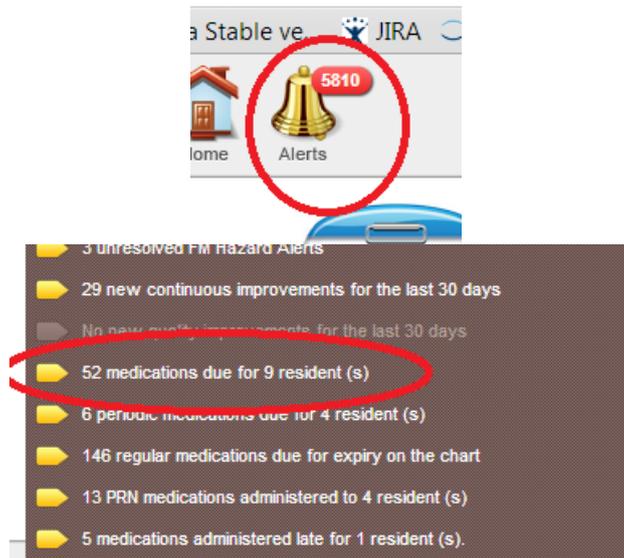




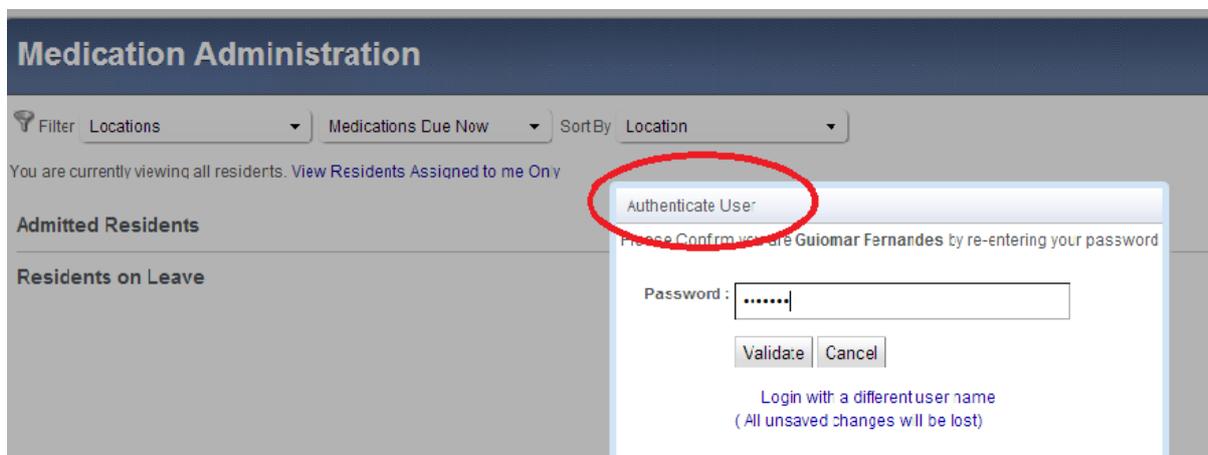
'How To' Card - How to Conduct a Medication Round

Staff will most commonly start a round from the Alerts feature. A medication round can also be conducted by accessing residents' Medication Charts directly.

Click on the Alert button and scroll down to find the medications due alert and click on it.



A box will appear asking the user to re-enter their password before being able to access the medication module.



The user is then taken to the medications due Alerts page which will display a list of residents with medications due at that time. (The timeframe within which medications will show as due is set by your system administrator in the application settings. Most organisations will choose a timeframe which allows medications to appear as due one to two hours before their actual administration time). This page also provides a list of each resident's due medications to enable the user to prepare as necessary before the round.



'How To' Card - How to Conduct a Medication Round

Resident names appear in green if they have medications due now.

Admitted Residents



Helen NELEH
Unit Kirkwood / Room K09 / Bed K09b
12:00 PM

- Movicol (Movicol)

View Chart Write Now

Overdue Medications
17/08/2015 3:30 PM

- Panadol Osteo (Paracetamol)

17/08/2015 3:00 PM



Dorothy FALCON
Unit Rose / Room R 11 / Bed R 11e
10:00 AM

- Panamax: 500 mg (Paracetamol)

View Chart Write Now

Overdue Medications
08:00 AM

- Metrol: 50 mg (Metoprolol tartrate)
- Minims Atropine Eye Drops: 10 mg/mL (Atropine sulfate)

Resident names appear in red if they have medications that are overdue for administration.



Kenny JEN
Unit P 1 / Room P 01 / P01a[ON LEAVE]

View Chart Write Now

The list of residents can be filtered by **Location**, allowing units etc. to be selected.

The list can then be sorted by:

- **Name** (e.g. if residents are at dining room tables and it is easier to sort by name) or
- **'Next Medication due'** or
- **Medications Due Now** (this is the default setting).

Select 'View Chart' under the resident's name to administer medications.



'How To' Card - How to Conduct a Medication Round

The 'Administer Medications' box will appear. The 'Administer Medications' box includes the resident's name, photograph, allergies, and instructions re administration. The medicines due will show first in green type, followed by overdue medications in red type.

The user selects the appropriate button from the list of options for each medication.

Once all 'administration' actions have been ticked for all medications click Save. A confirmation screen will appear for the user to confirm that the medications were administered. First, administer the medications to the resident *then* click Save. (This action cannot be undone. Should a medication be unable to be administered at this time, click the 'Back to Administration button' and correct the action for that medication).



'How To' Card - How to Conduct a Medication Round

The user will be returned to the Medication Alerts page. The page will have been updated and will now show only those residents who have medications still due (or overdue) for administration. Select View Chart on the next resident and continue as above until all residents' medications have been administered.

Once the round is completed, *whether using the Medications Alert page or by accessing residents' Medication Charts directly from their home pages*, the user should *always* check the Medication Alerts page to ensure all medications have been signed off. Only those residents with overdue medications from previous shifts or with medications marked as 'To Be Administered Later' should appear in the alerts list at the end of the round.

Points to Note

⚠ A situation may arise where a resident has a medication on their chart to be administered outside of a round that will become 'due to be administered' while the round is occurring.

The screenshot shows the 'Administer Medications' window for Joe SMITH. The resident's name is highlighted in yellow with a warning: 'Resident with similar name found!'. The resident's details include: [ADMITTED]: Unit Kirkwood / Room K09 / Bed K09a, Sex: Male, D.O.B: 01/01/1935, UR No. / ACS ID: 47, Resident ID: 29, Medical Practitioner: None, and Applicable Admission Date: 08/05/2015. Two medication administration boxes are visible, each with a 'Due' time circled in red. The first box is for APO-Tramadol (Framadol hydrochloride) with a due time of 16:00 and a dosage of [1 x 100mg (milligrams)] [Administer Oral] 2 x/Day for 1 Year(s). The second box is for Panadol (Paracetamol) with a due time of 15:00 and a dosage of [2 x 500mg (milligrams)] [Administer Oral] 4 x/Day for 1 Year(s). Both boxes have radio button options for 'Administered', 'To be administered later', 'To be administered later as not yet received from Pharmacy', 'Not To Be Administered/ Refused', and 'Self Administered'. At the bottom of the window are 'Save', 'Self Administration', and 'Cancel' buttons.

Times of administration show clearly in the administration box feature. Users should be aware that they must check that the administration time is correct before administering any medication. Any medication which is not due to be given may have 'to be administered later' ticked or the tick boxes can simply be left blank; in both instances the medication will remain in the alerts until it is signed off when it is due.



'How To' Card - How to Conduct a Medication Round

☛ The user can check their administration records by viewing the resident's Medication Chart.

| Regular Medications Non Packed | | | Times | | | | | | | |
|--|--|----------|--------|---------|-----------|----------|---------------------------------------|----------|--------|--------|
| Date | Medication (Print Generic Name) | | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Monday |
| 14/10/2013 to 14/09/2016 Cease Review | Neo-B12 Injection | | | | | | | | | |
| Route | Dose - Frequency & now enter times ONE ampoule for injection every THREE months IMI on the 9th of Dec, Mar, Jun, Sept | | 08:00 | | | | 14/11/2013 12:54 Guiomar Fernandes | | | |
| Indication | Comments | Pharmacy | | | | | | | | |
| Not Specified | | | | | | | | | | |
| Prescriber Signature | Print Your Name SYNO WEBSTER | Contact | | | | | | | | |

| Date | Medication (Print Generic Name) | | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Monday |
|--|---|--|--------|--------------------------------------|------------|------------|---------------------------------------|------------|------------|-----------------------|
| 30/07/2012 to 03/11/2014 Cease Review | Fortispip(liq) | | | | | | | | | |
| Route | Dose - Frequency & now enter times Give 60ml THREE times a day | | 08:00 | 11/11/2013 9:02 Guiomar Fernandes | 12/11/2013 | 13/11/2013 | 14/11/2013 12:54 Guiomar Fernandes | 15/11/2013 | 16/11/2013 | 17/11/2013 18/11/2013 |

☛ Information from MIMs about a medication is available by clicking 'View' next to the medication name in the Medication administration box or by clicking the View Medicine button above the medication name on the Medication Chart.

Administer Medications



Dorothy FALCON
[ADMITTED]: Unit Rose / Room R 11 / Bed R 11e
Preferred Name: Dot
Sex: Female
D.O.B: 12/07/1928
UR No. / ACS ID: ABCABC13

Loaded 50 of 66 medications [load more](#)

Due Medications
Due: 10:00
Panamax: 500 mg (Paracetamol) [view](#)
to apply on left leg [Add Comment](#)

[2 x 500mg(milligrams)] [Administer Oral]

[Cease](#) [Review](#) [Edit](#) [View Report](#) [View Medicine](#) [Send Message](#)

| Medication (Print Generic Name) | Date | Times | Saturday |
|--|-----------------------------------|----------------------|------------|
| Panamax: 500 mg (Paracetamol) | 20/07/2015 to 20/10/2015 | 08:00 | |
| Dose, Frequency & Duration 2 X 500mg(milligrams), 2x/Day for 3 Month | Route Oral | 10:00 | 15/08/2015 |
| Comments/Instructions On 27/07/2015 12:48 PM Guiomar Fer wrote: to apply on left leg | Pharmacy | 16:00 | 15/08/2015 |
| Reviews | Indication pain in rt shoulder | 20:00 | |
| Prescriber's name Fer Guiomar | Contact | Prescriber Signature | |

(NB The Mims details will appear relevant to the selected medicine BUT if the interfaced pharmacy software data does not show medication names as per Mims in P5 Med, the program will show all medicines with the same or a similar name for the user to select from).