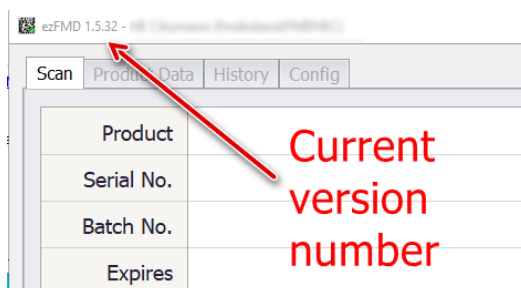


## Aggregation in ezFMD

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### Note on the software version:

We recommend you use a recent version of ezFMD so as to take advantage of the improvements introduced in the software from time to time. This manual is based on the feature set in version 1.5.52. The version you are using is shown in the top left corner of the ezFMD screen:



The latest version can be downloaded from <https://hse.ezfmd.com/ict/downloads/> - you will need to have Administrator rights on your PC to install this, as is the case with any software.

## Introduction

Within FMD, two types of aggregation are discussed: The Manufacturer level, where aggregation is done for outer containers and then the Wholesaler level, where aggregation is performed as part of the value added supply chain to hospitals. This document is entirely focused on the later - the Wholesaler level, where aggregation is performed as part of the value added supply chain to hospitals.

## Outline of aggregation for hospitals

Unlike community pharmacies, hospital pharmacies may choose to mark FMD medicines as “Dispensed / Supplied / Decommissioned” on arrival in the hospital pharmacy. In Ireland, experience shows that since February 2019, all hospitals known to us have chosen to do so. This provides an opportunity for the scanning of larger orders in advance of arrival in the hospital, with the actual decommissioning to happen in the hospital on arrival of the delivery. Each supplier (e.g. wholesaler) preparing an aggregated order for a hospital will scan each and every FMD pack in the delivery, prepare a file of all the needed FMD detail and upload this to an approved service in a controlled data environment for later retrieval by the destination hospital which, on receipt of the delivery, can retrieve the details and decommission the entire delivery without the additional step of scanning each pack in the delivery in the hospital.

## Practical steps taken by the HSE

The HSE have set up a service which provides for approved wholesalers to upload such aggregate files for deliveries to HSE-funded hospitals. A barcode which facilitates the retrieval of the details shall accompany each delivery allowing the busy hospital pharmacy to process the arrival of each delivery in a timely manner for the purposes of FMD. This functionality is already integrated in the software in place in each hospital, ezFMD. This guide sets out the steps required to complete the FMD steps for an aggregated order in a hospital pharmacy.

## Recognising an order as an “Aggregated” order

An order which has been prepared as an aggregate will be accompanied by a 2D code either on the delivery note itself or on a separate sheet. See an example below:



FMDA:UDX1909197306168:ADMF

or



(Details have been blurred on purpose.)

## Scan the aggregation code

In order to retrieve the details encapsulated in the aggregate, scan the aggregate code in ezFMD as if scanning a normal pack of medicine. The system will detect that this is an aggregate code and if the details are correctly assigned to your pharmacy, the details of the aggregate are retrieved and shown in a new screen:

ezFMD - Aggregate - HEC10FCLMF7WH - Autoclose at 14:03

Supplier	HE Clissmann (PRODUCTION)	Created	Mon 03 Feb 2020 - Today
Supplier No.	12345	Customer No.	ABCDE

Containers: 1 (selected), 5

Audit Samples: Confirmed 0, Not Found 0

Product	Serial #	Batch	Status	Sel
Container 1				
Dianette 2mg/35microgram coat...	624291095	WES9H8	Active	<input checked="" type="checkbox"/>
Dianette 2mg/35microgram coat...	624362238	WES9H8	Active	<input checked="" type="checkbox"/>
Mometasone 50micrograms/act...	9164682	JX5598	Active	<input checked="" type="checkbox"/>
Scheriproct (05391404131052)	50845021	YY029X3	Active	<input checked="" type="checkbox"/>
Scheriproct (05391404131052)	50845068	YY029X3	Active	<input checked="" type="checkbox"/>

Selected Products: 3 of 3 | Selected Items: 5 of 5

Buttons: Select All, Select None, Invert, Verify, Dispense, Close

- 1) Information set up by the supplier, including the supplier reference and your, the customer's reference and date the aggregate was created
- 2) The Containers area describes the number of containers (e.g. totes, cartons, pallets) and the number of items in each container, where these details have been provided by the supplier.
- 3) Describes the number of confirmation / audit packs scanned in this order. A minimum of one item must be scanned prior to proceeding with the marking of packs as Dispensed.
- 4) The list of the items included in the aggregate. You may need to scroll down to see the full list. Note: A Summary Tab may be selected to obtain an overview of the order, including the number of packs of each item:

Name	Code	Count
▸ Dianette 2mg/35microgram coated tablets	05391404118015	2
Mometasone 50micrograms/actuation, Nasal Spray Suspensio...	05390387387012	1
Scheriproct	05391404131052	2

- 5) Indicates how many products and packs have been selected for Dispensing along with buttons to the right which allow for the bulk selection of all / deselection of all / inversion of the current selection. Products may be individually included or excluded by means of the tick-box on each row.
- 6) The action buttons – you may choose to Verify at any stage. You may only choose to Dispense when at least one of the included packs has been confirmed by scanning.

## Review the products listed

The next step is to satisfy yourself that the listed contents of the container reflects goods received. The Summary tab (See 4 above) may be a useful means of comparing the aggregate total with the delivery note.

## Scan a representative sample of the products delivered

Your **must** scan at least one pack included in the delivery to confirm the aggregate code relates to medicines actually received.

The screenshot shows the 'Containers' tab with a dropdown menu showing '1' selected and '5' total. To the right, a red circle 'A' is next to an 'Audit Samples (20%)' summary box containing 'Confirmed 1' and 'Not Found 0'. Below this is the 'Packs' tab with a table of products:

Product	Serial #	Batch	Status	Sel
- Container 1				
Dianette 2mg/35microgram coat...	6242910...	WES9H8	Active	<input checked="" type="checkbox"/>
Dianette 2mg/35microgram coat...	62436223...	WES9H8	Active	<input checked="" type="checkbox"/>
Mometasone 50micrograms/act...	916468220...	JX5598	Active	<input checked="" type="checkbox"/>
Scheriproct (05391404131052)	50845021...	YY029X3	Active	<input checked="" type="checkbox"/>
Scheriproct (05391404131052)	50845068...	YY029X3	Active	<input checked="" type="checkbox"/>
				5

In the sample screen above, one pack has been scanned (A shows 1 Confirmed, Sample at 20%, 1 of 5 packs). The scanned pack has the background colour of the serial number highlighted. You may scan as many packs as you wish.

## Mark the delivery as “Dispensed / supplied / decommissioned”

Once you are satisfied that the aggregate reflects the delivery and you have scanned one or more sample pack(s) and you are satisfied that the tamper-proof seal of each pack is intact, **you must then click on Dispense** (see 6 above) to complete the processing of the aggregate.

The screenshot shows the 'Packs' tab with a table of products where the status has changed to 'Supplied':

Product	Serial #	Batch	Status
- Container 1			
Dianette 2mg/35microgram coate...	6242910...	WES9H8	Supplied
Dianette 2mg/35microgram coate...	62436223...	WES9H8	Supplied
Mometasone 50micrograms/actua...	916468220...	JX5598	Supplied
Scheriproct (05391404131052)	508450...	YY029X3	Supplied
Scheriproct (05391404131052)	508450...	YY029X3	Supplied

At the bottom, a summary bar shows '3 of 3' products and '5 of 5' selected items. Buttons for 'Copy', 'Print', and 'Close' are visible. A red circle 'D' is over the 'Copy' and 'Print' buttons, and a red circle 'E' is over the 'Close' button.

ezFMD steps through each pack and confirms the changed status with the NVO. The updated status is listed at (C) above. Two buttons as (D) provide the option to copy the list to the clipboard (in XML format) or to print the list of processed items, should you wish to retain a record.

## Starting the next aggregated order

If you have a further aggregate order to process, you may scan the aggregate code at this time, and the process will start again with the new details from that next order. (Introduced in version 1.5.49).

## Returning to single pack mode

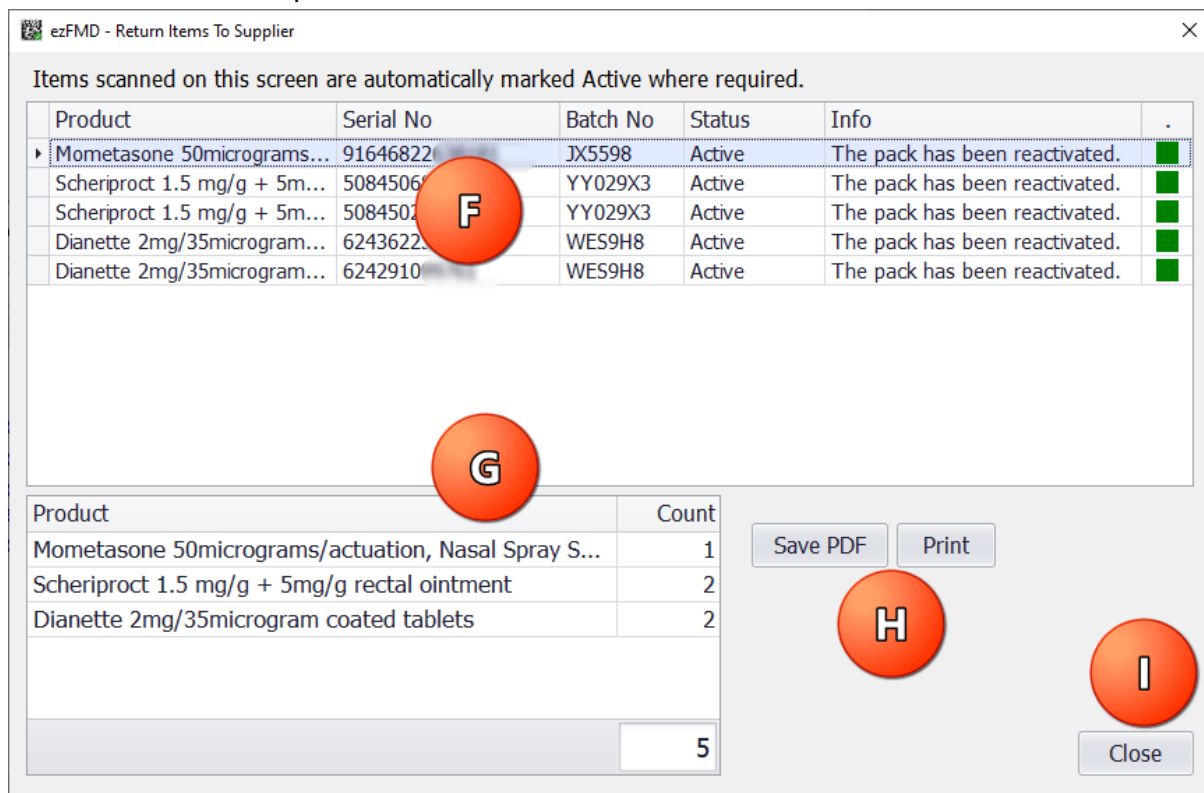
To return to the main screen to process packs one by one, press the Close button (E).

## Returning a pack to a supplier

Having processed an order, you may find you need to return one or more items. From the main screen in ezFMD, press [F5] or click on [F5] Returns:



The screen below is opened:



In this example screen, the 5 packs in the aggregate have all been scanned for return. As each pack is scanned, the status of the pack is checked and if found to already be Active, no action is required. If found to have the status Supplied / Dispensed, it is reactivated. (If there is an issue with the reactivation, such as the 10-day time limit was exceeded, the user is notified.) A summary of scanned packs for return is shown (G). The list of items may be saved as a PDF or printed, if you require this (H). Finally, when all packs for return are processed, click on Close to return to the ezFMD main screen. (You will see a progress bar showing each pack being removed from any aggregate in which it may have been included, to ensure it is not processed accidentally a further time.)

## What to do when an aggregate code cannot be retrieved

If you encounter difficulties in scanning an aggregate code due to printer problems or damage to the delivery note, you may press [Ctrl][F5] to retrieve a list of aggregates for your hospital.

You may enter the number of days you wish to look back over (J). At (K), you will see a list of aggregates for your hospital. Aggregates which have already been processed are greyed out. When you select an aggregate with a single click, you will see the items included at (L). When you select an aggregate with a double click, the aggregate will open as if you had scanned the aggregate code.

## What to do when an aggregate has been part processed

Once an aggregate has been even part processed, you cannot retrieve it again. The remaining packs not processed as part of the original aggregate process must be scanned individually, in the normal way, so as to mark them as supplied / dispensed.

## What to do if the number of packs in the aggregate does not correspond to the number of packs shipped

If you have received a differing quantity of packs eligible for FMD<sup>1</sup> than the quantity described in the aggregate ([see Summary Tab above](#)), you should contact your supplier and bring this to their attention.

If you have received **more** packs than described in the aggregate and you can readily identify the additional packs (e.g. by serial number), you may wish to process the aggregate and then scan the additional packs individually.

If you have received **fewer** packs than described in the aggregate and you can readily identify the missing packs (e.g. by serial number), you may wish to retrieve the aggregate and un-tick the identified missing packs, before processing the remaining packs.

<sup>1</sup> Only prescription medicines carrying a 2D Data Matrix barcode are to be considered. (See Annex II of the Directive for any exceptions to this rule).

In the example below, three packs of Angeliq were included in the aggregate but only two were received with serial numbers ending 63 and 13, so the user un-ticked the pack with the serial number ending 89 and then processed the aggregate.

Product	Serial #	Batch	Status	Sel
Container 1				
Angeliq 1 mg/2 mg film-coated t...	5998 63	KT031F0	Active	<input checked="" type="checkbox"/>
Angeliq 1 mg/2 mg film-coated t...	5998 13	KT031F0	Active	<input checked="" type="checkbox"/>
Angeliq 1 mg/2 mg film-coated t...	5998 89	KT031F0	Active	<input type="checkbox"/>

**If in doubt** as to how to proceed where there is a difference in packs between the delivery and the aggregate: Do not use the aggregate and scan all delivered packs individually.

### What to do when aggregate codes cannot be retrieved from the delivery documents or the on-screen list

The fallback position is the individual packs must be scanned in the normal way, so as to mark them as supplied / dispensed.

### What to do when the system indicates the delivery is not valid for your location

If you scan an aggregate and the system indicates that the delivery is not destined for your location, please contact your supplier to discuss with them how this may have arisen. If the order is correctly consigned to your hospital, it may be that it was incorrectly coded for aggregation purposes. In this case where you are the intended consignee, the fallback position is the individual packs must be scanned in the normal way, so as to mark them as supplied / dispensed.

### When all else fails with an aggregated order, what to do next

In this case, the fallback position is the individual packs must be scanned in the normal way, so as to mark them as supplied / dispensed.

### When Use & Learn is over, how will packs unsuitable for supply be identified?

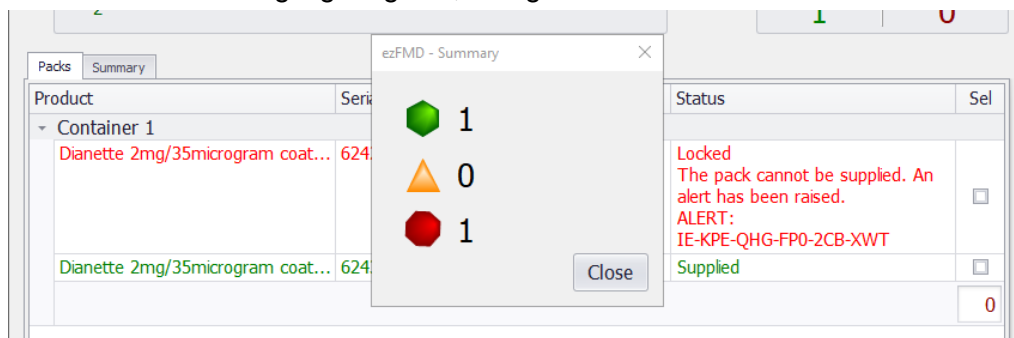
The Traffic Light colour coding will be followed on the aggregate screen and the status of individual packs is shown, when the Verify is completed:

Product	Serial #	Batch	Status	Sel
Container 1				
Scheriproct (05391404131052)	508432	YY029X3	Supplied	<input type="checkbox"/>
Scheriproct (05391404131052)	508446	YY029X3	Stolen	<input type="checkbox"/>
Scheriproct (05391404131052)	508450	YY029X3	Active	<input checked="" type="checkbox"/>
Scheriproct (05391404131052)	523548	YY029X3	Destroyed	<input type="checkbox"/>

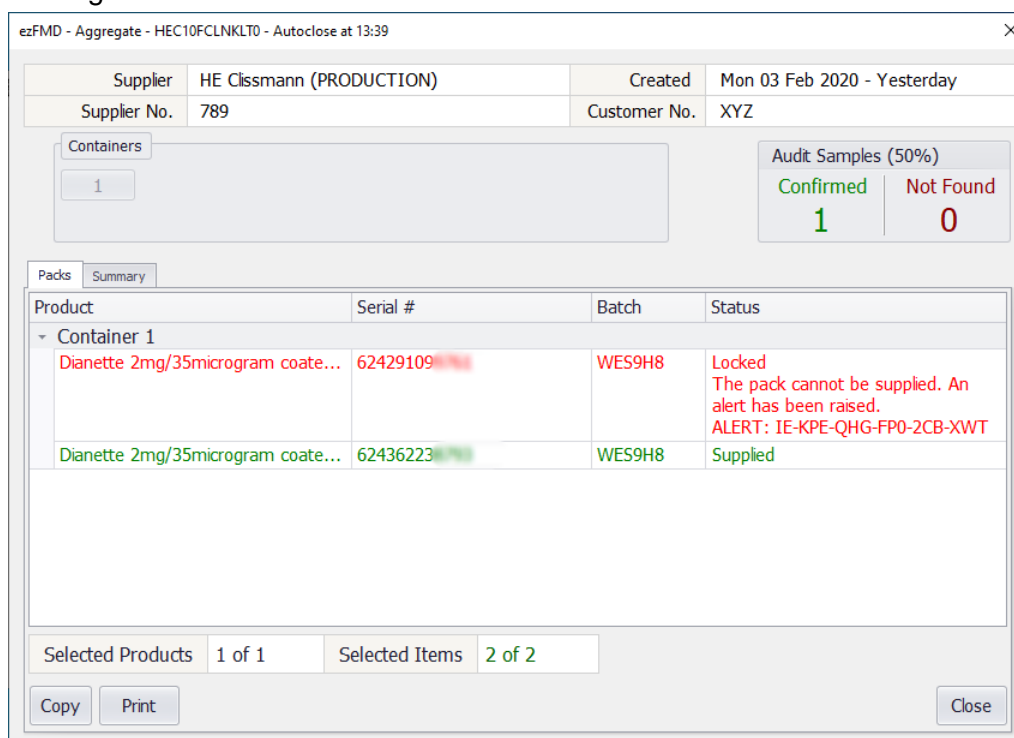
In the above example, the first pack is shown as Amber, as it was previously marked as Supplied / Dispensed at this location. The second is marked as Red, as the pack was marked as Stolen. The third is in Green – all is good. The fourth pack is marked as Red, as the pack was marked as Destroyed.



If one or more packs in the aggregate raise an alert when processed for supply / dispensing, a screen is shown highlighting this, along with the alert ID.



When the summary screen is closed, you will have options to save or print the details by clicking on the buttons in the bottom left of the screen:



In the unlikely event of a pack being listed as other than Green, the pack must be identified and removed from the container and followed up according to your SOP for handling medicines which fail an FMD test.

*(Note – earlier versions of the software may differ from the screenshots above and show these colour codes notwithstanding the Use & Learn period – See page 1 on use of the most recent version possible.)*