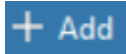
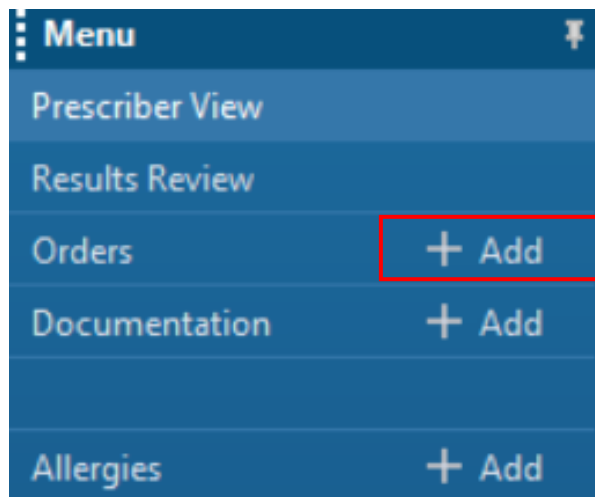


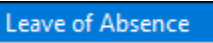
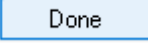
PRESCRIBERS AT HDS

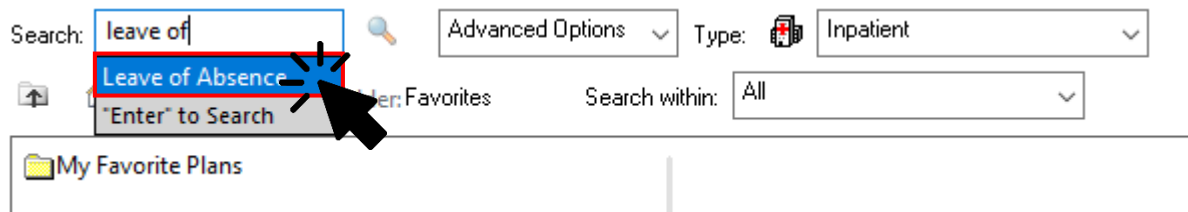
How NHS and HDS differ


- At HDS Pharmacy Processes the request and supplies med doses needed during LOA to the floor nurse. This does not happen at Niagara Health.

1. Leave of Absence (LOA) confirmed.
2. Navigate to Table of Contents (Blue Menu) and select  next to orders.



3. The Add Order dialogue box opens. In the search bar type in “leave of absence” and select . Then select .

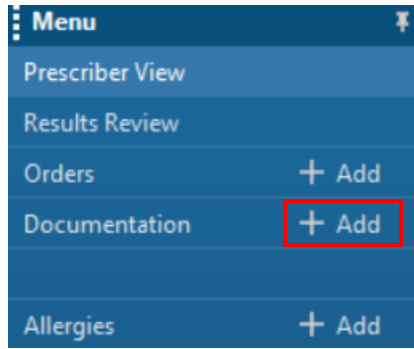


4. Modify the order as required. Then click .
5. Cancel and reorder remaining active meds with expected first dose priority based on expected return date/time. Refer to Discharge Medication Reconciliation tip sheet for more information.
 - **Note:** If only leaving for a few hours, no need to cancel and reorder. Nurse can skip dose and mark as patient unavailable.

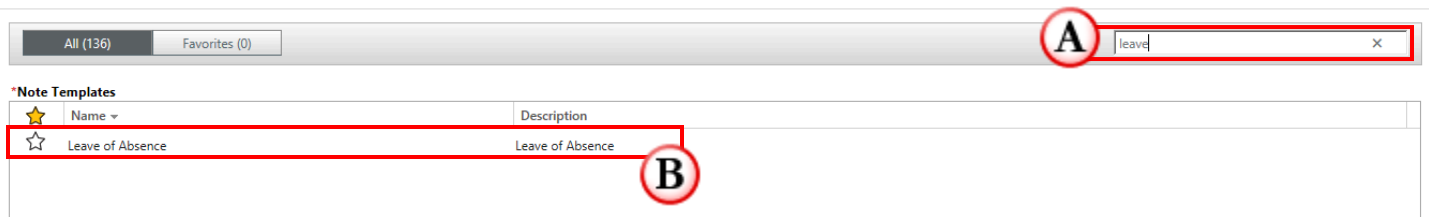


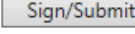
LEAVE OF ABSENCE (MED PASS) HDS HOSPITAL INFORMATION SYSTEM (HIS)

6. Navigate back to Table of Contents (Blue Menu) and select  next to documentation.



7. Do the following to complete LOA DynDoc:
 - A. Type in Leave of Absence in the search bar.
 - B. Double-click on Leave of Absence DynDoc to begin documenting.



8. Complete the sections of the documentations and click .

Dispensing Instructions
Date and Time of Leave
Date and Time of Return
Special Instructions
Name and number of doses of PRN medications

Date: _____
Prescriber Signature: _____
Prescriber (print name) : _____
CPSO/CNO Number: _____

Hospital Pharmacist has reviewed (name) _____
Date/Time: _____ / _____

LOA Rx faxed to Inpatient Pharmacy
Date/Time Faxed: _____ / _____
Receipt confirmed with phone call by (name) _____

If LOA Rx is unable to be dispensed by Inpatient Pharmacy, fax LOA Rx to Community Pharmacy:
Name of Pharmacy: _____
Fax: _____
Receipt confirmed with phone call by (name) _____