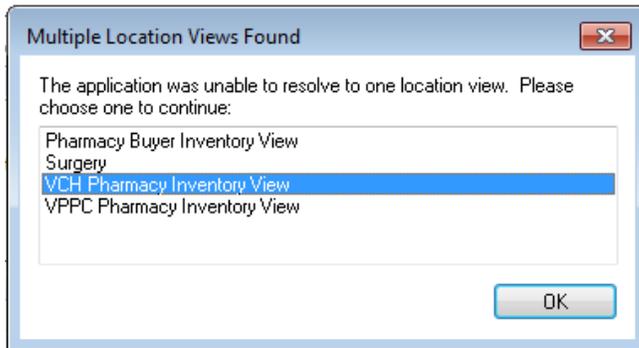
Activity 10.1 – Physical Count

Duration: Estimated Completion Time - 10 min

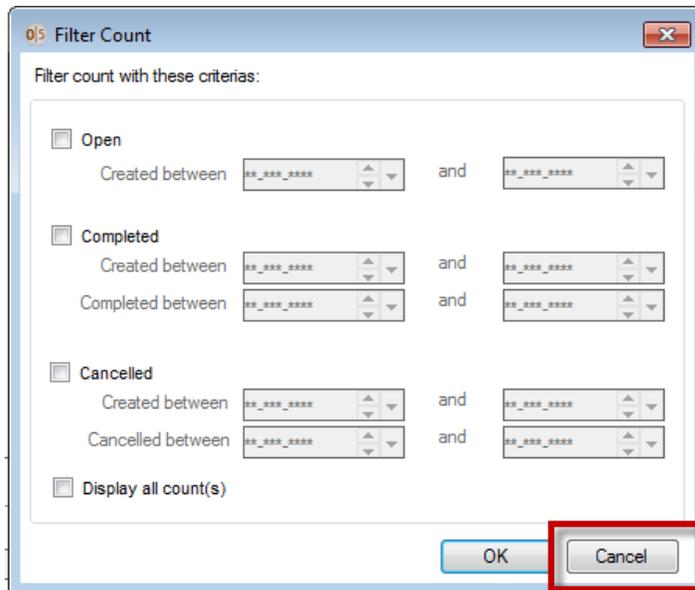
- 1 Log into the mmphysicalcount.exe tool with provided Username and Password



- 2 Multiple Location Views Found is displayed. Select **VCH Pharmacy Inventory View**.

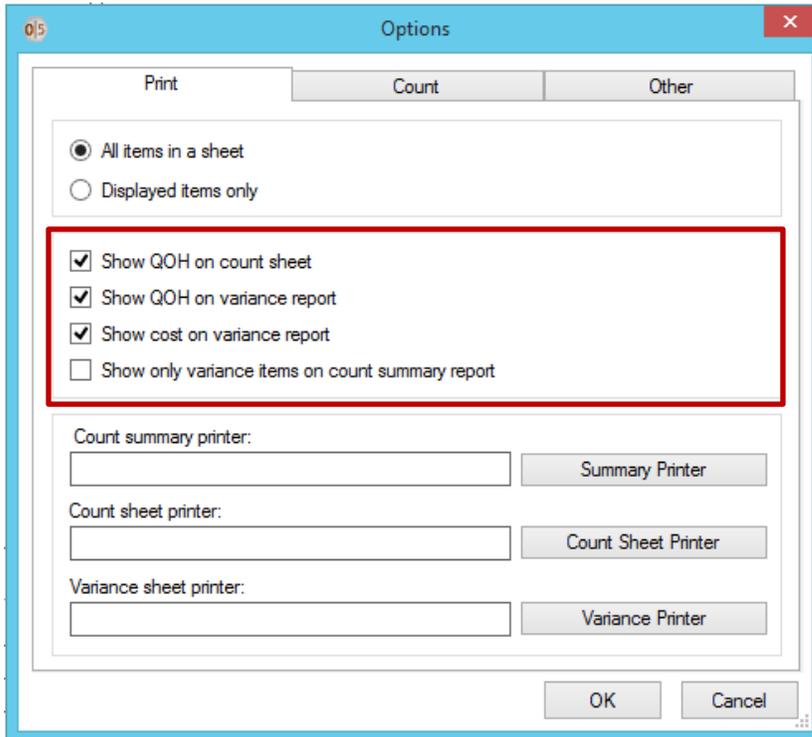


- 3 The **Filter Count** screen appears click **Cancel** to create a new Physical Count.



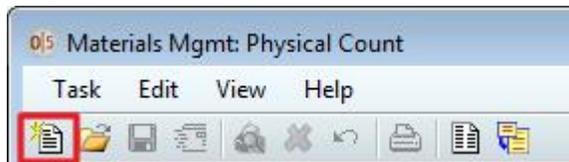
4 Select **View** and then **Options** from the tool bar to set user defaults in the Physical Count application.

5 The **Options** window will display. Ensure to select the first three checkboxes as shown below.

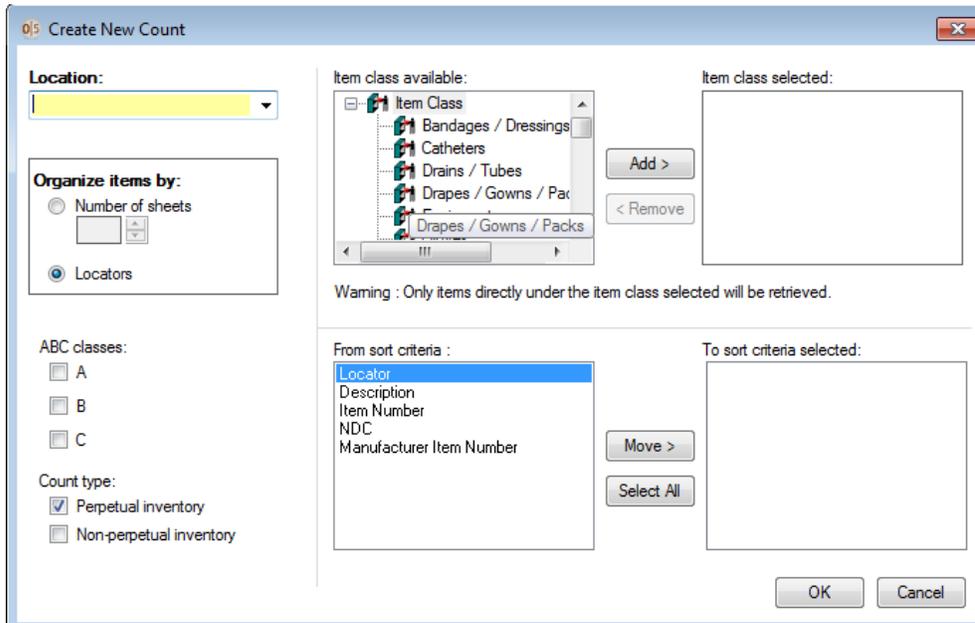


6 Click **OK** to close the window.

7 Create inventory full count by selecting a **New count** from the main toolbar.

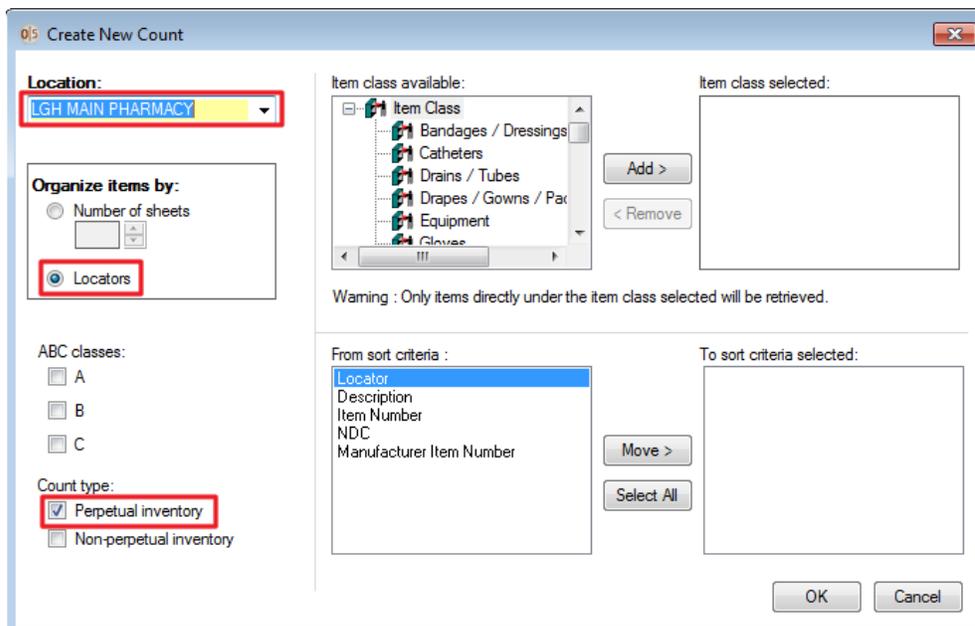


8 Create New Count window opens.



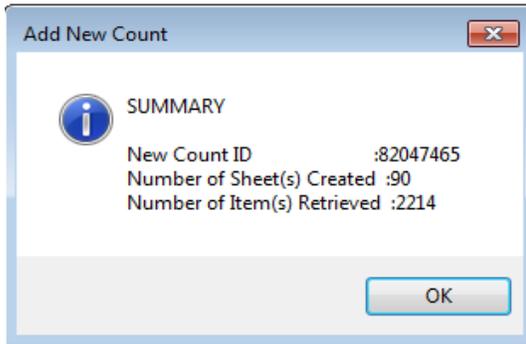
9 Select the following options in the Create New Count window:

- Location: **LGH Main Pharmacy**
- Organize items by: **Locators**
- Count type: **Perpetual inventory**

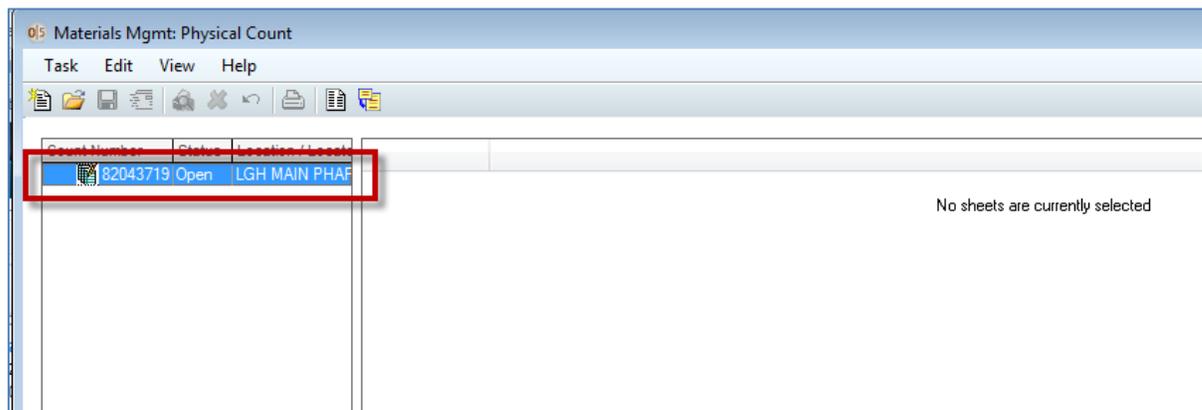


10 Click **OK**

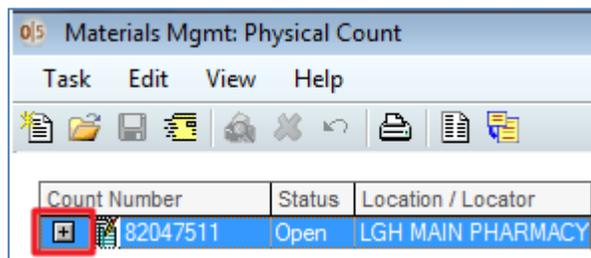
11 The system will generate a new count sheet. Click **OK** to the prompt that a new count sheet was created.



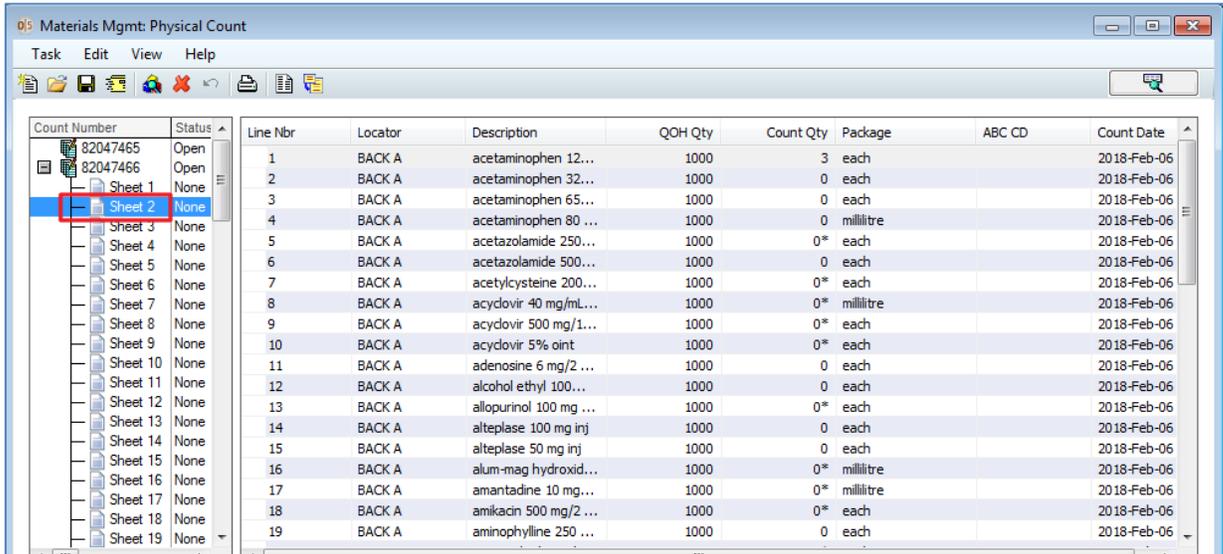
12 **Single click** on the count sheet that was generated to activate the count.



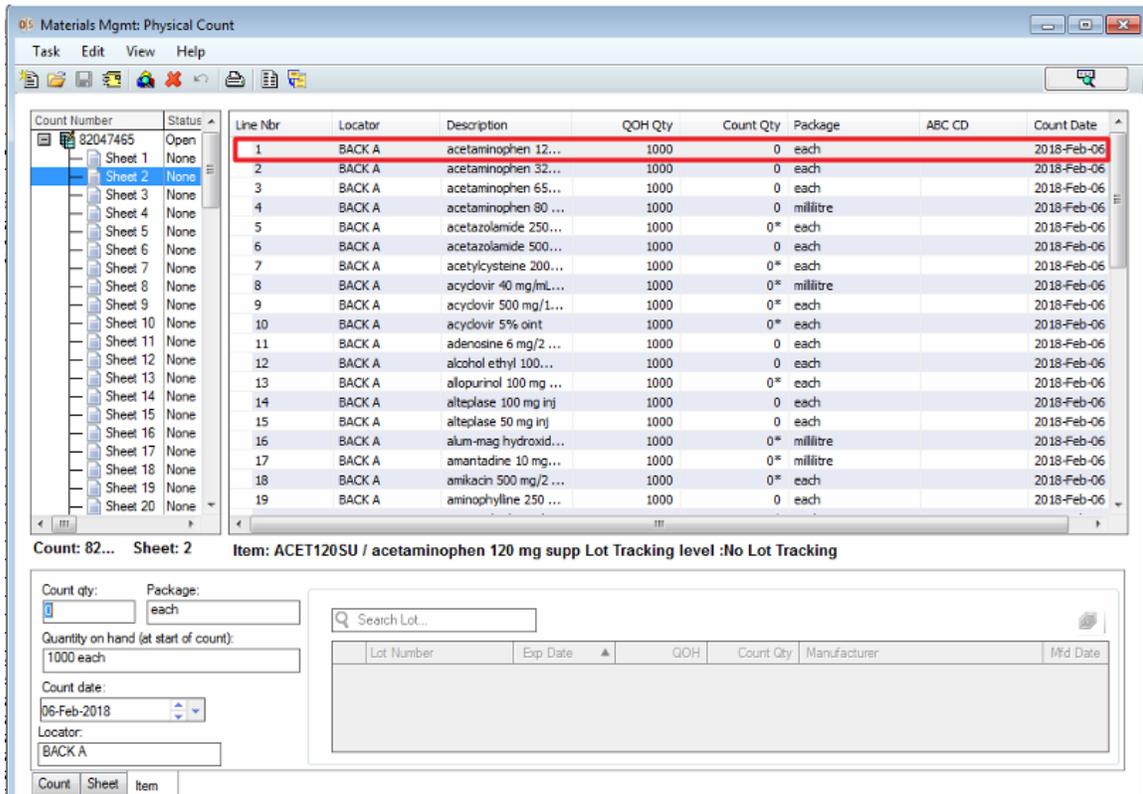
13 Click the  icon to display the count sheets.



14 Select a sheet to begin the inventory count.



15 Click on an item to begin entering quantity.



- 16 Type the quantity on hand and click **ENTER**.

NOTE: If the number pad does not work when entering in the quantity, press on the Up arrow key on your keyboard. You should now be able to use the number key.

Count: 82... Sheet: 2 Item: ACET120SU / acetaminophen 120 mg supp Lot Tracking level :No Lot Tracking

Count qty: Package:

Quantity on hand (at start of count):

Count date:

Locator:

Search Lot...

Lot Number	Exp Date	QOH	Count Qty	Manufacture

Count Sheet Item

- 17 A blue check mark will display next to counted items and count will advance to the next item in the list. Continue entering values for a few items.

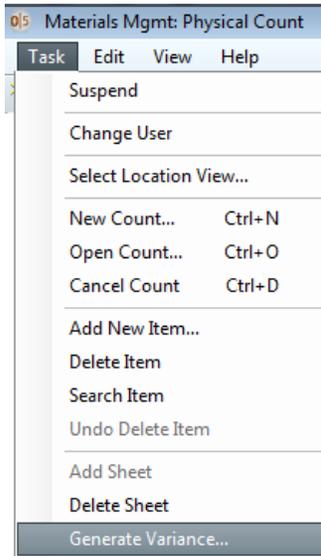
Line Nbr	Locator	Description	QOH Qty	Count Qty	Package
✓ 1	BACK A	acetaminophen 12...	1000	4	each
✓ 2	BACK A	acetaminophen 32...	1000	5	each
✓ 3	BACK A	acetaminophen 65...	1000	100	each
4	BACK A	acetaminophen 80 ...	1000	0	millilitre
5	BACK A	acetazolamide 250...	1000	0*	each

- 18 Notice the expected quantity on hand is displayed as well as the Count Qty you just entered.

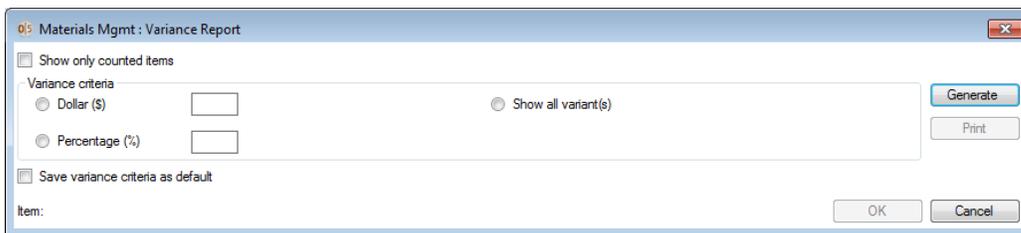
Line Nbr	Locator	Description	QOH Qty	Count Qty	Package
✓ 1	BACK A	acetaminophen 12...	1000	4	each
✓ 2	BACK A	acetaminophen 32...	1000	5	each
✓ 3	BACK A	acetaminophen 65...	1000	100	each
4	BACK A	acetaminophen 80 ...	1000	0	millilitre
5	BACK A	acetazolamide 250...	1000	0*	each
6	BACK A	acetazolamide 500...	1000	0	each

- 19 From the tool bar select **Task** and then **Generate Variance** to generate a variance report.

NOTE: If Count Qty does not match QOH Qty, a variance will generate.

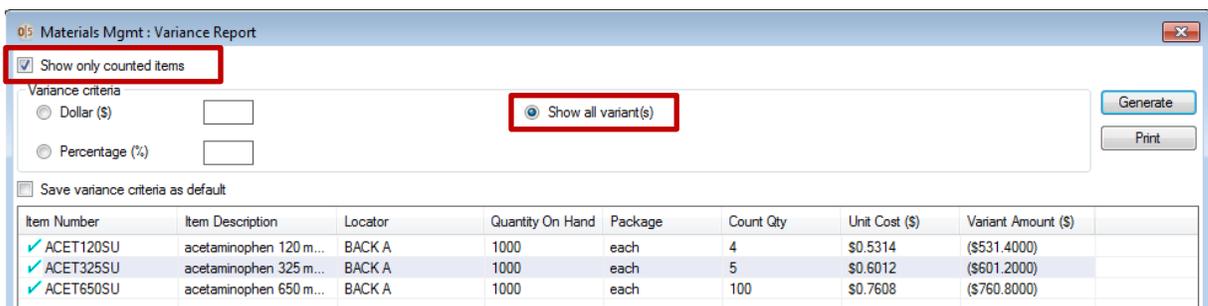


- 20 **Variance Report** window opens.

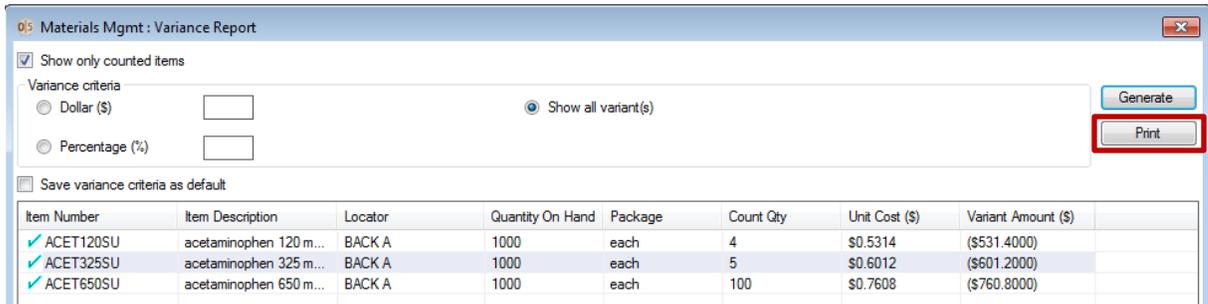


- 21 Select **Show only counted items** and **Show all variant(s)** and then click **Generate**.

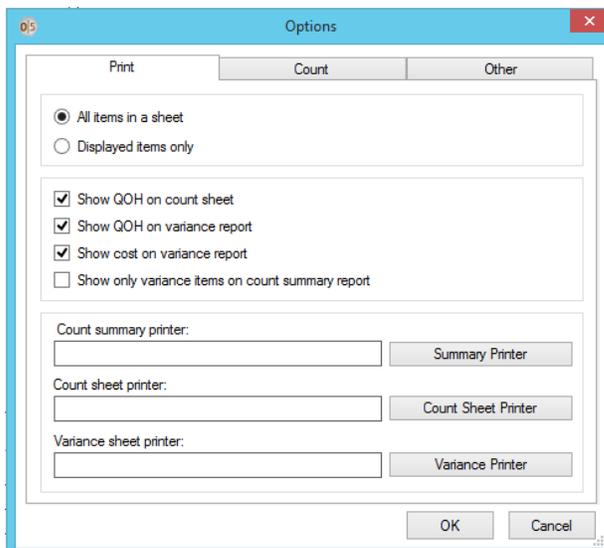
Items that had a variance will be displayed.



22 Click **Print**.



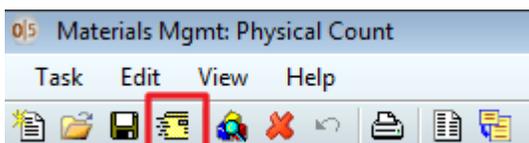
23 The **Options** window will display.



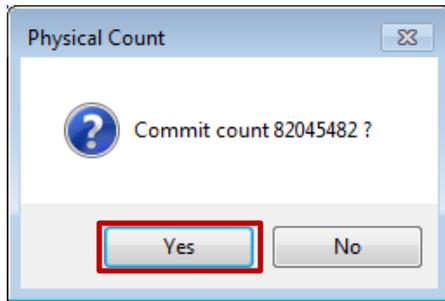
NOTE: In the working environment, you will need to simply click OK to print the report. For training, however, click **Cancel**, as we will not be printing the variance report.

24 Click **OK** to close the Variance Report window.

25 Select the **Commit Transaction** button for the physical count.



- 26 Click **Yes** to complete the physical count.



- 27 Click the Task Menu and select Exit to close the application

INVENTORY SCENARIO 11.0 – Receiving

Duration	Learning Objectives
30 minutes	At the end of this Scenario, you will be able to: <ul style="list-style-type: none"><li data-bbox="591 453 1133 489">■ Use receiving.exe to receive inventory

SCENARIO

A delivery has arrived at the Pharmacy and you need to receive the items into the system.

Activity 11.1 – Receiving the Supplies

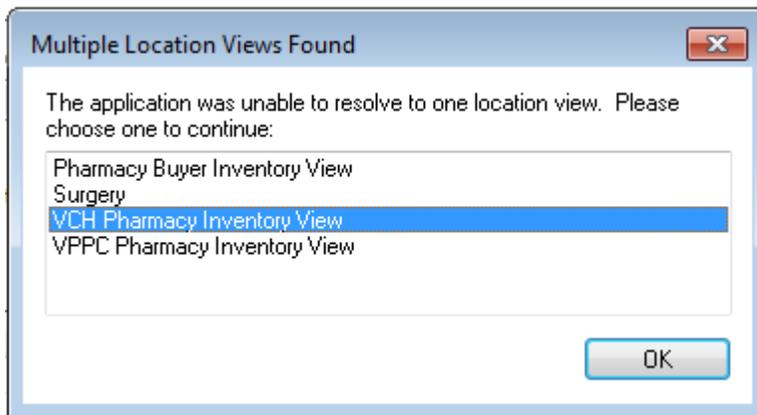
Duration: Estimated Completion Time - 10 min

Purchase Orders will be assigned to be received to users from the Activity Sheet to complete the activity.

- 1 Log into the receiving.exe tool with provided Username and Password



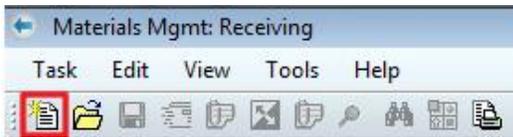
- 2 Multiple Location Views Found is displayed. Select **VCH Pharmacy Inventory View**.



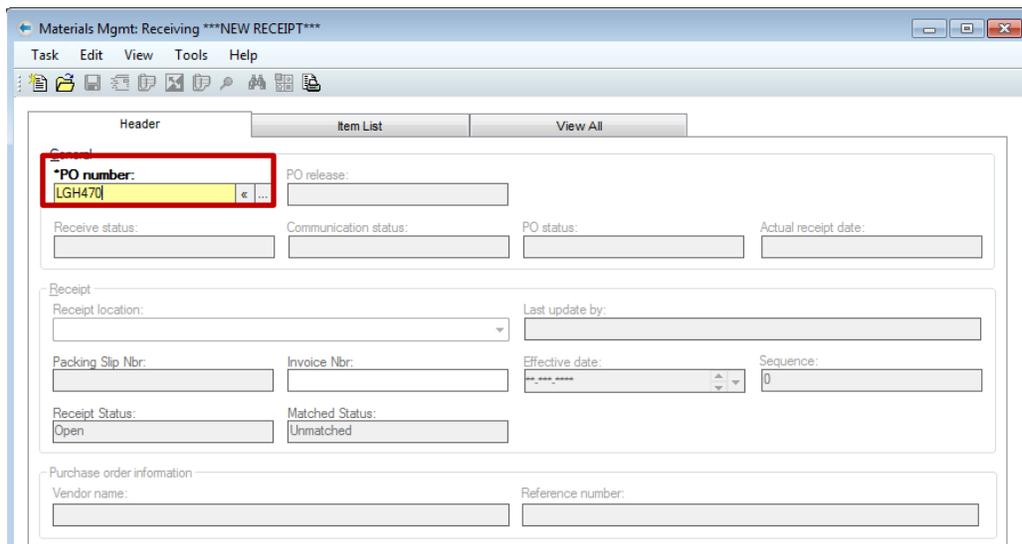
- 3 Select **LGH Pharmacy Receiving Profile**.



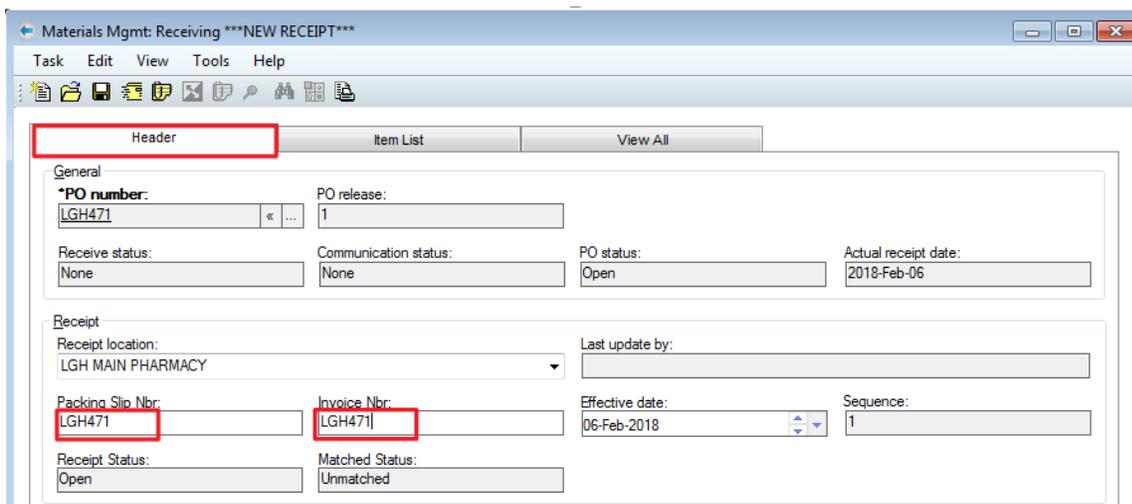
4 Select the **New** icon to create a new receipt.



5 In the **PO Number** field, enter the purchase order number you were assigned and press **ENTER**, or click  to validate your entry.



6 In the Header tab, enter the same PO Number into the **Packing Slip Nbr** and **Invoice Nbr** fields.



7 Click the **Item List** tab and review the received amount in the Quantity column.

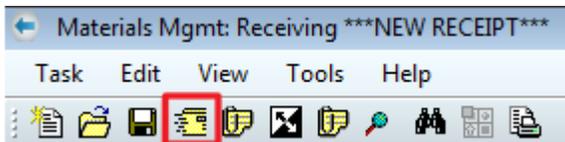
The application is set up to receive by exception. If an item was received not in full, update the quantity cell of the item and press **ENTER**.

Line #	Vendor Item Nbr / Description	Inventory Item - Nbr / Description	Quantity	Remain Qty	Line Status	UOM	Deliver To Location	Price	Unit Tax	Extended Price
1	15292 / 1EA/Clisplatin	CISP150 / Clisplatin	10	0	Cancel Remainder	each	LGH MAIN PHARMAC...	\$13.7500	\$0.0000	\$137.5000
2	645168 / 1BX/10EA...	DALT55 / dalteparin	10	0	Cancel Remainder	box of 10 each	LGH MAIN PHARMAC...	\$62.9100	\$0.0000	\$629.1000
3	489336 / 1BX/10EA...	DEXM45 / dexameth...	5	5	Cancel Remainder	box of 10 each	LGH MAIN PHARMAC...	\$28.5000	\$0.0000	\$142.5000
4	590257 / 1BX/50TB...	ERYT50PO / erythro...	10	0	Cancel Remainder	box of 50 each	LGH MAIN PHARMAC...	\$168.5000	\$0.0000	\$1,685.0000
5	085863 / 1BX/10EA...	FENT50I2 / fentanyl p...	10	0	Cancel Remainder	box of 10 each	LGH MAIN PHARMAC...	\$10.0000	\$0.0000	\$100.0000
6	185355 / 1BX/10EA...	HYDR211 / HYDROM...	10	0	Cancel Remainder	box of 10 each	LGH MAIN PHARMAC...	\$17.8300	\$0.0000	\$178.3000

8 Quantity updates and Remain Qty updates are updated with new values.

9 To commit the receipt, select **Commit Receipt** icon.

NOTE: There can be multiple receipts per purchase order. Try receiving only part of the products and then creating a second receipt for more practice.



10 Click the Task Menu and select Exit to close the application.

INVENTORY SCENARIO 12.0 – Barcode Verification

Duration	Learning Objectives
5 minutes	At the end of this Scenario, you will be able to: <ul style="list-style-type: none">Verify barcodes using the phadbtools application

SCENARIO

This scenario will be for reference only.

Please follow along with the steps below as scanners and medication barcodes may not be available in the classroom.

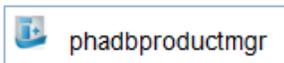
Use barcode verification when you are tasked with Pharmacy Receiving duties and need to verify the barcodes can be successfully scanned using the Medication Barcode Verification tool in Cerner.

 phadbproductmgr

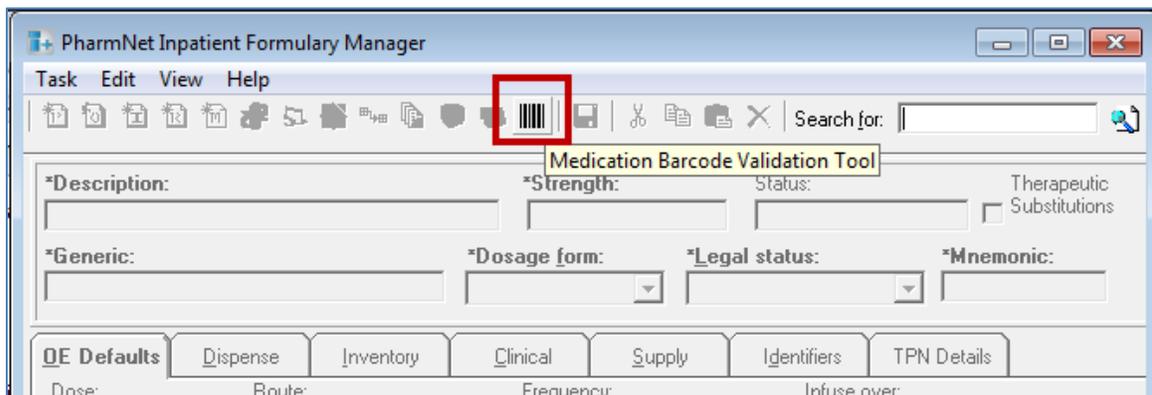
Activity 12.1 – Verifying Barcodes for Medications

Duration: Estimated Completion Time - 5 min

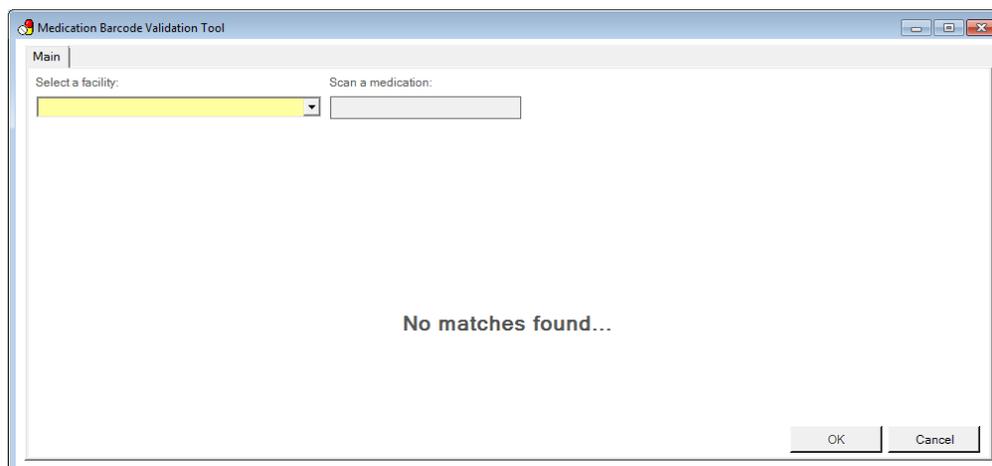
- 1 Log into the phadbproductmgr.exe tool with provided Username and Password



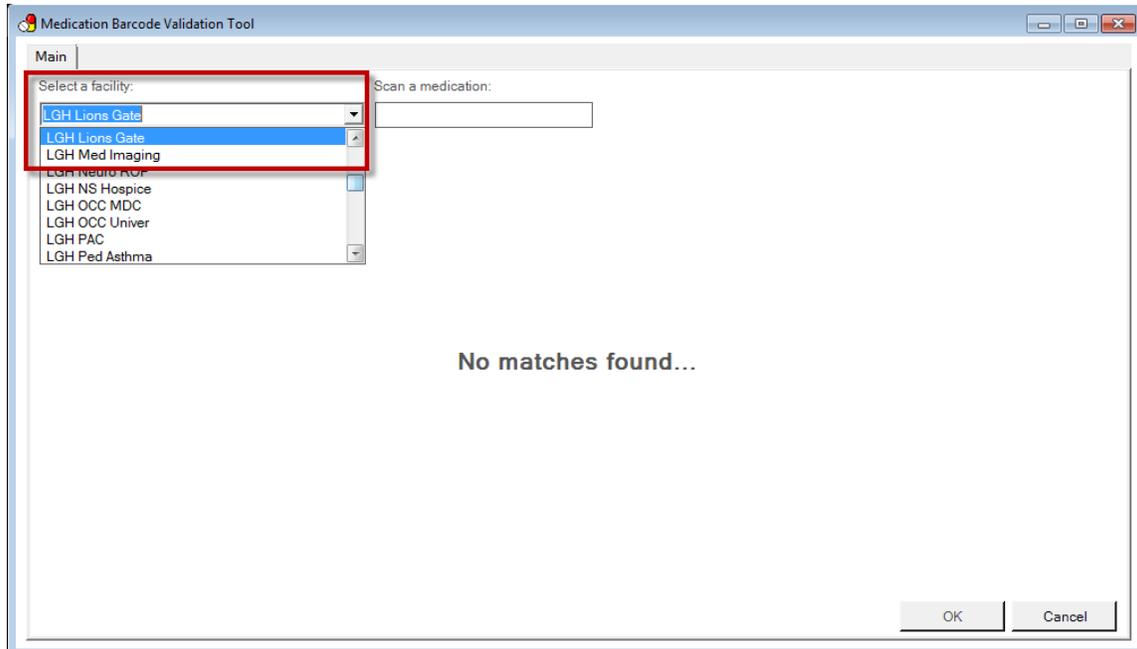
- 2 Click on the **Medication Barcode Validation Tool** icon.



- 3 The **Medication Barcode Validation Tool** window will display.



- 4 Select the appropriate facility from the dropdown menu and click **OK**.

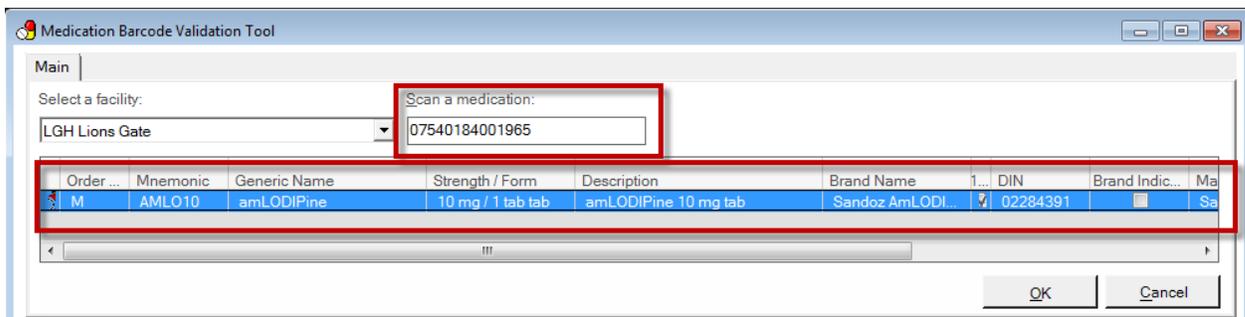


- 5 Use the **scanner** to scan the medication barcode below.



07540184001965 AMLO10 amLODIPine 10 mg tab

- 6 When medication is recognized, it will appear on the screen.



7 Click **OK** to close the screen.

8 Medication details will appear in the **PharmNet Inpatient Formulary Manager** screen.

The screenshot displays the PharmNet Inpatient Formulary Manager application window. The title bar reads "PharmNet Inpatient Formulary Manager". The menu bar includes "Task", "Edit", "View", and "Help". A toolbar with various icons and a "Search for:" field is located below the menu bar. The main content area is divided into several sections:

- Top Section:** Fields for *Description: (amlodipine 10 mg tab), *Strength: (10 mg), Status: (Active), and Therapeutic Substitutions (checkbox). Below these are *Generic: (amlodipine), *Dosage form: (tab), *Legal status: (Prescription), and *Mnemonic: (AML010).
- Navigation Tabs:** A row of tabs labeled "OE Defaults", "Dispense", "Inventory", "Clinical", "Supply", "Identifiers", and "TPN Details".
- Configuration Section:** Fields for Dose: (10 mg), Route: (PO), Frequency: (qdaily), Infuse over: (dropdown), Freetext Rate: (dropdown), Normalized Rate: (dropdown), Rate: (dropdown), Duration: (dropdown), Stop type: (No Default), PRN: (checkbox), PRN reason: (dropdown), and Default ordered as: (amlodipine).
- SIG:** A text input field for the medication's signature.
- Notes:** A list of notes with checkboxes for "Applies to:" (Fill list, Label, MAR).
- Search filter types:** A list of checkboxes for "Search filter types" (Medication, Continuous, TPN, Intermittent).

The status bar at the bottom shows "Ready." on the left and "TRAIN1 | MMTEST.RX10 | 07-Feb-2018 | 12:19" on the right.

End Of Book Three

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