Procedure – Ordering and Accessing Formula Overnight (1700H – 0930H):
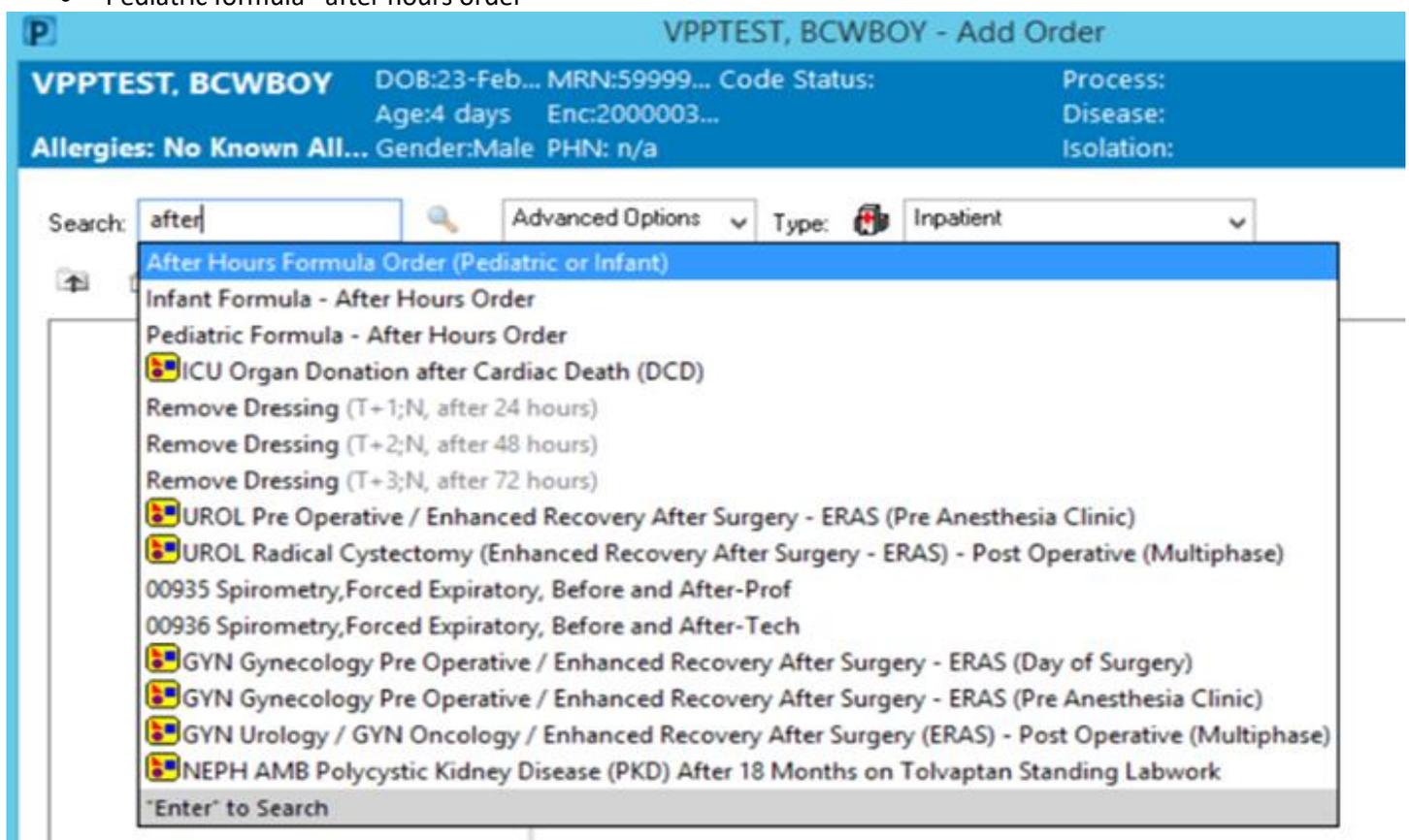
Infant formula and enteral formula are available in ready to serve containers, frozen aliquots, or to mix from powder. Only a subset of calorie concentrations are available.

STEPS	RATIONALE
1. Provider must enter an order using the *After Hours Formula Order (pediatric or infant)* in CST-CERNER a. If the product or calorie concentration you require is not available, identify the closest alternative from the dropdown list.	*Formula Room closes at 1700H. The kitchen closes at 1830H. A selection of products is available in D106 Supply Room (Shaughnessy Building) to meet urgent overnight requirements.*
2. Assign the unit clerk or designate to enter a TransportTracking request to have a porter access formula from the Shaughnessy D106 Formula Room.	*D106 is a secured supply area. Porters will provide the requested supply of formula.*
3. Porter Services will confirm the request via Vocera, and confirm the product name/number of bottles.	*Product name and volume cannot be entered into TransportTracking.* ***Note:*** *Inventory is limited. A limit of 3 containers of formula is provided at one time to avoid wastage and ensure product is available for other patients.*
4. Providers must place a NEW formula order in CST-Cerner if patients feed order has changed. Follow the service specific process (kitchen/formula room) for early/URGENT delivery if product is required before standard delivery times for the service.	*After hours formula orders DO NOT continue as the standard feed order.* *Following the service specific procedure ensures that product will be ordered and available for delivery to the patient the next day.*

Ordering and accessing formula after hours in 3 steps:

Step 1: Select the After Hours Formula Order (3 synonyms available):
- After Hours Formula Order (pediatric or infant)
- Infant formula –after hours order
- Pediatric formula –after hours order

Step 2: Select the required from the dropdown:

Step 3: Place an order in TransportTracker to request a Porter to collect the formula from the After Hours Supply in Shuaghnessy D106.