

Recording the Responsible Pharmacist Leaving/Returning

Recording the Responsible Pharmacist Leaving

- 1. To begin, open the Attendance Register Manager by selecting the name of the responsible pharmacist that is currently signed in next to *Responsible Pharmacist*.
- 2. Select the **[F3 Leave]** button.
- 3. The Leave Pharmacy pop-up window displays.

| Leave Pharmac | y 🗙 🗙 |
|--------------------|--|
| Leave time * | 16:24 |
| Reason | - 🖉 |
| I am going to | - 0 |
| I will be gone for | approximately 🔹 |
| l can be contact | ed by: |
| | telephone |
| | 🔲 email |
| | coming to get me at the above location |
| | other |
| | none, see below |
| The pharmacy p | rocedures are kept |
| | the SOP folder in the filing cabinet |
| In case of absen | ce as I cannot be contactable, you can contact |
| | |
| | ✓ F10 - OK 🗙 Cancel |

Entering the Leave Time

The *Leave Time* defaults to the time at which you selected the **[F3 – Leave]** button, but can be edited, backdated and fore-dated to the time at which the pharmacist is (due to be) leaving the pharmacy premises. This field is mandatory.

1



Entering or Adding a Reason

The *Reason* field enables you to enter the reason for which the pharmacist is leaving the pharmacy premises. You can manually enter a reason or add new reasons using the pencil icon, which will open the Edit Drop Down Items window.

| Edit Drop Down Items | — — X |
|----------------------|-----------------------|
| F1 - Add a New Item | |
| Description | Deleted |
| | |
| | |
| | |
| | ✓ F10 - Save 🔀 Cancel |

From this window, you can select the **[F1 – Add a New Item]** to add a new reason and then select the **[F10 – Save]** button. The reason will then be available to select from the *Reason* drop-down field.

Entering or Adding a Location

The *I am going to* field enables you to enter the pharmacist's location during the absence. You can manually enter a location or add new locations using the pencil *location* icon, which will open the Edit Drop Down Items window.

| Edit Drop Down Items | – – × |
|----------------------|-----------------------|
| F1 - Add a New Item | |
| Description | Deleted |
| | |
| | ✓ F10 - Save 🔀 Cancel |

2



From this window, you can select the **[F1 – Add a New Item]** button to add a new location and select the **[F10 – Save]** button. This location will then be available to select from the *I am going to* drop-down field.

Selecting a Duration

The *I will be gone for approximately* field enables you to select the approximate duration of the pharmacist absence.

| Leave Pharmac | y | × | | |
|--------------------------------------|------------------------|---|--|--|
| Leave time * | 16:24 | | | |
| Reason | Patient Visit | - | | |
| I am going to | Magnolia Care Home 🔹 🖉 | | | |
| I will be gone for | approximately | | | |
| I can be contacted by: | | 15 minutes 20 minutes | | |
| | 🔲 telephone | 30 minutes | | |
| | 🔲 email | 1 hour | | |
| | coming to g other | 1 hour and 15 minutes 1 hour and 30 minutes 1 hour and 45 minutes | | |
| | 🔲 none, see b | 2 hours | | |
| The pharmacy p | rocedures are ke | pt | | |
| the SOP folder in the filing cabinet | | | | |
| In case of absen | ce as I cannot b | e contactable, you can contact | | |
| | | | | |
| | | ✓ F10 - OK 🗙 Cancel | | |

Selecting the Contact Method

You can also select an alternative contact method for the remaining pharmacy staff should an issue arise on the pharmacy premises.

Editing the Pharmacy Procedures

The *pharmacy procedures are kept* is populated by default as per its configuration setting, but you can enter an alternative as required.



Entering an Alternative Contact

If the absent pharmacist cannot be contacted, you can complete the *you can contact* field with the name and contact details of a delegate, usually a pharmacy staff member that is on the pharmacy premises.

Printing the Notice for Staff

- 1. Once you have completed the form, select the **[F10 OK]** button.
- 2. A pop-up window displays, asking whether you want to print the notice for staff. Select the **[Yes]** button.



3. The Notice for Staff print preview displays. Select the printer 🛎 button.

| Report Preview | - | | × |
|---|---|------|---|
| | | | Ì |
| | | | |
| Notice for pharmacy staff | | | |
| I am going to Magnolia Care Home | | | |
| I will be gone for approximately 1 hour | | | |
| I can be contacted by: | | | |
| ✓ telephone 07895846214 | | | = |
| | | | |
| ✓ coming to ge me at the above location | | | |
| other | | | |
| The charmony recordures are kent the COD folder in the filling achieves | | | |
| I he pharmacy procedures are kept the SOP folder in the filing cabinet | | | |
| In my absence, as I cannot be contactable, you can contact roby MacEiroy | | | |
| | | | |
| | | | |
| In the absence of the responsible pharmacist, pharmacy staff, as outlined in the pharmacy procedures | | | |
| | | | |
| can sell GSL medicines over the counter | | | - |
| | | • | |
| | | 00 % | ŀ |



4. The Attendance Register Manager displays, with the responsible pharmacist marked as (Absent) and the current and total absence count in minutes.

| ProScript Connect ▼ 23 March 2018 16:30 | Search (CTRL+S) | mith (Absent) | User The Supervisor 💻 🗖 🗙 |
|--|------------------------------------|---------------|--|
| My shortcuts 🛛 🕇 | Same Attandance Berinten Manager | | |
| Redeem Owings | Search Attendance register manager | | |
| Reprints F6 | Sign In / Sign Out | | Responsible Pharmacist R F3 - Leave R F4 - Return |
| Ordering F7 | Signed in Pharmacists | | F5 - Print the Notice for Staff |
| Overdue Scripts | Pharmacist Re | esponsible | Absent for 2 minutes |
| MDS Prep F9 | Victoria Smith | | Total Absence: 7 minutes |
| MDS Scripts Due | | | Victoria Smith (Absent) |
| SDM Ctrl M | | | Miscellaneous |
| Stock Manager Ctrl O | | | FG - Show Attendance Register |
| MDS Manager F11 | | | + F8 - Add New Pharmacist |
| ETP Ctrl E | | | F9 - Edit Pharmacist |
| Script Q | | | |
| RMS Ctrl R | | | |
| Support Centre Ctrl T | | | |
| ETP Tracker | | | |
| | Last Refreshed: 16:29 | | |

Recording the Responsible Pharmacist Returning

- 1. From the Attendance Register Manager, select the **[F4 Return]** button.
- 2. The responsible pharmacist is longer marked as absent and the current absence count has merged with the total absence count.

Revision History

| Version Number | Date | Revision Details | Author(s) |
|----------------|---------------|------------------|----------------------|
| 1.0 | 30 March 2020 | | Joanne Hibbert-Gorst |
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Contact us

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