Oncology Project
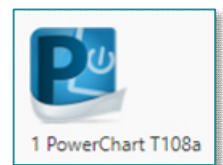## Ambulatory Oncology Pharmacist Workbook

This self-guided workbook will allow Ambulatory Oncology Pharmacist to practice common workflows using the new features and functionality of Cerner Oncology, complementing the PromisePoint simulation courses and instructor-led education. Please note, the following scenario is designed to demonstrate functionality and may not be inclusive of all Northern Light Health policies and procedures.

Contents

Signing into Cerner Millennium

1. From the Intranet page under **Quick Links** search for **Cerner Millennium – Train (New Hires)**.

   a. Cerner Millennium Train is where you can practice on training patients.

2. Click the green plus sign to add **Cerner Millennium – Train (New Hires)** to your Quick Links.

3. From Quick Links, click **Cerner Millennium – Train (New Hire)**.

4. Click the **PowerChart T108a** icon.

5. Enter the username and password provided below.

Ambulatory Oncology Pharmacist Workbook

Patients and Sign Ons

Password: train44ing

Pharmacy Sign On	Adult Patients	Pediatric Patients
TRAINPH11	TRAIN, ONCCLINPRA	TRAIN, ONCPEDSPRD
TRAINPH12	TRAIN, ONCCLINPRB	TRAIN, ONCPEDSPRE
TRAINPH13	TRAIN, ONCCLINPRC	TRAIN, ONCPEDSPRF
TRAINPH14	TRAIN, ONCCLINPRD	TRAIN, ONCPEDSPRG
TRAINPH15	TRAIN, ONCCLINPRE	TRAIN, ONCPEDSPRH
	TRAIN, ONCCLINPRF	TRAIN, ONCPEDSPRI
	TRAIN, ONCCLINPRG	TRAIN, ONCPEDSPRJ
	TRAIN, ONCCLINPRH	TRAIN, ONCPEDSPRK
	TRAIN, ONCCLINPRI	TRAIN, ONCPEDSPRL
	TRAIN, ONCCLINPRJ	TRAIN, ONCPEDSPRM
	TRAIN, ONCCLINPRK	TRAIN, ONCPEDSPRN
	TRAIN, ONCCLINPRL	TRAIN, ONCPEDSPRO
	TRAIN, ONCCLINPRM	
	TRAIN, ONCCLINPRN	
	TRAIN, ONCCLINPRO	
	TRAIN, ONCCLINPRP	
	TRAIN, ONCCLINPRQ	
	TRAIN, ONCCLINPRR	
	TRAIN, ONCCLINPRS	
	TRAIN, ONCCLINPRT	
	TRAIN, ONCCLINPRU	
	TRAIN, ONCCLINPRV	
	TRAIN, ONCCLINPRW	
	TRAIN, ONCCLINPRX	
	TRAIN, ONCCLINPRY	
	TRAIN, ONCCLINPRZ	
	TRAIN, ONCCLINPRAA	
	TRAIN, ONCCLINPRBB	
	TRAIN, ONCCLINPRCC	
	TRAIN, ONCCLINPRDD	

Checking Patients in to the Tracking Board

In order to perform the workflows and tasks associated with the tracking board, the patient must be checked in for their treatment visit appointment via the Scheduling Appointment Book. Please follow the steps outlined below to check in the patient to the tracking board:

1. Login to **Scheduling Appointment Book** with the following training username and password.

    o Username: TRONCFO01

    o Password: train44ing

2. On the **Book** tab, click **Select**.

3. Locate and select the **E CCOM BOOKSHELF** and click **OK.**

4. Double-click the **E CCOM CHAIRS** book to open it.

5. In the calendar, go to one of the following dates to see the scheduled treatment visits:

    o 7/19/2023

    o 7/20/2023

    o 7/21/2023

6. Locate the patients you are checking in.

7. Right click the appointment, hover over **Actions**, and select **Check In**.

8. In the **Tracking Location** dropdown, select **Living Room**.

9. Click **OK**.
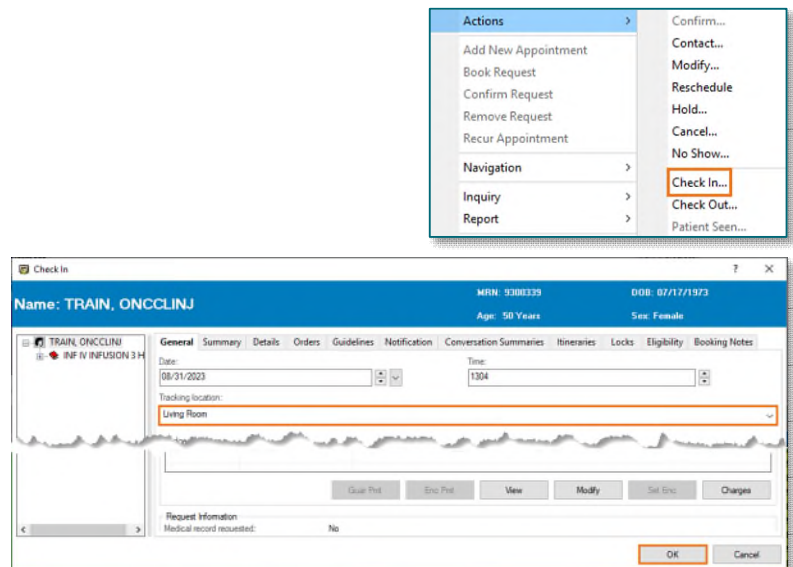
Setting Up a Patient List

Create a patient list for the training location used in this practice workbook.

1. Select the **Patient List** icon from the toolbar at the top of the screen.

2. Select the **List Maintenance** icon.

3. Within **Modify Patient Lists** window, select **New** in the bottom right corner.

4. From the **Patient List Type** window, select **Location.**

5. Click **Next.**
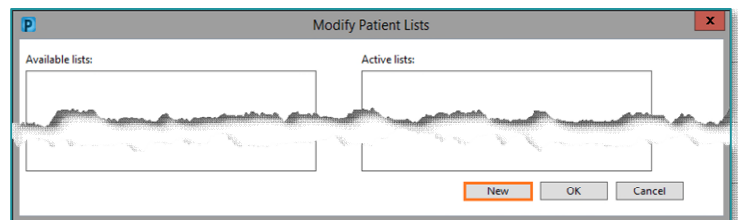
6. The **Patient List** window appears for the list type selected.

   o Expand the Locations folder.

   o Scroll down to find **NL CANCER CARE MED ONC BREWER**.

7. Select the **plus** sign icon next to NL CANCER CARE MED ONC BREWER.

8. Select the box beside the NL CANCER CARE MED ONC BREWER.

9. Select **Finish**.

10. The **Modify Patient Lists** window appears. Select the applicable list within the available list section.

11. Select the **Add** to move the patient list to Active Lists to be available on view.

12. Select **OK**.

Setting Up the Multi-Patient Task List (MPTL) (CCOM Only)

1. Select **Multi-Patient Task List** from the toolbar. The Task List will display.

2. Click **Options** in the Toolbar.

3. Select **Task List Properties**.

4. Select **Defined Time Frame**.

5. Select **24 Hour (0001-2359)**.

6. Click **Patient List** tab.

   o Patient Lists already established display on the left side.

7. Click the box next to **Choose a Patient List** then select the appropriate list.

8. Click **OK**.

9. Click **Options** in the toolbar.

10. Select **Task Display**.

11. In the **Task Types** section, click the two highlighted options to remove them from the field on the right (**Pharmacist Clinical Documentation** and **Pharmacy Consults**)

12. Scroll up in the **Task Types** field and select **Pharmacist Chemotherapy Documentation**

13. Click **OK**.
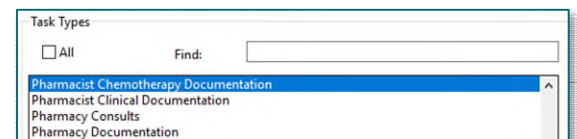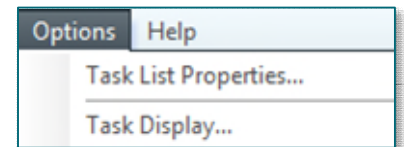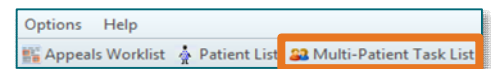
Verifying Day of Treatment Orders

When patients are in the infusion clinic for treatment, the pharmacists are verifying medications that are activated by the nurse. To do this, the pharmacist will monitor the active orders queue in **Pharmacy Patient Monitor** (PPM).

The **Pharmacy Patient Monitor** (PPM) is a pharmacist centered view within PowerChart that displays patients who have orders on their profile that need Pharmacy interaction, such as verification.

1. Access the **Pharmacy Patient Monitor** (PPM) via the toolbar in PowerChart.

2. You will select the appropriate view for the types of orders you are verifying.

    o We will review **Day of Treatment Orders** that have been activated by the nurse.

3. Click the patient demographic box.

    o Order details will open to the right (Inpatient Orders and Medication requests).

4. Open the patient's chart to perform your clinical review by reviewing weight, lab results, etc.

5. Highlight the orders you wish to verify.

NOTE: **If you want to only verify certain medications, you will select the applicable order(s).**

6. Click **Process**.

7. Select the appropriate encounter you are verifying the orders for.

    o When verifying activated day of treatment orders, you will select the **Recurring** encounter for your location.

    o When verifying future orders, you will select the **Clinic encounter** (**or Inpatient encounter**) on which they were placed.

8. This will open **Pharmacy MedManager** to complete verifying the orders.

9. Review the correct **Parent** orders are set to **Verify.**

    o Many orders will have a parent order which includes the child orders. You want to verify the parent order.

10. Click **Apply**.

11. The **Product Selection** window displays for the first medication to verify.

    o You will review the medication in the ingredient window and select the appropriate product in the lower left pane.

    o Click **Move.**

12. When finished, click **OK.**

13. **IV SETS**: When there are multiple ingredients in the order, also known as an IV Set, each ingredient will be listed in the ingredients section.

    o You will review each of the items listed and select the appropriate product in the lower left pane and click **Move**.

    o You will follow the same process for all the items.

14. Once you click **OK**, the **Verify Intermittent Protocol** window displays. Review the details and click **OK**.

15. The **Dosage Calculator** icon will display for medications that require weight-based dosing.

> **NOTE:** **The Dosage Calculator is a tool used to calculate actual medication doses from a normalized dose based on a patient's actual weight, a calculated weight, body surface area (BSA) or area-under-the-curve (AUC) target dose.**

16. Click the **Dosage Calculator History** icon to view if there was a dose reduction done by the provider.

17. Continue verifying all the remaining orders. Once complete, click **Submit**.

Verifying Future Orders

When you are not verifying orders for patients in the infusion clinic for treatment, you will be reviewing and verifying future orders placed by the provider. To do this, the pharmacist will monitor the future orders queue in Pharmacy Patient Monitor (PPM).

➢ The process of verifying **Future Orders** is the same as when verifying **Day of Treatment Orders** using **PPM**, **MedManager**, and **PowerChart**. You will open the patient's chart to perform your clinical review by reviewing the applicable items, such as pathology, lab results, etc. for new regimen orders.

1. You will select the appropriate view for the types of orders you are verifying. We will be reviewing **Future Orders.**

2. Clicking the patient demographic box will open order details to the right.

3. In the Inpatient Orders section, click **Process**.

4. This will open **Pharmacy MedManager** to complete verifying the orders.

5. **Encounter** selection – you will select the appropriate encounter you are verifying the orders for.

   o When verifying **Future orders**, you will select the **Clinic encounter** (**or Inpatient encounter**) on which they were placed.

   o When verifying future orders, you will be prompted with the **Select a treatment location** window.

6. Review the location listed is correct for where the medication will be dispensed from and update accordingly.

7. From here, you will follow the normal process of using **PPM** and **MedManager** reviewed earlier to verify the future orders.

Managing Events

For locations that use the Oncology Tracking Board to manage patient events, you will use the tracking board to communicate the status of activities for a patient, such as Premeds Ready, Chemo Meds Ready, etc. Event icons are displayed in the **To Do** column on each tracking list and are used to notify staff of a patient's treatment status.

➢ For our patient, let's update the tracking board to communicate the pharmacy is working on the orders.

1. From the **Tracking Board** tracking list, click the **Modify Event** icon.

2. Hover your mouse over the **Request Event**.

3. Options to request an event display.

   o Select **Pharmacy Working on Order**.

4. The system will add the event to the patient's **To Do** column.

5. You will follow this same process for requesting any other events.

Dual Pharmacist Verification Process (CCOM Only)

For sites who use a Dual Pharmacist Verification process when verifying future orders, follow the below process:

➢ **First Pharmacist**

1. The first Pharmacist will perform their reviews of the orders, checking doses, etc. in **PPM** and **MedManager**.

2. Once verification has been completed, the first Pharmacist will go to **AdHoc** and navigate to the **Pharmacist Chemotherapy Documentation** folder and select the **Chemotherapy Dual Pharmacist Verification Form**

3. First Pharmacist documents the verification by:

   o Entering their name in the **First Pharmacist Verification** field.

   o Enter date/time verified in the First Pharmacist Verification Date/Time field.

   o Enter comments in the **First Pharmacist Comments** field as appropriate.

4. First pharmacist will save the form by clicking the **Save** 💾 button. It is important the form is **SAVED** and not signed.

5. Once the form is saved, it will fire a task to the **Multi-Patient Task List**.

6. On the MPTL, the 💉 icon will display to indicate the task has been saved.

➢ **Second Pharmacist**

1. The second pharmacist will review the **Multi-Patient Task List** (MPTL) for tasks of patients needing orders reviewed and verified.

2. They will use the **Pharmacy Patient Monitor** and **MedManager** to review orders requiring verification.

3. Once the second pharmacist has completed their verification of the orders, they will go to the **Multi-Patient Task List** (MPTL) and double-click the task for the patient.

   o The Chemotherapy Dual Pharmacist Verification Form will open.

4. The second Pharmacist documents the verification by:

   o Entering their name in the **Second Pharmacist Verification** field

   o Enter date/time verified in the Second Pharmacist Verification Date/Time field.

   o Enter comments in the **Second Pharmacist Comments** field as appropriate.

5. The second pharmacists will **SIGN** the form by clicking the green checkmark ✔.

6. On the **MPTL**, the ☑ icon will display to indicate the task has been signed and completed.

7. Once the screen is refreshed, the task will be removed from the list.

For questions regarding process and/or policies prior to go-live, please reach out to a Super User or Clinical Informatics.