Harrogate and District
NHS Foundation Trust

TRAINING DOCUMENT

ePMA Nurse Administration Training

Trainee Notes

Harrogate and District NHS Foundation Trust
January 2015 – Review Date 01/01/2016

Contents Page

1. Course Outline

Course Aims	The aim of the course is to instruct the attendees on how to use the nurse administration functions within the ePMA solution.
Target audience	Nursing Team
Job role	Nurses
Course pre-requisites	Delegates must have a familiarity with: • The Trust Medication Formulary • Policies on Medication use • General pharmaceutical practice • Prescribing and Prescribing practice in the Trust • A good understanding of IT systems would also be an advantage.

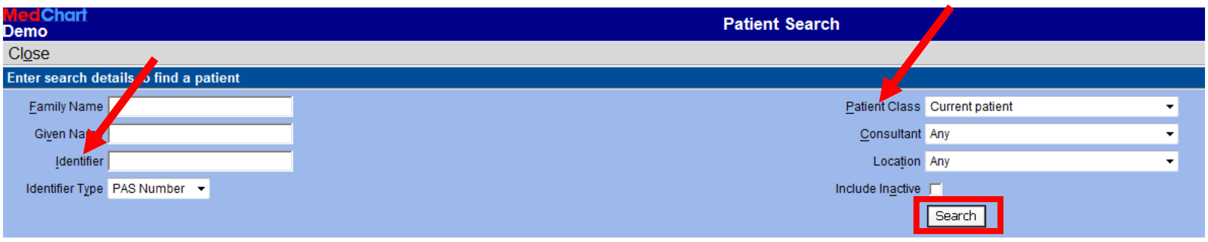
Course Objectives	
▪ Users will be able to use: ○ Patient search and selection ○ Drug charts ○ Allergies/Intolerances ○ Alerts ○ Medicines On Admission ○ Medication Chart ○ Drug Round Administration ○ Adhoc Administration ○ Cannula Insertion and Removal ○ Medication Administration ○ Patient history ○ Administration History ○ Medication Chart Print ○ Help Function ○ Lock Function	
Course duration	2.0 hours
Training style	Trainer-led, hands-on, practical, assessment

2. Patient Search and Selection

Patient Search and selection

1. Logon to **ePMA** and select the **Patient Search** icon (As shown above).

2. Enter your search criteria from the boxes provided:
   a. Identifier – can be PAS number or NHS number, use the drop down box below the identifier field to select which ID number you wish to use. (This number can be entered with a barcode scanner where this technology is in use).
   b. Patient Class – by default this will be set to current patient, if the patient is not an inpatient however, you will need to change this option to ‘Any’. This also applies for pre-admissions.

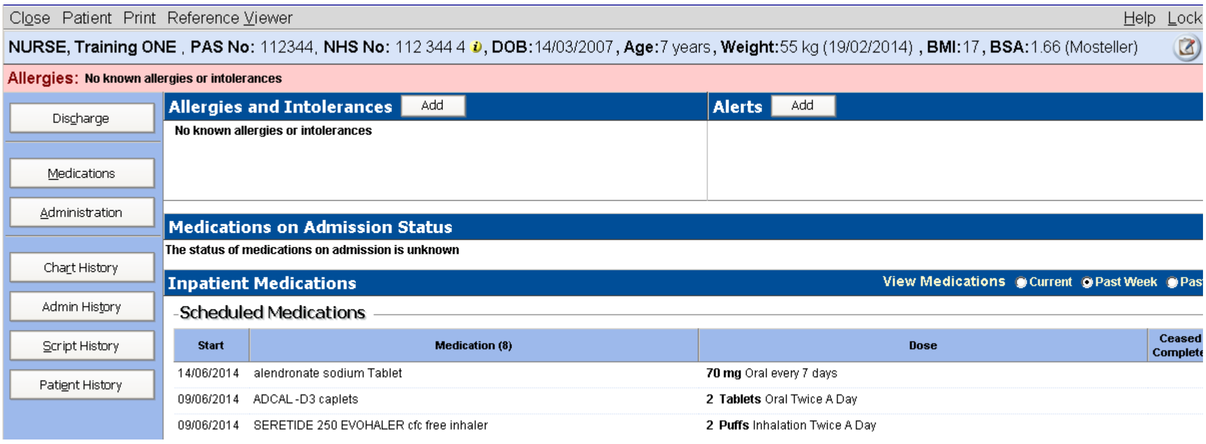


3. Multiple fields can be populated to refine the search, using a patient ID is always the quickest way to find a patient. Once you are happy with the criteria, and then click the **Search**.

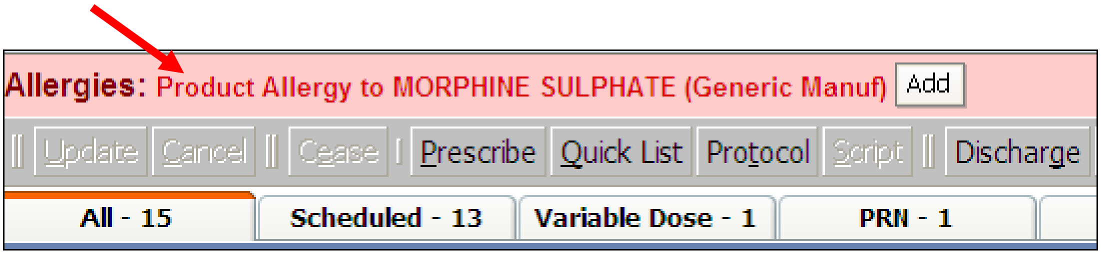
4. Select the required patient.

3. Allergies/Intolerances

View a list of current allergies and intolerances in the left half of the upper section. Allergy status unknown is displayed in bold red type if no allergy history has been recorded for the patient. A prescriber may record the absence of any allergies or may add a new allergy or intolerance that is revealed in the medical history or that occurs during the hospital admission. Existing allergies or intolerances may be edited.



The patient's allergy and intolerance information is always visible throughout the solution when a patient is in context. Records can be altered or created using the 'Add' button on the allergies banner.

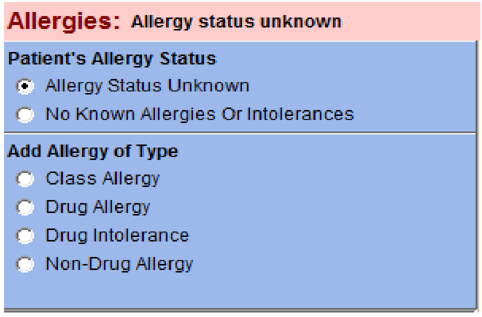


Set the allergy status

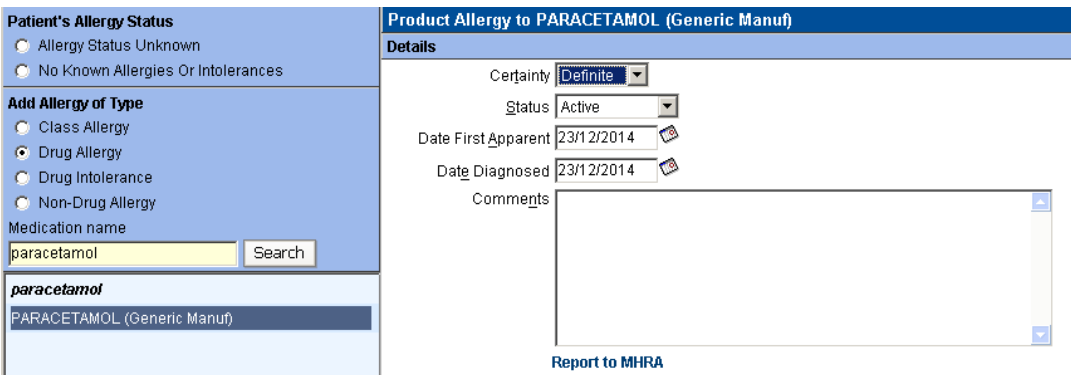
1. View the two choices of patient allergy status for patients with unknown allergy history and those with no known allergies.
2. Select the radio button adjacent to the appropriate allergy status

Add an Allergy or Intolerance

1. View the four categories that can be chosen for an allergy or intolerance that is to be added:



   - Class Allergy - Group of medications that belong to the same class for example ALL penicillin based medicines or ALL ACE inhibitor based medicines.
   - Drug Allergy - Is an <u>individual</u> drug that a patient is allergic to for example amoxicillin only or ramipril only.
   - Drug Intolerance - Not an allergy but where a patient has intolerance to a particular drug for example codeine makes them feel sick.
   - Non-Drug Allergy - For items such as latex or Elastoplast or food allergies etc.
2. Select the appropriate type of allergy with a radio button.
3. **When adding allergies to ePMA please remember to type in <u>the full name into the search box,</u> this reduces the risk of picking from a list and ensures that you are in the correct section.** Press the **Enter** key or select the **Search** button and view a list of class names or medication names that satisfies the search criteria.
4. Select the drug class name or medication name as appropriate
   - The drug class name list is an alphabetical list of class names containing the search letter sequence. The medication name list is an alphabetically sorted, blended list of generic and brand names beginning with the search letters. Following **ePMA** standard convention, the generic names are in bold italic and the product names are in standard font.
5. Set a level of **Certainty** (or probability) for the allergy or intolerance. The choices are: **Definite**, **Probable**, **Possible** or **Excluded**. The default choice is **Definite**. **Excluded** is used to update an allergy that is no longer relevant.
6. Set a **Status** level of the allergy or intolerance. The choices are: **Active**, **Resolved** or **In Remission**. The default choice is **Active**.
7. Select the calendar icon and set the month, year and date for the **Date First Apparent** and the **Date Diagnosed.** Both these dates default to today's date unless changed by the user.
8. Enter free text **Comments** or description for each allergy or intolerance if desired.
9. Select **Continue** to save the allergy or intolerance and return to the previous page.



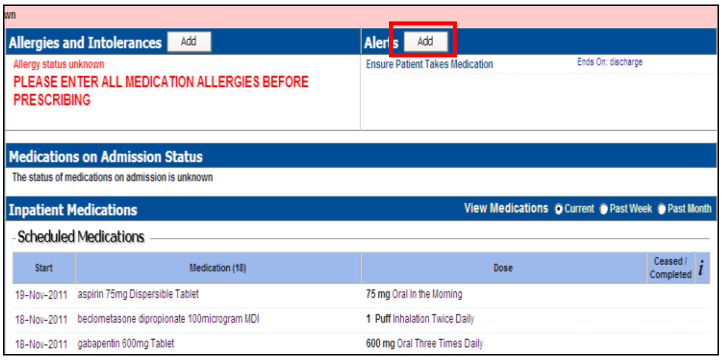
4. Alerts

Patient alerts can be added at any time during an inpatient admission by a user with permission to add alerts to the patient record. Typically doctors, nurses, pharmacists and specific allied health professionals have this permission. The alerts can be any appropriate alert to a doctor at the time of prescribing, to a pharmacist at the time of medication review, or to a nurse at the time of administering medication.

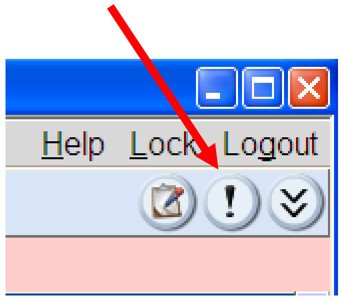
The user entering the alert must set a date and time from when the alert is to become active. The user must also specify the duration for the alert, and must select one or more triggering events for the alert. Users can view an alert history for the current admission which displays active alerts and alerts that have expired naturally or have been ceased by another user. For each alert, an audit history of edits is available if they exist.

Adding an Alert

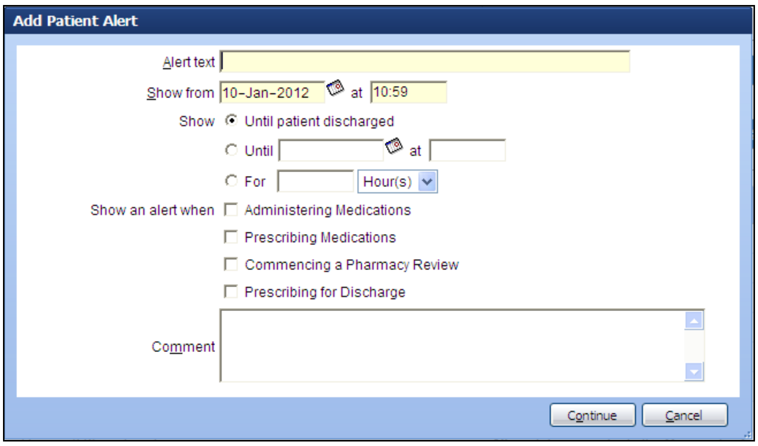
Select the **Add** button on the Alerts panel in the **Patient Summary** screen OR click the Exclamation button in the patient banner.



OR



The Alert template will then open:



1. Enter the text of the patient alert in the Alert Text field.
2. Set the date and time from when the alert is to apply. The default is now.

3. Select the method for specifying the duration of the alert.

- Until the patient is discharged
- Until a specific date and time
- For a number of hours or days

4. Specify the event(s) that will trigger the alert. More than one event type can be selected.

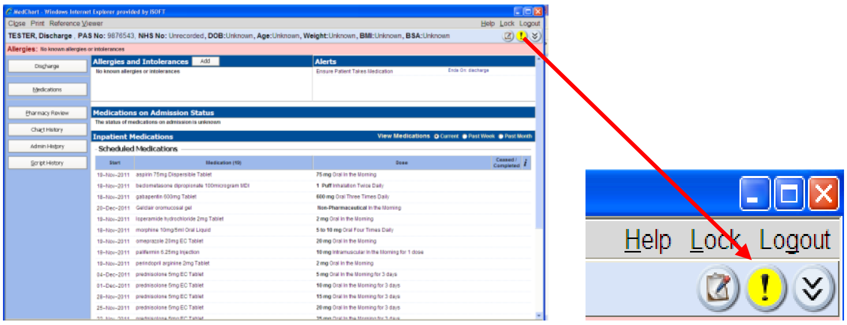
- Administering Medication
- Prescribing Medication
- Pharmacy Reviewing Medication
- Prescribing For Discharge

5. Optionally enter a free text comment to complement the alert.

6. Select **Continue** to save the new alert or select **Cancel** to return to the Patient Summary page without saving an alert.

Editing an Alert

1. Select the Alerts icon (circle with exclamation mark) on the right hand side of the Demographics banner.



***Note:** The icon can display in two colours, if **yellow**, this means that there is an active alert against the patient. If the icon is **red**, then there is an active alert which is relevant to the activity you are now carrying out i.e. prescribing.*

2. Edit the text of the patient alert in the **Alert Text** field if appropriate.
3. Edit the date and time from when the alert is to apply if appropriate.
4. Change the method for specifying the duration of the alert if appropriate.

- Until the patient is discharged
- Until a specific date and time
- For a number of hours or days

5. Modify the event(s) that will trigger the alert if appropriate. More than one event type can be selected.

- Administering Medication
- Prescribing Medication
- Pharmacy Reviewing Medication
- Prescribing For Discharge

6. Optionally enter or edit a free text comment to complement the alert.
7. Select **Continue** to save the edited alert, or

Select **Cancel** to return to the **Patient Summary** page without changing the alert.

Viewing an Alert History

1. Select the Alerts icon (circle with exclamation mark) on the right hand side of the Demographics banner.
2. View the display of the **View Patient Alert** page.

The display is divided into an upper section displaying current alerts and a lower section displaying expired or removed alerts.

Each section is displayed with 5 columns:

Current Alerts

- *Alert – the text of the alert and any accompanying comment text.*
- *Valid From/To – the date and time (or event) when the alert is to start and end.*
- *Show Alert When – the triggering event(s) for the alert.*
- *Created By – the user who created the alert with the date and time.*
- *Function Buttons – Edit, Remove and History buttons.*

Expired or Removed Alerts

- *Alert – the text of the alert and any accompanying comment text.*
- *Valid From/To – the date and time (or event) when the alert was to start and end.*
- *Show Alert When – the triggering event(s) for the alert.*
- *Created By – the user who created the alert with the date and time.*

Alerts removed before expiry also display the username of the user removing the alert with a date and time.

- *Function Buttons – History button.*

3. *Select the **Edit** button adjacent to a current alert to edit that alert.*
4. *Select the **Remove** button adjacent to a current alert to remove it as an active alert.*
5. *Select the **History** button (if not greyed out) adjacent to a current, expired or removed alert to view an audit history of edits to that alert.*

*The **Patient Alert History** page is displayed with 5 columns:*

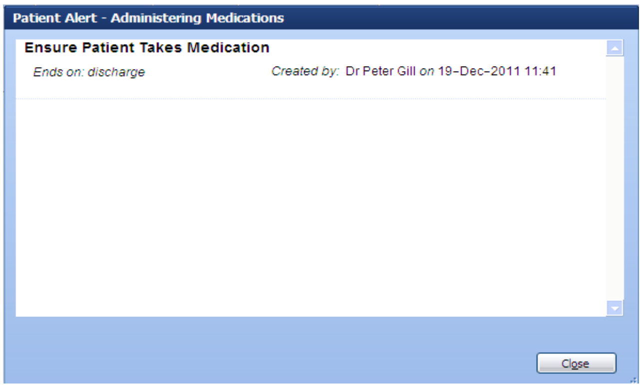
- *Alert – the text of the alert and any accompanying comment text.*
- *Valid From/To - the date and time (or event) when the alert is/was to start and end.*
- *Show For – the triggering event(s) for the alert.*
- *Created By – the user who created/edited the alert with the date and time.*

*Select **Close** to return to the **View Patient Alert** page.*

If the **History** button is greyed out then no edits exist for that alert.

6. Select **Add** to add a new alert from the **View Patient Alert** page, or Select **Close** to return to the **Patient Summary** page.

Patient Alerts



1. View the **Patient Alerts** pop-up alert.

Each alert is displayed with the following information:

- The text of the alert as a heading
- The date and time or the event when the alert is to end
- The user who created the alert and the date and time when it was created
- The complementary text added as a comment (optional).

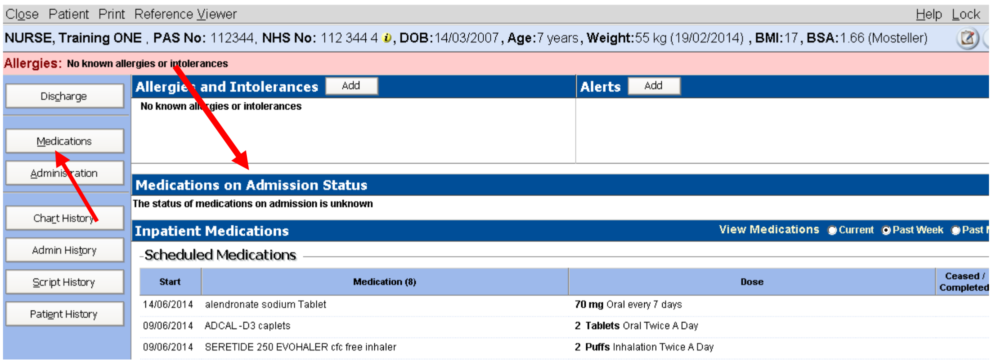
2. Select **Close** to return to the **Prescribing Medication Chart** page.

5. Medications on Admission (MOA)

Medications on admission are recorded by users with appropriate permission, usually the doctors. Each medication order may be entered with as little or as much detail as is available at the time of admission. Incorrect entries may be edited or removed, and an audit history of any changes to an entry in the MOA list may be displayed. Doctors may select medication orders from the MOA list to transfer to the inpatient medication chart. Transfers of incomplete orders will prompt for mandatory prescribing information.

1. View the status text in the **Medications on Admission** banner on the **Patient Summary** page.
   - 'The status of medications on admission is unknown' is displayed for a newly admitted patient.
   - 'The patient has no medications on admission' is displayed for an admitted patient who has specifically had their MOA status recorded as **Patient Has None.**
   - 'A list of medications on admission exists' is displayed for an admitted patient with a complete list of medications on admission.
   - 'An incomplete list of medications on admission exists' is displayed for an admitted patient with a partially established list of medications on admission.

   See screen shot below

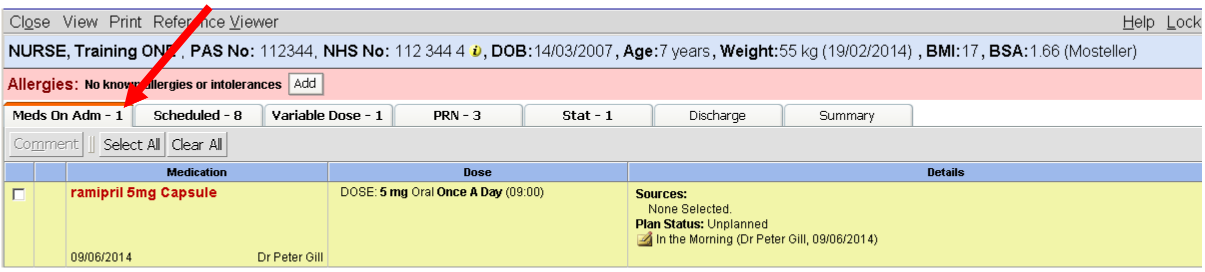


Medications on Admission—View MOA List

The **Medications on Admission** page is designed to display a list of patient medication orders that are considered to accurately reflect the medications that the patient was taking as an outpatient at the onset of the current admission.

The **Medications on Admission** page can only be accessed by users with permission to view the MOA list.

To view the list click on the **Medications** button on the left hand side of the page

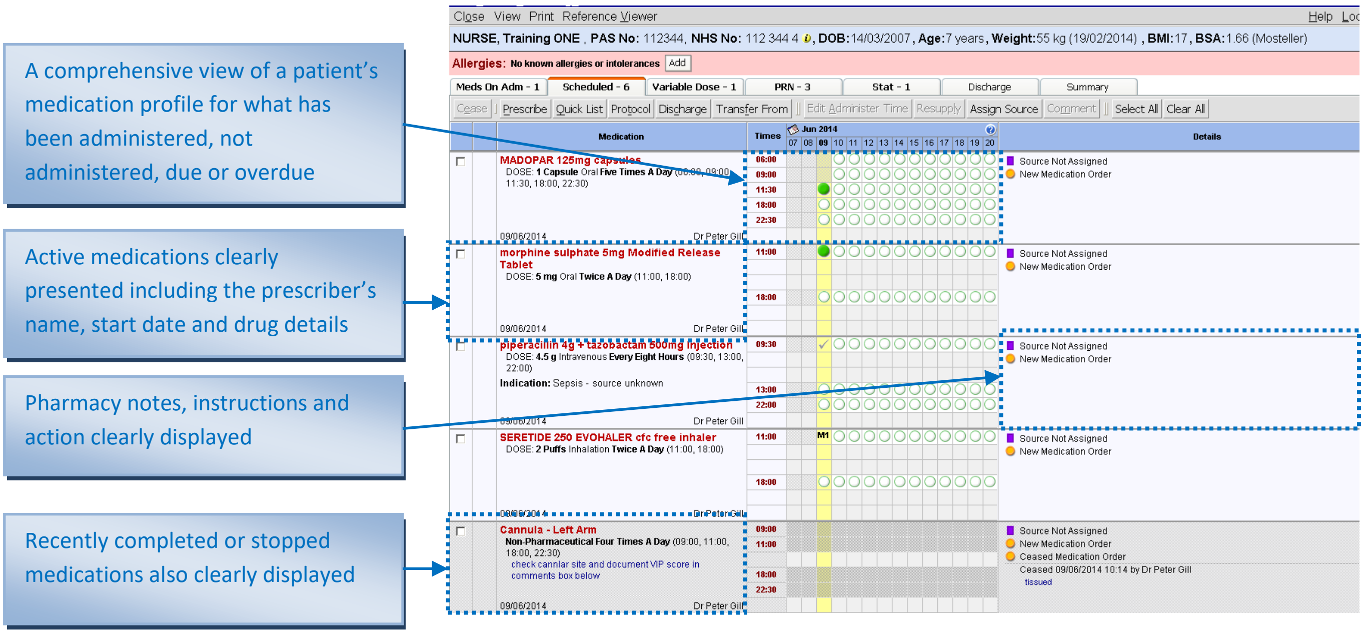


Choose the **Meds on Admission** tab. The background colour of any Meds on Admission will display in yellow.

6. Medication Chart

The Medication page displays the same heading banners as the **Patient Summary** page and also includes:

- an extra banner for allergies below the **Demographics Bar**, and
- a tabbed view of the **Medications on Admission, Scheduled**, **PRN**, **Stat, Variable Dose** and **Discharge** medication charts, and a **Summary** tabbed page.

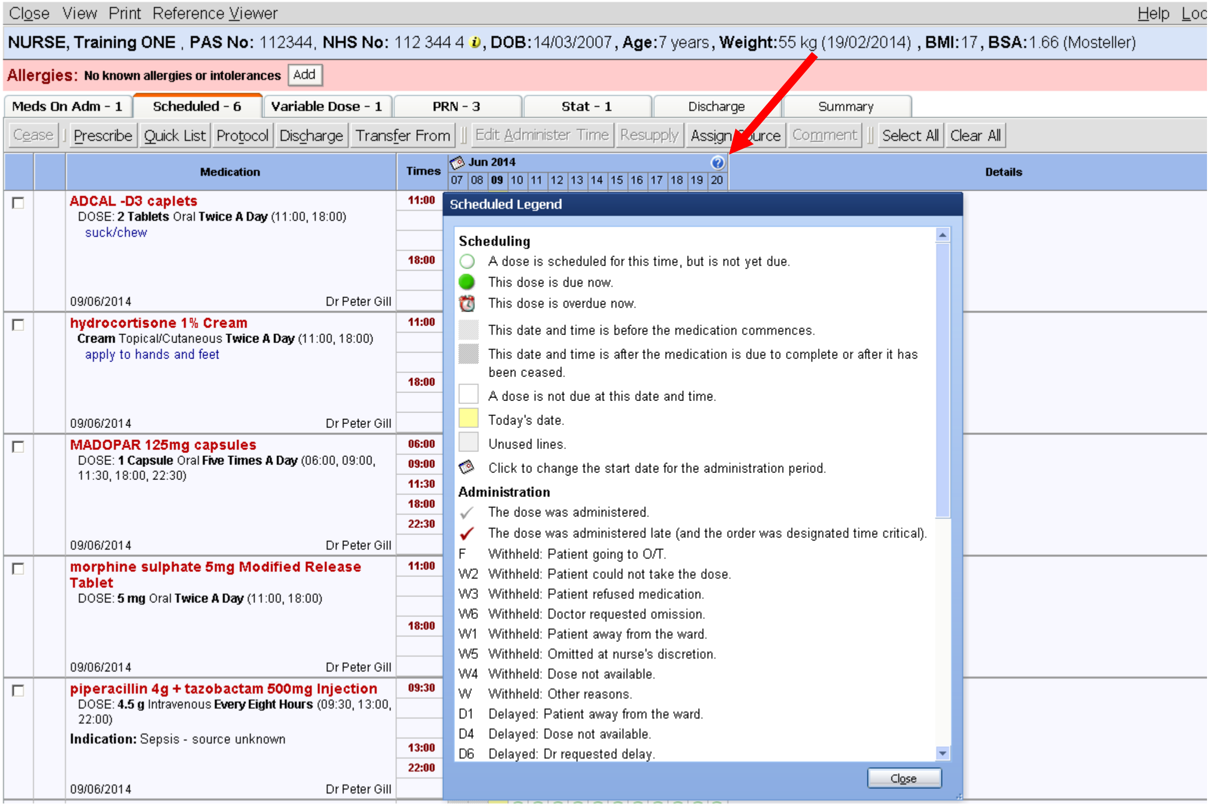


The Scheduled medication chart

View a history of scheduled medication orders with their administration status in a 14 day window. The default (configurable) display period on entering this tabbed page is the last 11 days of the current admission plus the next 3 days. If the current admission is less than 11 days in duration, the default display is every day of the current admission plus the remainder as days in the future.

Select the calendar icon above the first displayed date to select a commencement date for re-displaying the 14 day window. Variable scale orders are displayed in a collapsed form and present the text 'Click to display variable scale details' in place of the dosage text. Select this text to expand the order and display the full dosage text. Select the text 'Click to hide variable scale details' to collapse the order again. Medication orders that have more than six scheduled administration times within a day are displayed in a collapsed format (default setting). The sixth scheduled administration time is replaced with a blue banner entitled 'Click to display all administration times'. Select this text to expand the order and display all administration times. Select the text 'Click to hide additional administration times' to collapse the order again.

Select the blue query icon above the last displayed date to view a legend of the symbols, shading and characters used in the display.



The PRN medication chart

View a history of current PRN medication orders displaying up to the last 14 (default) administration events for each medication. If more than 6 administration events are available for display, a blue banner entitled ‘Click to display additional administration times’ appears after the sixth line. Select this text to expand the order and display up to 14 administration times. Select the text ‘Click to hide additional administration times’ to collapse the order again.

The Stat dose medication chart

View a history of Stat dose medication orders. Medication orders are displayed (if available) in descending chronological order commencing with future stat doses, followed by doses currently due, and finally by up to the last 10 (default) administered doses.

The Variable Dose medication chart

View a history of variable dose medication orders with their administration status in a 10 day window. The default (configurable) display period on entering this tabbed page is tied to the scheduled tab settings and equates to the last 7 days of the current admission plus the next 3 days.
Hover over a cell containing a prescriber’s initials to view the full name of the prescriber. Double mouse click a cell containing a prescriber’s initials to see full contact details for the prescriber.
Hover over a cell with completed administration details (a tick, alpha code or time stamp) to view the date and time of the administration event and the full names of the administering user and co-signatory. Select the ‘Edit Doses/Results’ button to edit dose or result fields for current orders, or to add new orders.

The Discharge Medication Chart

If entered, view a list of discharge medication orders for the current admission. Orders may be added, edited or modified at any time during the current admission.

The Summary Tab page
The Summary tab page is divided into four quadrants:

Allergies and Intolerances

1. Select the **Add** button in the allergies and intolerances frame in the upper left quadrant to set the allergy status or to add an allergy or intolerance.
2. Select the **allergy name** in the allergies and intolerances frame in the upper left quadrant to edit an allergy or intolerance.

Pathology Results (relating to prescribing rules)

1. Select the **Add** button in the pathology results frame in the upper right quadrant to add a current pathology result (configurable list).

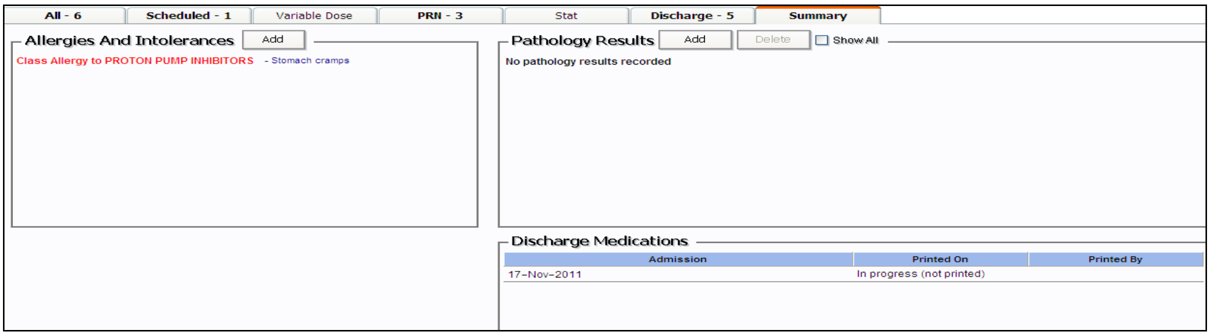
Discharge Medication Summaries

1. View a list of one or more dates that represent printing of a discharge medication chart when:

   • The discharge medication chart has been printed on one or more occasions during the current admission.

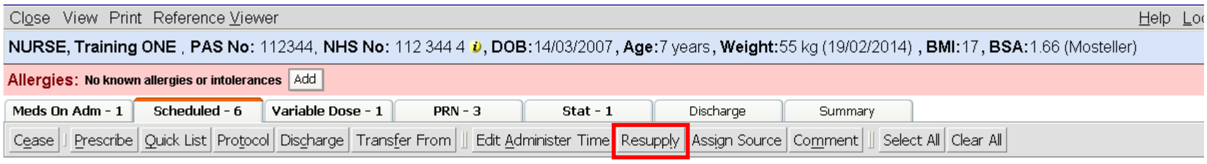
   • A discharge medication chart has been printed during previous **ePMA** admissions for the
   the
   current patient.

2. Select a date to view a list of discharge medications printed on that date.



Medication Resupply

The Medication Resupply function in MedChart adds medication requests for dispensing directly to the dispensing worksheet for each patient's location. Medication requests can be generated from the Medication Chart page whenever the page is accessed by a user with permission to request medication resupply, or they can be generated from the Requests folder during administration of medication.



Medication Resupply from Medication Chart page

1. Select one or more medication orders from a patient chart that requires dispensing of medication to the patient's current location.

2. Select the **Resupply** button to manually add the selected medication order(s) to the dispensing worksheet for that location.

There are business rules that decide which orders are able to be added to dispensing worksheets. Orders that do not satisfy these business rules are displayed as a list of one or more orders in a pop-up window. The reason for failure to satisfy a business rule is displayed with each order. See Business Rules and Resupply Messages below.

Select **Close** to exit from the pop-up window.

Medication Resupply during Administration of Medication

1. Select the **Requests** folder of a specific medication order on the **Medication Administration** page during administration of that medication.

2. Check the **Request Resupply** checkbox (if present) to manually add the selected medication order to the dispensing worksheet for that location.

There are business rules that decide which orders are able to be added to dispensing worksheets. The **Request Resupply** checkbox is replaced with the reason for failure to satisfy a business rule when it is not possible to order a resupply. See Business Rules and Resupply Messages below.

Note The Request Resupply checkbox may have been already checked if an automatic resupply interval has been set by a pharmacist at the time of pharmacy review.

3. Optionally check the **Urgent** checkbox if the medication is urgently required.

4. Continue administration of the medication in the normal way.

Business Rules and Resupply Messages

The following business rule categories apply to resupply of medications:

Before pharmacy review of a medication order

When resupply of medication is requested for an order that has not yet been reviewed by pharmacy, the business rule does not allow a resupply request. The Resupply Message The medication has not been reviewed is displayed to the user.

Medications not previously dispensed from pharmacy

When resupply of medication is requested for an order that does not require dispensing (e.g. pharmacy review has labelled the order as ward stock), the business rule does not allow a resupply request. The Resupply message '<u>The medication source does not require dispensing'</u> is displayed to the user.

Before a medication is dispensed following pharmacy review

When resupply of medication is requested for an order after pharmacy review of that order but before dispensing of the order (printing the dispensing worksheet), the business rule does not allow a resupply request. The Resupply message '<u>Medication order was received by Pharmacy on <date> at <time></u>' is displayed to the user.

After a medication is dispensed

When resupply of medication is requested for an order after dispensing of that order (printing the dispensing worksheet), the business rule applied takes into account the time elapsed after the medication is dispensed.

Resupply requests for orders dispensed on the same day display the Request Message Medication was dispensed on <date> at <time>.

Resupply requests for orders dispensed one or more days before the request date are dependent on the mode of request.

Resupply from Medication Chart

Requests via the Resupply button on the medication chart page are added to the dispensing worksheet. This type of request is most commonly used in MedChart installations that are not using electronic administration.

Resupply during Administration of Medication

Requests from the Requests folder during administration of a medication display the Request Message Medication was dispensed on <date> at <time>. for a period of 48 hours after the medication is dispensed. After 48 hours the Request Resupply and Urgent checkboxes are displayed to the user allowing a request for resupply. This type of request is most commonly used in MedChart installations using electronic administration.

Before a medication is dispensed following resupply request

When a duplicate resupply of medication is requested for an order before dispensing of the order (printing the dispensing worksheet), the business rule does not allow a resupply request. The Resupply Message Resupply was requested on <date> at <time>. is displayed to the user.

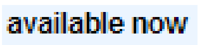
7. Drug Round Administration

1. From the home screen desktop, select the **Administration** icon (as shown above).
   a. The first time a user enters the overview screen on a new PC, they will need to select which
   ward they wish to view. To select a ward expand the Location drop-down list and select the location for the drug administration round. After this process is completed for the first time, the system will remember the ward the user has chosen and populate this in future when the **Administration** function is launched.

2. View a display of all patients at the selected location with a summary of their medication administration status. The 'Time Due' column highlights what medications are due, overdue or available. These are shown as the following icons:

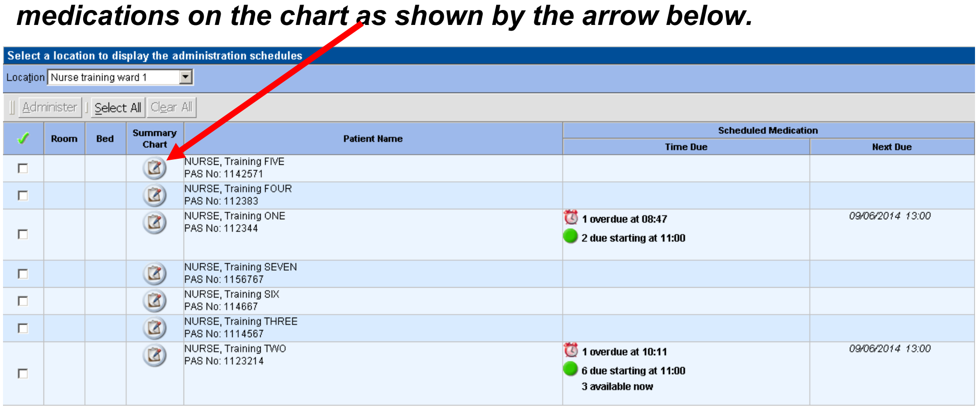

= A dose which is due


= An overdue dose



= 'When required' (PRN) medications are available to be administered if required.

Note: The patient's drug chart can be viewed by selecting the chart icon to the left of the patient's name, this allows the user to review past administrations and all medications on the chart as shown by the arrow below.


Select a location to display the administration schedules

Location Nurse training ward 1

Administer | Select All | Clear All

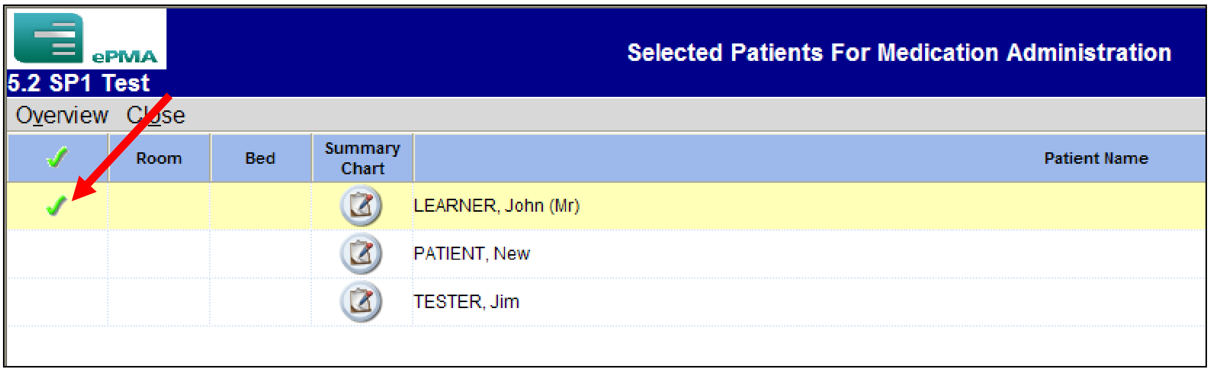
✓	Room	Bed	Summary Chart	Patient Name	Scheduled Medication Time Due	Scheduled Medication Next Due
				NURSE, Training FIVE PAS No: 1142571		
				NURSE, Training FOUR PAS No: 112383		
				NURSE, Training ONE PAS No: 112344	1 overdue at 08:47 2 due starting at 11:00	09/06/2014 13:00
				NURSE, Training SEVEN PAS No: 1156767		
				NURSE, Training SIX PAS No: 114667		
				NURSE, Training THREE PAS No: 1114567		
				NURSE, Training TWO PAS No: 1123214	1 overdue at 10:11 6 due starting at 11:00 3 available now	09/06/2014 13:00

3. Select the checkbox adjacent to one or more patient names to mark the patient(s) for selection. Use the **Select All** or the **Clear All** button to check or un-check all patient names respectively.

4. Select the **Administer** button to build a work list from the selected patient names.

5. Click on the patient name to administer the patient's medications.

6. When all a patient's medications have been administered select **Close** in the top right hand corner of the screen to return to the administration work list. Patients who have already been seen will have a green tick against their name on the screen (as shown below). The user can now proceed to administer medications for the next patient.



<u>For details on how to record the administration of medications proceed to section 9.</u>

Medication Administration

The ePMA solution facilitates electronic prescribing and provides accurate scheduling and recording of medication administration. Both doctors and nurses can record medication administration.

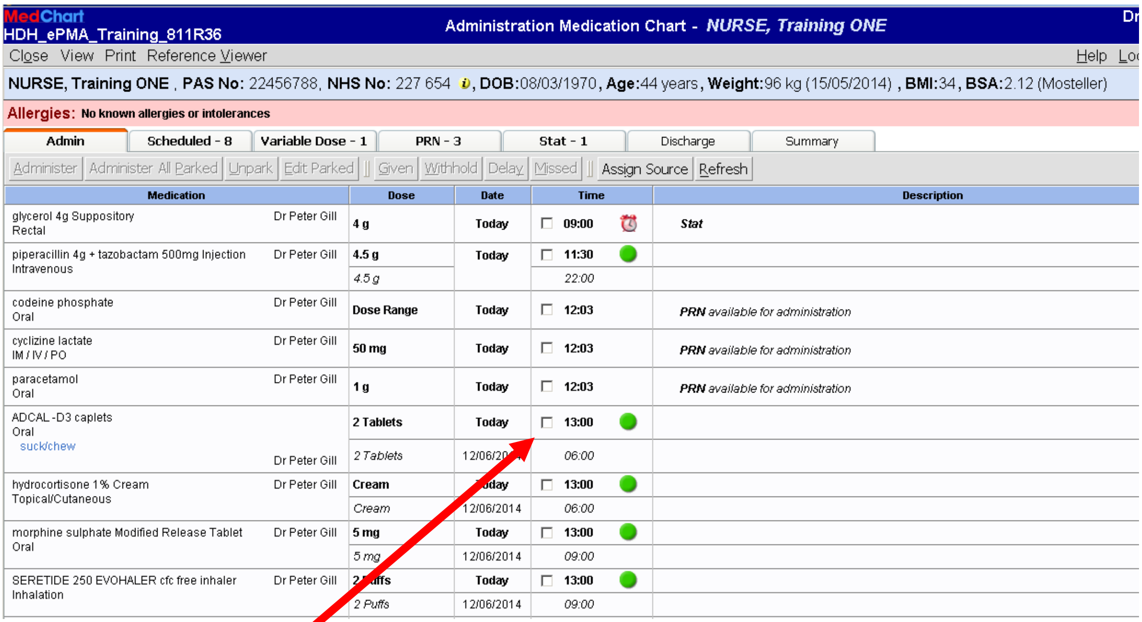
There are two routes in solution to get to the point where administrations can be recorded –

<u>Drug Round Administration OR Adhoc Administration</u>

This section covers how to record the administrations once the patient's **Administration Chart** has been accessed.

1. The active tab when entering a patient's administration chart is the **Admin** tab. On this page all medications which are either due, overdue or available are displayed for the user to select.

Note: All other tabs are visible so the patient's medications and administrations can be reviewed



Tick the Box for each medication.

2. Select the medications to be administered.

Note: If you make the decision not to administer a medication, then do not tick the corresponding box. You can always come back and administer at a later time.

3. View the list of current medication orders for the patient with the due date and time of the next administration.

The list of current medication orders for the patient is sorted from top to bottom in the following order, if the category exists:

- Overdue medication orders have an alarm clock symbol and a checkbox for selection.
- Medication orders that are Due Now have a checkbox for selection.
- Medication orders that are Available Now (PRN) have a checkbox for selection.
- Medication orders that are due in the future have no checkbox for selection.

Check the medication or medications to be administered, withheld, delayed or missed.

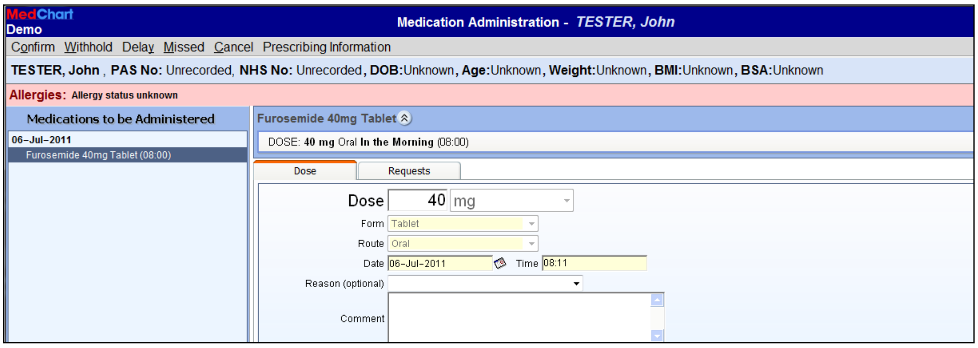
View the Secondary Menu Bar for options:

- Administer – administer the selected medication(s).
- Withhold – withhold the selected medication(s) and record a reason for withholding.
- Delay – delay the administration of the selected medication(s) and record a reason for delaying administration.
- Missed – record that a dose was Missed for each selected medication and record the reason for the missed administration.

4. Select **Administer, Withhold, Delay or Missed** as appropriate, or
5. Select **Close** to return to the previous page.

Administration – Administer Selected Orders

1. View a list of Medications to be Administered in the left hand column.
2. The first medication in the list is highlighted and the administration details are displayed on the right hand side of the page. The details are presented in four sections.



3. View the full medication order in the first section.

- View two tabbed folders entitled Dose and Requests in the second section. The dose folder is displayed as the default.

The following fields related to the dose are displayed in the Dose folder:

- Dose to administer – prescribed dose.
- Units of the dose – prescribed units.
- Form of the medication – prescribed form.

Route of administration – prescribed route.

- Date of administration – today's date.
- Time of administration – current time.
- Reason – if any prescribed parameter is changed.
- Comment – a free text comment that can be added by or requested of the person administering the medication.
- Checkbox – to Confirm Medication, Dose and Route (configurable as an option).

The following compartments are displayed in the Requests folder:

- A Requests compartment showing dispensing requests for the current medication, or a checkbox enabling requests for further supply of the current medication. Medication Resupply
- A Reviews compartment allowing the person administering the medication to request a Pharmacy or Clinical review at a scheduled date with an optional comment.

- Check Confirm Medication, Dose and Route (configurable as an option) in the second section to acknowledge compliance with the dosage instructions.

4. View specific instructions for the person administering the medication in the third section. This section is only displayed if the order has administration instructions.

   - Check instructions have been completed (if present) to acknowledge completion of the associated instructions.

Second signature required (Co-Signing)

The fourth section displays a request for entry of the user name and password of a co-signatory if the medication order requires one. This section is only displayed if the order requires a co-signature.

1. Enter a user name and password as an authorised co-signatory for medication administration.

   - Select **Confirm** to acknowledge the intention to administer the medication according to the details presented in the Dose folder.

📖 Note The system automatically cycles to the next medication in the administration list, or if it is the last medication in the list, progresses to the Confirm Administration page. Select Close to return to the medication chart without administering medication.

Withhold Selected Order(s)

1. View the Withhold Medication page.
   a. Select a reason for withholding the dose(s) with a radio button and optionally enter a free text comment.
   b. Select **Withhold** to verify the withheld dose(s), or select **Close** to return to the **Administration Medication Chart** page without withholding medication.

Delay Selected Order(s)

1. View the Delayed Medication page.
2. Select a reason for delaying the dose(s) with a radio button and optionally enter a free text comment.
3. Select **Delay** to verify the delayed dose(s), or select **Close** to return to the **Administration Medication Chart** page without delaying medication.

Record Missed Doses(s)

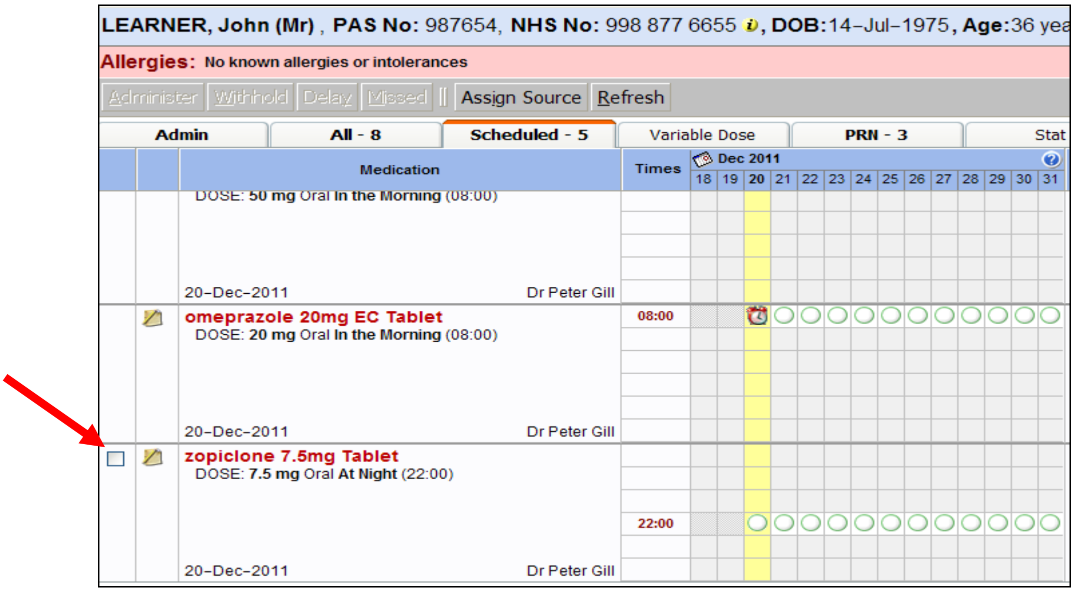
1. View the Missed Medication page.
2. Select a reason for missing the dose(s) with a radio button and optionally enter a free text comment.
3. Select **Missed** to verify the missed dose(s), or select **Close** to return to the **Administration Medication Chart** page without recording medication as missed.

Unscheduled Administration

It may be necessary to administer medication(s) before they become available in the administration folder. The process for unscheduled administration allows the next scheduled dose of the medication to be administered early, but does not allow extra doses of medication to be given.

1. View the **Administration Medication Chart** with the Admin folder open.

📖 Note that the medication(s) that you want to give do not have a checkbox in the Admin folder.



2. Select the Scheduled, PRN or Stat folder where the order(s) resides.
3. Select the medication you would like to administer by ticking the box adjacent to it as shown in the example above.
4. Proceed with administering the selected order(s).

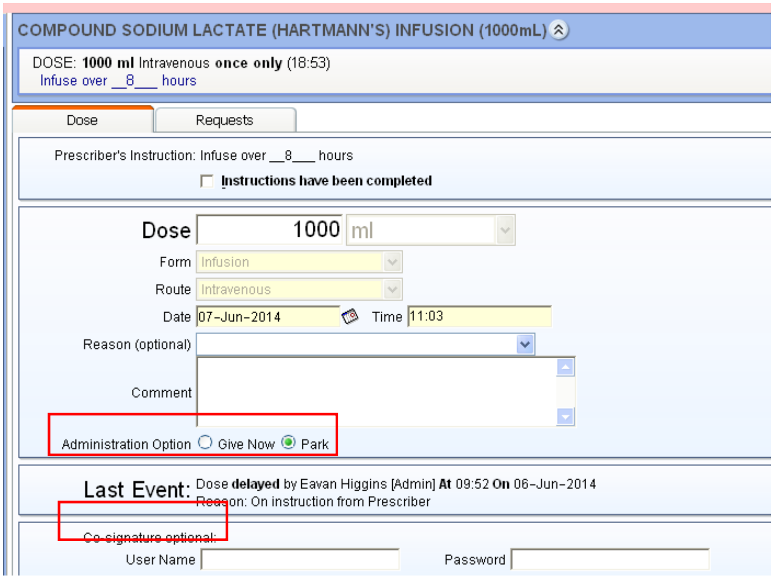
9. Parking Medications

How to 'park' a dose on a medication round

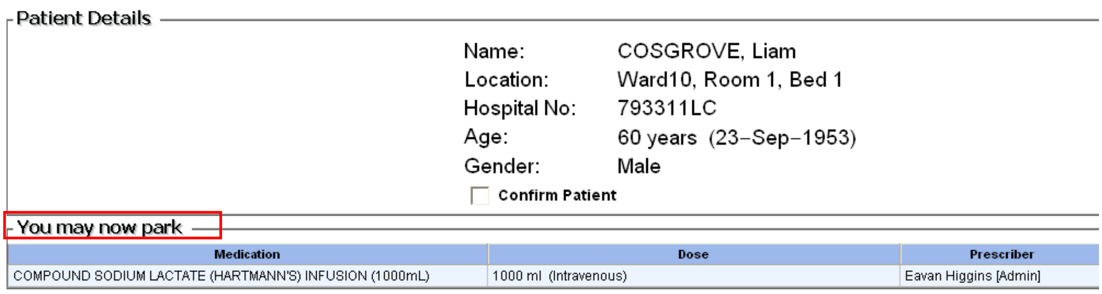
1. Select medication for administration in the usual manner.
2. The medication administration screen now displays radio buttons for **Park** and **Give Now**, with **Give Now** the defaulted option set for the ward. The user can toggle between the radio buttons.
3. The 'park' option should be selected for medication requiring a co-signature only. If selected, the co-signature changes from 'required' to 'optional'.

   Note: It is not essential to enter co-signature at this stage, only optional. However, if the co-signature is entered, it will not need to be re-entered when the parked dose is administered.

   Additionally, if not entered at this point, the parked dose can be later edited and updated with the co-signature, and left parked until the nurse is ready to administer.



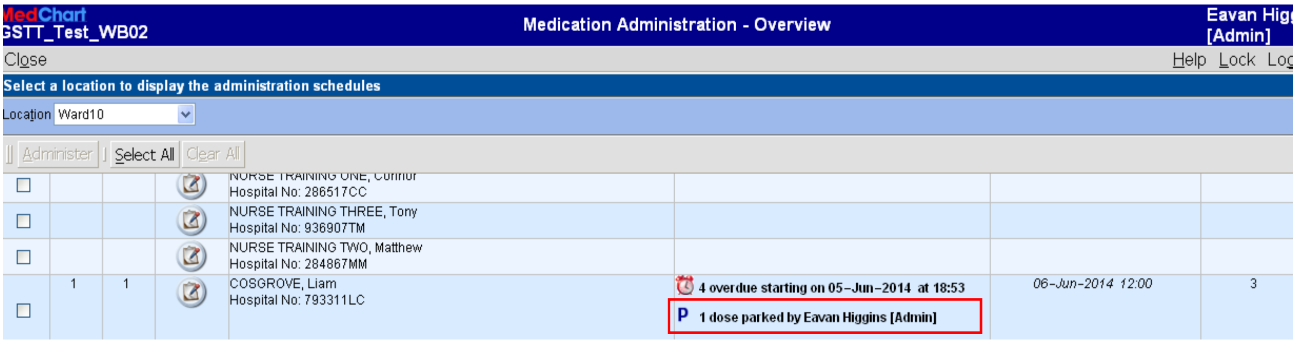
4. If prescriber's or pharmacist's instructions need to be acknowledged, select tick-box The tick-box will need to be selected again when administering parked medication
5. Then select **Confirm** as usual
6. On the **Confirm Administration** screen, medication administrations to be parked are listed under 'You may now park'.



7. Medication now appears on the **Medication Administration Chart** as **Parked**, with reason why.

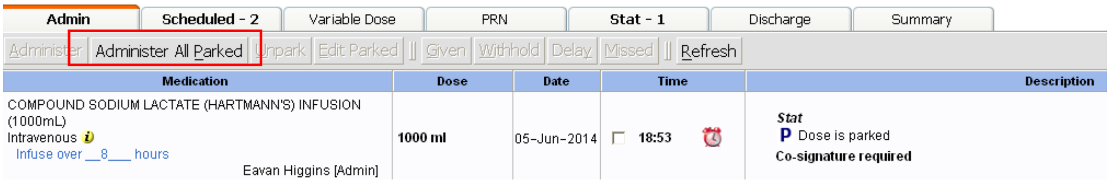
The reason for medication requiring a co-signature is pre-set as ‘Co-signature required’.

8. When the patients chart is closed, the parked doses will be displayed on the list of patients selected and also on the Administration **Overview** screen.

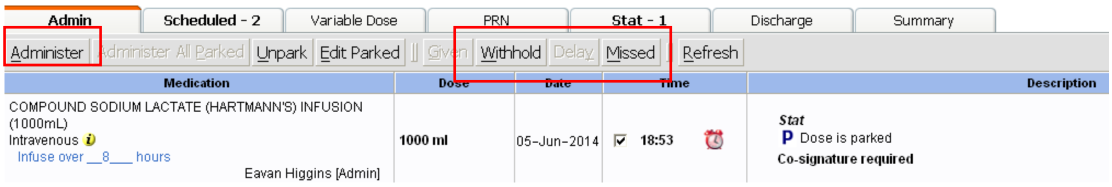


How to administer ‘parked’ doses

1. If <u>all</u> parked doses are to be administered, there is no need to select each parked medication. Select **Administer All Parked** to automatically select all parked medication.



If one medication is to be administered/withheld/delayed, select tick-box.



2. Continue administration as normal.

Additional options

<u>Unpark:</u> A user can only unpark medication that they parked themselves.

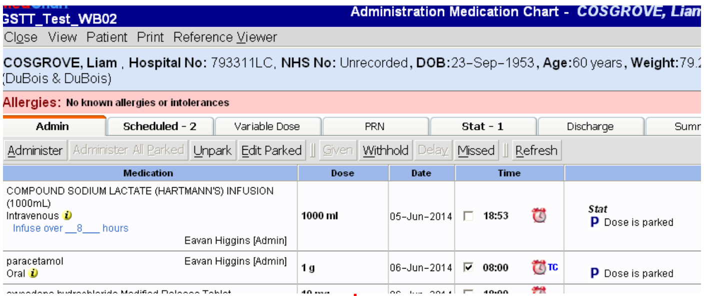
Edit Parked: A user can only edit parked medication that they parked themselves. Details available for edit are the same as those that are available when selecting to park/administer i.e. choice of doses for dose range orders or input of co-signature etc. To confirm updated information, select **Confirm**.

> Note: Confirm does not administer the drug, it confirms that you are parking the dose with the updated information.
>
> Note: If parked dose updates with a co-signature, the co-signature will not be required again when administering the parked dose.

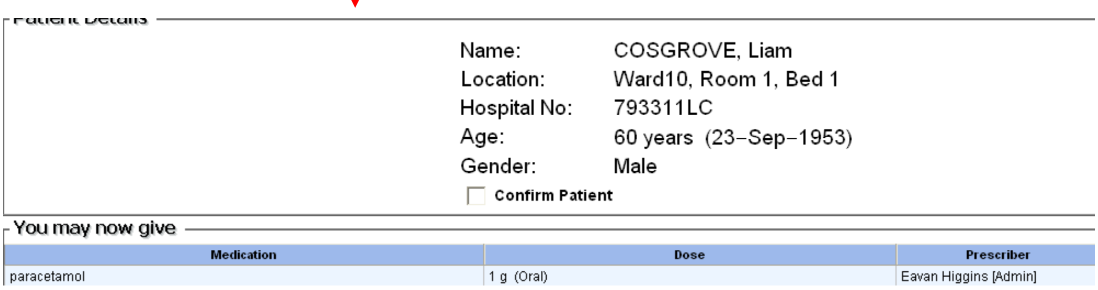
Additional information

If administering a parked dose that does not require any intervention (i.e. no co-signature required), the nurse will be taken straight from the Administration medication chart (1) to the Confirm Administration screen (2), with no opportunity to confirm drug, dose, frequency etc.

(1)



(2)

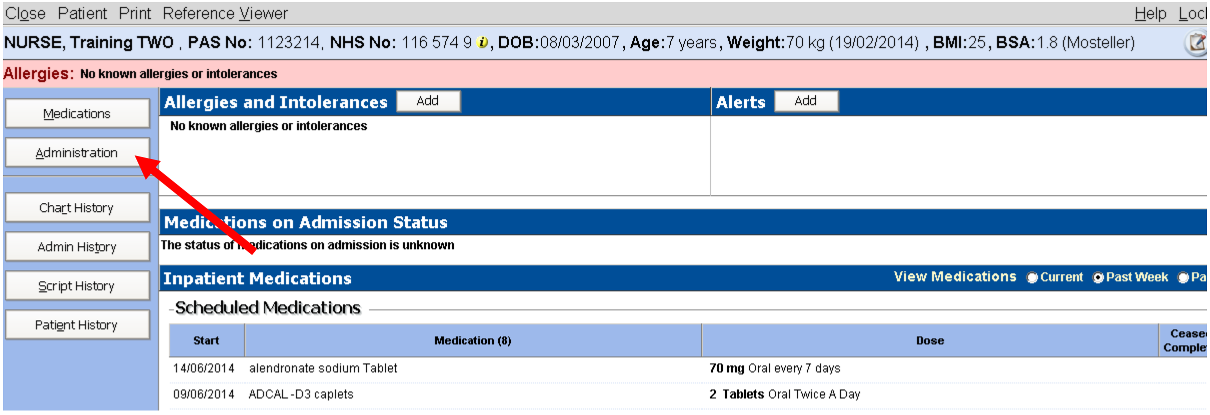


10. Ad hoc Administration

Ad hoc administrations of medications can be recorded from within the patient record.

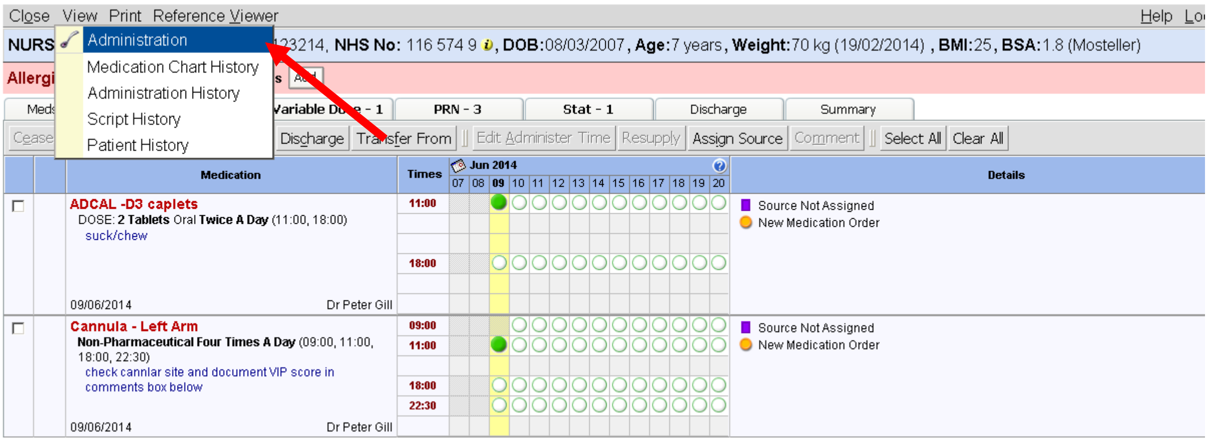
1 The Ad hoc administration function can be accessed in two ways:

a. On the **Patient Summary** screen, select the **Administration** button.



OR

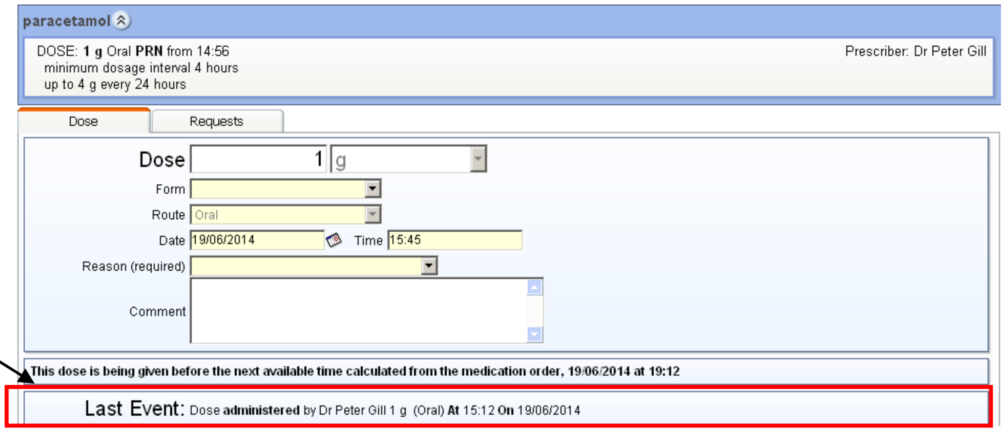
b. The **Medication Chart** screen from the **View** drop down menu and select **Administration.**



1. The active tab when entering a patient's administration chart is the **Admin** tab. On this page all medications which are either due, overdue or available are displayed for the user to select.

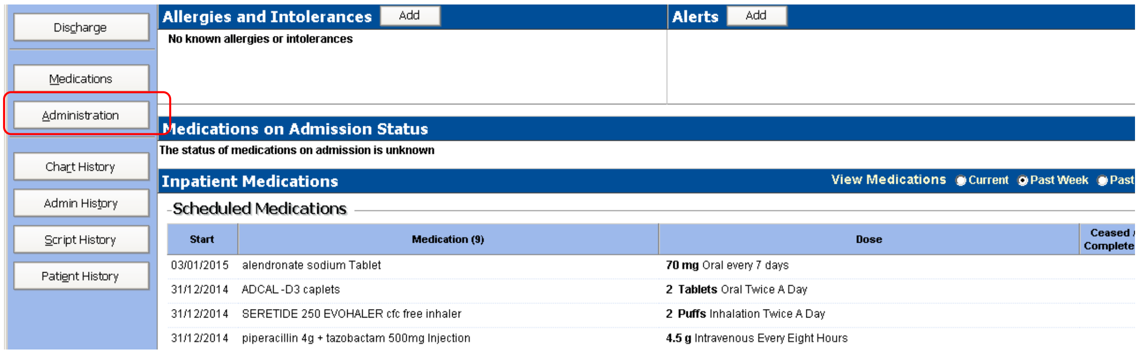
Note: All other tabs are visible so the patient's medications and administrations can be reviewed.

N.B. Always check the **Last Event** section of the administration page to ensure that any medicines given on an ad hoc basis can be administered in a timely manner.

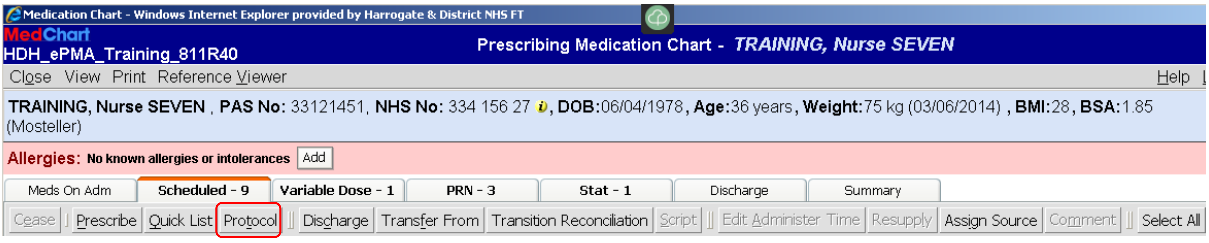


11. CANNULA INSERTION

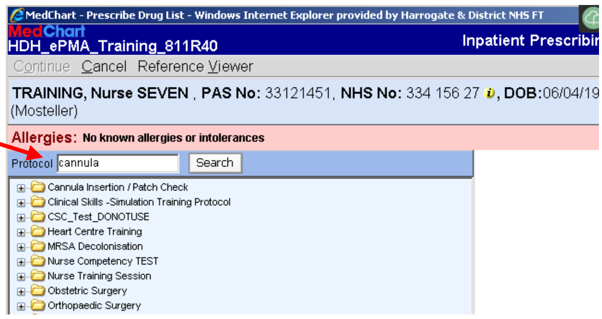
In the Patient Summary screen click **Medications** on the left hand side of the screen.



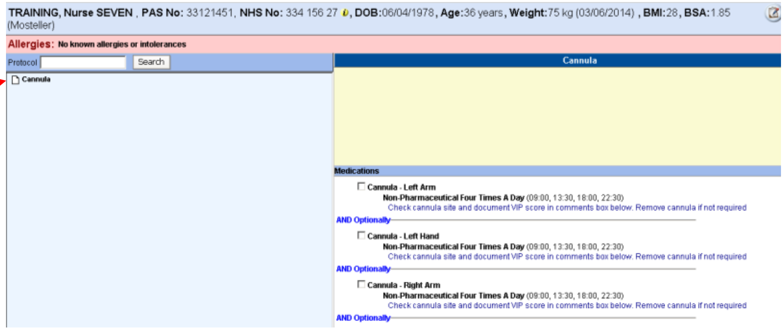
In the **Prescribing Medication Chart** screen, on the Schedule tab click **Protocol**



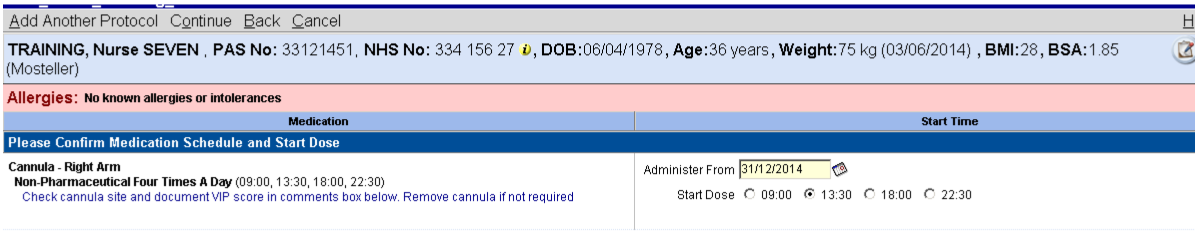
In the search box type **cannula** and click **Search**



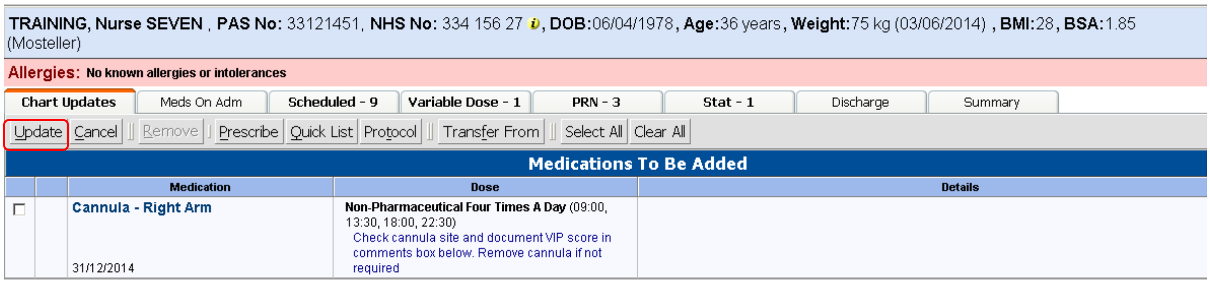
Click on the word **cannula** which brings up the cannula protocol.



Select the required cannula and then click on the **Add** button. Check the details of the cannula you have chosen on the screen below and click **continue** to move to the next screen



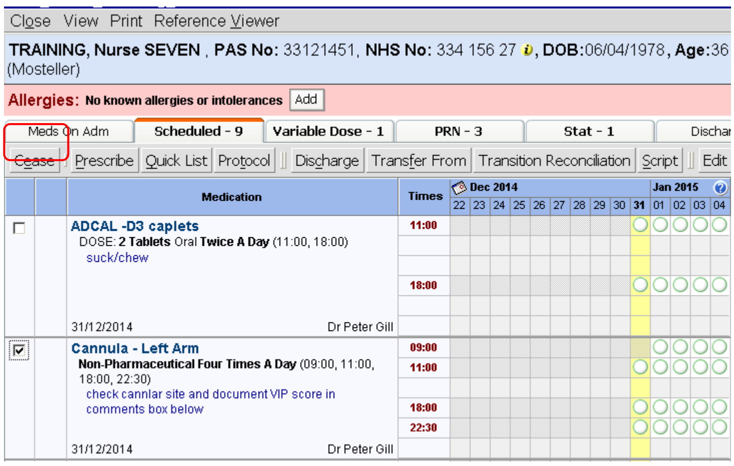
Click **Update** to update the chart.

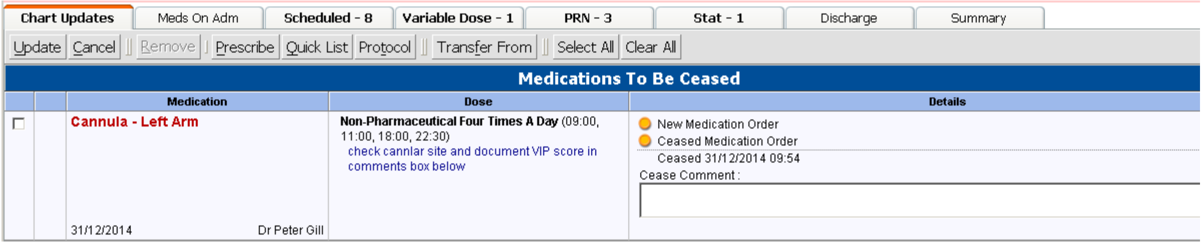


To Remove a Cannula

To remove a cannula from the medication chart tick the box on the left hand side of the cannula and click **Cease.**

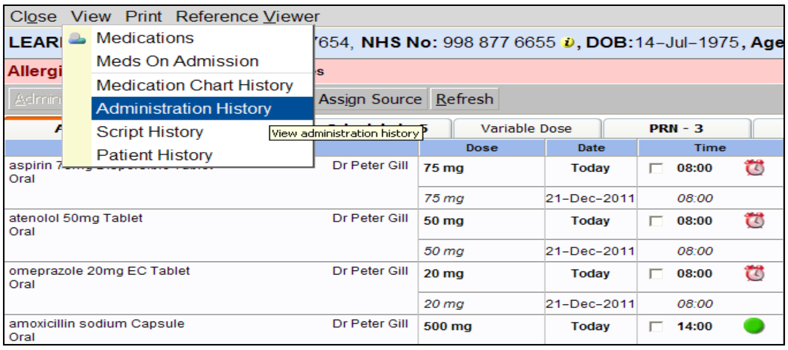
Document a reason in the box why the cannula is being removed and click **update** to ensure the record is recorded. The ceased cannula should appear grey at the bottom of the prescription chart.





12. Administration History

1. From the **Patient Summary** screen select **Admin History** to view chart history



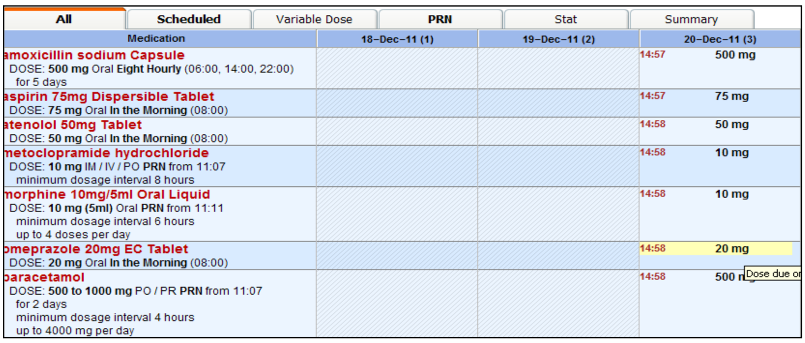
2. View the Scheduled, PRN and Stat orders in their respective folders.

The medication orders on each chart are sorted alphabetically and then by descending date. For each order the following is visible:

- Date of order
- Prescribing doctor's name
- Date/time of pharmacy review
- Reviewing pharmacist's name

The ceased medication orders are clearly indicated (cross-hatching) and for each order the following information is visible:

- Date of ceasing
- Ceasing doctor's name
- Date/time of pharmacy review (review of ceased order)
- Reviewing pharmacist's name

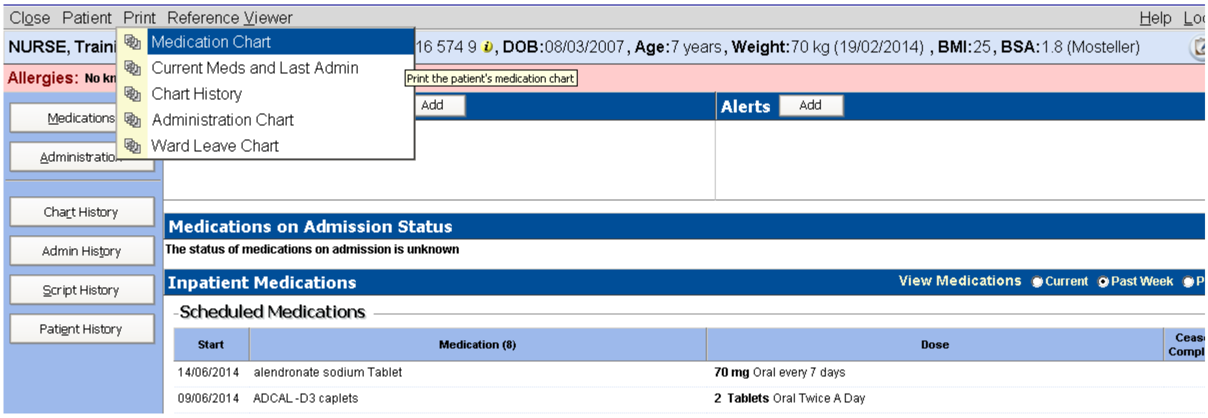


13. Medication Chart Print

From the **Patient Summary** screen (or the **Medication Chart** screen) select the **print** option at the top of the screen and select from:

- Medication Chart
- Current Meds and Last Admin
- Chart History
- Administration Chart
- Ward Leave Chart

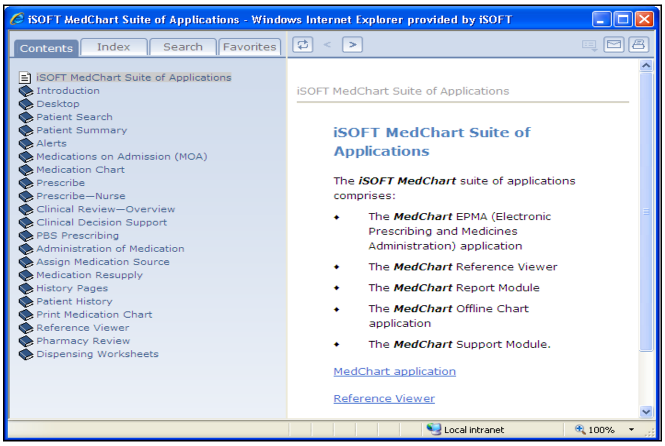
Note: Depending upon your permissions and the prescribing which has occurred for the patient, this list may differ.



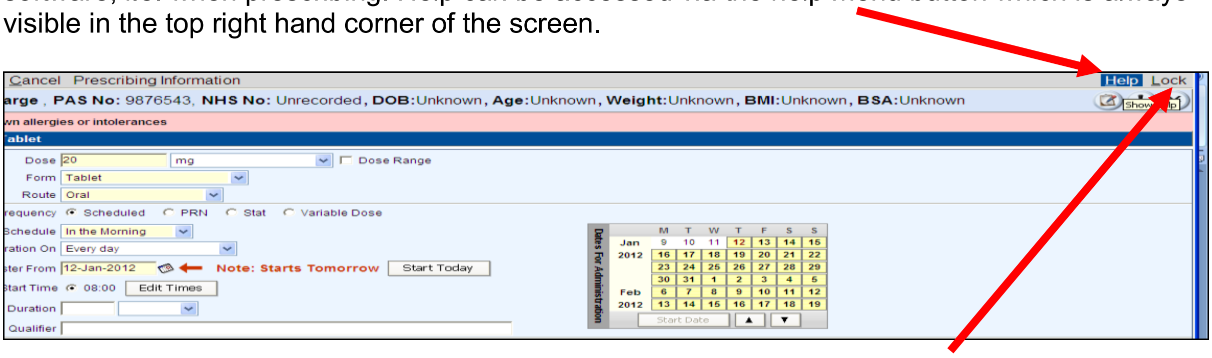
14. Help Function / Lock and Log Out

A comprehensive Help function is available in the ePMA solution, this is accessible from the home desktop screen as shown below.

Once launched the help function displays in a window with several tabs. Users can search for information via function areas or by searching for a topic by entering text under the search tab.



The help function can also be accessed in context while a user is carrying out tasks in the software, i.e. when prescribing. Help can be accessed via the help menu button which is always visible in the top right hand corner of the screen.



You can lock your session by selecting the Lock button which is located in the top right hand corner

N.B. <u>It is the user's responsibility to Logout at the end of every session.</u>

NOTES