

# Non-Nurses' EPMA User Guide

CMM v8



## ***EPMA User Guide - Medicines Administration***

### **Contents**

	<b>Description</b>
<b>1</b>	<a href="#"><u>Logging On</u></a>
<b>2</b>	<a href="#"><u>Administration</u></a> <i>Administering medicines</i> <i>Quick Chart</i>
<b>3</b>	<a href="#"><u>Full Medication Chart</u></a>
<b>4</b>	<a href="#"><u>Add Patient note</u></a>
<b>5</b>	<a href="#"><u>Printing Medicines Charts</u></a>

## EPMA User Guide - Medicines Administration

### 1. Logging On

To access EPMA double click the EPMA Medicines Management icon on the desktop

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



**Do not share your Password with anyone else**



CareFlow  
MEDICINES  
MANAGEMENT

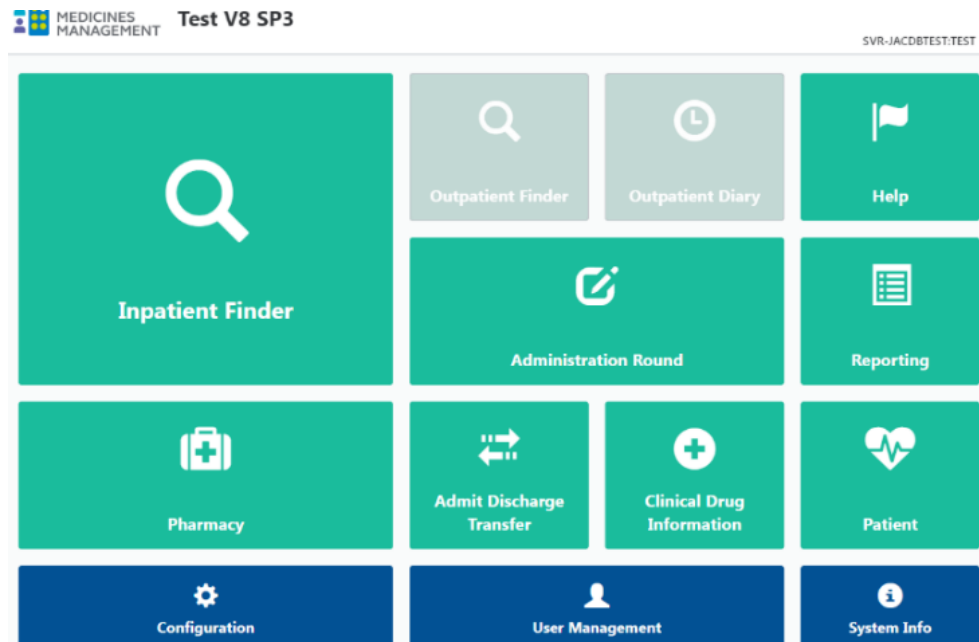
Username

Password

Login

Advanced Options Help

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

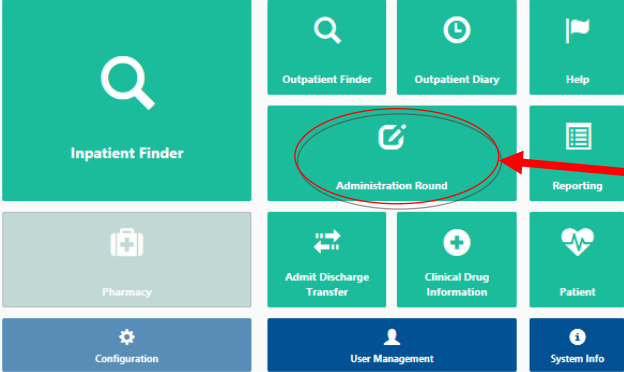


## EPMA User Guide - Medicines Administration


### 2. Administering

#### 2.1 To administer medication

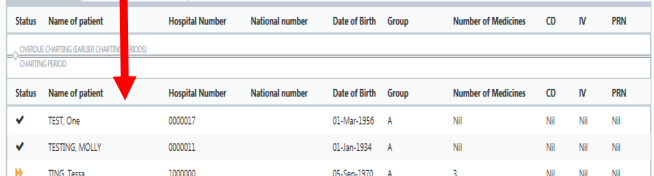
- Select Administration Round from the main menu then select the relevant ward from the list.
- Select the patient and then you will be brought to the administration page on the patient's record.



Select 'Administration Round'

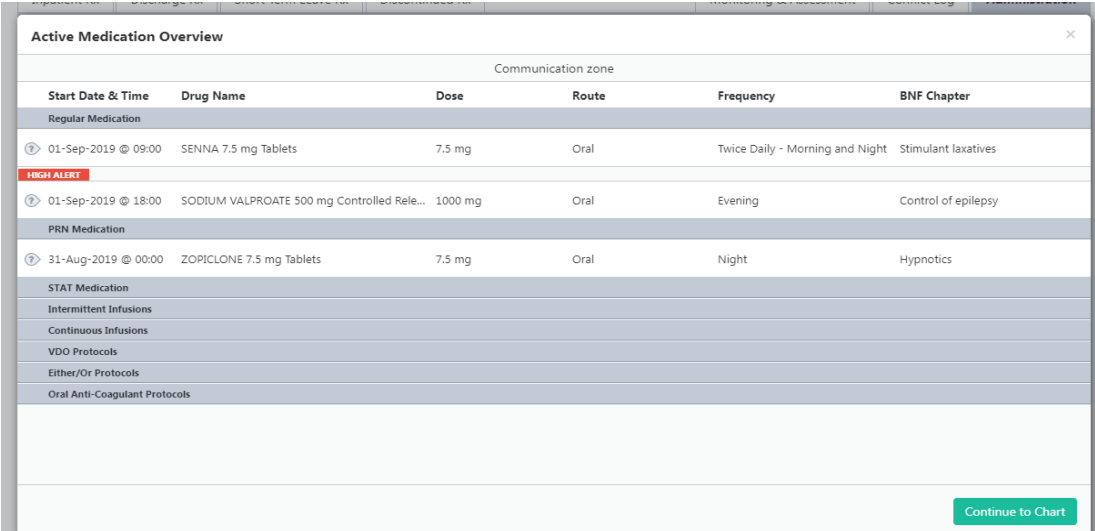


Select HTTP and then the patient you require



Status	Name of patient	Hospital Number	National number	Date of Birth	Group	Number of Medicines	CD	IV	PRN
✓	TEST, One	0000017		01-Mar-1956	A	N/A	N/A	N/A	N/A
✓	TESTING MOLLY	0000011		01-Jan-1994	A	N/A	N/A	N/A	N/A
▶	TING, Tessa	1000000		05-Sep-1970	A	3	N/A	N/A	N/A

- A black tick next to a patient means that there are no outstanding administrations. A double yellow arrow means that there are medications outstanding requiring action.
- When you select patient record the first screen you will see is: Active Medication overview



Active Medication Overview

Start Date & Time	Drug Name	Dose	Route	Frequency	BNF Chapter
Regular Medication					
01-Sep-2019 @ 09:00	SENNA 7.5 mg Tablets	7.5 mg	Oral	Twice Daily - Morning and Night	Stimulant laxatives
HIGH ALERT					
01-Sep-2019 @ 18:00	SODIUM VALPROATE 500 mg Controlled Rele...	1000 mg	Oral	Evening	Control of epilepsy
PRN Medication					
31-Aug-2019 @ 00:00	ZOPICLONE 7.5 mg Tablets	7.5 mg	Oral	Night	Hypnotics
STAT Medication					
Intermittent Infusions					
Continuous Infusions					
VDO Protocols					
Either/Or Protocols					
Oral Anti-Coagulant Protocols					

Continue to Chart

- Click 'continue to chart'. If there are any notes on the patient record these will appear next. Ensure you read the notes then close using the cross at the top right hand corner.

## ***EPMA User Guide - Medicines Administration***

Patient Notes

This note has earlier versions available. See Patient Note History.

ADD NOTEVIEW SUPPRESSED NOTESHISTORYHELP

☒ MHA Note  
Mental Health Act

☒ Anti-infective  
Anti-infective Prescribing

Title  
MHA Note

Type  
Mental Health Act

Created  
11-Oct-2018 16:56

Author

- You will then be presented with the following screen and can administer a dose by selecting the administration box as shown below.

[illegible]

- Above is the basic way to administer a one off medication, while doing administration rounds the easiest and preferred way to administer medication is by using the function quick chart, see below on how to do this.

## EPMA User Guide - Medicines Administration

### 2.2 Quick Chart:

- Following the same process as above, once you are in the patient record, click on Quick Chart.

- The following screen will appear, it will show all the administrations due for the current administration round i.e. all AM doses will appear for the morning round.

Quick Chart

Communication zone

CLINICAL DRUG INFORMATION HELP

Due Date & Time	Drug Name	Dose	mL	Route	Non-Administration	Administered Date & Time	Select
15-Aug-2018 @ 22:00	CloZAPine Tablets	12.5 mg		Oral	Please select	15-Aug-2018 22:00	<input checked="" type="checkbox"/>
16-Aug-2018 @ 08:00	Valupak Multivitamins & Minerals	1 Tablet(s)		Oral	Please select	16-Aug-2018 08:00	<input checked="" type="checkbox"/>
16-Aug-2018 @ 12:00	AmloDIPine 10mg Tablets	10 mg		Oral	Please select	16-Aug-2018 12:00	<input checked="" type="checkbox"/>
17-Aug-2018 @ 08:00	Valupak Multivitamins & Minerals	1 Tablet(s)		Oral	Medication Refused	dd-MMM-yyyy HH:mm	<input checked="" type="checkbox"/>
17-Aug-2018 @ 12:00	AmloDIPine 10mg Tablets	10 mg		Oral	Please select	dd-MMM-yyyy HH:mm	<input type="checkbox"/>
18-Aug-2018 @ 08:00	Valupak Multivitamins & Minerals	1 Tablet(s)		Oral	Please select	dd-MMM-yyyy HH:mm	<input type="checkbox"/>

Here is a list of the medication due

Here is the dose and route of administration

Here you will select either:  
-HTT:  
Supervised by non-nursing staff  
-Declined by patient

When selecting a reason for non-administration, please ensure you select the relevant reason as this does have an impact on audits for your ward

Please select

- @DO NOT USE THIS CODE
- Administered in primary care
- Blood Pressure too High
- Blood Pressure too Low
- Blood Sugar too High
- Blood Sugar too Low
- Constipation
- Dose not given by previous RMN
- Feed Refused
- HTT:Self administered not witnessed
- HTT:Supervised by non nursing staff
- Loose Stools
- Medication Level requested
- Medication Not Available
- Medication Not Required
- Medication Refused
- Missed dose in error
- Nausea & Vomiting
- Off ward with no medicines
- Omitted on Medical Advice
- Omitted on Nursing Advice
- Omitted on Pharmacist Advice
- Other: contact EPMA team
- Oversedation
- Part dose given - document on RIO
- Patient Asleep

## EPMA User Guide - Medicines Administration

### 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.

The screenshot displays the EPMA interface for a patient named TEST, Pharmacy. At the top, patient details include Born 20-Jul-1989 (35 y), Gender Male, Hospital No. 00000001, Allergy Status Recorded allergies, and Weight. Below this is a Communication zone. A navigation bar contains tabs: ADD DRUG, ALL ORDERS, PREVIOUS CARE EPISODE, BULK CHANGE, DRUG CLINICAL INFORMATION, PATIENT NOTES, and HELP. Below the navigation bar are four main tabs: Inpatient Rx, Discharge Rx, Short Term Leave Rx, and Discontinued Rx. The Inpatient Rx tab is selected, showing a chart for AMLODIPINE 10 mg Tablets. The chart has columns for dates from 28-JUL-2024 to 03-AUG-2024. A legend icon is visible in the top right corner of the chart area. Red arrows point from the descriptive boxes to their corresponding UI elements: Communication Bar to the top section, Monitoring & Assessment to the Discontinued Rx tab, Conflict Log to the Legend icon, Inpatient Rx to the Inpatient Rx tab, Discharge Rx to the Discharge Rx tab, Short Term Leave (STL) Rx to the Short Term Leave Rx tab, Discontinued Rx to the Discontinued Rx tab, and Administration to the Legend icon.

**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 an STL prescription

**Discontinued Rx:** To view medicines which have been stopped

Displays any recent administration activity (within 7 days)

**Administration:** To view outstanding administrations due and the last month of administrations

## 3. Full Medicine Chart

- The medicine chart is available on the Inpatient Rx page of the patient's record which shows the administration details of each drug for the past 7 days. You can use the Legend tab to see the meaning of each administration status.

## EPMA User Guide - Medicines Administration

The screenshot shows the 'Administration' tab selected. Below the tabs, there are filters for 'Sort items by' (Order Add/Modify date, A-Z, BNF Chapter, Order start date, Order Type) and 'View' (List, Calendar, Legend). The 'Legend' dropdown is highlighted with a red box. The main area displays two medication entries: 'ASPIRIN 75 mg Soluble Tablets' and 'SODIUM VALPROATE 200 mg Controlled Release Tablets'. Each entry has a 'REGULAR' status, a 'HIGH ALERT' warning, and a 'Directions' field. The 'ASPIRIN' entry shows a 'Morning' direction, and the 'SODIUM VALPROATE' entry shows a 'Lunchtime' direction. A red box highlights the chart area for both medications, showing dates from 28-JUL-2024 to 03-AUG-2024.

Administration Chart

- For a view of the full administration chart, follow the process as mentioned in section 3.3 by selecting Administration and choose 30-day charting period.

The screenshot shows the 'Administration' tab selected. Below the tabs, there are filters for 'Sort items by' (Order Add/Modify date, A-Z, BNF Chapter, Order start date, Order Type) and 'View' (List, Calendar, Legend). The 'Legend' dropdown is highlighted with a red box. The main area displays two medication entries: 'ASPIRIN 75 mg Soluble Tablets' and 'SODIUM VALPROATE 200 mg Controlled Release Tablets'. Each entry has a 'REGULAR' status, a 'HIGH ALERT' warning, and a 'Directions' field. The 'ASPIRIN' entry shows a 'Morning' direction, and the 'SODIUM VALPROATE' entry shows a 'Lunchtime' direction. A red box highlights the chart area for both medications, showing dates from 28-JUL-2024 to 03-AUG-2024.

- Once in administration, directly underneath the same tab there will be a section labelled 'View'. Here you can choose to see the current charting period, the charting period for a 30 day period (you can select different months to view).

The screenshot shows the 'View' section with two options: 'Current' and '30 days'. A green box labeled 'Current' points to the 'Current' view, and a green box labeled '30 days' points to the '30 days' view.

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

The screenshot shows the 'View' section with two options: 'Current' and '30 days'. A red circle highlights the 'View' section, and a green box labeled 'View shows the administrations that are due imminently and outstanding administrations.' points to it.

The screenshot shows the 'View' section with two options: 'Current' and '30 days'. A red circle highlights the 'View' section, and a green box labeled 'View shows the administrations that are due imminently and outstanding administrations.' points to it.

You can cycle through each 30-day period using the arrows here.

30-day view will appear as screenshot above. This will show the last administration and the number of administrations that occurred on each day.

## EPMA User Guide - Medicines Administration

- 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.

**Aripiprazole 5mg Tablets**

Communication zone

ORDER HISTORY **ADMINISTRATION HISTORY** CLINICAL DRUG INFORMATION HELP

Order Information Modification Order Modify Order Notes

REGULAR NON STOCK

**Aripiprazole 5mg Tablets**

Dose: 5 mg Route: Oral Date: October 2018

Frequency: Lunchtime Day: 4 5 6 7 8 9 10 11 12

Rx on: 04-Oct-2018 12:15 Stop on: 04-Oct-2018 12:15

BNF: Antipsychotic drugs Member: Mr Mohammed Ahmed

Order History

**Administration History**

Select Administration History, can be found in 2 places.

- 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	

## 4. Add Patient Note

QUICK CHART CHARTING OVERRIDE **PATIENT NOTES** ORDER MEDICINES ADMINISTRATION ROUND HELP

Inpatient Rx Discharge Rx Short Term Leave Rx Discontinued Rx

Monitoring & Assessment Conflict Log **Administration**

Regular Medicines PRN Medicines Infusions Infusion Change

View: 24h Legend

**Patient Notes - Add**

Communication zone

Title \*

Suppression Date dd-mm-yyyy

☐ Retain note between spells

Type \*

Select type

Detail \*

B i U Bold Italic Underline

Max 20480 characters: 1

Cancel Save

**Title:** Type "Medicines left with patient"

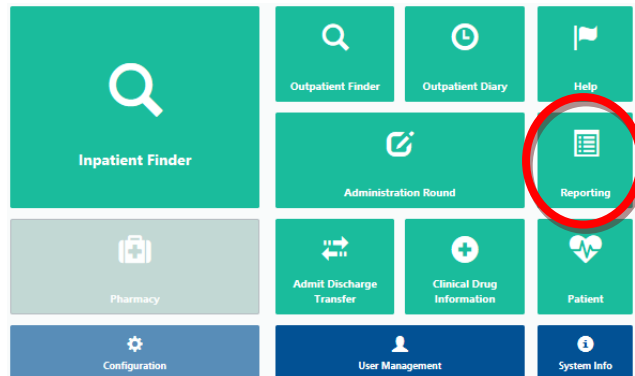
**Type:** Select HTT: Medicines left with patient' from drop down menu

**Detail:** Type the details of the medicine that has been given to the patient, e.g. "olanzapine 5mg tablets x 7 given to patient on 01/02/19"

## EPMA User Guide - Medicines Administration

### 5. Printing Medicines Charts

- If you need to print charts in the event of EPMA being unavailable in an emergency or when a patient is transferred to another hospital select 'Reporting' from the home screen



- If EPMA is not functioning or there is a power outage you will need to go to an emergency back-up device and print off charts for all of your patients.
- The **MAC** report is a chart for the next 7 days which can be printed and used as a paper chart until the system is available.
- The **MAP** report shows all medicines previously administered during this admission. This is especially important for PRN medications so the maximum prescribed dose in 24 hours is not exceeded.
- You must always print both reports as you will be missing vital information if you only have access to one of them.

The screenshot shows the 'Print MAC Report' page. On the left sidebar, 'MAC Report' is selected and circled in red. Below it, 'MAP Report' is listed. A red arrow points from a text box to 'MAC Report'. The main content area has a header 'v2016 SP3 Pre LIVE' and 'Mr Mohammed Ahmed My Account Logout'. Below the header, there's a 'Communication zone' and a 'HELP' link. The 'Printing Options' section includes a 'Document Name' field with 'AHM181005164616' and 'Output' options: 'Paper' (selected) and 'Save without printing'. The 'MAC Options' section has 'Patient' (selected) and 'Ward' (unselected) radio buttons, a 'Find Patient' button, and a 'Discharged' checkbox. Below this is a 'Please select' dropdown. The 'Clinical Notes Options' section has 'Patient Notes' (checked) and 'Order Notes' (unchecked) checkboxes. A red arrow points from a text box to the 'Patient' radio button.

Home

v2016 SP3 Pre LIVE

Mr Mohammed Ahmed My Account Logout

MAC Report

MAP Report

Choose type of report needed.

Print MAC Report

Communication zone

HELP

Printing Options

Document Name

AHM181005164616

Output

☒ Paper ☐ Save without printing

MAC Options

☒ Patient ☐ Ward

Find Patient

☐ Discharged

Please select

Clinical Notes Options

☒ Patient Notes ☐ Order Notes

You can choose to print for either a specific patient or for all patients within HTT.

## ***EPMA User Guide - Medicines Administration***

<b>Version</b>	<b>Date</b>	<b>Author / Editor</b>	<b>Details of Change</b>
1.1	-	-	-
1.2	-	-	-
1.3	20.08.2024	Poonam Divani	Updated document with CMM logo, updated document with day 1 user guide to changes, update the administration view changes.

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

*The latest approved version of this document supersedes all other versions, upon receipt of the latest approved version all other versions should be destroyed, unless specifically stated that previous version(s) are to remain extant. If any doubt, please contact the document author.*