Document Template for generating a Drug Information Sheet for a patient

This read-only document template can be used to help generate standardised summary sheets of the medication regimens of your patients. *It only works with Microsoft Word.* It uses a number of very basic macros that are accessed through a customised menu system at the top of the template. The document is designed so that the user can easily customise any entry to meet the specific needs of the patient (e.g. number of tablets to be taken at each time of day, tablets can be rewritten as liquids, indications for use can be changed, etc). Furthermore, any drug that does not feature in the drop down menus can be added manually.

The following instructions might appear daunting at first glance. However, if you print them off and have them beside you as you first play around with the document template, then you should hopefully find it all very intuitive. The template is pretty bullet-proof, so feel free to play around with it as you learn about it. We have used it at our hospice for the last 6 years without mishap. About 20 different members of staff use it, most of whom have had no formal training in its use whatsoever.

How to generate a Drug Information Sheet for a patient

This template relies heavily on a number of "macros". All of the macros in the version of "Drug Information Sheet.dot" that was last modified on 4 March 2007 at 18:57:49 were written by me and are perfectly safe. Depending upon the security setting of your computer, you might need to click a button to allow the use of macros when you open up this template.

Each time a macro is executed, the cursor moves to the bottom of the page and then counts its way up the lines to establish where to put the next set of data. This happens too fast for you to actually see but, in order not to disrupt the macros, it is very important that the following very simple rules are followed:

1. Open up "Drug Information Sheet.dot" and allow the use of macros if asked about this. (N.B. Microsoft Word must be on medium/low security for macros to work. To check this out, open a new blank document in MS Word and click "Tools" and then "Options". Click the "Security" tab and then the button for "Macro Security").
2. It is possible add the name of the patient to the title at the top of the page (i.e. Turn "Medication Chart" to "Medication Chart for ***"). This is best done first of all.
3. *ALL* of the regular medications must be added to the chart before any prn medications are added.
4. At all times whilst adding regular medications to the chart, the last row of the regular medication chart must comprise six blank boxes. If necessary, such a row can be added using the "Add new bottom line" option.
5. Any automated entry into the chart that is generated by using a macro from the menu system can be totally customised if necessary.
6. If you need to add a regular drug that does not feature on the drop-down menu, then this can be written on the bottom empty row of the chart. (N.B. If you need a row with merged boxes for the timing of administration (e.g. skin patch

medication), then use a fentanyl option from the drop-down menu and rewrite the whole row to suit your needs). After completing any manual entry, you *must* use the "Add new bottom line" option if further drugs need to be added to the list.

7. When all of the regular drugs have been added, the empty bottom line can be removed using the "Delete bottom line" option, but this is not essential. However, *if you don't do it at this point then you will not be able to do it later.*
8. Only when all of the regular medications have been added must you start adding prn medications, many of which will feature in the drop-down menu.
9. At all times whilst adding prn medications to the chart, the last row of the prn medication chart must comprise blank boxes. If necessary, such a row can be added using the "Add new bottom line" option.
10. You can add prn medications not found on the drop-down menu in much the same way as described in step 5.
11. Once all of the prn medications have been added, the bottom line can be removed using the "Delete bottom line" option, but this is not essential. However, *if you don't do it at this point then you will not be able to do it later.*
12. Once all of the drugs have been added, you can put any notes that might be helpful to the patient at the bottom of the sheet (e.g. follow up arrangements, etc)
13. In the unlikely event of your final document being longer than one side of A4, you can place the cursor where you think the page break should be and use "Insert page break" from the "Finalise the layout menu".
14. You can then print and/or save the document you have created. As you have created the document using a read-only document template, you will be required to save it as a new document with a filename that you can specify.

<u>How to modify the document template.</u>

1. Most of this is *<u>a lot more complicated</u>* and you will probably not need to do a lot in this area.
2. Before making any changes, right click on the icon for the template and click on "Properties". Remove the "read-only" status from the template.
3. You can obviously change the logo and contact details at the top of the sheet and then save these changes to the template. (This is relatively easy to do).
4. If you want to add new macros that reflect the prescribing practices at your hospice, then:
    a. Press ALT+F11 to open up the Visual Basic Macro Editor.
    b. Make sure that the "TemplateProject (Drug Information Sheet)" is the sheet that you are working on. (Highlighted in top left quadrant of the screen).
    c. Add the necessary macros to the list. The easiest way to do this is to copy an existing macro that is fairly similar to the one you want to create and then modify it appropriately. Make sure you give it a unique name in the first two lines of text. (N.B. For ease of location, the names of all the prn macros start with the letter z)
    d. When you have added the necessary macros, press "File" and then "Close and return to Microsoft Word".
    e. Back in the document template, press CTRL+ALT+J to open up the "Customise" box. Make sure that you are saving the customisations to

"Drug Information Sheet.dot", using the options at the bottom of the box.

f. Highlight "Macros" in the Categories section, and then identify the macro(s) you have made in the "Commands" list.
g. Drag and drop the new macros to the positions you want them in the menus at the top of the document. When in the correct position, right click on them to give them more appropriate names.
h. When you have finished, close and save the changes to the template document. Right click on the template icon, click on "Properties" and render the template read-only again.