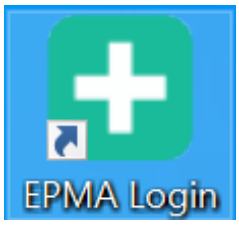
East London NHS
NHS Foundation Trust

Read-Only Access EPMA User Guide

CMM v8

For video tutorials please visit our intranet page. This can be accessed by searching 'EPMA' in the search bar or following the menu: Digital > Our Clinical Staff and Digital > Electronic Prescriptions & Medicines Administration (EPMA).



For day-to-day support please contact your ward pharmacist. For any EPMA related queries please contact elft.epma@nhs.net.
For training requests, please 'Raise a Request' through the IT Service Desk Portal. Select 'Clinical Systems Training' and then 'EPMA' from the appropriate dropdown menu.

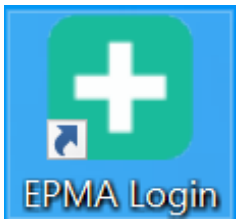
Contents

1	Logging On
2	Patient Selection
3	Viewing Allergy Status
4	Viewing Inpatient Charts *Inpatient prescriptions (Regular & PRN)* *Patient Notes*
5	Viewing the Latest Short Term Leave (STL) Prescription
6	Viewing the Discharge (TTA) Medicine Prescription
7	Viewing Clinical Drug Information
8	Viewing Conflict Logs
9	Viewing & Interpreting Medication Administrations
10	Consent to Treatment
11	High Dose Antipsychotic Therapy (HDAT)
12	Blister Pack (Compliance Aid)
13	Printing Medicine Charts MAC report(s) MAP report(s)

EPMA User Guide – Read-Only Access

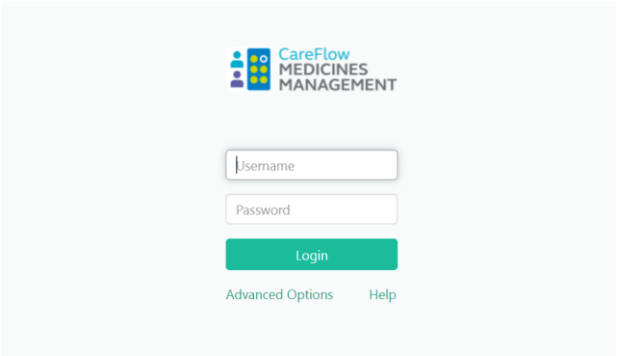
1. Logging On

- To access EPMA double click the EPMA web link icon on your desktop.



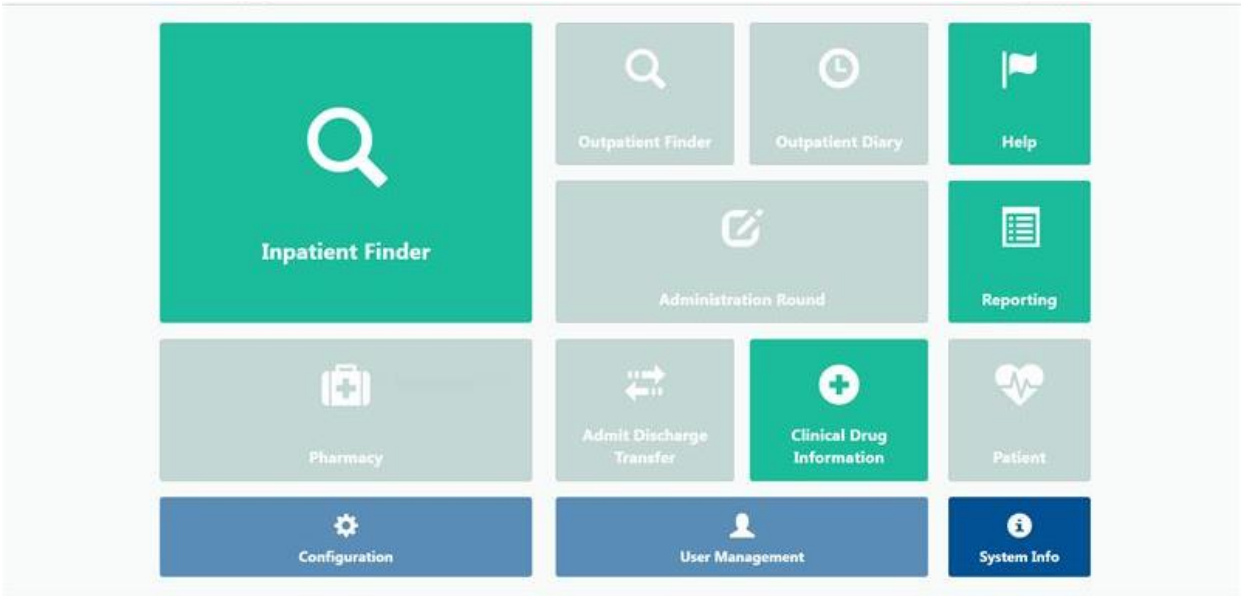
- Enter your unique username and password (case sensitive).

Do not share your password with anyone



Refer to instructions in login detail email and password reset guide for further information

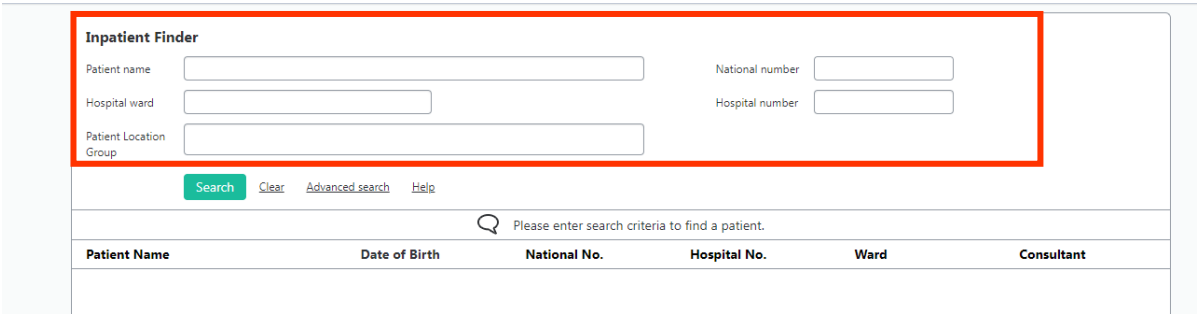
You are now logged in and will see the screen below:



NB: Some users i.e. MHA office have access to the patient tile – this is to view charts of discharged patients, follow instructions in (2.) to search for the patient (after selecting 'Patient tile').

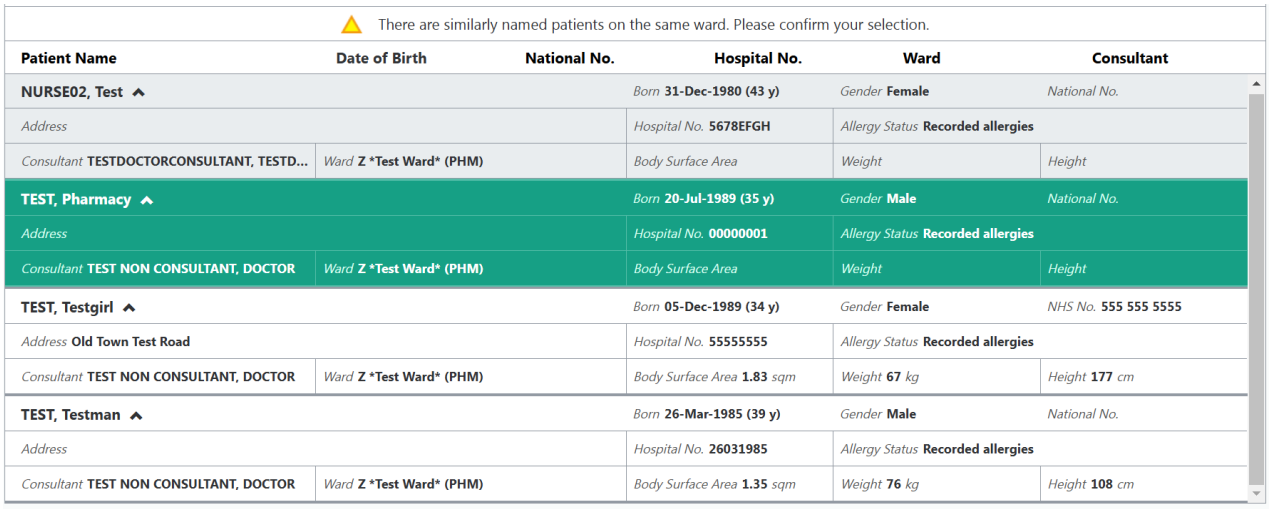
2. Patient Selection

Select Inpatient finder, then use any of the following identifiers to select the correct patient. If you are searching by Patient Name you should type in their surname.



- Select the patient.

NB: EPMA will warn you if patients with similar names are on the same ward. You should always check that the patient's date of birth and NHS number are correct to ensure you have selected the correct patient (as per screenshot below).



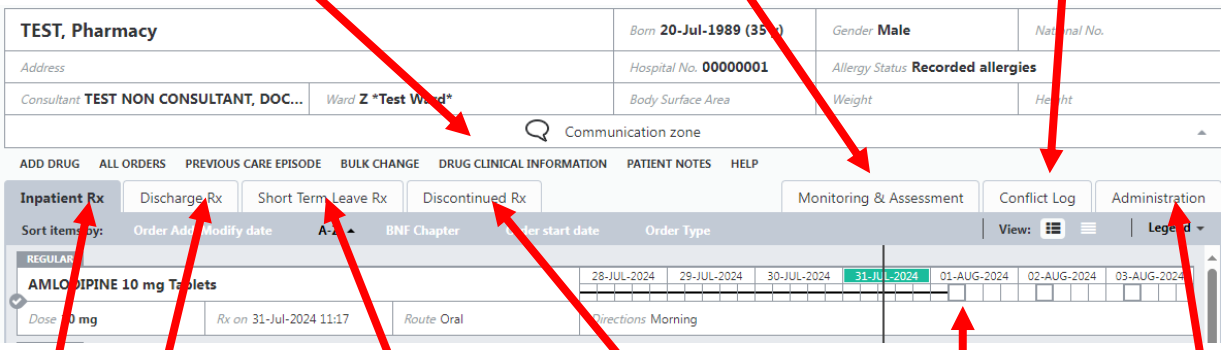
- Only patients currently admitted to an inpatient ward/HTT with EPMA will appear.
- If the patient does not appear when searching, please contact your ward pharmacist or the Duty Senior Nurse out of hours.
- See below for an overview of the chart.

EPMA User Guide – Read-Only Access

Communication Bar: Will show alerts and any outstanding actions e.g. allergy status, complete STL/TTA

Monitoring & Assessment: Any outstanding actions can be actioned through this tab.

Conflict Log: To see warnings and suppressed warnings about allergies, interactions, and duplicate medicines.



Inpatient Rx: To view current chart and used for prescribing

Discharge Rx: To create or view a discharge prescription

Short Term Leave (STL) Rx: To create, or view a short term leave prescription

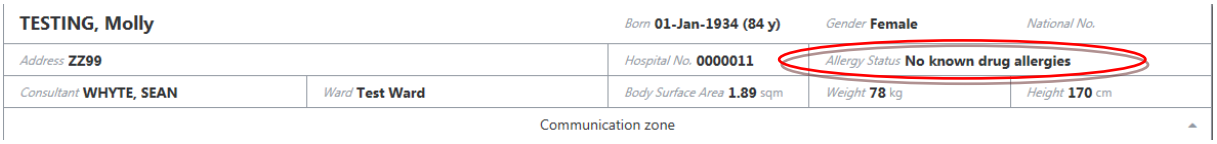
Discontinued Rx: To view medicines which have been stopped

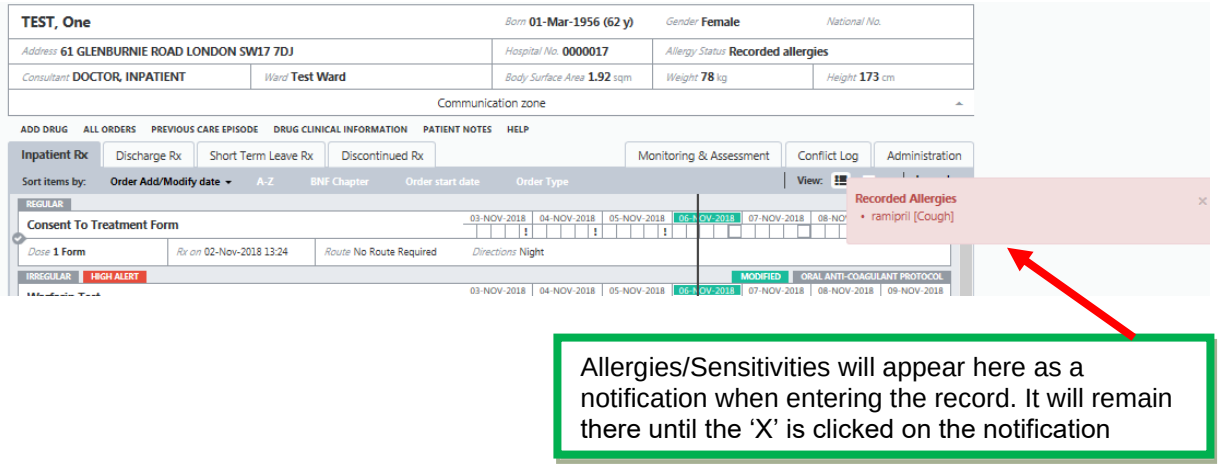
Displays any recent administration activity (within 7 days)

Administration: To view the last 24 hours of administrations or last month view of administrations.

3. Viewing Allergy Status

- Allergy status will be recorded in the Allergy status bar.
- Brand new patients may have an allergy status of 'Unknown'. The allergy status will need to be updated by a doctor or pharmacist to allow any prescriptions to be made.



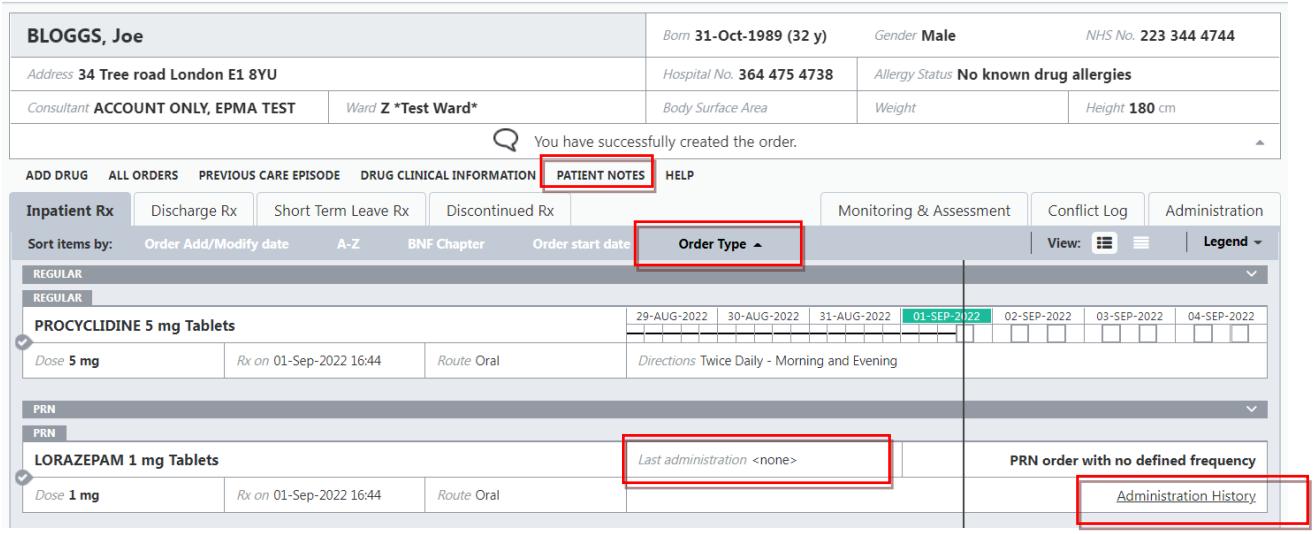


Allergies/Sensitivities will appear here as a notification when entering the record. It will remain there until the 'X' is clicked on the notification

- When an item is listed as an allergy the prescriber will not be able to prescribe that item, however when listed as a sensitivity the prescriber will receive a warning which can be overridden for the item to be prescribed.

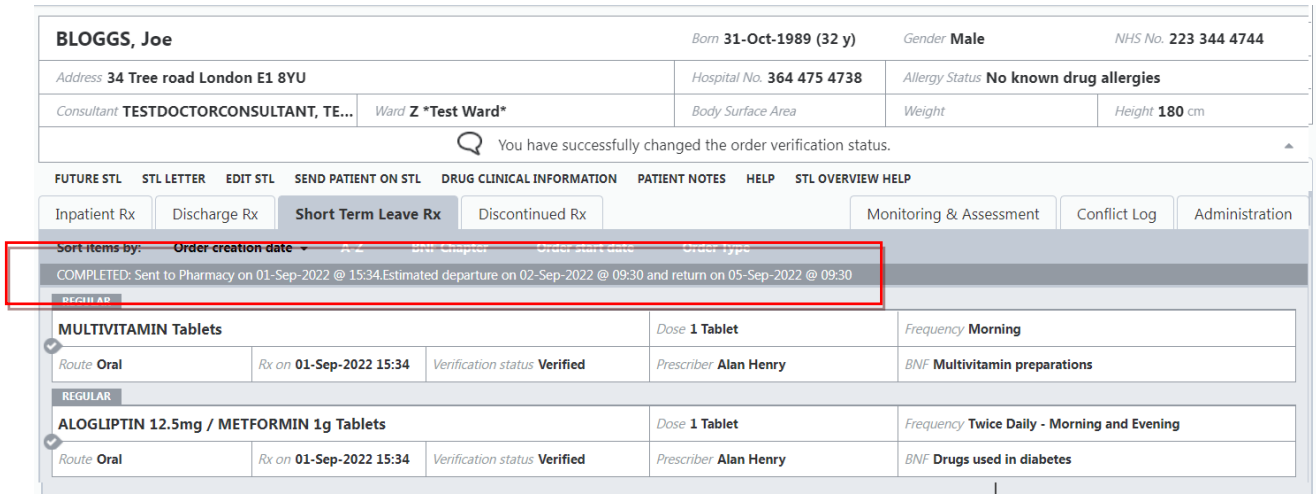
4. Viewing Inpatient Charts

- Prescriptions on the inpatient tab can be ordered by type to separate Regular and PRN medication by selecting 'Order Type'.
- Regular medication will appear as per example below with a 7-day view of administrations.
- PRN medication, as per example below, will show the last administration date and time on the item, for a full administration history the 'Administration History' link will need to be selected.
- Patient Notes will automatically display when entering a drug chart where there are notes attached to a patient's drug chart. Where there are multiple notes recorded, notes can be selected from the left-hand side to view in more detail. Any notes that have been suppressed will appear by selecting the 'Suppressed Notes' button, these are usually notes that are no longer relevant to the patient and have been suppressed by a member of the multidisciplinary team. Once these have been seen they can be closed. To re-access patient notes at any point select the 'PATIENT NOTES' button.

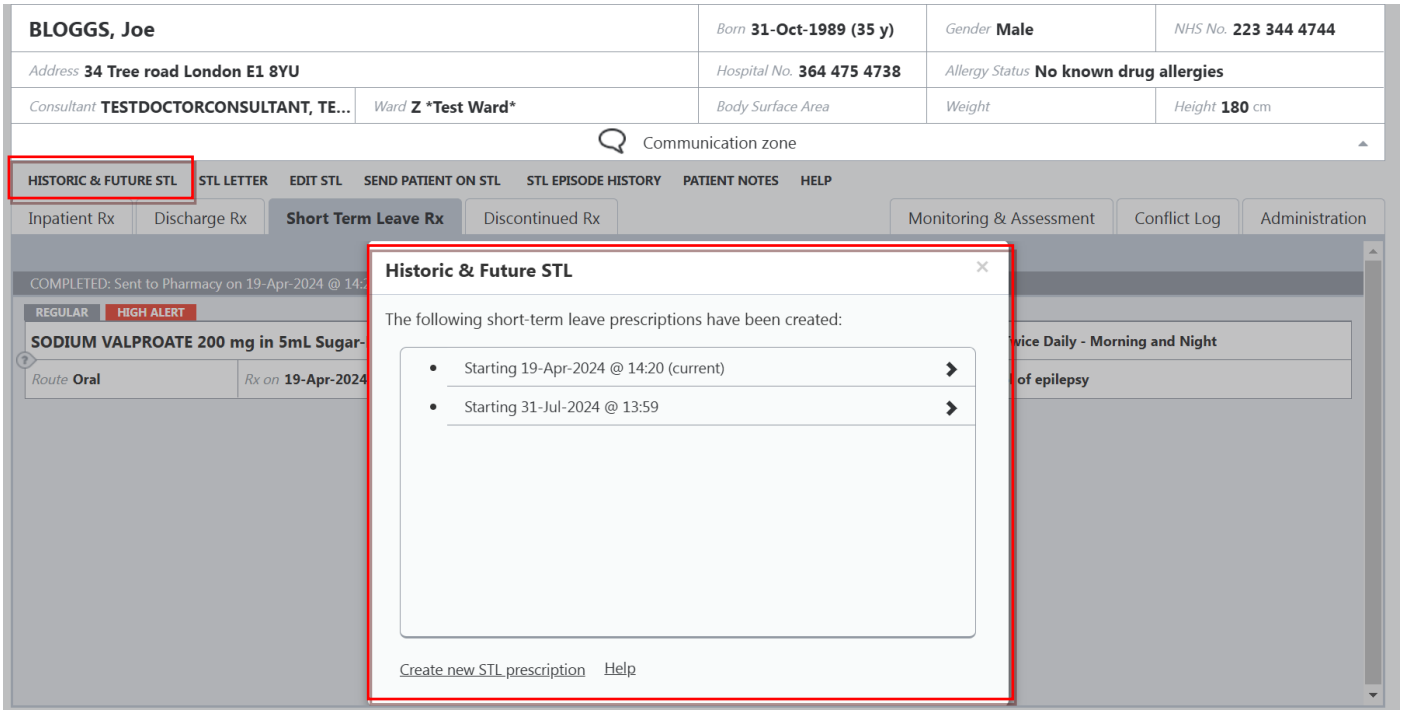


5. Viewing the Latest Short Term Leave (STL) Prescription

When in the selected patient's record, click on Short Term Leave Rx tab. If there is a current STL prescription the items and dates for the STL will be viewable here, example below.

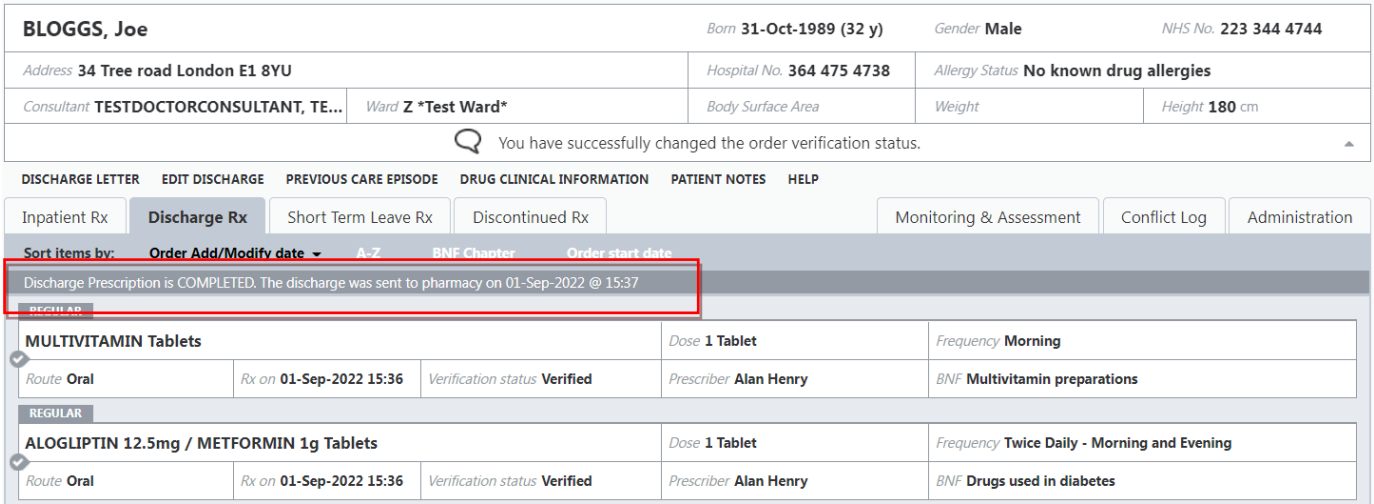


- When a patient is going on leave again, the STL tab can be reused by the prescriber to do the next prescription.
- You can select 'Historic & Future STL' to view previous or future short term leave prescriptions (where available).



6. Viewing the Discharge (TTA) Prescription

- These prescriptions should be reserved for the point of discharge, and are usually the final prescription.
- Select 'Discharge Rx' tab, if there is a prescription the items will be viewable here with the date the medication was ordered, example below



7. Viewing Clinical Drug Information

- By selecting 'Clinical Drug Information' on the home page, you can view clinical information of any drug. This can also be found on the inpatient chart.

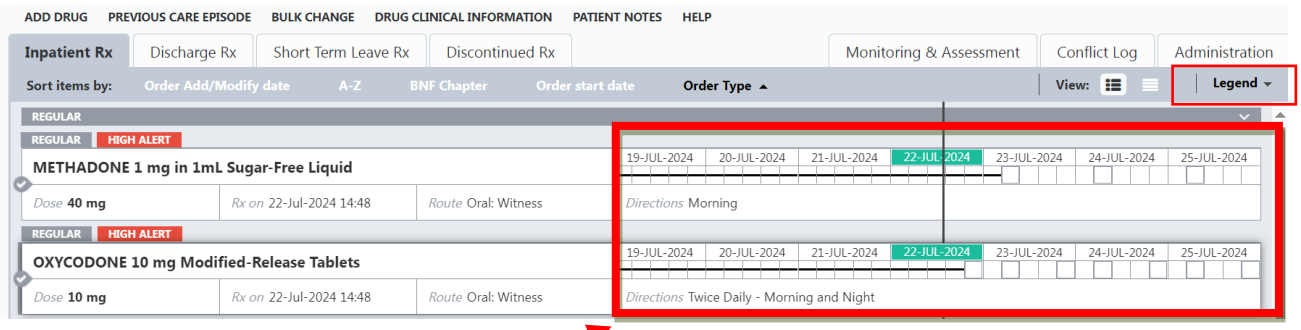
8. Viewing Conflict Logs

- When in a patient's record, Conflict Log functionality allows you to see warnings, suppressed warnings, allergies, interactions, and duplicate therapies that occur at the point of prescribing.

The system is set up in a way that will only show significant warnings. These are reviewed regularly by the EPMA team.

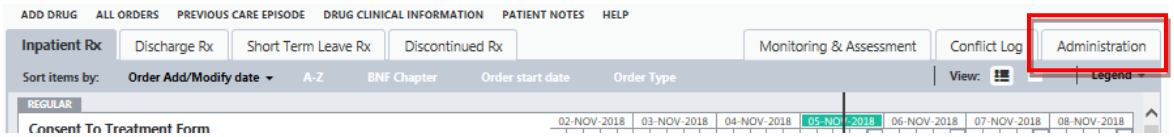
9. Viewing & Interpreting Medication Administrations

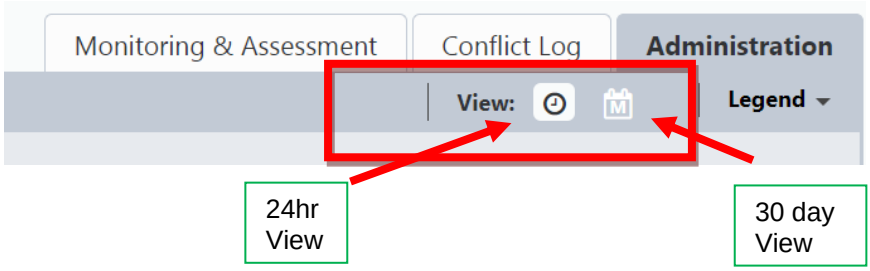
- The medication chart is available on the Inpatient Rx page of the patient's record which shows the administration details of each drug for the past 3 days, current day and proceeding 3 days. You can use the Legend tab to see the meaning of each administration symbol.



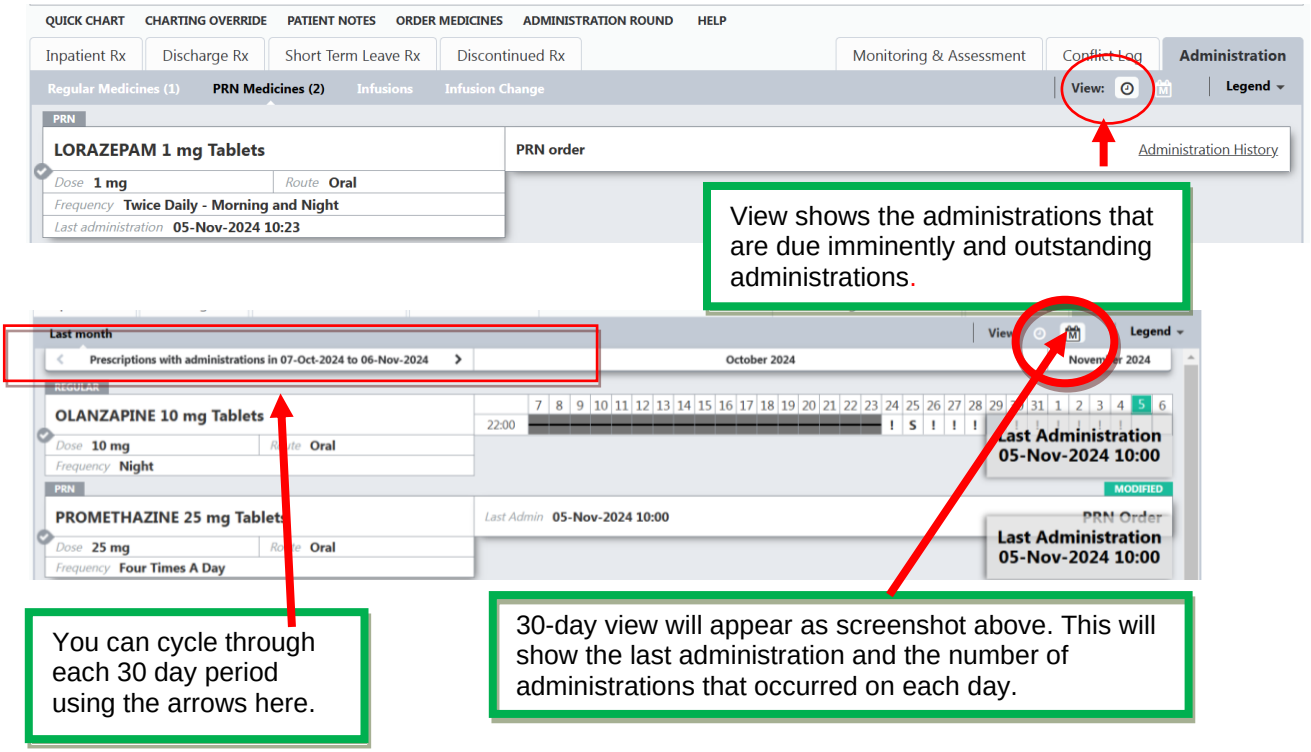
Administration Chart

- For a view of the full administration chart, select Administration on the patient chart and choose either the 24hr charting period or 30 day charting period.

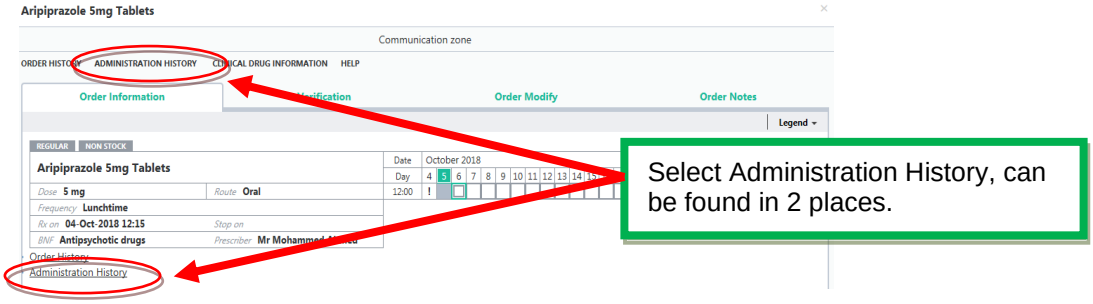




- Select either of the views as shown above and the following screens will appear for each view of the chart.



- For details of administration for a medicine, once in the administration page as shown earlier, click on any of the administration boxes on the drug and the following screen will appear.

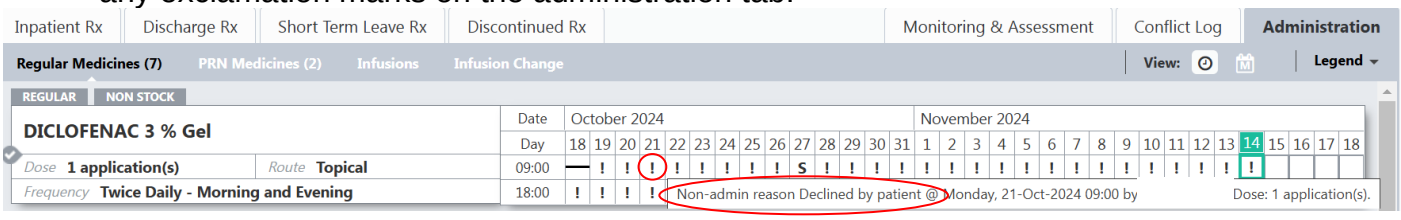


- You can now see full details of the administration which includes name of nurse, date, time, dose and administered as show below

Administration History: Aripiprazole 5mg Tablets

Date & Time	Dose / Rate Administered	Dose / Rate Administered	Non-Administered Reason	User Responsible
05-Oct-2018 @ 11:17(sch. 05-Oct-2018 @ 12:00)	5 mg	1 Tablet		
04-Oct-2018 @ 12:26(sch. 04-Oct-2018 @ 12:00)			Self-Administered	

- Non-admin reasons will display as an exclamation mark ('!') – various sub reasons can be entered as a non-admin reason i.e. patient declined, Other reason record on Rio notes, patient Self-Administered. These exact reasons can be found by hovering your mouse over any exclamation marks on the administration tab.



10. Consent to Treatment

- Current EPMA functionality does not allow electronic Consent to Treatment forms (T2/T3) and Community Treatment Orders (CTO1/CTO11/CTO12). Therefore, there is a "dummy medicine" called Consent to Treatment Form which must be prescribed for all relevant patients.
- An order note is attached onto this dummy drug to state the type of form in the title i.e. T3, date of form and where the original can be found to refer to it. No medicine details should be entered here as this is just a reminder. This note is viewable under 'Patient Notes'.

11. High Dose Antipsychotic Therapy (HDAT)

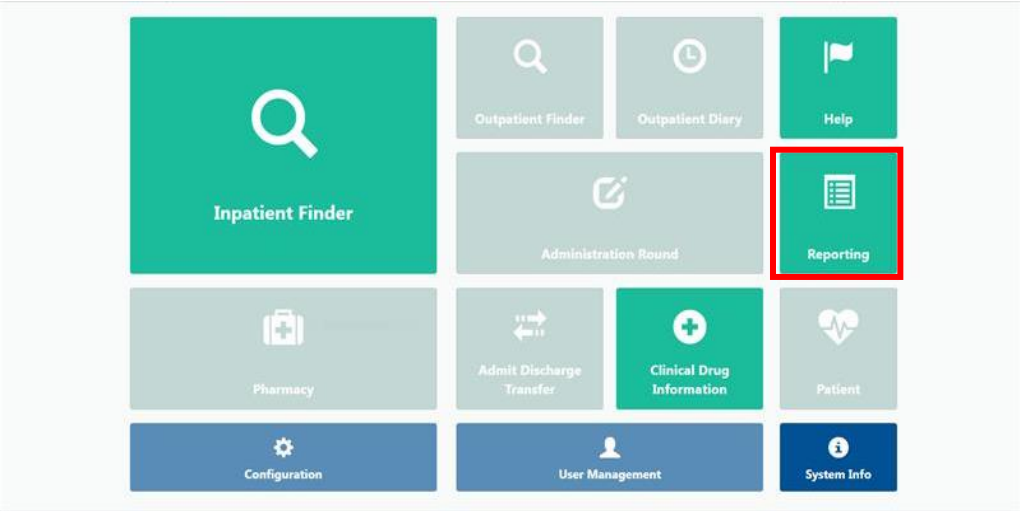
- Added onto the drug chart as a reminder that the patient requires additional monitoring when they are prescribed high dose antipsychotic therapy.

12. Blister Pack (Compliance Aid)

- For patients already established on a dosette box in the community.
- Added onto the drug chart as a reminder that the patient usually receives their medication as a dosette box.
- This item should be added on to any STL or discharge TTA where medication is required from the pharmacy dispensary in a dosette box.

13. Printing Medicines Charts

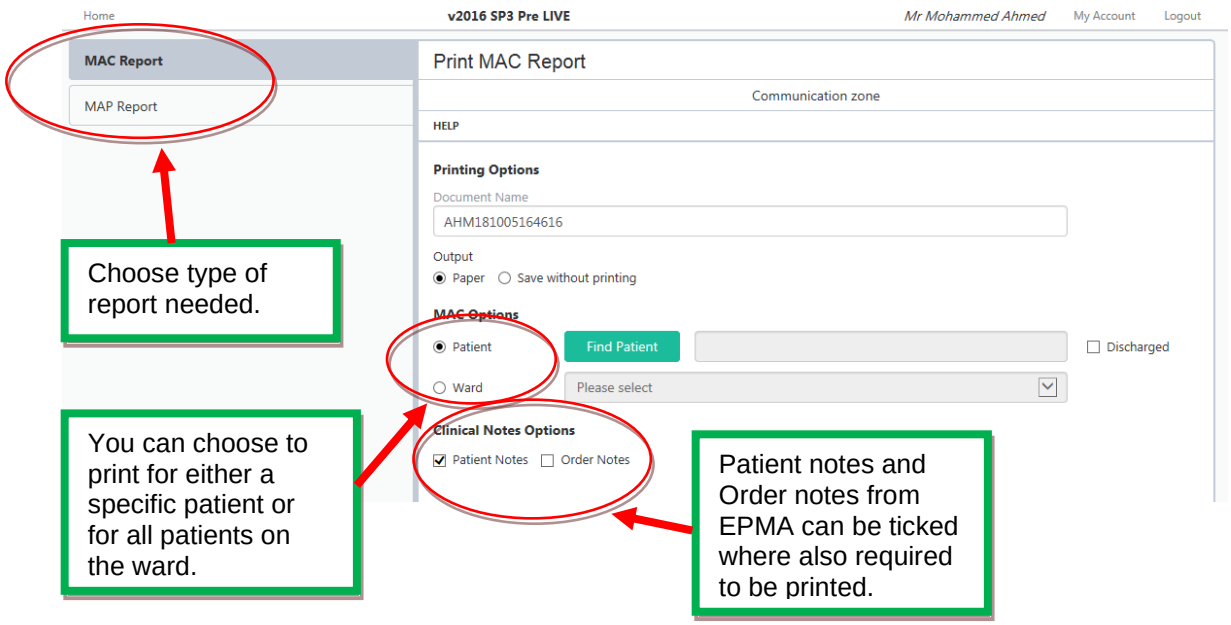
- To print medicine charts from EPMA select the '**Reporting'** tile from the home screen.



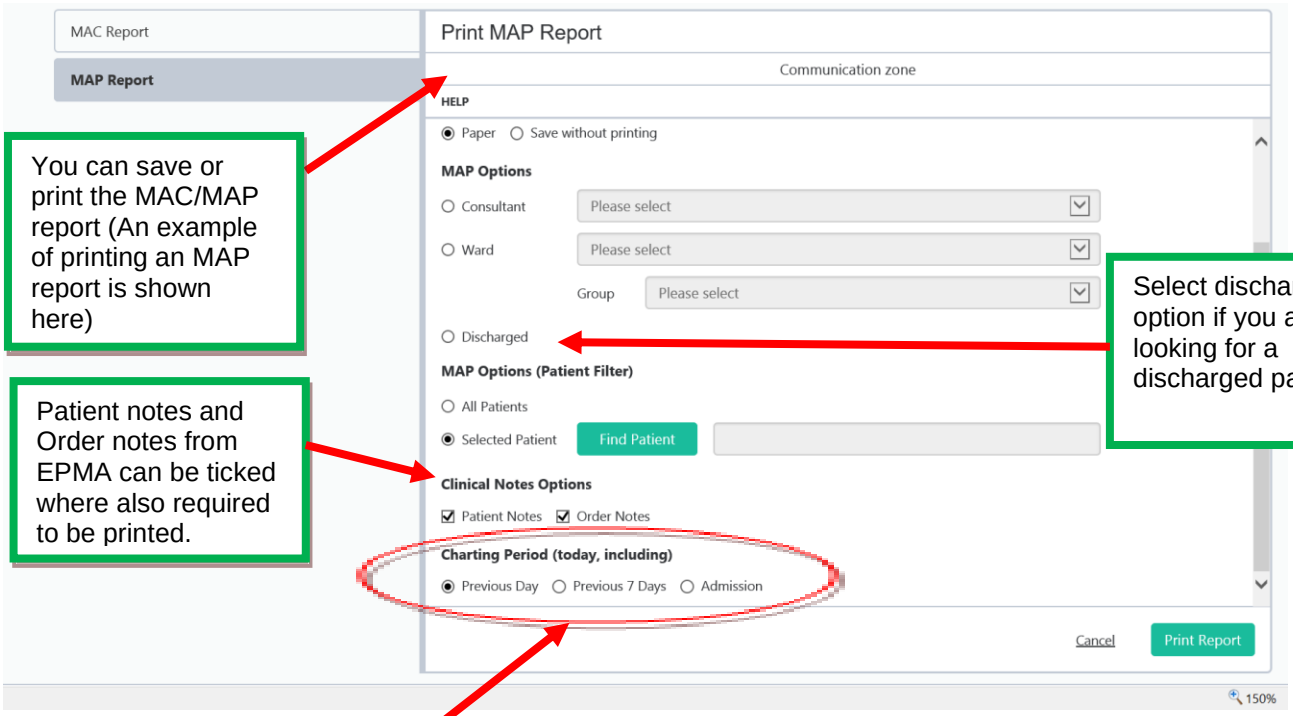
- The **Medicines Administration Chart (MAC)** report is a chart for the next 7 days which can be printed. It is usually printed by nurses and used as a paper chart until the system is available during network or WIFI downtimes.

- The **Medicines Administration Profile (MAP)** report shows all medicines previously administered. You can select whether you wish to look back at the last day, last 7 days or from the beginning of the admission.

MAC report:



EPMA User Guide – Read-Only Access



You can save or print the MAC/MAP report (An example of printing an MAP report is shown here)

Select discharged option if you are looking for a discharged patient

Patient notes and Order notes from EPMA can be ticked where also required to be printed.

Chose the charting period: (how many days administration history)

MAP report (using previous day example)

Medication Administration Profile

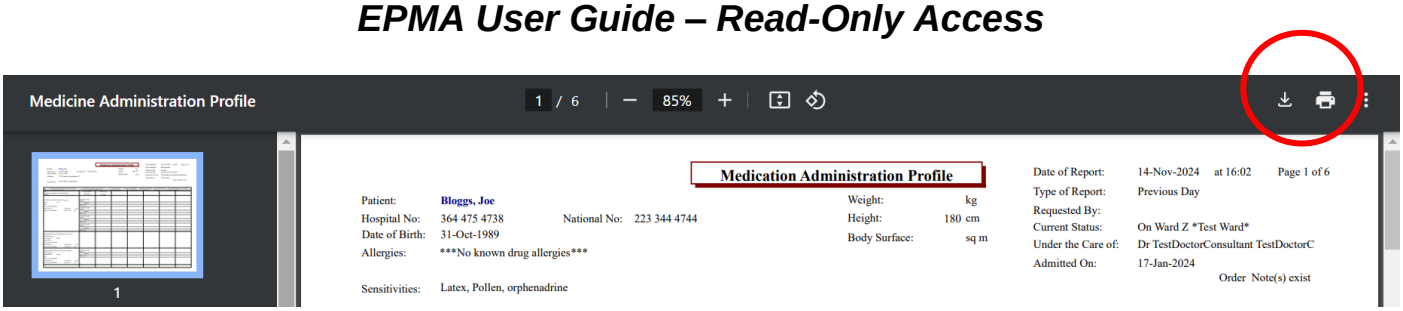
Date of Report: 14-Nov-2024 at 16:02 Page 1 of 6
Type of Report: Previous Day
Requested By:
Current Status: On Ward Z *Test Ward*
Under the Care of: Dr TestDoctorConsultant TestDoctorC
Admitted On: 17-Jan-2024
Order Note(s) exist

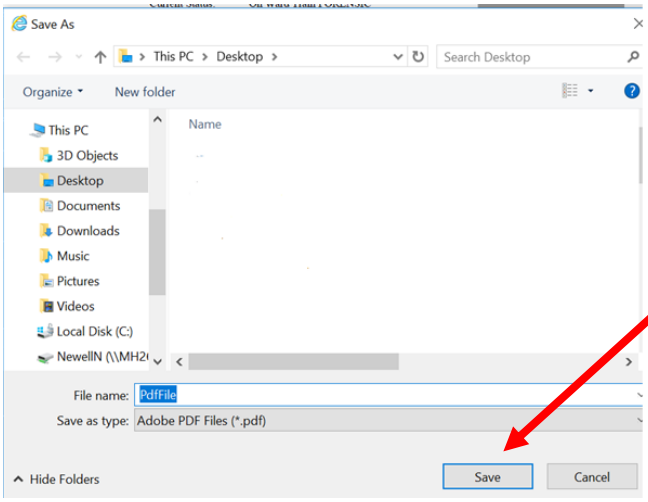
Patient: **Bloggs, Joe**
Hospital No: 364 475 4738 National No: 223 344 4744
Date of Birth: 31-Oct-1989
Allergies: ***No known drug allergies***
Sensitivities: Latex, Pollen, orphenadrine

Weight: kg
Height: 180 cm
Body Surface: sq m

Key: ! - denotes unverified order at the time of charting or administration. * - denotes charting was overridden. ? - denotes witnessable administration not witnessed. [@@] - denotes patient was/is on Short Term Leave. [+] - Order Notes exist %s - Part Dose (see PAC) <MOD> - Order Modified <DIS> - Order Discontinued <STOPPED> - Order Stopped <RES> - Order Resumed <SUS> - Order Suspended RS - Result <TASK> - Order Suspended (task non-completion) AC - Recommended Action

DRUG DOSE,ROUTE & FREQUENCY/INTERVAL/RATE *VERIFIER*	13-Nov-2024 Wednesday	14-Nov-2024 Thursday					
ANTACID AND OXETACAINE Suspension 10 mL Oral *QDS Start Date/Time 1-Mar-2024 18:00 *1-Mar-2024 13:14*	09:00 [Declined by patient] *Other reas* 13:00 [Declined by patient] *Other reas* 18:00 [Declined by patient] *Other reas* 22:00 [Declined by patient] *Other reas*						





Chose where to save the file (An example of printing a MAP report is shown here)

EPMA User Guide – Read-Only Access

Document Control

Version	Date	Author / Editor	Details of Change
1.1	-	-	-
1.2	11.11.2024	Poonam Divani	Updated document with CMM logo, updated document with day 1 user guide to changes, update the administration view changes.
1.3	14.11.2024	Sharlene Pereira/ Alan Henry	Updated text, screenshots and removal of references to JAC

Approval Sign Off for Final Release				
Approver	Role	Sign Off	Date	Version
Lewis Pope	EPMA lead Pharmacist	LP	03.12.2024	1.3

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