FAQ's – Nurse Administration

Question	Answer
My patient is admitted on eCaMIS, but I cannot see them in my ward list	The patient may be at the bottom of the ward list as an unallocated patient. Each patient must be allocated to a bay before you can chart any medications. Patients can be allocated to a bay using PGA program. There is occasionally a short delay between eCamis and JAC, please wait 10mins and if the patient still does not appear contact the ePrescribing team.
When should I chart a medication as not administered?	Once a drug is charted with any reason for non administration other than Deferred, the prescription for that administration time will be permanently removed. If there is any chance that the medication may be given later, the reason Deferred should be used. Remember, that when you defer a drug your action is not recorded on the system, so you will need to write a note explaining your actions to your colleagues. If the patient is in theatres always defer administration until the patient has returned to the ward
I have charted a medication in error	Once a medication is charted it is permanently added to the patients record, therefore the user must be sure the information they are entering is accurate **before clicking Chart**. However if an error occurs the user should write a note in the patient record to appear in an appropriate place, detailing the error in full. If the drug has been charted as not administered, but needs to be given, then a STAT dose needs to be prescribed by a doctor and administered instead.
How can I stop a note appearing once it is no longer required?	Once written, notes cannot be removed from a patient's record however any redundant notes can be **suppressed** so that they no longer appear in the active notes screen. To do this open the note and tick the suppress note box, this will move the note to the suppressed notes section. Suppressed notes can still be accessed and viewed at any time.
My patient is prescribed Warfarin, but I cannot administer it.	When Warfarin is prescribed it must be given a review date. If it is on or after the scheduled review date, then the system will not allow you to administer the Warfarin until the doctor has reviewed and updated the dose. Contact the medical team to review the Warfarin.

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How do I add a note to a patients profile	If the note is about a specific drug, double click on the drug prior to charting and you will be able to add a note. The notes function will be available when the patient's record is opened as long as there are pre-existing notes. If the note screen does not appear when the record is opened you can to go to the notes section in **Prescribing >POE.**
How can I add/update a patient's height and weight details?	A patient's height and weight can easily be recorded by selecting the Patient Management suite of programmes, and then selecting the **PHW** Category.
The Patient is showing on my ward, but none of their medications are showing, and I can't administer anything.	Check that the **MAS** has been run for the day. Every morning between 3 and 5am the MAS should be run to enable the next 24 hours medications to be released. If the patient has been on a non ePrescribing ward such as one if the intensive care units, they may have outstanding administrations form previous MAS periods. Check the date and time at the top of the charting screen, If the date is not 5am today's date to 4:59 the following they are from a period when the patient was on a non ePMA ward. Chart the medications with a reason for non administration of **transferred patient**. Repeat this until the medications are up to date.
How to I add a Nurse Discretion Drug Order?	There are a number of medicines which can be prescribed at the nurse's discretion. A full trust approved list can be found on Staffnet. To add a Nurse discretion order, go into the prescribing suite of programmes and then select the **POE** category. Search for your patient, and ensure you select the correct record. Select the add order tab at the bottom of the chart. Find the drug you which to give, and then remember to click on the **STAT** box and **Administer now** box, before adding a note explaining why the dose was ordered and for the doctors to review this item if appropriate.