



RESOURCE AND PATIENT MANAGEMENT SYSTEM

BCMA Drug File Optimization Training

Announcement and Agenda

February 26, 2016 through April 1, 2016

Office of Information Technology (OIT)

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1.0 General Information

1.1 Purpose of Training

The purpose of this training is to prepare for the deployment of Bar Code Medication Administration (BCMA), specifically focusing on the pharmacy drug file and related files. A critical aspect of this deployment is to make sure that the pharmacy drug file (i.e Pharmacy Data Management (PDM)) is optimized. Emphasis will be placed on Unit Dose drugs, IV Additives, IV Solutions, Orderable Item File, and the Standard Schedule File. The goal of this course is to prepare the files and configure the RPMS setup at the participating sites for BCMA deployment.

1.2 Prerequisites and Requirements

- Indian Health Care System Pharmacy Informaticist directly involved with the implementation and maintenance of the RPMS Inpatient Pharmacy Suite of Applications and RPMS EHR within the inpatient setting.
- Clinical Application Coordinators and other multidisciplinary Informaticist will be permitted to participate on a space available basis.
- Participants are expected to connect to their site's live RPMS database throughout the course to correct problems identified in pharmacy related files and configure the RPMS Pharmacy setup if necessary
- Minimum level of RPMS access is necessary and includes:
 - Ability to generate fileman reports on pharmacy related files
 - Full access to the Pharmacy Data Management (PDM) menu and options
 - Supervisory access to Unit Dose and IV packages in RPMS
 - Secondary Menu options for IV Solutions and IV Additives upkeep
- This course will use Adobe Connect conferencing and participants will be sharing their screens with the class. An applet must be loaded on the computer for file sharing. The user must be able to load that applet.
- Participants must have Microsoft Excel® for report interpretation.
 - The computer must have Excel® installed and functional.
 - The user should have some experience using Excel®.
- Please maintain communication with your Site Manager throughout the course. He or she may need to assign you the necessary keys and menus for your RPMS system as we go through the hands on exercises and configuration.

- Please alert your providers and pharmacy staff (if applicable) that change will be occurring in the pharmacy file. These changes can cause temporary inactivation of medication orders within EHR. If a change occurs please inform them to contact you regarding any issues that may have occurred. These changes can quickly be resolved once the drug file manager has been alerted.

2.0 Learning Objectives

1. Provide an overview of RPMS Version 5/7 Inpatient Pharmacy Package
2. Elaborate the relationship between Order Entry/Results Reporting (OE/RR) in EHR and the RPMS "Roll and Scroll" Pharmacy package.
3. Describe the relationships between the files to be examined throughout the course
4. Examine RPMS Pharmacy Site configuration and correct configuration issues
5. Examine the Pharmacy Data Management (PDM) menu
6. Utilize PDM to maintain the following files
 - a. Drug File
 - b. IV Additives File
 - c. IV Solutions File
 - d. Orderable Item File
 - e. Standard Schedule File
7. Utilize VA FileMan and Microsoft Excel® to obtain the reports needed for drug file optimization.
8. Create quick orders for unit dose, IV push, IV piggyback, IV admixtures including splitting of tablets and dosages requiring multiple units
9. Review BCMA implementation stages and timeline and discuss pharmacy participation in each stage
10. Describe the RNFinish process and discuss nurse finishing and subsequent pharmacy verification of medications
11. Review Inpatient Medications for Outpatient (IMO) and discuss pharmacy requirements
12. Describe the impact that pharmacy optimization has on the deployment of BCMA
13. Identify the role Pharmacy plays in successful implementation and continued use of BCMA at the facility

3.0 Instructors and Facilitators

Disclosure Statement: As a provider accredited by ACCME, ANCC, and ACPE, the IHS Clinical Support Center must ensure balance, independence, objectivity, and scientific rigor in its educational activities. Course directors/coordinators, planning committee members, faculty, and all others who are in a position to control the content of this educational activity are required to disclose all relevant financial relationships with any commercial interest related to the subject matter of the educational activity. Safeguards against commercial bias have been put in place. Faculty will also disclose any off-label and/or investigational use of pharmaceuticals or instruments discussed in their presentation. The course directors/coordinators, planning committee members, and faculty for this activity have completed the disclosure process and have indicated that they do not have any significant financial relationships or affiliations with any manufacturers or commercial products to disclose.

3.1 OIT

Mike Allen, MIS, RPh, IHS OIT EHR Pharmacy Informaticist

4.0 Detailed Agenda

All times are Arizaon (Mountain Standard) Time!

4.1 Week One

Start	Overview and Unit Dose File Clean up	TAB#
08:00	Welcome and Introductions: At the end of this session participants should be able to: Navigate Adobe Connect sessions	
08:15	Overview of Pharmacy Data Management (PDM) Package: At the end of this session participants should be able to: Navigate the following RPMS Pharmacy 5/7 Menus <ul style="list-style-type: none"> • Drug Enter/Edit • Standard Schedule Management • Dosages • Orderable Item Management 	
09:00	Overview of Drug File Optimization At the end of this session participants should be able to: Understand the need for intensive drug file optimization before deploying BCMA	
11:15	Unit Dose File Clean up At the end of this session participants should be able to: <ul style="list-style-type: none"> • Generate VA FileMan Reports specific to the medications marked as Unit Dose 	

4.2 Week Two

Start	Pharmacy System Configuration, Orderable Items	TAB#
0800	Pharmacy System configuration <ul style="list-style-type: none"> • Start Time parameter • Pharmacist Autoverify • Ward Groups • Secondary Menu Options: PSSJI SOLN and PSSJI DRUG Orderable Item File Clean-up At the end of this session participants should be able to: <ul style="list-style-type: none"> • Generate VA FileMan Reports specific to the Orderable Item File 	

4.3 Week Three

Start	Dosage Forms, Routes, Schedules	TAB#
0800	<p>At the end of this session participants should be able to:</p> <ul style="list-style-type: none"> • Generate VA FileMan Reports specific to the Associated Files: <ul style="list-style-type: none"> • Dosage Form File (50.606) • Medication Route File (51.2) • Standard Schedule File (51.1) • Explain the function of each of these files • Define the process for addressing issues discovered in these files • Optimize each file in preparation for BCMA deployment 	

4.4 Week Four

Start	Orderable Items	TAB#
0800	<p>IV Additives File Clean-up</p> <p>At the end of this session participants should be able to:</p> <ul style="list-style-type: none"> • Generate VA FileMan Reports specific to the IV Additive Fields <p>IV Solutions File Clean-up</p> <p>At the end of this session participants should be able to:</p> <ul style="list-style-type: none"> • Generate VA FileMan Reports specific to the IV Solution Fields 	

4.5 Week Five

Start	Pharmacy Order Sets, Quick Orders, EHR Order Menus	TAB#
0800	<p>Standard Schedules and Administration Times</p> <p>At the end of this session participants should be able to:</p> <ul style="list-style-type: none"> • Explain pharmacy order sets and describe settings for their appropriate use • Build pharmacy quick orders using the CAC menu • Build a quick order menu and “hang” orders on it 	

4.6 Week Six

Start	Course review, special situations, Additional Material	TAB#
0800	<ul style="list-style-type: none"> • Patch Medications • RNFinish discussion • BCMA Pharmacy menu options • Discussion of multiple synonyms • How to scan barcodes into drug file • Special situations – Option 10 labels • Troubleshooting 	

5.0 Biographical Sketch

CAPT Michael Allen, MIS, RPh

IHS OIT Pharmacy Informaticist

CAPT Allen is a commissioned Officer in the USPHS. He holds a BS degree in Pharmacy and a Master of Information Systems. He started with IHS after working in retail pharmacy for a number of years. During his years in IHS he has served in Portland Area, Phoenix Area, Tucson Area, and currently is assigned to IHS Office of Information Technology as a Pharmacy Informaticist. His duties have included, besides being a pharmacist: Site Manager, Assistant Site Manager, Clinical Applications Coordinator (CAC), Pharmacy Package Administrator, and Point of Sale (POS) specialist. He served on the Pharmacy PSG for Phoenix Area and then for Tucson Area, and also served briefly on the POS Technical Advisory Group. He has worked on multiple projects with OIT including EHR deployment in inpatient, deployment of BCMA, Meaningful Use (MU) Stage 1, Stage 2. He also serves as a subject matter expert for Clinical Quality Measures (CQM) report development, MU Stage 3 development, and assists with the Consolidated Clinical Document Architecture (CCDA) implementation project. He is currently the Federal Lead for development of MU performance measures reporting.

Acronym List

Acronym	Term Meaning
ACCME	Accreditatio Council for Continuing Medical Education
ACPE	American Council on Pharmacy Education
ANCC	American Nurses Credentialing Center
BCMA	Bar Code Medication Administration
CAC	Clinical Applications Coordinator
CCDA	Consolidated Clinical Document Architecture
CPRS	VA's Computerized Patient Records System
EHR	Electronic Health Record
IHS	Indian Health Service
IMO	Inpatient Medications for Outpatient
MU	Meaningful Use
OE/RR	Order Entry/Results Reporting (provider order entry)
OIT	Office of Information Technology
PDM	Pharmacy Data Management menu
POS	Point of Sale (Billing)
RNFinish	Registered Nurse Finishing of medication orders
RPMS	IHS Resource Patient Management System (based on VA's CPRS)