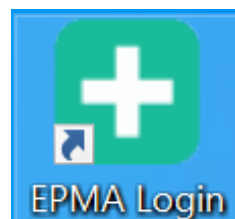


Nurses' EPMA User Guide

CMM v8



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 'JAC' from the appropriate dropdown menu.

EPMA User Guide - Medicines Administration

Contents

	Description
1	<u>Logging On</u>
2	<u>Patient Selection</u>
3	<u>Adding a Patient Allergy & Height & Weight</u>
4	<u>Administration</u> <i>Administering medicines</i> <i>Quick Chart:</i> <i>Administering PRN Medicines</i> <i>Self-Administration</i> <i>Administering Oral Anti-Coagulants</i>
5	<u>Witnessing Administration</u>
6	<u>Consent to Treatment</u>
7	<u>Full Medication Chart</u>
8	<u>Checking Status of Prescriptions</u> <i>Sending patients on Short Term Leave (STL)</i>
9	<u>Printing Medicines Charts</u>
10	<u>Medications not documented as administered</u> (senior staff only)
11	<u>Admitting, Transferring & Discharging Patients</u>

EPMA User Guide - Medicines Administration

1. Logging On

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

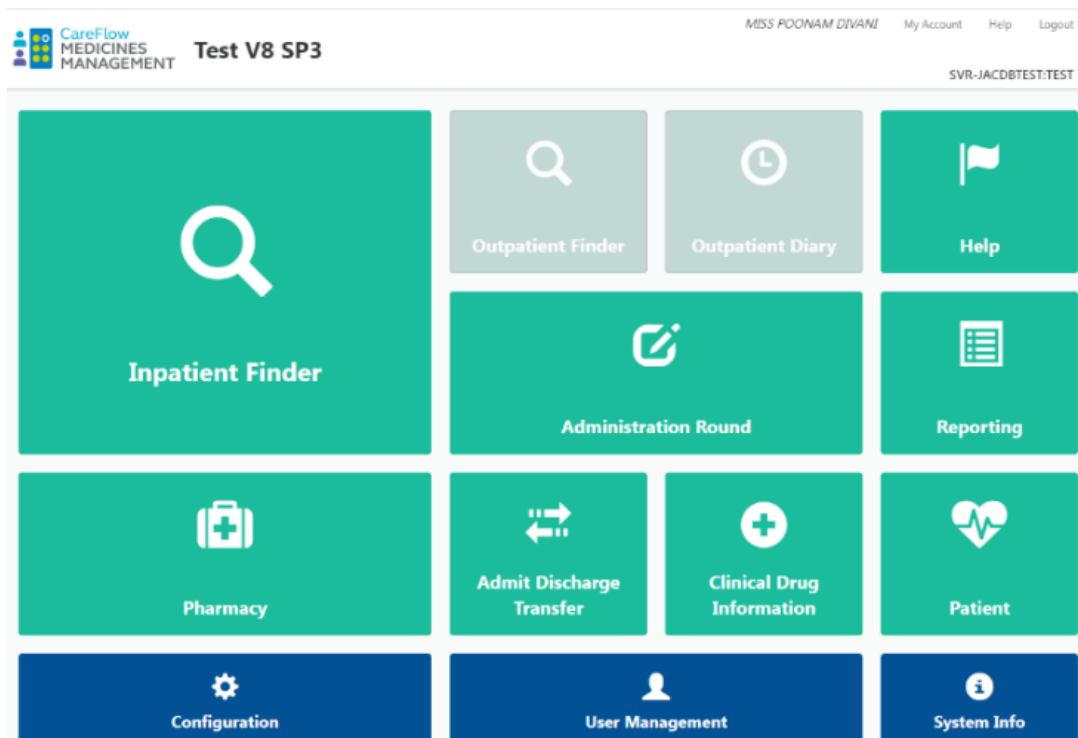
- Enter your unique username and password (case sensitive).



Do not share your Password with anyone else



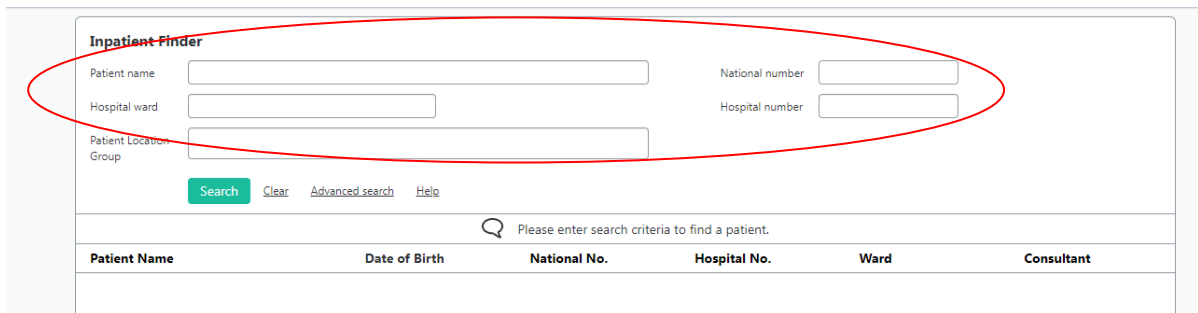
- You are now logged in and will see the screen below:



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

EPMA User Guide - Medicines Administration

2. Patient Selection



Inpatient Finder

Patient name National number

Hospital ward Hospital number

Patient Location Group

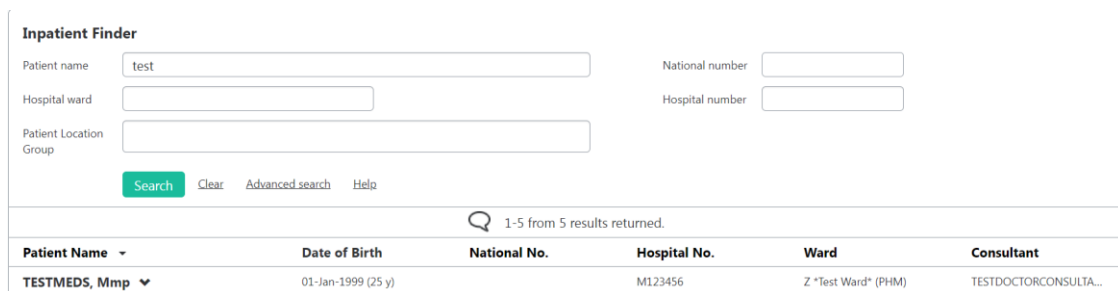
[Search](#) [Clear](#) [Advanced search](#) [Help](#)

Please enter search criteria to find a patient.

Patient Name	Date of Birth	National No.	Hospital No.	Ward	Consultant
--------------	---------------	--------------	--------------	------	------------

- Select the patient.

NB: EPMA will warn you if patients with similar names are on the same ward. You must always check the date of birth and hospital number to ensure you have selected the correct patient.



Inpatient Finder

Patient name National number

Hospital ward Hospital number

Patient Location Group

[Search](#) [Clear](#) [Advanced search](#) [Help](#)

1-5 from 5 results returned.

Patient Name	Date of Birth	National No.	Hospital No.	Ward	Consultant
TESTMEDS, Mmp	01-Jan-1999 (25 y)		M123456	Z *Test Ward* (PHM)	TESTDOCTORCONSULTA...

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

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.

Administration:
For administering medicines

The screenshot shows the EPMA Medicines Administration interface. At the top, there's a patient information section with fields for Name (TEST, Pharmacy), Born (20-Jul-1989 (31 y)), Gender (Male), National No., Address, Hospital No. (00000001), Allergy Status (Recorded allergies), Consultant (TEST NON CONSULTANT, DOC...), Ward (Z *Test Ward*), Body Surface Area, Weight, and Height. Below this is a 'Communication zone' with a speech bubble icon. The main navigation bar includes 'ADD DRUG', 'ALL ORDERS', 'PREVIOUS CARE EPISODE', 'BULK CHANGE', 'DRUG CLINICAL INFORMATION', 'PATIENT NOTES', and 'HELP'. The 'Inpatient Rx' tab is selected, showing a list of prescriptions. The first prescription is 'AMLODIPINE 10 mg Tablets' with a dose of 10 mg, scheduled for 31-Jul-2024 at 11:17, route Oral, and direction Morning. The interface also includes a 'Monitoring & Assessment' tab, a 'Conflict Log' tab, and an 'Administration' tab. A 'Sort items by' dropdown is set to 'Order Add/M... by date', and a 'View' dropdown is set to 'Legend'. A calendar view shows dates from 28-JUL-2024 to 03-AUG-2024, with 31-JUL-2024 highlighted.

Inpatient Rx: View current chart and used for prescribing

Discharge Rx: To view a discharge prescription

Short Term Leave (STL) Rx: To view any STL prescriptions

Discontinued Rx: To view medicines which have been stopped

Shows any recent administration activity

EPMA User Guide - Medicines Administration

3. Adding a patient allergy & height & weight

- In the patient record click on 'Allergy Status'. The patient information page will open in a new window. You can make the changes needed using the relevant options and tabs available.

TESTING, Molly		Born 01-Jan-1934 (84 y)	Gender Female	National No.
Address ZZ99		Hospital No. 0000011	Allergy Status No known drug allergies	
Consultant WHYTE, SEAN	Ward Test Ward	Body Surface Area 1.89 sqm	Weight 78 kg	Height 170 cm

Communication zone

Patient Information

Communication zone

ADD ALLERGY ADD SENSITIVITY SET TO 'NO KNOWN DRUG ALLERGIES' SET TO 'DRUG ALLERGY STATUS UNDETERMINED' SECONDARY PATIENTS HELP

Patient Details	Current Allergies (0)
Patient Clinical Details	Allergy Type Allergy Reaction Delete
General Practitioner	***No Known Drug Allergies***
Previous Care Episode	
Patient Allergies & Sensitivities	
Patient Allergies & Sensitivities History	Current Sensitivities (0)
Patient Height & Weight	Sensitivity Type Sensitivity Delete
Patient Biochemistry	
Patient Journey	

Select Add Allergy or Sensitivity. They will be listed in the relevant information box. You can also select No Known Drug Allergies or undetermined (until confirmed)

- If adding an allergy, select add allergy and the following screen will appear.

Add Allergy

HELP

Please enter search

Drug Allergens Non-Drug Allergens

☒ Drug allergen ☐ Drug allergen group

Search Clear Show all Hide Advanced Options

You can choose here if it's a drug allergen or a non-drug allergen e.g. peanuts. Use the search box to find the allergen.

Here you can filter from individual drug or allergen group e.g. NSAIDs

EPMA User Guide - Medicines Administration

- On the next page select the relevant allergen from the list compiled and click select. This will take you back to the Patient Information page. From the drop-down menu select the reaction and press save, the allergy is now added.

Patient Information

Please enter a reaction for the allergy / sensitivity.

ADD ALLERGY ADD SENSITIVITY SET TO 'NO KNOWN DRUG ALLERGIES' SET TO 'DRUG ALLERGY STATUS UNDETERMINED' SECONDARY PATIENTS HELP

Patient Details

Patient Clinical Details

General Practitioner

Previous Care Episode

Patient Allergies & Sensitivities

Patient Allergies & Sensitivities History

Patient Height & Weight

Patient Biochemistry

Patient Journey

Current Allergies (1)

Allergy Type	Allergy	Reaction	Delete
No Known Drug Allergies			
Drug	olanzapine	Select reaction	

Cancel Save

- The same process applies when adding a sensitivity.
- You can also select 'Patient Allergy & Sensitivity History' tab to view all the previous allergies and sensitivities recorded for the patient.
- To add weight, and height see diagram below

TEST, One

Born 01-Mar-1956 (62 y) Gender Female National No.

Address 61 GLENBURNIE ROAD LONDON SW17 7DJ Hospital No. 0000017 Allergy Status Recorded allergies

Consultant DOCTOR, INPATIENT Ward Test Ward Body Surface Area 1.92 m² Weight 78 kg Height 173 cm

Communication zone

ADD VTE ASSESSMENT DRUG CLINICAL INFORMATION PATIENT NOTES HELP

Inpatient Rx Discharge Rx Short Term Leave Rx Discontinued Rx Monitoring & Assessment Conflict Log Administration

Patient Information

Communication zone

HELP

Historic Weight

Weight (kg)	Date	Recorded by
78.000 (actual)	09-Jan-2017	miss nurse
74.000 (actual)	23-Nov-2016	Ms Anna Basquill
74.000 (actual)	18-Nov-2016	miss nurse
74.000 (actual)	20-Oct-2016	miss nurse
74.000 (actual)	22-Sep-2016	miss nurse

Historic Height

Height (cm)	Date	Recorded by
173 (actual)	23-Nov-2016	Basquill
173 (actual)	18-Nov-2016	miss nurse
173 (actual)	22-Sep-2016	miss nurse
167 (actual)	13-Sep-2016	miss nurse
167 (actual)	19-Aug-2016	miss nurse

Record Weight

Weight (kg) Type Measurement Date

Record Height

Height (cm) Type Measurement Date

Select Weight or Height

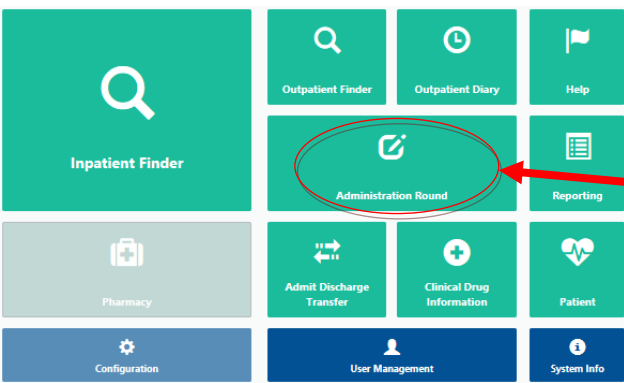
Enter measurements at the bottom, Weight to be entered in **Kg** and Height in **Cm**, in the type section choose if the measurements are an actual reading or an estimated one.

EPMA User Guide - Medicines Administration

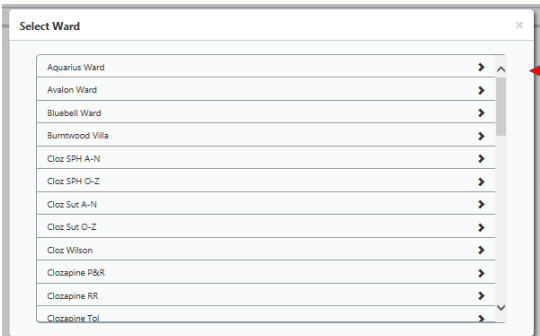
4. Administering

4.1 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.



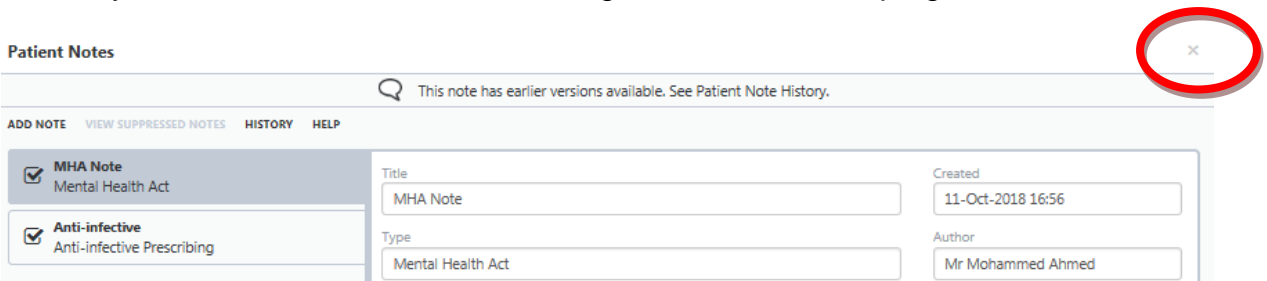
Select 'Administration Round'



Select Ward and then the patient you require

Status	Name of patient	Hospital Number	National number	Date of Birth	Group	Number of Medicines	CD	IV	PBN
CHARTING PERIOD:									
✓	TEST, One	0000017		01-Mar-1956	A	N/A	N/A	N/A	N/A
✓	TESTING, MOLLY	0000011		01-Jan-1954	A	N/A	N/A	N/A	N/A
→	TONG, 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.
- 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.



Patient Notes

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

ADD NOTE VIEW SUPPRESSED NOTES HISTORY HELP

☒ MHA Note
Mental Health Act

☒ Anti-infective
Anti-infective Prescribing

Title: MHA Note

Type: Mental Health Act

Created: 11-Oct-2018 16:56

Author: Mr Mohammed Ahmed

EPMA User Guide - Medicines Administration

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

Used to see any current administrations due

Shows regular medicines due to be administered

Click dose timing to administer dose, see below for the page that appears

If any drug notes attached these will appear, select next

Here you can select a reason if there is no administration, choose from the drop down menu.

These options do what they say. To administer the dose click 'Chart Dose' if there is more than one administration click 'Chart Dose & Go to Next'

- 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

4.2 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

If a non-administration occurs, please select a reason from the drop down menu

Tick the tick box next to the drugs you wish to administer. This will automatically fill out the date and time

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



Any drugs that have a note attached to them OR any high alert critical medicines will open the attached note once clicked on.
After reading the note click 'acknowledge' this will take you back the above screen.



EPMA User Guide - Medicines Administration

- All PRN and STAT doses will also be available to administer through Quick Chart but also can be done individually following previous administration steps (See 3.1)

Due Date & Time	Drug Name	Dose	mL	Route	Non-Administration	Administered Date & Time	Select
Regular Medication							
16-Aug-2018 @ 08:00	Clozapine Tablets	12.5 mg		Oral	Please select	dd-MMM-yyyy HH:mm	<input type="checkbox"/>
PRN Medication							
07-Nov-2018 @ 14:56	Promethazine Teoclate 25 mg Tab...	25 mg		Oral	Please select	dd-MMM-yyyy HH:mm	<input type="checkbox"/>
STAT Medication							
07-Nov-2018 @ 14:56	Lorazepam 1mg Tablets	1 mg		Oral	Please select	dd-MMM-yyyy HH:mm	<input type="checkbox"/>

- Select chart to administer all the medicines you have selected

Any medicines requiring a witness, the details can be completed here

Witnessing - Administration

Witness Username

Witness Password

- To move onto the next patient, select administration round from the current patient's chart, this will take you back to the patient list, select your next patient and repeat the same process.

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
Regular Medicines (1) PRN Medicines (2) Infusions Infusion Change				View: <input type="button" value="🔍"/>	Legend <input type="button" value="⌵"/>
REGULAR OLANZAPINE 10 mg Tablets Dose: 10 mg Route: Oral Frequency: Night		Date: August 2024 Day: 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 22:00 ! ! ! ! ! 1 !			

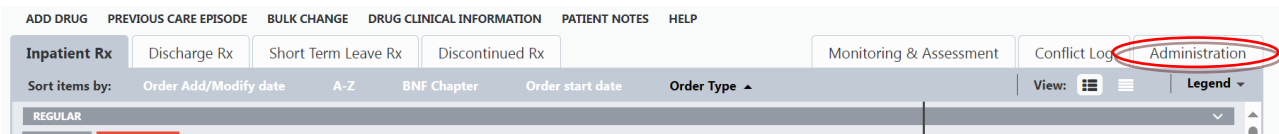
- You can also administer medicines by selecting the Administration tab within the patient record and following the same process as above without having to use the Administration Round option from the main menu.

ADD DRUG	ALL ORDERS	PREVIOUS CARE EPISODE	BULK CHANGE	DRUG CLINICAL INFORMATION	PATIENT NOTES	HELP
Inpatient Rx	Discharge Rx	Short Term Leave Rx	Discontinued Rx	Monitoring & Assessment	Conflict Log	Administration
Sort items by: Order Add/Modify date A-Z BNF Chapter Order start date Order Type				View: <input type="button" value="🔍"/>	Legend <input type="button" value="⌵"/>	
REGULAR ASPIRIN 75 mg Soluble Tablets		28-JUL-2024 29-JUL-2024 30-JUL-2024 31-JUL-2024 01-AUG-2024 02-AUG-2024 03-AUG-2024				

4.3 Administering PRN Medicines

- To administer PRN's use one of the methods as shown in section 3.1 or 3.2.
- Before administering any PRN medication **you must check the last dose administered along with the total maximum daily prescribed dose.** To do this select administration tab from the patient's record.

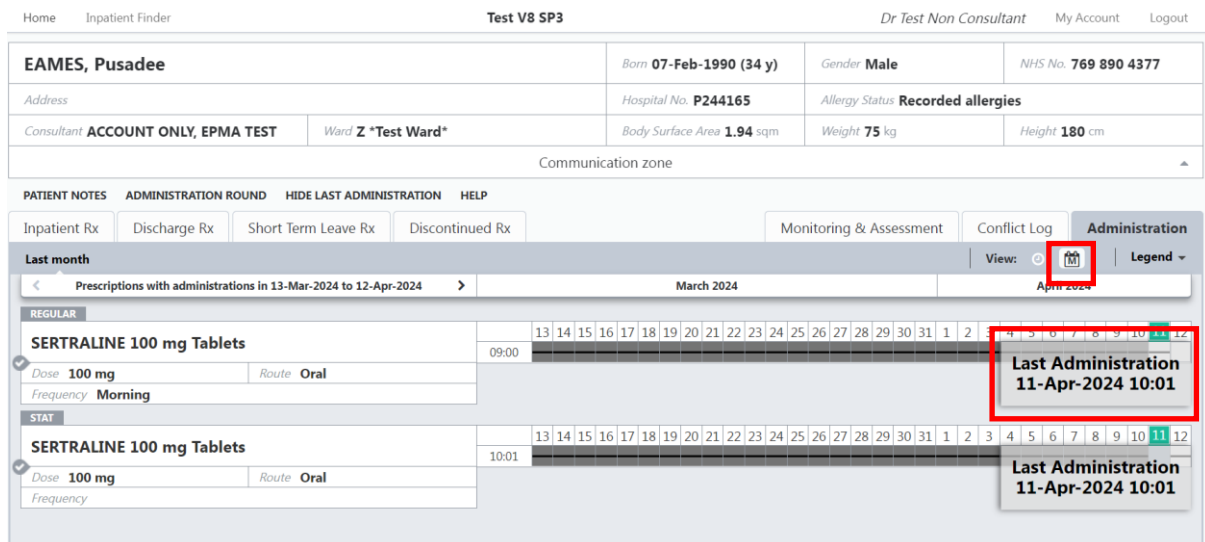
EPMA User Guide - Medicines Administration



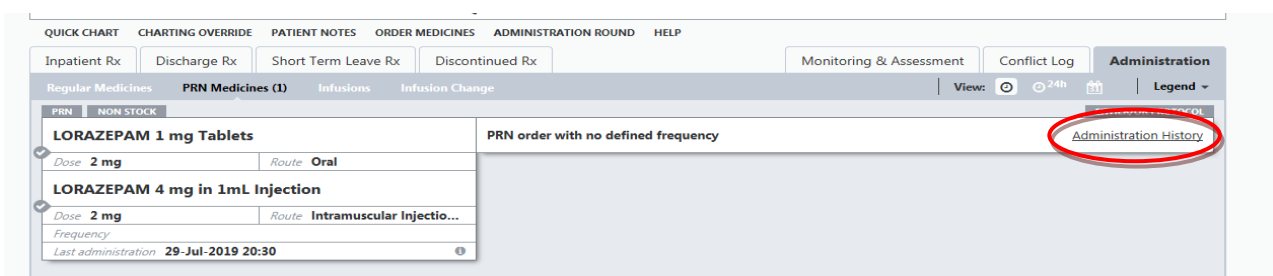
- Once in administration, directly underneath the same tab there will be a section labelled 'View'. Here you can choose to see the current charting period, the charting period for a 30 day period (you can select different months to view).



- The calendar view (or last 30-day view) has changed from a number to an 'M'
- Last administration date and time for a particular medication will be written in bold as per the screenshot below. This is particularly useful for medication such as PRNs and depot injections.
- You can view a detailed administration history of each medicine by clicking on it in the Monthly view



- To view the full administration history, click on administration history.



EPMA User Guide - Medicines Administration

- Example of the administration history: most recent administration shown at the top:

Date & Time	Dose / Rate Administered	Dose / Rate Administered	Non-Administered Reason	User Responsible
29-Jul-2019 @ 20:30	LORAZEPAM 1 mg Tablets		Alternative administered	Ms Nicole Newell
29-Jul-2019 @ 20:30	LORAZEPAM 4 mg in 1mL Injection	0.25 x 1mL Ampoule		Ms Nicole Newell
29-Jul-2019 @ 13:00	LORAZEPAM 1 mg Tablets	2 Tablet		Ms Nicole Newell
29-Jul-2019 @ 13:00	LORAZEPAM 4 mg in 1mL Injection		Alternative administered	Ms Nicole Newell

- To administer a dose click back into the current charting period, select the PRN medicines tab then select the drug you wish to administer. Here you will be able to see the maximum dose allowed within 24 hours.

Shows current frequency and time of last administration

Select the current period first then select the PRN medicine tab. The number in brackets shows you how many PRN's are prescribed. Then select the drug.

- Once in the drug you can view the maximum dose and any other PRN notes before administering the medication. **Please pay careful attention to this to ensure administration stays within maximum dose.**

Drug Information

☒ Ward Stock

PRN Notes

Agitation

Max 4mg in 24hrs

Non Administration

Select reason if not administered

Witnessing - Administration

Witness Username

Witness Password

Administration Details

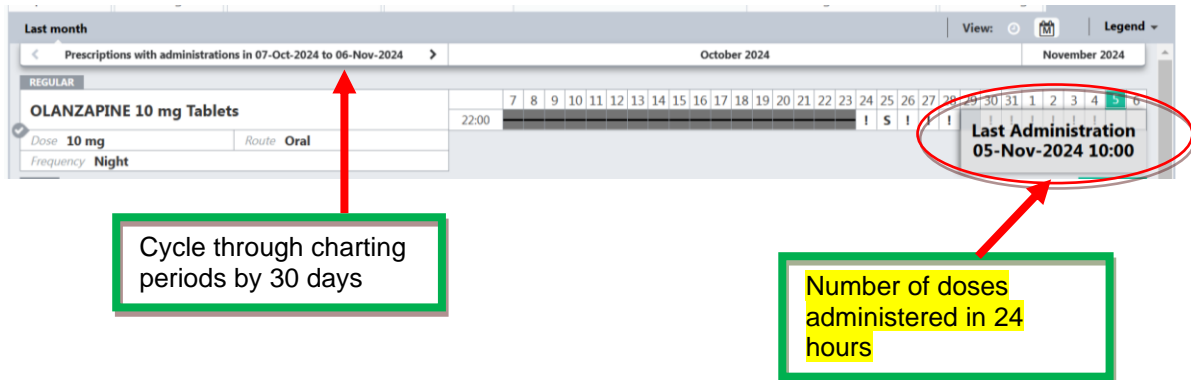
Dose administered: 1 mg

1 Tablet

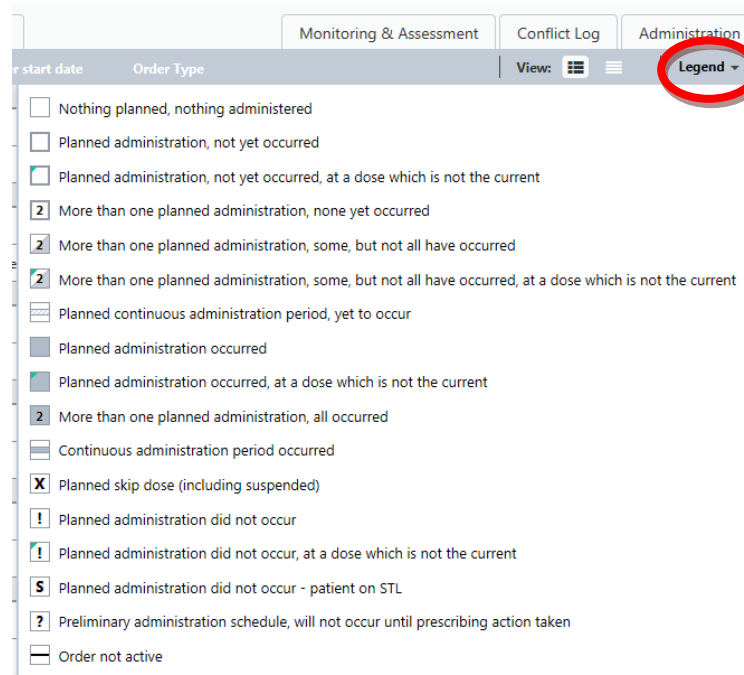
Date & time administered: 05-Nov-2024 10:23

EPMA User Guide - Medicines Administration

- The 30-day administration chart will show the doses administered in numbers for the day rather than greyed out boxes. You can also cycle through the months to view the previous administration history.



- To view a legend; hover your mouse over the Legend tab. This will show you the meaning of each symbol which may appear in the administration chart.



Note: EPMA will NOT stop you administering above the prescribed maximum daily dose for PRN medicines. Always check before administering

4.4 Self-Administration:

- If the patient is self-administering any medicines this should be documented by the pharmacist/doctor

EPMA User Guide - Medicines Administration

- Select the 'Self Administer' option from the drop down menu of the Non Administration box and then chart the dose. This will now be recorded as self-administered by the patient.

Record Administration: Aripiprazole 5mg Tablets

Communication zone

CLINICAL DRUG INFORMATION HELP

Drug Notes Administration Order Notes

Legend

IRREGULAR NON STOCK MODIFIED

Aripiprazole 5mg Tablets

Date: October 2018

Day: 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Time: 12:00

Dose: 5 mg Route: Oral

Frequency: Lunchtime

Non Administration

Select reason if not administered

Witnessing Administration

Witness Username

Witness Password

Administration Details

Dose administered: 5 mg

1 Tablet

Date & Time administered: 04-Oct-2018 12:15

Buttons: Cancel, Defer & Go to Next, Chart Dose & Go to Next, Chart Dose & Witness Override, Chart Dose

Drop down menu options:

- Patient on Short Term Leave
- Patient spat medication out
- Prescription Incorrect
- PRN alternative given recently
- Pulse too High
- Pulse too Low
- Self-Administered**
- Unclear Prescription

Select Self-Administered option from the drop down as shown.

4.5 Administering Oral Anti-Coagulants

- Anti-coagulants will not appear on quick chart as these are classed as Critical Medicines. For administration, once in the patient's chart select administration as shown previously, select the Warfarin. The same process applies however you will also need to enter the tablets you have used to make the dose:

CLINICAL DRUG INFORMATION HELP

Drug Notes Dose units Administration Order Notes

Legend

IRREGULAR NON STOCK HIGH ALERT MODIFIED

Warfarin Test

Date: 30-Oct-2018 31-Oct-2018 01-Nov-2018 02-Nov-2018 03-Nov-2018 04-Nov-2018 05-Nov-2018

Time: 09:30

Dose: variable dosing Route: Oral

Frequency: MORNING

Protocol Components

WARFARIN 1 mg Tablets

WARFARIN 3 mg Tablets

Total: 3 mg Admin: 3 mg

Batch number

Expiry Date

dd-mm-yyyy

dd-mm-yyyy

dd-mm-yyyy

dd-mm-yyyy

IMPORTANT!!

Enter in the fields the total amount of tablets given per strength to make the total dose. i.e. 1x3mg = 3mg OR 3x1mg = 3mg. Batch Number and Expiry date can be left blank.

Total dose required

- Click on next then chart the dose on the next page to complete administration.

5. Witnessing Administration

- Some medicines require a second person to witness the administration, e.g. controlled drugs. This could be a second nurse or pharmacist.
- This will be indicated next to the route, e.g. 'Oral: Witness' or 'Intramuscular: Witness'

EPMA User Guide - Medicines Administration

REGULAR	HIGH ALERT							
Methadone Sugar Free 1mg in 1ml Oral Solution		02-OCT-2018	03-OCT-2018	04-OCT-2018	05-OCT-2018	06-OCT-2018	07-OCT-2018	08-OCT-2018
Dose 40 mg	Rx on 05-Oct-2018 11:32	Route Oral: Witness		Directions Midday				

Record Administration: Oxycodone 10mg Modified Release Tablets

Communication zone

CLINICAL DRUG INFORMATION HELP

Drug Notes Administration Order Notes

Legend

REGULAR	NON STOCK	HIGH ALERT	Date	October 2018	November 2018
Oxycodone 10mg Modified Release Tablets			Day	5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5
Dose 10 mg	Route Oral: Witness	1200			
Frequency Twice Daily - Lunch and Evening	1800				

Drug Information

☒ Controlled Drug

Non Administration

Select reason if not administered

Administration Details

Dose administered 10 mg

1 Tablet

Witnessing - Administration

Witness Username

Witness Password

Date & time administered 05-Oct-2018 11:42

Cancel Defer & Go to Next Chart Dose & Go to Next Chart Dose & Witness Override Chart Dose

The person witnessing should enter their EPMA log in details in the Witnessing – Administration section then chart dose.

6. Consent to Treatment

- EPMA currently has no Mental Health Act functionality; therefore any patient who has a Consent to Treatment (CTT) form in place i.e. a T2 or T3 form or is under a Community Treatment Order (CTO) will be prescribed a **'consent to treatment form'**
- When you enter the record of a patient who has consent to treatment form you will see that it is prescribed.

ADD DRUG	ALL ORDERS	PREVIOUS CARE EPISODE	DRUG CLINICAL INFORMATION	PATIENT NOTES	HELP
Inpatient Rx	Discharge Rx	Short Term Leave Rx	Discontinued Rx		
Sort items by:	Order Add/Modify date	A-Z	BNF Chapter	Order date	Order Type
Consent To Treatment Form		02-OCT-2018 03-OCT-2018 04-OCT-2018 05-OCT-2018 06-OCT-2018 07-OCT-2018 08-OCT-2018			
Dose 1 Form	Rx on 04-Oct-2018 15:44	Route No Route Required		Directions Night	
REGULAR	HIGH ALERT	ORAL ANTI-COAGULANT PROTOCOL			

The CTT form will be prescribed once daily; normally at night.

- Paper copies of CTT & CTO forms will be stored on the ward next to the EPMA computer along with any other paper documentation, where applicable.

7. 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

ADD DRUG PREVIOUS CARE EPISODE BULK CHANGE DRUG CLINICAL INFORMATION PATIENT NOTES HELP

Inpatient Rx Discharge Rx Short Term Leave Rx Discontinued Rx

Sort items by: Order Add/Modify date A-Z BNF Chapter Order start date Order Type

View: Legend

REGULAR HIGH ALERT

METHADONE 1 mg in 1mL Sugar-Free Liquid

Dose 40 mg Rx on 22-Jul-2024 14:48 Route Oral: Witness

Directions Morning

REGULAR HIGH ALERT

OXYCODONE 10 mg Modified-Release Tablets

Dose 10 mg Rx on 22-Jul-2024 14:48 Route Oral: Witness

Directions Twice Daily - Morning and Night

Administration Chart

- For a view of the full administration chart, follow the process as mentioned in section 3.3 by selecting Administration and choosing either the 24hr charting period or 30-day charting period.

ADD DRUG ALL ORDERS PREVIOUS CARE EPISODE DRUG CLINICAL INFORMATION PATIENT NOTES HELP

Inpatient Rx Discharge Rx Short Term Leave Rx Discontinued Rx

Sort items by: Order Add/Modify date A-Z BNF Chapter Order start date Order Type

View: Legend

REGULAR

Consent To Treatment Form

02-NOV-2018 03-NOV-2018 04-NOV-2018 05-NOV-2018 06-NOV-2018 07-NOV-2018 08-NOV-2018

Monitoring & Assessment Conflict Log Administration

View: 24hr 30-day View

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

QUICK CHART CHARTING OVERRIDE PATIENT NOTES ORDER MEDICINES ADMINISTRATION ROUND HELP

Inpatient Rx Discharge Rx Short Term Leave Rx Discontinued Rx

Sort items by: Order Add/Modify date A-Z BNF Chapter Order start date Order Type

View: Legend

REGULAR Medicines (1) PRN Medicines (2) Infusions Infusion Change

PRN

LORAZEPAM 1 mg Tablets

Dose 1 mg Route Oral

Frequency Twice Daily - Morning and Night

Last administration 05-Nov-2024 10:23

PRN order

Administration History

View shows the administrations that are due imminently and outstanding administrations.

Prescriptions with administrations in 07-Oct-2024 to 06-Nov-2024

October 2024

REGULAR

OLANZAPINE 10 mg Tablets

Dose 10 mg Route Oral

Frequency Night

PRN

PROMETHAZINE 25 mg Tablets

Dose 25 mg Route Oral

Frequency Four Times A Day

Last Admin 05-Nov-2024 10:00

Last Administration 05-Nov-2024 10:00

MODIFIED

PRN Order

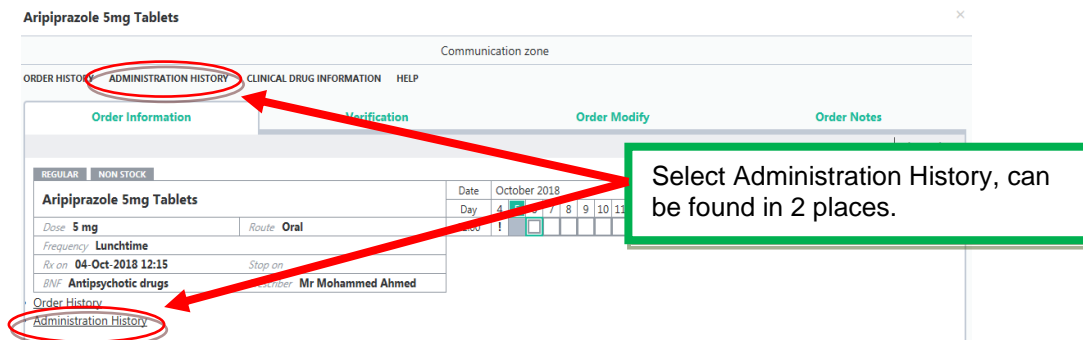
Last Administration 05-Nov-2024 10:00

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.



- 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

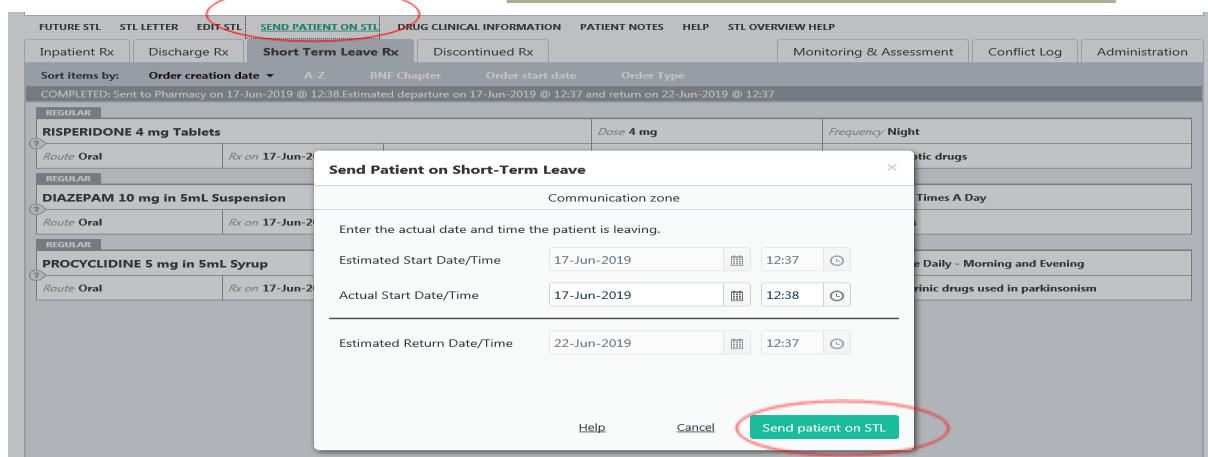
Date & Time	Dose / Rate Administered	Dose / Rate Administered	Non-Administered Reason	User Responsible
05-Oct-2018 @ 11:17(sch. 05-Oct-2018 @ 12:00)	5 mg	1 Tablet		Mr Mohammed Ahmed
04-Oct-2018 @ 12:26(sch. 04-Oct-2018 @ 12:00)			Self-Administered	Mr Mohammed Ahmed

8. Checking status of prescriptions

To see if any TTA/STL's are prescribed, please use the Discharge Rx and STL Rx tabs. Please refer to the diagram in Section 2.

8.1 Sending patients on STL

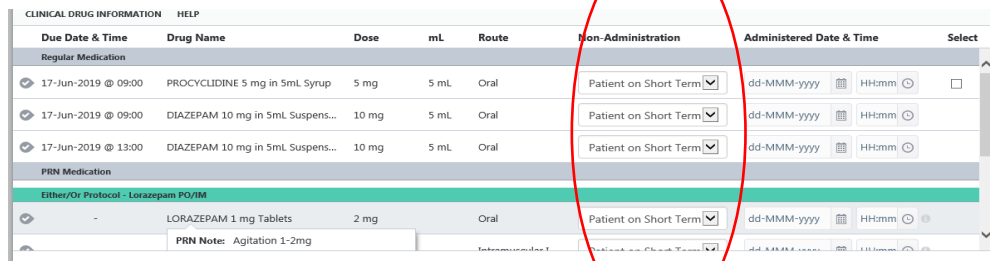
Click on Send patient on STL: this will generate the box below with STL dates



STL dates are already input: once patient has been given TTA medication click on send patient on STL -

EPMA User Guide - Medicines Administration

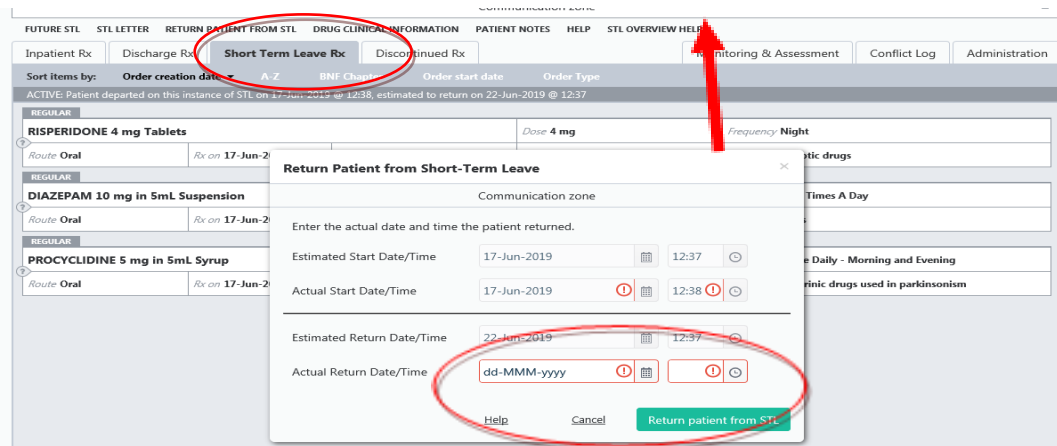
The patient will still appear during an administration round: the non-administration reason will automatically be generated as shown below. Select and chart as shown in Section; 4.2 Quick Chart:



Due Date & Time	Drug Name	Dose	mL	Route	Non-Administration	Administered Date & Time	Select
Regular Medication							
17-Jun-2019 @ 09:00	PROCYCLIDINE 5 mg in 5mL Syrup	5 mg	5 mL	Oral	Patient on Short Term	dd-MMM-yyyy HH:mm	<input type="checkbox"/>
17-Jun-2019 @ 09:00	DIAZEPAM 10 mg in 5mL Suspens...	10 mg	5 mL	Oral	Patient on Short Term	dd-MMM-yyyy HH:mm	<input type="checkbox"/>
17-Jun-2019 @ 13:00	DIAZEPAM 10 mg in 5mL Suspens...	10 mg	5 mL	Oral	Patient on Short Term	dd-MMM-yyyy HH:mm	<input type="checkbox"/>
PRN Medication							
Either/Or Protocol - Lorazepam PO/IM							
-	LORAZEPAM 1 mg Tablets	2 mg		Oral	Patient on Short Term	dd-MMM-yyyy HH:mm	<input type="checkbox"/>
PRN Note: Agitation 1-2mg							

8.2 Returning a patient from STL

Select the Short term leave RX- the Return patient from STL will pop up, you will need to input the date & time



Return Patient from Short-Term Leave

Communication zone

Enter the actual date and time the patient returned.

Estimated Start Date/Time: 17-Jun-2019 12:37

Actual Start Date/Time: 17-Jun-2019 12:38

Estimated Return Date/Time: 22-Jun-2019 12:37

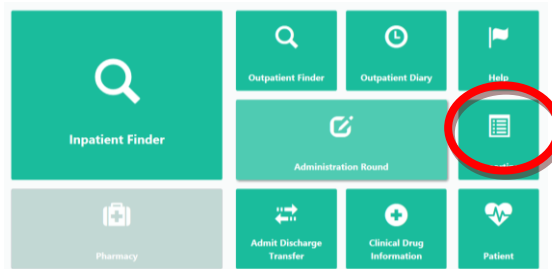
Actual Return Date/Time: dd-MMM-yyyy

Help Cancel Return patient from STL

9. 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

EPMA User Guide - Medicines Administration



- 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.

A screenshot of the 'Print MAC Report' interface in the EPMA system. The interface shows a sidebar on the left with 'MAC Report' and 'MAP Report' options. The main area contains a 'Print MAC Report' header, a 'Communication zone' dropdown, a 'HELP' link, and sections for 'Printing Options' (Document Name: AHM181005164616, Output: Paper selected), 'MAC Options' (Patient selected, Ward unselected), and 'Clinical Notes Options' (Patient Notes checked, Order Notes unchecked). Annotations include a red circle around the 'MAC Report' option in the sidebar, a red arrow pointing to it from a green box containing the text 'Choose type of report needed.', a red circle around the 'Patient' radio button in the 'MAC Options' section, and a red arrow pointing to it from a green box containing the text 'You can choose to print for either a specific patient or for all patients on the ward.'.

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 [Text Field] ☐ Discharged

Please select [Dropdown]

Clinical Notes Options

☒ Patient Notes ☐ Order Notes

You can choose to print for either a specific patient or for all patients on the ward.

10. Medications not documented as administered (*senior staff only*)

- If an administration has not been recorded, you will not be able to administer any further doses of medicines for the patient. In the first instance the administering nurse should be asked to update EPMA. If they are not available, then a senior staff member can override the chart.

EPMA User Guide - Medicines Administration

TEST, One Born **01-Mar-1956 (62 y)** Gender **Female** National No.
 Address **61 GLENBURNIE ROAD LONDON SW17 7DJ** Hospital No. **0000017** Allergy Status **Recorded allergies**
 Consultant **DOCTOR, INPATIENT** Ward **Test Ward** Body Surface Area **1.92 sqm** Weight **78 kg** Height **173 cm**
 You have successfully overridden charting.

QUICK CHART **CHARTING OVERRIDE** PATIENT NOTES ADMINISTRATION ROUND HELP
 Inpatient Rx Discharge Rx Short Term Leave Rx Discontinued Rx Monitoring & Assessment Conflict Log **Administration**
 Regular Medicines (5) PRN Medicines (2) Infusions Infusion Change View 24h Legend
 REGULAR NON STOCK HIGH ALERT
 Select administration from the patients record then select 'charting override', this will then show you all outstanding medicines to be recorded.
Methadone Sugar Free 1mg in 1ml Oral Solution
 Dose **40 mg** Route **Oral: Witness** Day 12:00 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 November...
 Frequency **Midday**

Override Charting
 Override Charting for the MAS Period: 05-Oct-2018 03:00 to 06-Oct-2018 02:59
 CLINICAL DRUG INFORMATION HELP
 Regular Medicines PRN Medicines Infusions Infusion Change
 Name TEST, One, National Number, Hospital Number 0000017, Date of Birth 01-Mar-1956 (62 y), Group A

Due Date & Time	Drug Name	Dose	Route	Reason for Non-Administration	Admin Date & Time	Override
05-Oct-2018 @ 12:00	Oxycodone 10mg Modified R...	10 mg	Oral: Witness	Please select	dd-MMM-yyyy	<input type="checkbox"/>
05-Oct-2018 @ 14:10	Warfarin Treatment	3 mg	Oral	Please select	dd-MMM-yyyy	<input type="checkbox"/>
05-Oct-2018 @ 18:00	Oxycodone 10mg Modified R...	10 mg	Oral: Witness	Please select	dd-MMM-yyyy	<input type="checkbox"/>
05-Oct-2018 @ 22:00	Consent To Treatment Form	1 Form	No Route Requ...	Please select	dd-MMM-yyyy	<input type="checkbox"/>

 Tick the override box next to the drug you wish to override then select the override reason. This should be 'Administered by previous shift'.
 Charting & Go to Next MAS Period Override Charting

Override Charting Reason
 Communication zone
 Override Reason
 Please select
 Override Charting will be applied to all the items overridden.
 Cancel OK

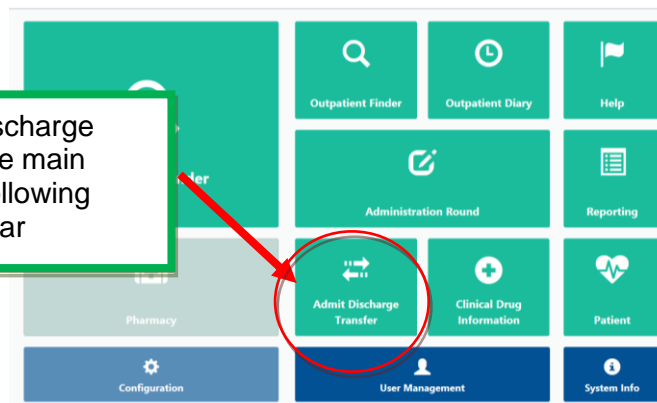
- Click override charting and the medicines will be recorded as administered.
- Instances like this should also be recorded in the RiO record.

11. Admitting, Transferring & Discharging Patients

- This will usually be done automatically then the patient is admitted, transferred or discharged on RiO. However, if RiO is not working you will need to follow the processes below:

EPMA User Guide - Medicines Administration

Select Admit Discharge Transfer from the main menu and the following screen will appear



Patient Finder

Patient name National number
Hospital ward Hospital number
 [Advanced search](#) [Help](#)

Please enter search criteria to find a patient.

Patient Name	Date of Birth	National No.	Hospital No.	Ward	Consultant
--------------	---------------	--------------	--------------	------	------------

Search for patient using any of the fields above then select your patient from the list which appears

Patient Finder

Patient name National number
Hospital ward Hospital number
 [Advanced search](#) [Help](#)

1-8 from 8 results returned.

Patient Name	Date of Birth	National No.	Hospital No.	Ward	Consultant
TEST, Merge ▼	22-Aug-1983 (35 y)		0000014	Repeat CMHT Rx (PHM)	DOCTOR, INPATIENT
TEST, One ▼	01-Mar-1956 (62 y)		0000017	Test Ward (PHM)	DOCTOR, INPATIENT
TESTING, Molly ▼	01-Jan-1934 (84 y)		0000011	Test Ward (PHM)	DOCTOR, INPATIENT
TESTING, Servelec ▼	01-Jan-1975 (43 y)		0000012		
TESTING, Testing ▼	01-Jan-1985 (33 y)		0000013	Repeat CMHT Rx (PHM)	DOCTOR, OUTPATIENT

Name of patient

Shows if patient is already admitted onto a ward

- Patients search fields: Use one field at a time

EPMA User Guide - Medicines Administration

To search by name, use this format:
Surname,first name
e.g. Testing,Dummy

NHS number

Patient Finder

Patient name

Hospital ward

[Advanced search](#) [Help](#)

Please enter search criteria to find a patient.

Patient Name	Date of Birth	National No.	Hospital No.	Ward
--------------	---------------	--------------	--------------	------

RIO number

- Once you have selected the patient the following screen will appear, here you can choose from the 3 options of admitting, discharging or transferring (*Transfer only available when patient is already on a ward*).

Admitting a Patient:

Select admission and complete the fields on the right by selecting the ward they are being admitted to, date and time and the consultant

HELP

Admission

Discharge

Admission Ward *
Please select

Admission Date * 08-Oct-2018 Admission Time * 12:18

Admission Reason

Admission Type *
☒ Planned ☐ Emergency

Consultant *
Please select

Patient Type
Please select

Spell number Episode number

Transferring a Patient:

CHARTING HELP

Admission

Consultant

Transfer

Discharge

Admission Information

Admission Ward
Test Ward

Admission Date
14-Sep-2018

Admission Time
11:25

Admission Reason

Admission Type
☒ Planned ☐ Emergency

Consultant
Doctor, Inpatient

Patient Type

Spell number Episode number

Transfer patient to a new ward

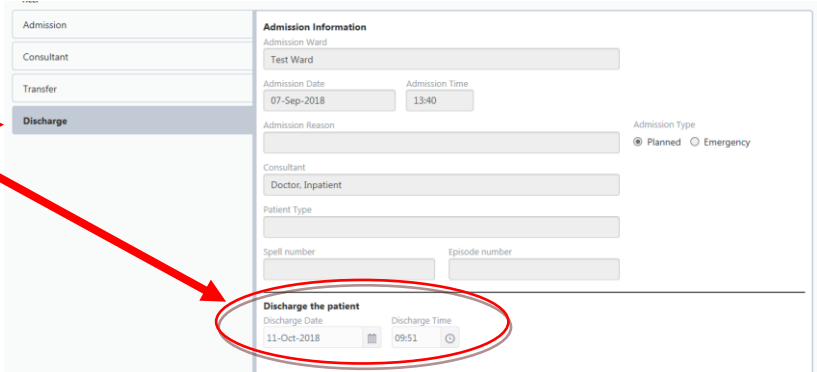
Transfer Ward
Please select

Select transfer from the option list, then at the bottom on the right select the new ward the patient is being transferred to and then click transfer patient

EPMA User Guide - Medicines Administration

Discharging a Patient:

Select discharge, double check date and time of discharge and then click discharge patient.



The screenshot shows the 'Discharge' form in the EPMA system. On the left, a vertical menu has 'Discharge' selected. On the right, the 'Admission Information' section contains fields for 'Admission Ward' (Test Ward), 'Admission Date' (07-Sep-2018), 'Admission Time' (13:40), 'Admission Reason', 'Consultant' (Doctor, Inpatient), 'Patient Type', 'Spell number', and 'Episode number'. At the bottom, the 'Discharge the patient' section is circled in red, containing 'Discharge Date' (11-Oct-2018) and 'Discharge Time' (09:51). A red arrow points from the text box to the 'Discharge' menu item, and another red arrow points from the text box to the 'Discharge the patient' section.



If you see the message 'discharge prescription in draft' check with doctor before discharging from EPMA.



- For any patients already admitted on to a ward there will also be a 'Consultant' option, if you ever need to change the consultant you can do so using this option to allocate a new consultant.

EPMA User Guide - Medicines Administration

Document Control

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

Approval Sign Off for Final Release

Approver	Role	Sign Off	Date	Version
Roy Maramba	EPMA Nurse	RM	31/10/2024	1.2

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.