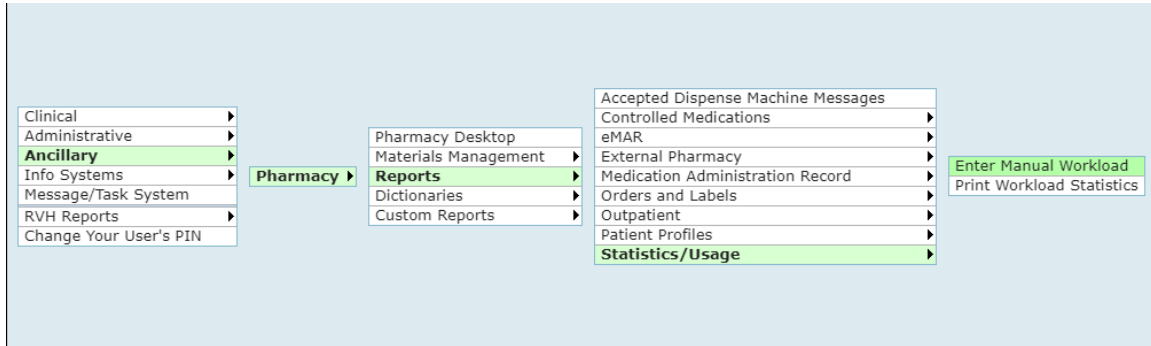


## Enter Manual Workload

Workload is an important task that users must complete **daily** in order to demonstrate the amount of manual workload that they have completed.

From the main menu, select:

- Ancillary
- Pharmacy
- Reports
- Statistics/Usage
- **Enter Manual Workload**



Fill in the required fields:

- Date:** "T" for Today (or if you need to backdate "T-1" etc.)  
**Shift:** 1, 2, 3 (continue to use the shift time your site previously used)  
**User:** Type in the first 3 letters of your last name and hit "F9 or the down arrow  
**Facility:** F9 lookup or your sites 3 letter acronym (Eg: RVH)  
**PHA Site:** Your site (V.MAIN, M.MAIN, G.MAIN, W.MAIN)  
**Function Code:** Use your current site function codes (No change in Expanse)  
**Count:** How many **minutes** or **items** were completed.

The screenshot shows the 'Enter Manual Workload' form. Red arrows point to the following fields: 'Workload Date' (12/01/21), 'Shift' (1), 'User' (empty), 'Patient Rx Number' (empty), 'Facility Location' (RVH), 'PHA Site' (V.MAIN), 'Function' (10700), and 'Count' (30). The 'Save' button is highlighted in green.

Hit **F12** or the "Save" button.

**Note:** Several workload functions can be documented in a single session.

## Technician Manual Workload

<b>Prepacking</b>	
ATP	1815, 16 - # of doses (0.032)
Table Top	1814 - # of items (15.38)
	1815, 16 - # of doses (0.032)
Bubble Packaging	1810 - # drug items (8.17)
	1817 - # of doses (0.082)
Liquids, manual	1810 - # drug items (8.17)
	1808, 24 - # of doses (0.525)
Bulk Powders	1810 - # drug items (8.17)
	1808, 29 - # of doses (0.82)
Non-sterile Compounding	1870 – bulk supply (actual time)
Prepare New Label Template	1811 (7.30)
Self-Med Kits	4700 (actual time in minutes)
<b>IV</b>	
Batching	1834 - # of batches (24.72)
	1836 - # of doses (0.589)
TPN	3206, 18 - # of TPN batched (8.98)
	3208 - # of TPN's (9.69)
Hood Cleaning	2205,06,15 (40.00) weekly
IV room stocking	10023 - # items restocked
<b>UD</b>	
	1150 - # orders processed (ATP) (5.40)
	1151 - # alarms/ trays (ATP) (5.00)
	1152 - # bags (ATP) (enter total bags x 0.061)
	1154 – cleaning of ATP (actual time in minutes)
	1114 - # doses filled (BP) (0.20)
	1115 - # doses verified (0.07)
	1116 - # deliveries (cart stops) (3.57)
<b>Miscellaneous</b>	
Returns	1118 – returns (actual time in minutes)
Rounds	1311 - # rounds (ward stops) (3.15)
Trays	1500 – OR Trays/Kits (actual time in minutes)
Crash Carts	1537,40,41 – trays obtain/seal/delivered (5.88)
	1524,38,39 – items replaced /charged (1.49)
<b>ADU</b>	
ADU restocks	1160, 61 - # ADU's delivered to (7.92)
	1162 - # items filled (incl. expiries) (3.19)
Stock outs	1170 - # items filled (stock out) (1.47)
	1171 - # ADU's delivered to (stock out) (3.46)
Returns	1180 - # returns non-narcotic (0.75)
	1181 - # returns narcotic (1.00)
Manual Wardstock	1501, 03 - # wardstock req/obtained/filled (2.08)
	1502, 24 - # items filled and charged (0.81)
	1504 - # ward stops delivered to (1.90)
<b>Narcotics</b>	
ADU restock	1160, 61 - # ADU's delivered to (7.92)
	1163, 65 - # items filled (incl. expiries) (6.24)
Stock outs	1170 - # items filled (stock out) (1.47)

	1171 - # ADU's delivered to (stock out) (3.46)
Returns	1180 - # returns non-narcotic (0.75)
	1181 - # returns narcotic (1.00)
Methadone	1880M - # methadone (10.00)
Inventory count	1536 – narcotic count/ # of items (0.71)
	10300 – resolve discrepancies/narc destruction
	10600 – administrative functions (filing, charging)
<b>Purchasing/ Receiving</b>	
	10010,1,2 - # items purchased
	10013 - # PO's (0.54)
	10015 – items returned (actual time in minutes)
	10017 – drug shortages
	10020,22 - # items received (4.44)
	10030 – additions/deletions to formulary (time)
<b>Other</b>	
	10200 – SLS/quality management
	10600 – administrative functions (filing, etc)
	10700 – meetings, huddles, rounding
	10800 – maintenance of equipment/inventory control
	13000 – education received/given