

Medications – Patients Going on Leave



For patients going on leave:

- Tasks need to be addressed on the Medication Administration Record (MAR) by either charting as “not given” (less than 24-hour leave) or by “suspending” medications on leave and resuming upon return (more than 24 hours).
- A prescription needs to be generated for all medications requiring supply during the leave period.

When a patient goes on leave for **LESS than 24 hours**, medication orders should be left on the MAR and nurses should chart as “**not given**”, reason “on leave”.

When a patient goes on leave for **MORE than 24 hours**, medication orders should be **suspended** so that the tasks on the MAR do not become overdue.

Suspended medication orders should be **resumed** when the patient returns to the ward.

Charting for: TESTWHS, TDRF

simvastatin
5 mg, Oral, Tablet, First dose 02/06/2023 11:29:00, NOW

*Performed date / time: 02/06/2023 1129 AEST

*Performed by: Liu, Catherine - PHARM

Witnessed by:

*simvastatin: 5 mg Volume: 0 ml

Diluent: <none> ml

*Route: Oral Site:

Total Volume: 0 Infused Over: 0

02/06/2023 1000 AEST 02/06/2023 1100 AEST 02/06/2023 1200 AEST 02/06/2023 1300 AEST 02/06/2023 1400 AEST 02/06/2023 1500 AEST

Not Given

*Reason: On Leave

Comment

Absent
Clinically Inappropriate
Medication Discontinued
Nil by Mouth
On Leave
Other
Refused
Reported Allergy Interaction
Site Compromised
Vomiting
Withheld

To Suspend Medication Orders:

1. Select Orders and Referrals
2. Under View, select Medications to view existing orders and choose to display All Active Inpatient Medications.
3. Click on the first order to be suspended, then select multiple orders by holding CTRL or SHIFT and clicking on the orders to be suspended.
4. Right click on any of the highlighted orders and select Suspend.
5. Select a **Suspend reason** (i.e. On Leave). This will automatically apply to all medications highlighted.

Display:	All Active Inpatient Medications	
Medications		
Active		
Ordered	03/06/2023 08:00	perindopril (perindopril arginine 5 mg oral tablet)
Ordered	02/06/2023 20:00	apixaban
Ordered	02/06/2023 14:00	
Ordered	02/06/2023 11:29	

Renew
Modify
Copy
Cancel/Reorder
Suspend

Suspend Reason: Patient On Leave

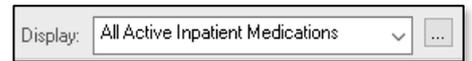
(None)
Patient On Leave
Other



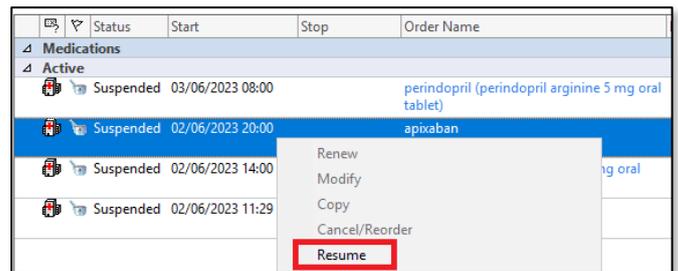
- Click orders for signature and **sign**.
- Check the MAR to ensure all ordered have been greyed out.

To Resume Medication Orders:

- Select Orders and Referrals.
- Under View, select Medications to view existing orders and choose to display All Active Inpatient Medications.

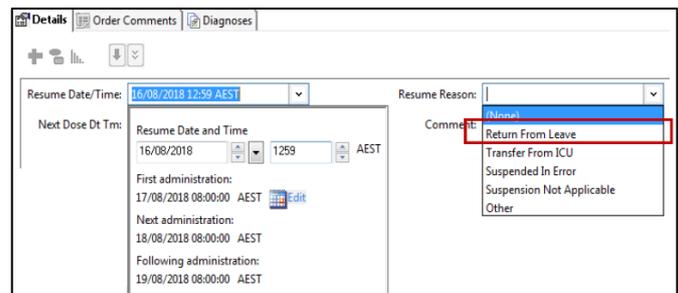


- Right click on ONE order requiring resumption and select resume.



NOTE: Do NOT multi select the orders when resuming

- Select the Resume Date and Time and a Resume Reason (i.e. Returned from Leave)



- Select the next order requiring resumption and repeat steps 4 and 5 for all the medications requiring resumption
- Click Orders for signature and sign
- Click on MAR and confirm that the resumed orders correctly appear on the MAR at the correct dose times/schedule

How to Generate Prescriptions for Leave:

- Select Orders and Referrals and under View select Medications.
- Display All Active Inpatient Medications multi-select all inpatient medications needing a prescription
- Right click and select Convert to Prescription
- Select ONE order at a time and fill in appropriate dose/quantities for each medication required for leave
- Change the PBS Status to Non PBS then print script and sign both copies

On Return from Leave:

- Select Orders and Referrals and display All Active Medications.
- Right click all the pill bottle medications used to generate the leave prescription and click Complete

