

**TRAINING DOCUMENT**

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**ePMA Nurse Administration Training**  
Trainee Notes

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# 1. Course Outline

<b>Course Aims</b>	The aim of the course is to instruct the attendees on how to use the nurse administration functions within the ePMA solution.
<b>Target audience</b>	Nursing Team
<b>Job role</b>	Nurses
<b>Course pre-requisites</b>	<p>Delegates must have a familiarity with:</p> <ul style="list-style-type: none"> <li>• The Trust Medication Formulary</li> <li>• Policies on Medication use</li> <li>• General pharmaceutical practice</li> <li>• Prescribing and Prescribing practice in the Trust</li> <li>• A good understanding of IT systems would also be an advantage.</li> </ul>

<b>Course Objectives</b>	
<ul style="list-style-type: none"> <li>▪ Users will be able to use:               <ul style="list-style-type: none"> <li>○ Patient search and selection</li> <li>○ Drug charts</li> <li>○ Allergies/Intolerances</li> <li>○ Alerts</li> <li>○ Medicines On Admission</li> <li>○ Medication Chart</li> <li>○ Drug Round Administration</li> <li>○ Adhoc Administration</li> <li>○ Cannula Insertion and Removal</li> <li>○ Medication Administration</li> <li>○ Patient history</li> <li>○ Administration History</li> <li>○ Medication Chart Print</li> <li>○ Help Function</li> <li>○ Lock Function</li> </ul> </li> </ul>	
<b>Course duration</b>	2.0 hours
<b>Training style</b>	Trainer-led, hands-on, practical, assessment

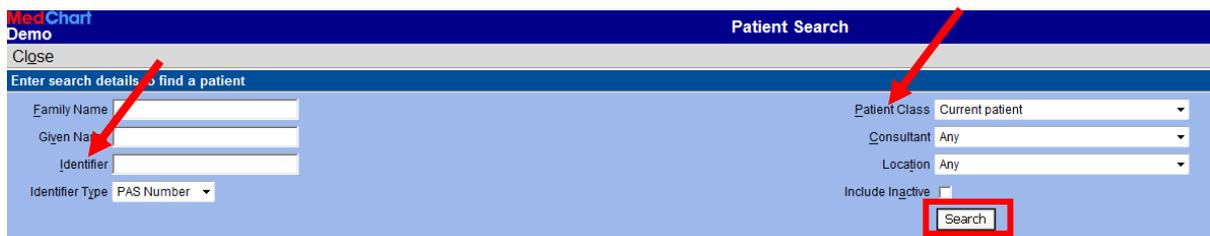
## 2. Patient Search and Selection

### Patient Search and selection



Patient Search

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.

Close Patient Print Reference Viewer Help Lock

NURSE, Training ONE , PAS No: 112344, NHS No: 112 344 4 , DOB:14/03/2007 , Age:7 years, Weight:55 kg (19/02/2014) , BMI:17, BSA:1.66 (Mosteller)

**Allergies:** No known allergies or intolerances

Discharge Allergies and Intolerances Add Alerts Add

No known allergies or intolerances

Medications Administration Chart History Admin History Script History Patient History

**Medications on Admission Status**  
The status of medications on admission is unknown

**Inpatient Medications** View Medications Current Past Week Pas

**Scheduled Medications**

Start	Medication (8)	Dose	Ceased Complete
14/06/2014	alendronate sodium Tablet	70 mg Oral every 7 days	
09/06/2014	ADCAL -D3 caplets	2 Tablets Oral Twice A Day	
09/06/2014	SERETIDE 250 EVOHALER cfc free inhaler	2 Puffs Inhalation Twice A Day	

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.

**Allergies:** Product Allergy to MORPHINE SULPHATE (Generic Manuf) Add

Update Cancel Cease Prescribe Quick List Protocol Script Discharge

All - 15 Scheduled - 13 Variable Dose - 1 PRN - 1

#### 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

- 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 individual 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.
- Select the appropriate type of allergy with a radio button.
- When adding allergies to ePMA please remember to type in the full name into the search box, 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.
- 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.
- 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.
- Set a **Status** level of the allergy or intolerance. The choices are: **Active**, **Resolved** or **In Remission**. The default choice is **Active**.
- 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.
- Enter free text **Comments** or description for each allergy or intolerance if desired.
- Select **Continue** to save the allergy or intolerance and return to the previous page.

**Allergies:** Allergy status unknown

**Patient's Allergy Status**

Allergy Status Unknown

No Known Allergies Or Intolerances

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**Add Allergy of Type**

Class Allergy

Drug Allergy

Drug Intolerance

Non-Drug Allergy

<b>Patient's Allergy Status</b> <input type="radio"/> Allergy Status Unknown <input type="radio"/> No Known Allergies Or Intolerances	<b>Product Allergy to PARACETAMOL (Generic Manuf)</b>
<b>Add Allergy of Type</b> <input type="radio"/> Class Allergy <input checked="" type="radio"/> Drug Allergy <input type="radio"/> Drug Intolerance <input type="radio"/> Non-Drug Allergy	<b>Details</b>
Medication name <input type="text" value="paracetamol"/> <input type="button" value="Search"/>	Certainty <input type="text" value="Definite"/>
<b>paracetamol</b> PARACETAMOL (Generic Manuf)	Status <input type="text" value="Active"/>
	Date First Apparent <input type="text" value="23/12/2014"/>
	Date Diagnosed <input type="text" value="23/12/2014"/>
	Comments <input type="text"/>
	<a href="#">Report to MHRA</a>

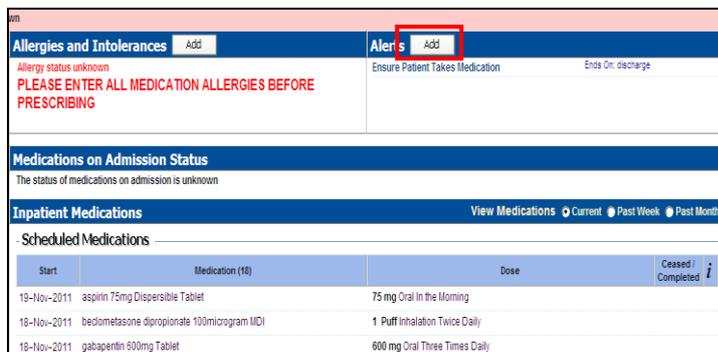
## 4. Alerts

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.

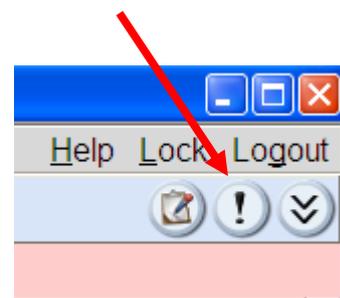
### Adding an Alert

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



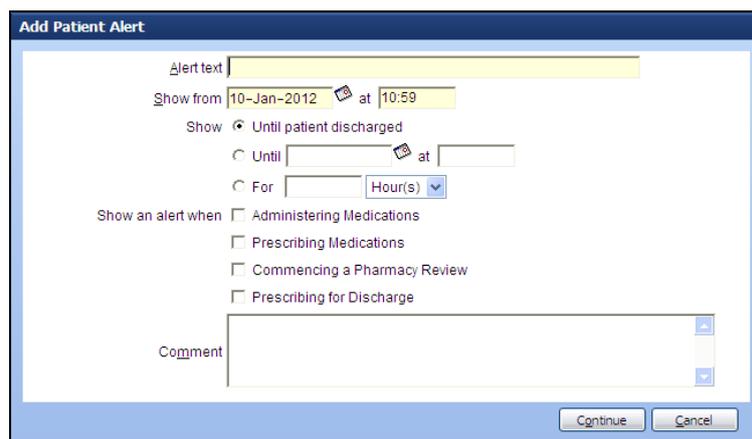
The screenshot shows the 'Patient Summary' interface. At the top, there are two panels: 'Allergies and Intolerances' and 'Alerts'. The 'Alerts' panel has an 'Add' button highlighted with a red box. Below the 'Alerts' panel is a table of 'Scheduled Medications'.

Start	Medication (18)	Dose	Ceased / Completed
18-Nov-2011	aspirin 75mg Dispersible Tablet	75 mg Oral In the Morning	
18-Nov-2011	beclomethasone dipropionate 100microgram MDI	1 Puff Inhalation Twice Daily	
18-Nov-2011	gabapentin 600mg Tablet	600 mg Oral Three Times Daily	



OR

The Alert template will then open:



The 'Add Patient Alert' dialog box contains the following fields and options:

- Alert text: [Text input field]
- Show from: 10-Jan-2012 at 10:59
- Show:  Until patient discharged,  Until [ ] at [ ],  For [ ] Hour(s)
- Show an alert when:  Administering Medications,  Prescribing Medications,  Commencing a Pharmacy Review,  Prescribing for Discharge
- Comment: [Text area]
- Buttons: Continue, Cancel

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.

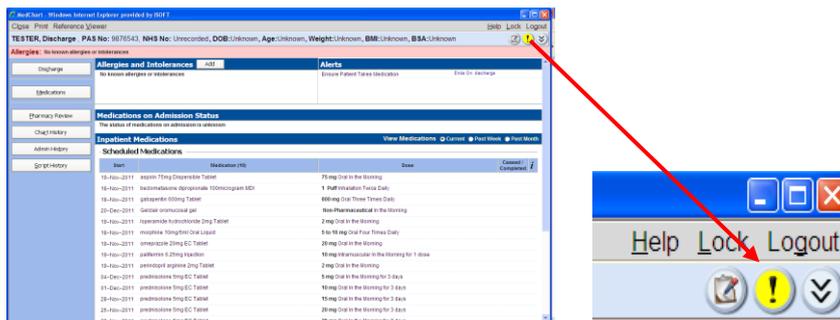
- Administering Medication
- Prescribing Medication
- Pharmacy Reviewing Medication
- Prescribing For Discharge

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.

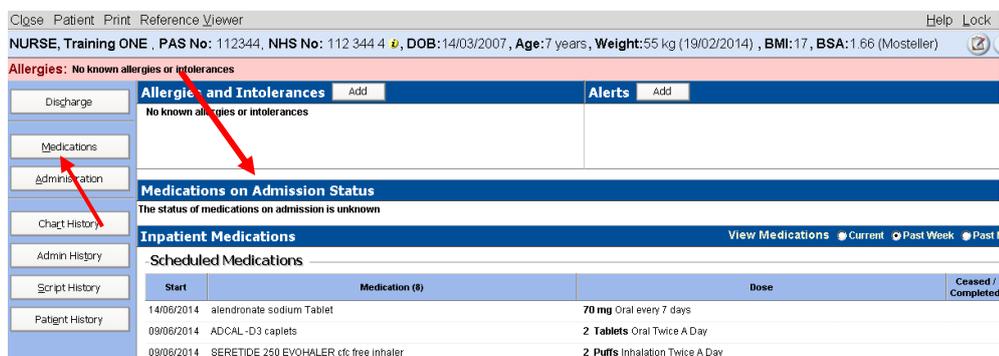
## 5. Medications on Admission (MOA)

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**



Close Patient Print Reference Viewer Help Lock

NURSE, Training ONE . PAS No: 112344, NHS No: 112 344 4 , DOB:14/03/2007, Age:7 years, Weight:55 kg (19/02/2014) , BMI:17, BSA:1.66 (Mosteller)

Allergies: No known allergies or intolerances

Discharge Allergies and Intolerances Add Alerts Add

No known allergies or intolerances

Medications Administration Chart History Admin History Script History Patient History

**Medications on Admission Status**

The status of medications on admission is unknown

**Inpatient Medications** View Medications Current Past Week Past

Scheduled Medications

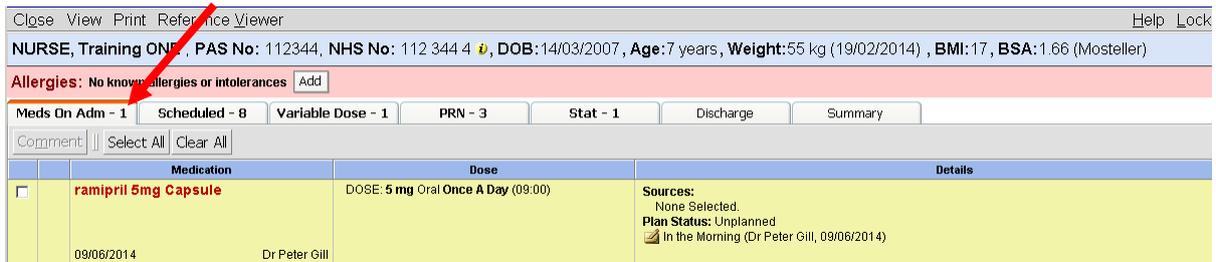
Start	Medication (s)	Dose	Ceased / Completed
14/08/2014	alendronate sodium Tablet	70 mg Oral every 7 days	
09/08/2014	ADCAL-D3 caplets	2 Tablets Oral Twice A Day	
09/06/2014	SERETIDE 250 EVOHALER cfc free inhaler	2 Puffs Inhalation Twice A Day	

## 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



The screenshot shows a web interface for viewing medication orders. At the top, there are navigation links: Close, View, Print, Reference, and Viewer. On the right, there are links for Help and Lock. Below this, patient information is displayed: NURSE, Training ONE, PAS No: 112344, NHS No: 112 344 4, DOB: 14/03/2007, Age: 7 years, Weight: 55 kg (19/02/2014), BMI: 17, BSA: 1.66 (Mosteller). A red arrow points to the 'View' link. Below the patient information, there is a section for Allergies: No known allergies or intolerances, with an Add button. A navigation bar contains several tabs: Meds On Adm - 1 (highlighted in yellow), Scheduled - 8, Variable Dose - 1, PRN - 3, Stat - 1, Discharge, and Summary. Below the tabs, there are buttons for Comment, Select All, and Clear All. The main content area is a table with three columns: Medication, Dose, and Details. The first row shows a medication order for ramipril 5mg Capsule, with a dose of 5 mg Oral Once A Day (09:00). The details section shows Sources: None Selected, Plan Status: Unplanned, and a checked box for In the Morning (Dr Peter Gill, 09/06/2014). The background of the table is yellow.

Medication	Dose	Details
ramipril 5mg Capsule	DOSE: 5 mg Oral Once A Day (09:00)	Sources: None Selected. Plan Status: Unplanned <input checked="" type="checkbox"/> In the Morning (Dr Peter Gill, 09/06/2014)

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 screenshot shows a medication chart for a patient named NURSE, Training ONE. The chart is displayed in a tabbed view with 'Scheduled' selected. It shows a 14-day window starting from 08/06/2014. The chart includes columns for medication names, dosages, and administration times (08:00, 11:00, 18:00, 22:00). Each medication entry has a grid of circles representing administration status. Callout boxes on the left provide details:

- A comprehensive view of a patient's medication profile for what has been administered, not administered, due or overdue**: Points to the overall chart grid.
- Active medications clearly presented including the prescriber's name, start date and drug details**: Points to the 'morphine sulphate 5mg Modified Release Tablet' entry.
- Pharmacy notes, instructions and action clearly displayed**: Points to the 'Indication: Sepsis - source unknown' for the 'piperacillin sodium 500mg Injection' entry.
- Recently completed or stopped medications also clearly displayed**: Points to the 'Cannula - Left Arm' entry, which is marked as 'Ceased Medication Order'.

### 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 screenshot shows a medication management interface for a patient named NURSE, Training ONE. The patient's details include PAS No: 112344, NHS No: 112 344 4, DOB: 14/03/2007, Age: 7 years, Weight: 55 kg, BMI: 17, and BSA: 1.66. The interface displays a PRN medication chart with the following medications:

- ADCAL-D3 caplets**: DOSE: 2 Tablets Oral Twice A Day (11:00, 18:00). Administration times shown at 11:00 and 18:00.
- hydrocortisone 1% Cream**: Cream Topical/Cutaneous Twice A Day (11:00, 18:00). Administration times shown at 11:00 and 18:00.
- MADOPAR 125mg capsules**: DOSE: 1 Capsule Oral Five Times A Day (06:00, 09:00, 11:30, 18:00, 22:30). Administration times shown at 06:00, 09:00, 11:30, 18:00, and 22:30.
- morphine sulphate 5mg Modified Release Tablet**: DOSE: 5 mg Oral Twice A Day (11:00, 18:00). Administration times shown at 11:00 and 18:00.
- piperacillin 4g + tazobactam 500mg Injection**: DOSE: 4.5 g Intravenous Every Eight Hours (09:30, 13:00, 22:00). Administration times shown at 09:30, 13:00, and 22:00.

The 'Scheduled Legend' dialog box provides the following key:

- Scheduling**
  - Green circle: A dose is scheduled for this time, but is not yet due.
  - Red circle: This dose is due now.
  - Red circle with 'X': This dose is overdue now.
  - Grey square: This date and time is before the medication commences.
  - Light blue square: This date and time is after the medication is due to complete or after it has been ceased.
  - White square: A dose is not due at this date and time.
  - Yellow square: Today's date.
  - Light grey square: Unused lines.
  - Icon: Click to change the start date for the administration period.
- Administration**
  - ✓: The dose was administered.
  - ✓ (with 'L'): The dose was administered late (and the order was designated time critical).
  - F: Withheld: Patient going to O/T.
  - W2: Withheld: Patient could not take the dose.
  - W3: Withheld: Patient refused medication.
  - W6: Withheld: Doctor requested omission.
  - W1: Withheld: Patient away from the ward.
  - W5: Withheld: Omitted at nurse's discretion.
  - W4: Withheld: Dose not available.
  - W: Withheld: Other reasons.
  - D1: Delayed: Patient away from the ward.
  - D4: Delayed: Dose not available.
  - D6: Delayed: Dr requested delay.

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

The screenshot shows a web interface with a top navigation bar containing tabs: All - 6, Scheduled - 1, Variable Dose, PRN - 3, Stat, Discharge - 5, and Summary (which is highlighted). Below the navigation bar, there are three main sections:

- Allergies And Intolerances:** Contains an 'Add' button and a list item: 'Class Allergy to PROTON PUMP INHIBITORS - Stomach cramps'.
- Pathology Results:** Contains 'Add', 'Delete', and 'Show All' buttons, and the text 'No pathology results recorded'.
- Discharge Medications:** A table with columns 'Admission', 'Printed On', and 'Printed By'. It shows one entry for '17-Nov-2011' with 'In progress (not printed)' in the 'Printed On' column.

## 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.



The screenshot shows the top navigation bar with 'Close View Print Reference Viewer' and 'Help Log'. Below it is a patient information bar: 'NURSE, Training ONE , PAS No: 112344, NHS No: 112 344 4 , DOB: 14/03/2007 , Age: 7 years, Weight: 55 kg (19/02/2014) , BMI: 17 , BSA: 1.66 (Mosteller)'. A red bar indicates 'Allergies: No known allergies or intolerances' with an 'Add' button. Below are tabs for 'Meds On Adm - 1', 'Scheduled - 6', 'Variable Dose - 1', 'PRN - 3', 'Stat - 1', 'Discharge', and 'Summary'. At the bottom is a toolbar with buttons: 'Cease', 'Prescribe', 'Quick List', 'Protocol', 'Discharge', 'Transfer From', 'Edit Administer Time', 'Resupply' (highlighted with a red box), 'Assign Source', 'Comment', 'Select All', and 'Clear All'.

### 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 'The medication source does not require dispensing' 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 'Medication order was received by Pharmacy on <date> at <time>' 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



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

**available now**

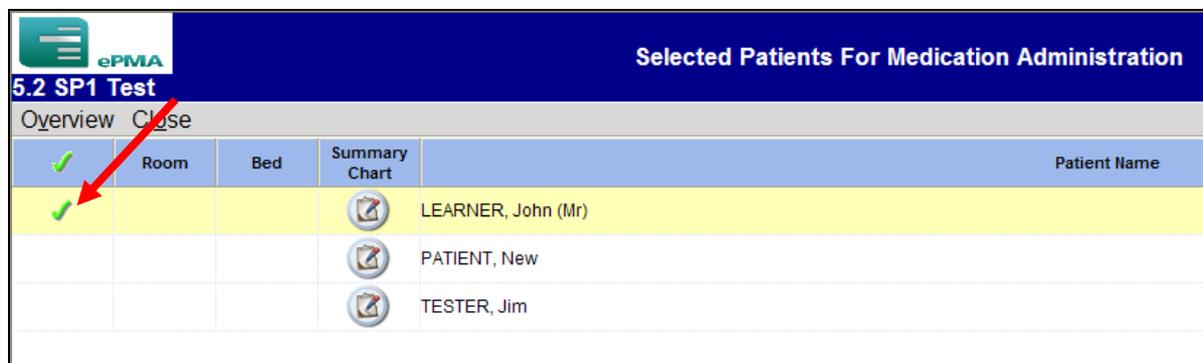
= 'When required' (PRN) medications are available to be administered if required.

**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						
<input type="button" value="Administer"/> <input type="button" value="Select All"/> <input type="button" value="Clear All"/>						
✓	Room	Bed	Summary Chart	Patient Name	Scheduled Medication	
					Time Due	Next Due
<input type="checkbox"/>			NURSE, Training FIVE PAS No: 1142571			
<input type="checkbox"/>			NURSE, Training FOUR PAS No: 112383			
<input type="checkbox"/>			NURSE, Training ONE PAS No: 112344	1 overdue at 08:47 2 due starting at 11:00		09/06/2014 13:00
<input type="checkbox"/>			NURSE, Training SEVEN PAS No: 1156767			
<input type="checkbox"/>			NURSE, Training SIX PAS No: 114667			
<input type="checkbox"/>			NURSE, Training THREE PAS No: 1114567			
<input type="checkbox"/>			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.



ePMA		Selected Patients For Medication Administration			
5.2 SP1 Test		Overview Close			
✓	Room	Bed	Summary Chart	Patient Name	
✓				LEARNER, John (Mr)	
				PATIENT, New	
				TESTER, Jim	

**For details on how to record the administration of medications proceed to section 9.**

## 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 –

### Drug Round Administration OR Adhoc Administration

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**

Medication Administration Chart - NURSE, Training ONE						
Medication		Dose	Date	Time	Description	
glycerol 4g Suppository Rectal	Dr Peter Gill	4 g	Today	<input type="checkbox"/> 09:00		Stat
piperacillin 4g + tazobactam 500mg Injection Intravenous	Dr Peter Gill	4.5 g	Today	<input type="checkbox"/> 11:30		
		4.5 g		22:00		
codeine phosphate Oral	Dr Peter Gill	Dose Range	Today	<input type="checkbox"/> 12:03		PRN available for administration
cyclizine lactate IM / IV / PO	Dr Peter Gill	50 mg	Today	<input type="checkbox"/> 12:03		PRN available for administration
paracetamol Oral	Dr Peter Gill	1 g	Today	<input type="checkbox"/> 12:03		PRN available for administration
ADCAL -D3 caplets Oral	Dr Peter Gill	2 Tablets	Today	<input type="checkbox"/> 13:00		
		2 Tablets	12/06/2014	06:00		
hydrocortisone 1% Cream Topical/Cutaneous	Dr Peter Gill	Cream	Today	<input type="checkbox"/> 13:00		
		Cream	12/06/2014	06:00		
morphine sulphate Modified Release Tablet Oral	Dr Peter Gill	5 mg	Today	<input type="checkbox"/> 13:00		
		5 mg	12/06/2014	09:00		
SERETIDE 250 EVOHALER cfc free inhaler Inhalation	Dr Peter Gill	2 Puffs	Today	<input type="checkbox"/> 13:00		
		2 Puffs	12/06/2014	09:00		

13:00

**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.

The screenshot displays the 'Medication Administration - TESTER, John' interface. At the top, there are navigation options: Confirm, Withhold, Delay, Missed, Cancel, and Prescribing Information. Below this, patient information is shown: TESTER, John, PAS No: Unrecorded, NHS No: Unrecorded, DOB: Unknown, Age: Unknown, Weight: Unknown, BMI: Unknown, BSA: Unknown. An Allergies section indicates 'Allergy status unknown'. The main area is divided into two columns. The left column, titled 'Medications to be Administered', shows a list for '06-Jul-2011' with 'Furosemide 40mg Tablet (08:00)' selected. The right column shows the administration details for 'Furosemide 40mg Tablet'. It features two tabs: 'Dose' (selected) and 'Requests'. The 'Dose' section contains the following fields: Dose (40 mg), Form (Tablet), Route (Oral), Date (06-Jul-2011), Time (08:11), Reason (optional), and Comment.

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)

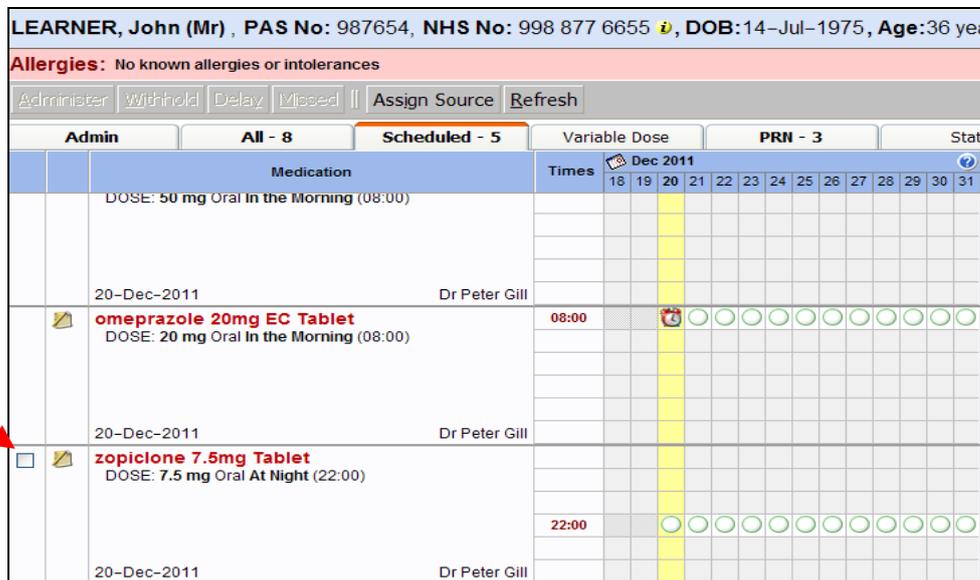
1. View the Missed Medication page.
2. Select a reason for missing the dose(s) with a radio button and optionally enter a free text comment.
3. Select **Missed** to verify the missed dose(s), or select **Close** to return to the **Administration Medication Chart** page without recording medication as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



LEARNER, John (Mr) , PAS No: 987654, NHS No: 998 877 6655 , DOB:14-Jul-1975, Age:36 yea																					
Allergies: No known allergies or intolerances																					
Administer Withhold Delay Missed Assign Source Refresh																					
Admin	All - 8	Scheduled - 5	Variable Dose	PRN - 3	Stat																
Medication					Times	Dec 2011															
						18	19	20	21	22	23	24	25	26	27	28	29	30	31		
			DOSE: 50 mg Oral In the Morning (08:00)																		
		20-Dec-2011	Dr Peter Gill																		
	<input checked="" type="checkbox"/>	 <b>omeprazole 20mg EC Tablet</b> DOSE: 20 mg Oral In the Morning (08:00)			08:00																
		20-Dec-2011	Dr Peter Gill																		
	<input type="checkbox"/>	 <b>zopiclone 7.5mg Tablet</b> DOSE: 7.5 mg Oral At Night (22:00)			22:00																
		20-Dec-2011	Dr Peter Gill																		

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.

COMPOUND SODIUM LACTATE (HARTMANN'S) INFUSION (1000mL) ⌵

DOSE: 1000 ml Intravenous **once only** (18:53)  
Infuse over 8 hours

Dose  ml

Form

Route

Date  Time

Reason (optional)

Comment

Administration Option  Give Now  Park

Last Event: Dose **delayed** by Eavan Higgins [Admin] At 09:52 On 06-Jun-2014  
Reason: On instruction from Prescriber

Co-signature optional:

User Name  Password

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'.

Patient Details

Name: COSGROVE, Liam  
Location: Ward10, Room 1, Bed 1  
Hospital No: 793311LC  
Age: 60 years (23-Sep-1953)  
Gender: Male  
 Confirm Patient

**You may now park**

Medication	Dose	Prescriber
COMPOUND SODIUM LACTATE (HARTMANN'S) INFUSION (1000mL)	1000 ml (Intravenous)	Eavan Higgins [Admin]

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'.

Medication	Dose	Date	Time	Description
COMPOUND SODIUM LACTATE (HARTMANN'S) INFUSION (1000mL) Intravenous ⓘ Infuse over <u>8</u> hours	1000 ml	05-Jun-2014	<input type="checkbox"/> 18:53	Stat P Dose is parked Co-signature required

- 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.

Room	Bed	Summary Chart	Patient Name
1	1	COSGROVE, Liam 1 parked dose	
2	1	KINSLER, Christopher	

Location	Medication	Dose	Date	Time	Description
Ward10	NURSE TRAINING ONE, Connor Hospital No: 286517CC				
	NURSE TRAINING THREE, Tony Hospital No: 936907TM				
	NURSE TRAINING TWO, Matthew Hospital No: 284867MM				
1	1	COSGROVE, Liam Hospital No: 793311LC			4 overdue starting on 05-Jun-2014 at 18:53 P 1 dose parked by Eavan Higgins [Admin]

### How to administer 'parked' doses

- If all 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.

Admin	Scheduled - 2	Variable Dose	PRN	Stat - 1	Discharge	Summary		
Administer	<b>Administer All Parked</b>	Unpark	Edit Parked	Given	Withhold	Delay	Missed	Refresh
Medication	Dose	Date	Time	Description				
COMPOUND SODIUM LACTATE (HARTMANN'S) INFUSION (1000mL) Intravenous ⓘ Infuse over <u>8</u> hours	1000 ml	05-Jun-2014	<input type="checkbox"/> 18:53	Stat P Dose is parked Co-signature required				

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

Admin	Scheduled - 2	Variable Dose	PRN	Stat - 1	Discharge	Summary		
Administer	Administer All Parked	Unpark	Edit Parked	Given	<b>Withhold</b>	Delay	Missed	Refresh
Medication	Dose	Date	Time	Description				
COMPOUND SODIUM LACTATE (HARTMANN'S) INFUSION (1000mL) Intravenous ⓘ Infuse over <u>8</u> hours	1000 ml	05-Jun-2014	<input checked="" type="checkbox"/> 18:53	Stat P Dose is parked Co-signature required				

- Continue administration as normal.

### Additional options

Unpark: 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)

Administration Medication Chart - COSGROVE, Liam				
Close View Patient Print Reference Viewer				
COSGROVE, Liam , Hospital No: 793311LC, NHS No: Unrecorded, DOB:23-Sep-1953, Age:60 years, Weight:79.2 (DuBois & DuBois)				
Allergies: No known allergies or intolerances				
Admin	Scheduled - 2	Variable Dose	PRN	Stat - 1
Discharge	Summ			
Administer	Administer All Parked	Unpark	Edit Parked	Give
Withhold	Delay	Missed	Refresh	
Medication	Dose	Date	Time	Stat
COMPOUND SODIUM LACTATE (HARTMANN'S) INFUSION (1000ml) Intravenous Infuse over 8 hours Eavan Higgins [Admin]	1000 ml	05-Jun-2014	18:53	Stat P Dose is parked
paracetamol Oral Eavan Higgins [Admin]	1 g	06-Jun-2014	06:00	TC P Dose is parked
oxycodone hydrochloride Modified Release Tablet	40 mg	06-Jun-2014	06:00	TC P Dose is parked

(2)



Patient Details

Name: COSGROVE, Liam  
 Location: Ward10, Room 1, Bed 1  
 Hospital No: 793311LC  
 Age: 60 years (23-Sep-1953)  
 Gender: Male  
 Confirm Patient

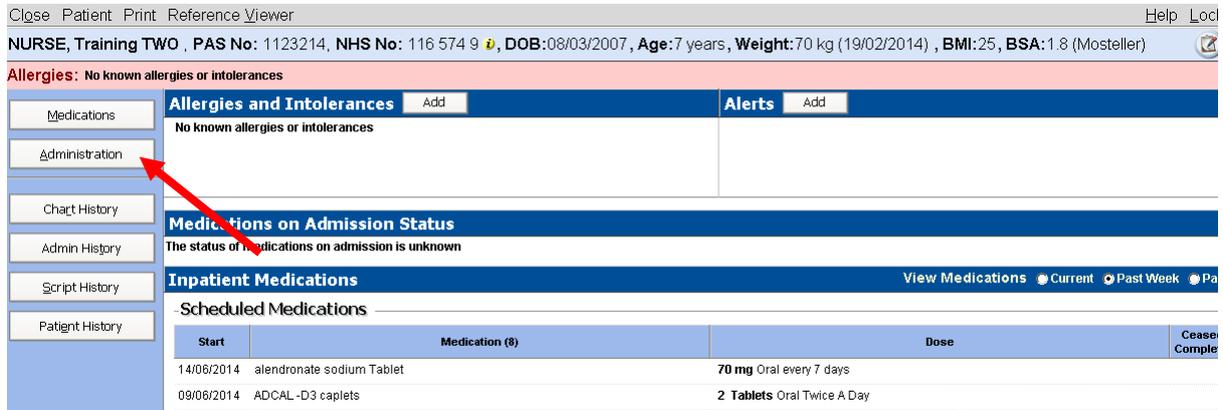
You may now give

Medication	Dose	Prescriber
paracetamol	1 g (Oral)	Eavan Higgins [Admin]

# 10. Ad hoc Administration

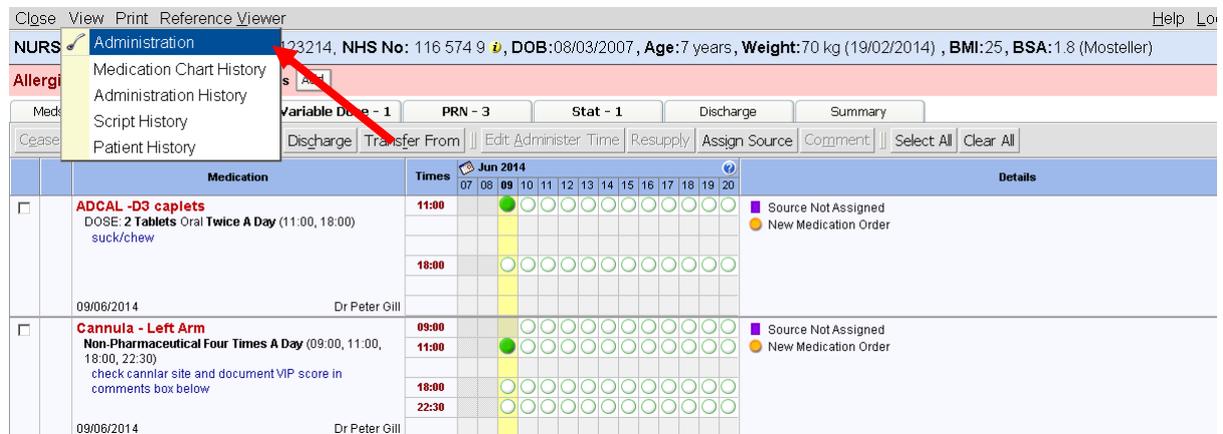
Ad hoc administrations of medications can be recorded from within the patient record.

- 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.

paracetamol ⓘ

DOSE: 1 g Oral PRN from 14:56  
minimum dosage interval 4 hours  
up to 4 g every 24 hours

Prescriber: Dr Peter Gill

Dose 1 g

Form [dropdown]

Route Oral

Date 19/06/2014 Time 15:45

Reason (required) [dropdown]

Comment [text area]

This dose is being given before the next available time calculated from the medication order, 19/06/2014 at 19:12

**Last Event:** Dose administered by Dr Peter Gill 1 g (Oral) At 15:12 On 19/06/2014

## 11. CANNULA INSERTION

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

Discharge

Allergies and Intolerances Add

No known allergies or intolerances

Alerts Add

Medications

Administration

Chart History

Admin History

Script History

Patient History

**Medications on Admission Status**

The status of medications on admission is unknown

**Inpatient Medications** View Medications Current Past Week Past

Scheduled Medications

Start	Medication (9)	Dose	Ceased Complete
03/01/2015	alendronate sodium Tablet	70 mg Oral every 7 days	
31/12/2014	ADCAL-D3 caplets	2 Tablets Oral Twice A Day	
31/12/2014	SERETIDE 250 EVOHALER cfc free inhaler	2 Puffs Inhalation Twice A Day	
31/12/2014	piperacillin 4g + tazobactam 500mg Injection	4.5 g Intravenous Every Eight Hours	

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

Medication Chart - Windows Internet Explorer provided by Harrogate & District NHS FT

MedChart HDH\_ePMA\_Training\_811R40 Prescribing Medication Chart - TRAINING, Nurse SEVEN

Close View Print Reference Viewer Help

TRAINING, Nurse SEVEN, PAS No: 33121451, NHS No: 334 156 27, DOB:06/04/1978, Age:36 years, Weight:75 kg (03/06/2014), BMI:28, BSA:1.85 (Mosteller)

Allergies: No known allergies or intolerances Add

Meds On Adm Scheduled - 9 Variable Dose - 1 PRN - 3 Stat - 1 Discharge Summary

Cease Prescribe Quick List Protocol Discharge Transfer From Transition Reconciliation Script Edit Administer Time Resupply Assign Source Comment Select All

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

MedChart - Prescribe Drug List - Windows Internet Explorer provided by Harrogate & District NHS FT

MedChart HDH\_ePMA\_Training\_811R40 Inpatient Prescribing

Continue Cancel Reference Viewer

TRAINING, Nurse SEVEN, PAS No: 33121451, NHS No: 334 156 27, DOB:06/04/1978 (Mosteller)

Allergies: No known allergies or intolerances

Protocol cannula Search

- ☐ Cannula Insertion / Patch Check
- ☐ Clinical Skills -Simulation Training Protocol
- ☐ CSC\_Test\_DONOTUSE
- ☐ Heart Centre Training
- ☐ MRSA Decolonisation
- ☐ Nurse Competency TEST
- ☐ Nurse Training Session
- ☐ Obstetric Surgery
- ☐ Orthopaedic Surgery

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.

Chart Updates		Meds On Adm	Scheduled - 8	Variable Dose - 1	PRN - 3	Stat - 1	Discharge	Summary
Update	Cancel	Remove	Prescribe	Quick List	Protocol	Transfer From	Select All	Clear All
Medications To Be Ceased								
Medication	Dose	Details						
<input type="checkbox"/> Cannula - Left Arm	Non-Pharmaceutical Four Times A Day (08:00, 11:00, 18:00, 22:30) check cannular site and document VIP score in comments box below	<ul style="list-style-type: none"> <li>New Medication Order</li> <li>Ceased Medication Order</li> <li>Ceased 31/12/2014 09:54</li> <li>Cease Comment:</li> </ul>						
31/12/2014	Dr Peter Gill							

## 12. Administration History

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

Close View Print Reference Viewer		654, NHS No: 998 877 6655, DOB: 14-Jul-1975, Age		
LEARN	Medications	Assign Source Refresh		
Allergi	Meds On Admission			
Admin	Medication Chart History			
	Administration History			
	Script History	View administration history		
	Patient History			
Medication	Dr Peter Gill	Dose	Date	Time
aspirin 75mg Oral		75 mg	Today	08:00
		75 mg	21-Dec-2011	08:00
atenolol 50mg Tablet Oral		50 mg	Today	08:00
		50 mg	21-Dec-2011	08:00
omeprazole 20mg EC Tablet Oral		20 mg	Today	08:00
		20 mg	21-Dec-2011	08:00
amoxicillin sodium Capsule Oral		500 mg	Today	14:00

- 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

All	Scheduled	Variable Dose	PRN	Stat	Summary
	Medication	18-Dec-11 (1)	19-Dec-11 (2)	20-Dec-11 (3)	
	amoxicillin sodium Capsule DOSE: 500 mg Oral Eight Hourly (08:00, 14:00, 22:00) for 5 days			14:57	500 mg
	aspirin 75mg Dispersible Tablet DOSE: 75 mg Oral In the Morning (08:00)			14:57	75 mg
	atenolol 50mg Tablet DOSE: 50 mg Oral In the Morning (08:00)			14:58	50 mg
	metoclopramide hydrochloride DOSE: 10 mg IM / IV / PO PRN from 11:07 minimum dosage interval 8 hours			14:58	10 mg
	morphine 10mg/5ml Oral Liquid DOSE: 10 mg (5ml) Oral PRN from 11:11 minimum dosage interval 6 hours up to 4 doses per day			14:58	10 mg
	omeprazole 20mg EC Tablet DOSE: 20 mg Oral In the Morning (08:00)			14:58	20 mg
	paracetamol DOSE: 500 to 1000 mg PO / PR PRN from 11:07 for 2 days minimum dosage interval 4 hours up to 4000 mg per day			14:58	500 mg

# 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.*

Close Patient Print Reference Viewer Help Log

**NURSE, Traini** 16 574 9 **DOB:**08/03/2007, **Age:**7 years, **Weight:**70 kg (19/02/2014), **BMI:**25, **BSA:**1.8 (Mosteller)

**Allergies: No known allergies**

Print the patient's medication chart

Add Alerts Add

**Medications on Admission Status**  
The status of medications on admission is unknown

**Inpatient Medications** View Medications  Current  Past Week  Previous

**Scheduled Medications**

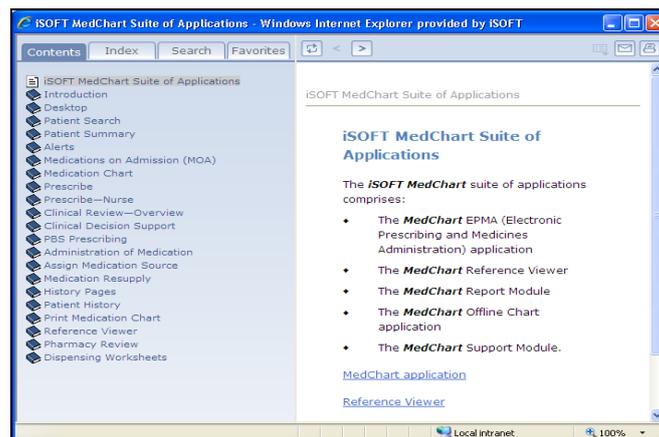
Start	Medication (s)	Dose	Cease
14/06/2014	alendronate sodium Tablet	70 mg Oral every 7 days	Compl
09/06/2014	ADCAL-D3 caplets	2 Tablets Oral Twice A Day	

## 14. Help Function / Lock and Log Out

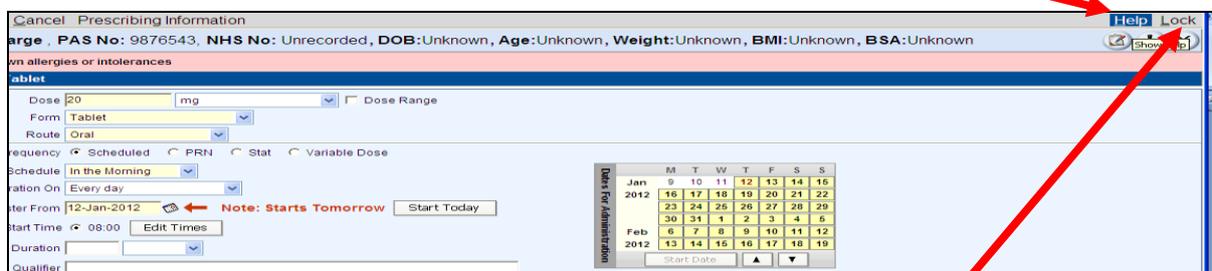
A comprehensive Help function is available in the ePMA solution, this is accessible from the home desktop screen as shown below.



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. It is the user's responsibility to Logout at the end of every session.**

## NOTES