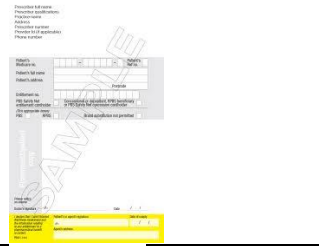


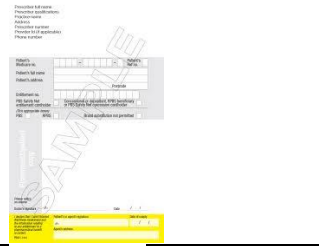


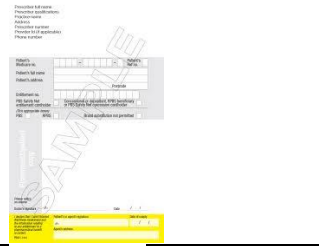




# A QUICK GUIDE TO DISCHARGE MEDICINES, WEBSTER® PACKS AND PBS PRESCRIPTIONS

<b>Discharges</b>	
<p><b>CHS Business Rules = supply 3 business days on discharge (for new and changed medicines)</b></p> <p>Example:            If discharged on a Monday &gt; Supply 3 days            If discharged on a Thursday &gt; supply 5 days to cover the weekend</p>	<p><b>Controlled Medicines (S8 and S4D)</b></p> <p>Remember to state the quantity, formulation and dose to supply e.g.:</p> <ul style="list-style-type: none"> <li>• Endone <b>tablets</b> 5mg-10mg q4hrly prn <b>Quantity: 10</b></li> <li>• Morphine <b>1mg/mL liquid</b> 2.5mg q4hrly prn <b>Quantity: 25 mL</b></li> </ul> <p><i>These medicines include opioids (Endone, buprenorphine patches, Tramadol, Tapentadol etc) and benzodiazepines (Lorazepam, Diazepam etc)</i></p>
<p><b>To check on the progress of your discharge script:</b></p> <p><i>Intranet &gt; Clinical Apps &gt; Pharmacy Discharge</i>            Type the URN into the search box:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Pharmacy Script Log: Discharges / Leave / HITH</p> <p><span style="color: green;">+</span> new item or edit this list</p> <p>Current View ... <input style="width: 100px;" type="text" value="Find an item"/> <span style="font-size: small;">🔍</span></p> <p>✓ Ward Patient UR Number Patient Initials Date of Birth</p> </div>	<p><b>Cut off Times</b></p> <p><b>Non-WEBSTER® Pack discharges:</b></p> <ul style="list-style-type: none"> <li>• By 3pm for same day discharge</li> <li>• By 3pm the day before, for 10am discharges</li> </ul> <p><b>WEBSTER® Packs:</b></p> <ul style="list-style-type: none"> <li>• The <b>day before discharge</b> (it takes time for the community pharmacy to prepare them)</li> </ul> <p><i>Note: The pharmacy shift between 4:30pm-7:00pm is for urgent/time critical inpatient medicines.</i></p>
<p><b>How to complete a discharge script on Clinical Portal</b></p> <ul style="list-style-type: none"> <li>• From 20/01/21, for EMM areas, prescribe the discharge medicines in EMM &gt; use the 'refresh' function in clinical portal. Remember to edit the 'status' and supply details for each medicine before printing and signing the discharge script <b>(see separate EDS MedChart® eLearning and help sheet for details).</b></li> <li>• For non-EMM areas, or if the patient has already been discharged on ACTPAS, free type the full discharge medicines list into the clinical portal template. Make sure you provide all the required prescribing information for each medicine.</li> </ul>	<p><b>Where to send the discharge script</b></p> <p><b>For teams or wards that have an allocated pharmacist, during normal business hours:</b></p> <ul style="list-style-type: none"> <li>• Give the script to the pharmacist rather than sending it direct to pharmacy</li> </ul> <p><b>For areas without an allocated pharmacist, and outside of normal business hours:</b></p> <ul style="list-style-type: none"> <li>• Fax or scan the discharge script to pharmacy (don't forget to sign it!)</li> </ul>

# A QUICK GUIDE TO DISCHARGE MEDICINES, WEBSTER® PACKS AND PBS PRESCRIPTIONS

Webster® packs							
<p><b>Who organises Websters®?</b>  <b>Webster® pack discharges can be complex – liaise with a pharmacist in advance.</b></p> <p>These need to be sent to the community pharmacy well in advance, to give them time to make the changes and repack the medicines</p>	<p><b>Who should get a Webster®?</b>  <b>Patients admitted on a Webster® OR those discharging to a care home facility that must use a Webster®.</b>  <i>For other patients who need to be started on a new Webster®, please discuss this with a pharmacist in advance. Some community pharmacies require consent and payment approval from the patient.</i></p>						
<p><b>What is required for a Webster® discharge script?</b></p> <ul style="list-style-type: none"> <li>○ <b>PBS Scripts for new prescription only medicines</b> (e.g. we would require a PBS script for metformin but not calcium)</li> <li>○ <b>Discharge script from Clinical Portal</b> (this must state all the discharge medicines, not just the changes or new medicines)</li> </ul>	<p><b>What happens if the Webster® discharge is done too late?</b></p> <p>The community pharmacy may not be able to pack the changes into the Webster® pack in time for discharge if they are notified too late. The team will need to determine if the patient is safe to discharge without a Webster® pack.</p> <p>Sometimes, family members and nursing care homes may be able to assist with administering medicines from normal boxes/bottles in the interim.</p>						
PBS							
<p><b>Who can write scripts?</b>  <b>Only RMO's and higher</b>                  (interns in ACT cannot unfortunately 😞)</p>	<p><b>What types of scripts are available?</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px; vertical-align: top;"> <p><b>PBS General Scripts</b> <i>Yellow</i></p> </td> <td style="padding: 5px; text-align: center;">  </td> </tr> <tr> <td style="width: 30%; padding: 5px; vertical-align: top;"> <p><b>PBS Authority Scripts</b> <i>Blue</i> <i>(need an authority code)</i></p> </td> <td style="padding: 5px; text-align: center;">  </td> </tr> <tr> <td style="width: 30%; padding: 5px; vertical-align: top;"> <p><b>Canberra hospital scripts</b> <i>White</i> <i>(medicines that are on the formulary for outpatients)</i></p> </td> <td style="padding: 5px; text-align: center;">  </td> </tr> </table>	<p><b>PBS General Scripts</b> <i>Yellow</i></p>		<p><b>PBS Authority Scripts</b> <i>Blue</i> <i>(need an authority code)</i></p>		<p><b>Canberra hospital scripts</b> <i>White</i> <i>(medicines that are on the formulary for outpatients)</i></p>	
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<p><b>How to write PBS Scripts</b></p> <p><b>Name of medicine</b> (e.g. Metformin)  <b>Dose of Medicine</b> (e.g. 1000mg twice daily)  <b>Quantity</b> (e.g. Qty: 60 tabs)  <b>Repeats</b> (e.g. 5 repeats)  <b>Prescriber number</b> (of the Doctor who is signing the script – must be RMO or higher)</p> <p><b>Please write legibly!!</b></p> <p><b>Refer to the PBS website for any PBS restrictions on prescribing medicines</b></p>							