

# Standard Operating Procedure for the Transcription of Medication Charts on Admission to ITU

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<b>Approved by:</b> ICU Forum (Version 1.0 approved by ICU Forum 20/9/23)	
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<b>Version:</b> 1.2	
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<b>Target Organisation(s)</b> Worcestershire Acute Hospitals NHS Trust	
<b>Target Departments</b> Critical Care and Pharmacy	
<b>Target staff categories</b> Medical staff, non-medical prescribers and clinical pharmacists	

<b>Overview:</b>
This SOP defines the process for the transcription of medications on to the ICCA electronic drug chart at the point of admission to the Intensive Care Unit, and the discontinuation of the prescriptions from before ITU admission. This will prevent the patient having two medication charts running in parallel while they are being cared for on ITU.

## Key amendments to this Document:

Date	Amendment	By:
January 2024	Extra information on supplementary charts added	REC

## Procedure to be followed

Step 1: When a patient is admitted to ITU from somewhere other than home, prescribers must use any previous medication charts (whether that be paper drug charts\*\*, photocopies or printouts, or a live electronic patient record) to transcribe the appropriate medications on to the ICCA drug chart. Professional judgement will dictate whether all these prescriptions are to be continued at the point of admission to ITU. If antimicrobial prescriptions are continued on admission to ITU, then they must be annotated with the original start date in the Order Instructions box, where a course length is also to be specified.

\*\*It is important to note that supplementary paper drug charts at WAHT may or may not be referenced on the main paper or electronic drug chart. Phase 1 of Sunrise EPMA will only switch the main drug chart to electronic prescribing, and other paper drug charts will follow in subsequent phases.

Examples include:

- Insulin charts
- Warfarin chart
- Infusion chart
- Heparin chart
- PCA/epidural/rectus sheath catheter charts
- Parenteral nutrition prescription chart

Step 2: Any information regarding allergy status must be transcribed from the electronic patient record, paper drug chart or any other source of documented allergies on to the Allergies section of the Demographic Form in ICCA.

Step 3 (pre-EPMA on WAHT wards): If the patient is admitted from another ward within the Trust, then all the medications prescribed on the paper drug charts for that patient should be crossed through, and filed in the patient's notes.

Step 3 (after EPMA rolled out): If the patient is admitted from another ward within the Trust, then it is the responsibility of the ITU team to 'Select All' medications on the Sunrise drug chart and suspend all of them. If a reason needs to be given then 'Admitted to ITU' should be used.

Step 4: The critical care pharmacist will carry out a transcription check to ensure that nothing has been missed or copied across incorrectly when they first encounter a transferred patient.

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