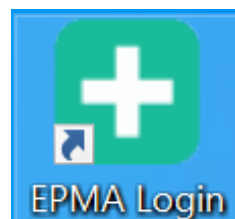East London **NHS**
NHS Foundation Trust

Nurses' EPMA User Guide

CMM v8

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

Contents

EPMA User Guide - Medicines Administration

1. Logging On

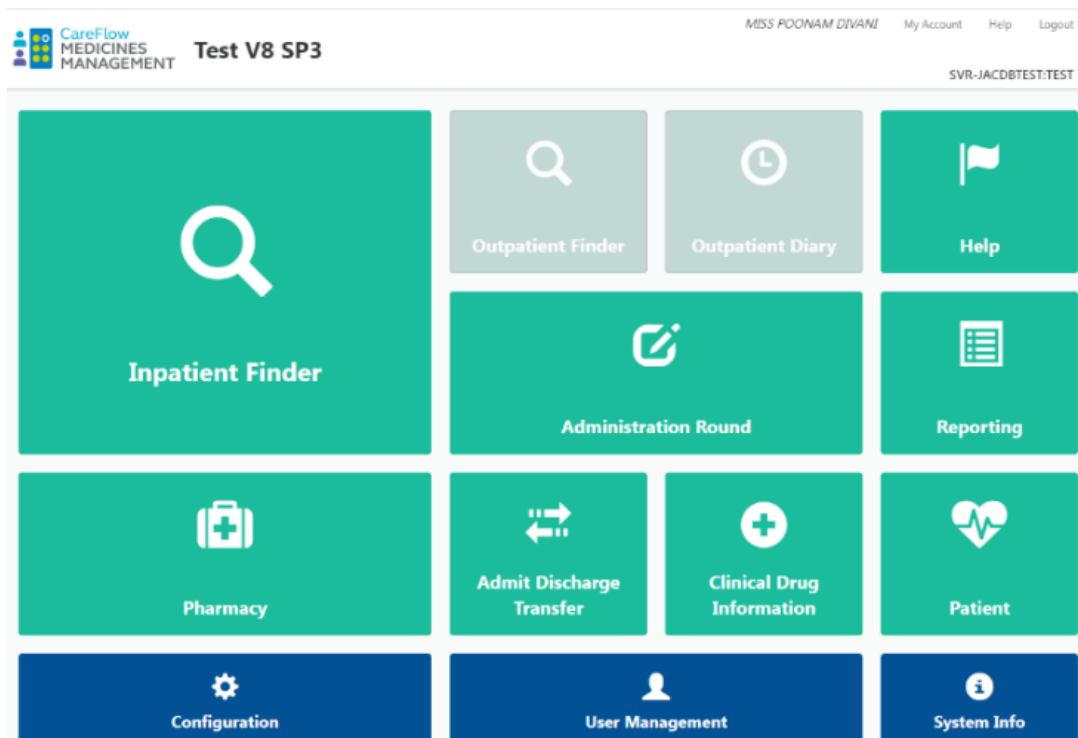To access EPMA double click the EPMA Medicines Management icon on the desktop

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

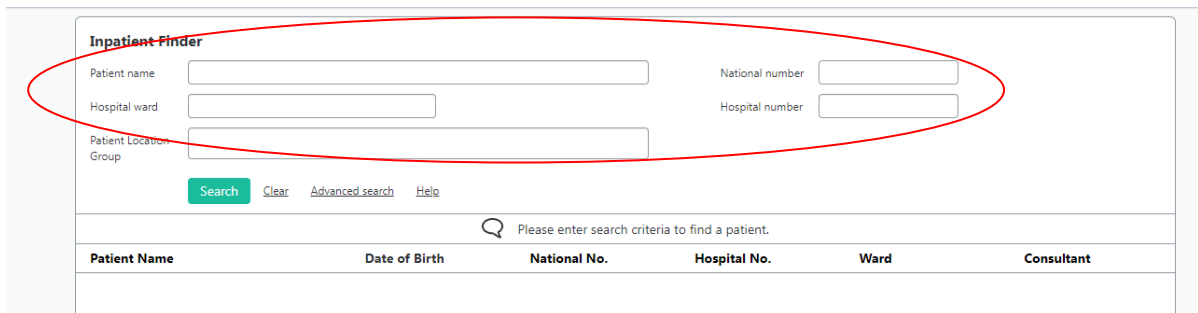⚠️ **Do not share your Password with anyone else** ⚠️

- 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.
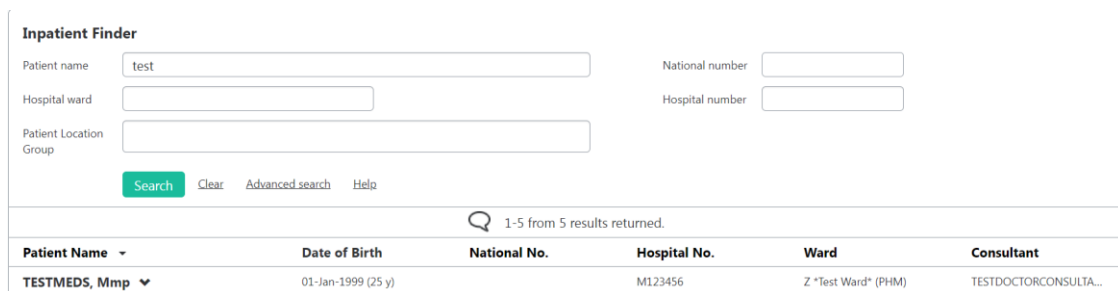
2. Patient Selection

- 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.

- 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.

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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

TEST, Pharmacy		Born **20-Jul-1989 (35 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	Height

🔍 Communication zone

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 item by: Order Add/Modify date   A-Z ▲   BNF Chapter   Order start date   Order Type   View: ▤ ☰   Legend ▾

REGULAR				28-JUL-2024	29-JUL-2024	30-JUL-2024	31-JUL-2024	01-AUG-2024	02-AUG-2024	03-AUG-2024
AMLODIPINE 10 mg Tablets										
Dose **10** mg	on 31-Jul-2024 11:17	Route Oral	Directions Morning							

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

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.

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

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)

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

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- 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.

- The same process applies when an adding a sensitivity.
- You can also select 'Patient Allergy & Sensitivity History' tab to view all the previous allergies and sensitivities recorded for the patient.

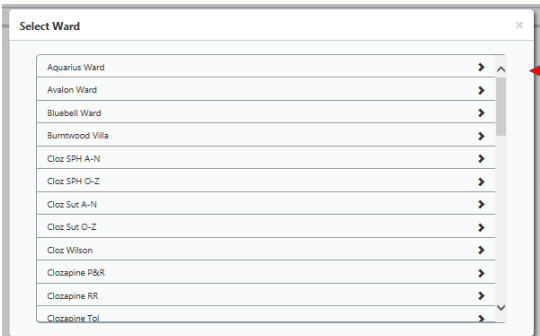- To add weight, and height see diagram below

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.
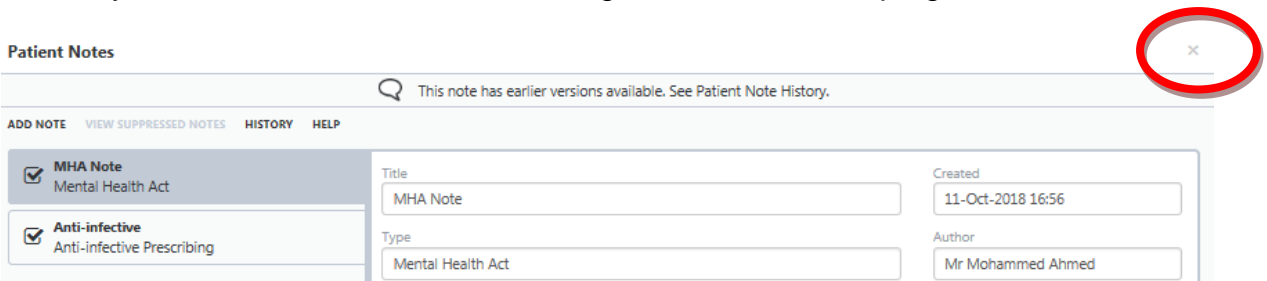

Select 'Administration Round'

Select Ward and then the patient you require

- 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.

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- 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.

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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.

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

⚠️ *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. ⚠️

- 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)*

- Select chart to administer all the medicines you have selected

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

- 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.


- 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.

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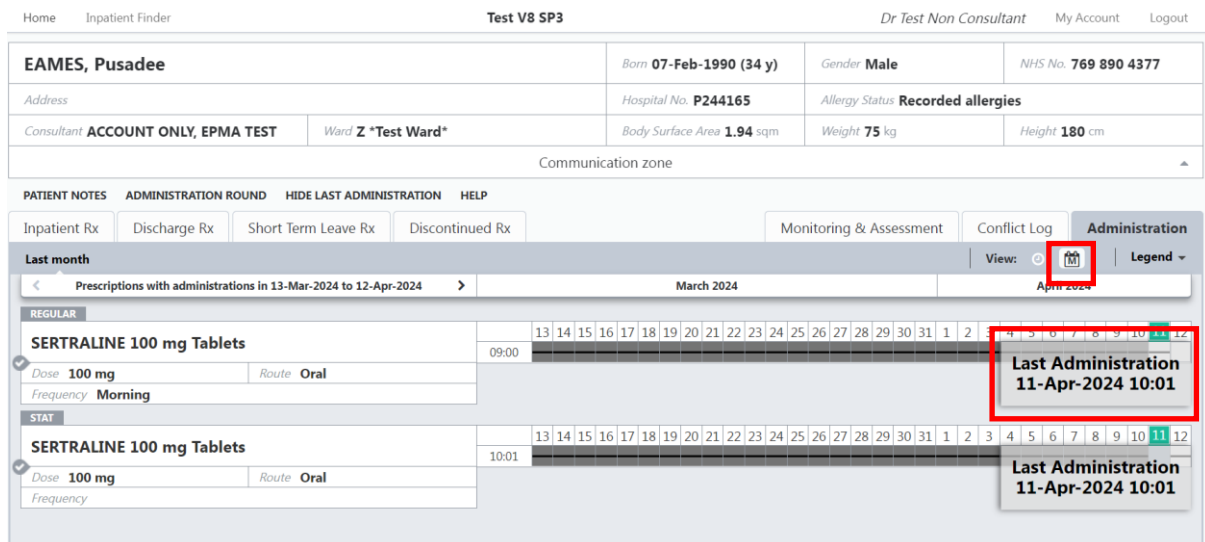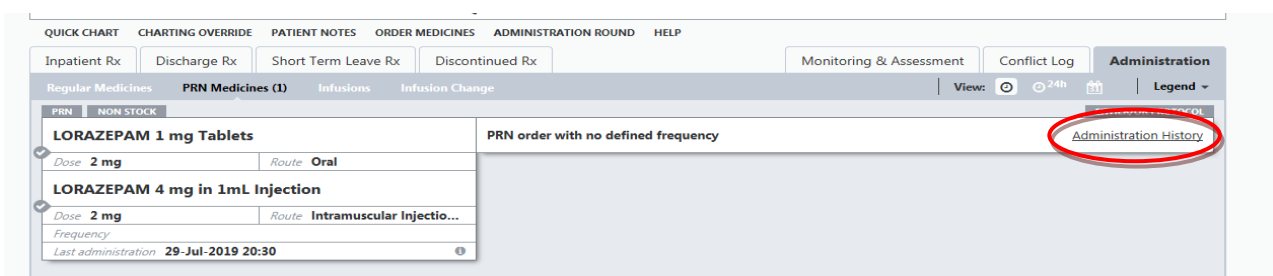
EPMA User Guide - Medicines Administration
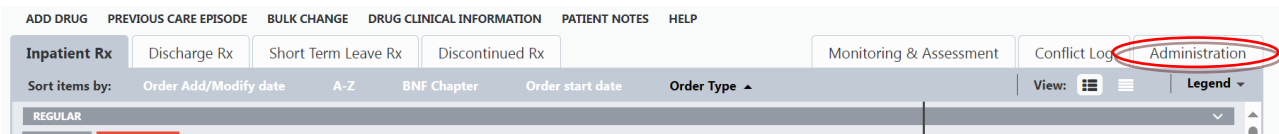
- Once in administration, directly underneath the same tab there will be a section labelled 'View'. Here you can choose to see the current charting period, the charting period for a 30 day period (you can select different months to view).

- 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.

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

- 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.**

- 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.

Cycle through charting periods by 30 days

Number of doses administered in 24 hours
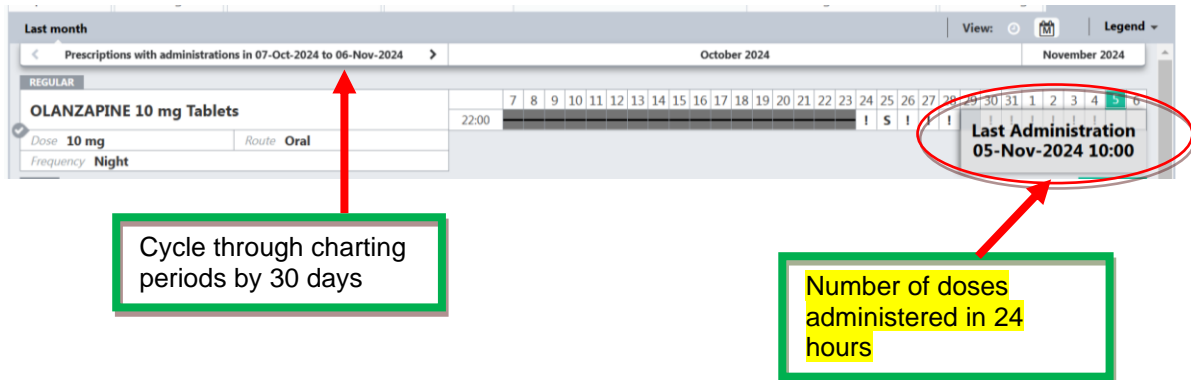
- To view a legend; hover your mouse over the Legend tab. This will show you the meaning of each symbol which may appear in the administration chart.
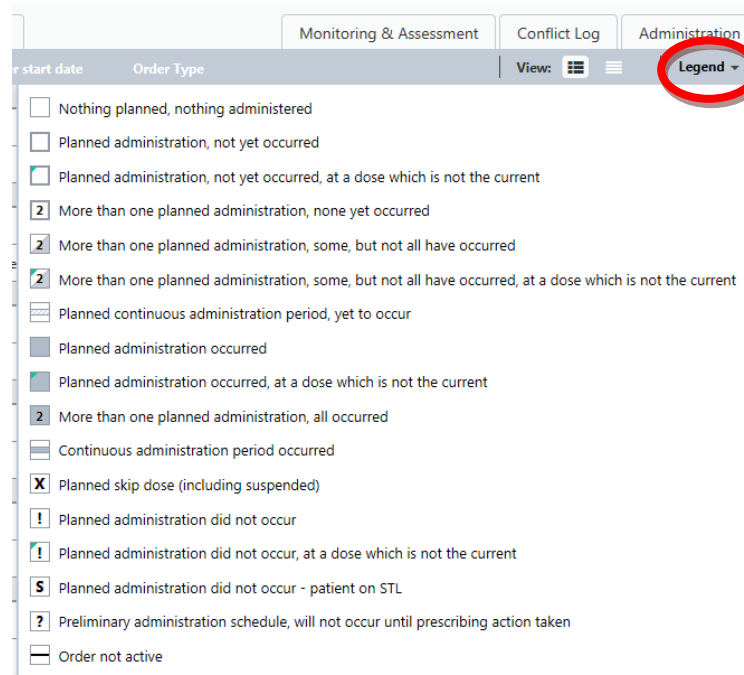
Note: EPMA will <u>NOT</u> stop you administering above the prescribed maximum daily dose for PRN medicines. Always check before administering

4.4 Self-Administration:

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

- 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.

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 up the dose:

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'

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.

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.

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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.

24hr View

30-day View

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


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

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.

17

- 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.

Select Administration History, can be found in 2 places.
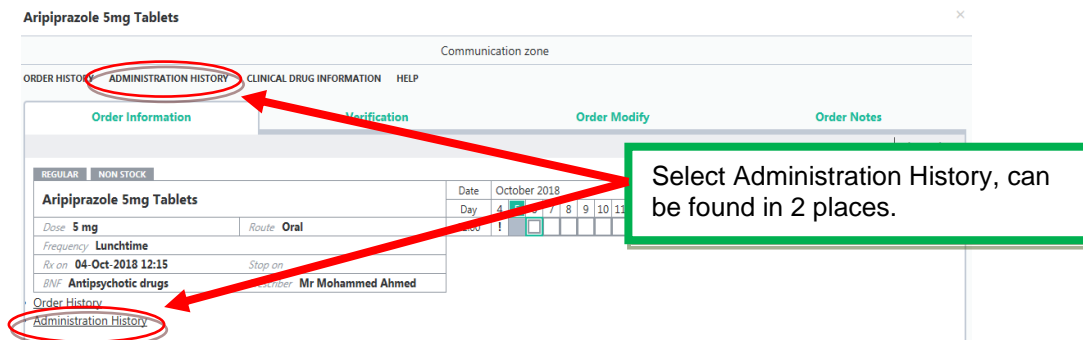
- You can now see full details of the administration which includes name of nurse, date, time, dose and administered as show below

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.
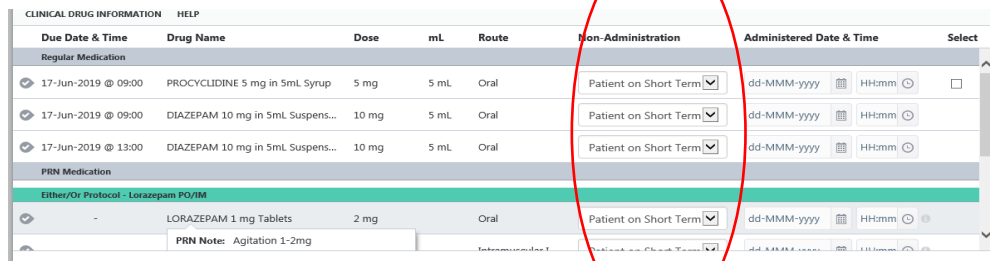
8.1 Sending patients on STL

Click on Send patient on STL: this will generate the box below with STL dates
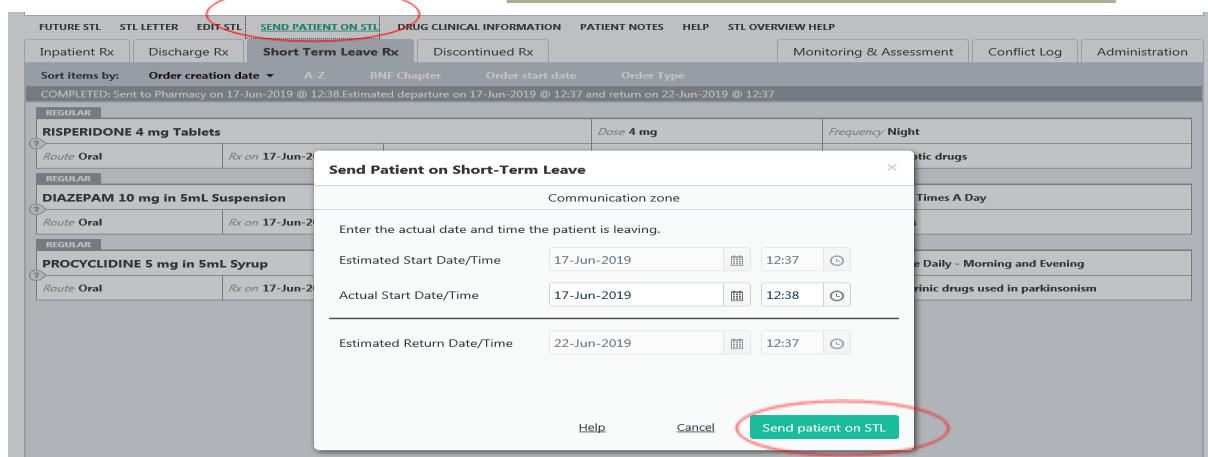
STL dates are already input: once patient has been given TTA medication click on send patient on STL -
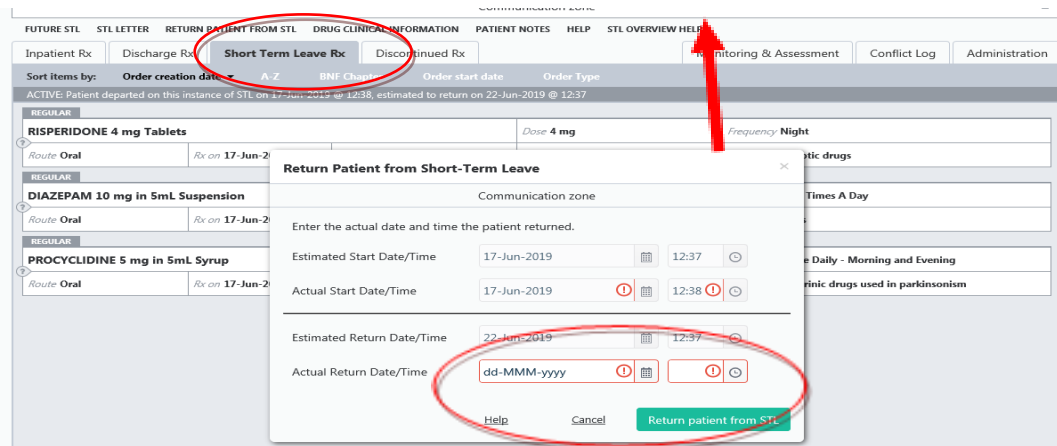
The patient will still appear during an administration round: the non-administration reason will automatically be generated as shown below. Select and chart as shown in Section; 4.2 Quick Chart:

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

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
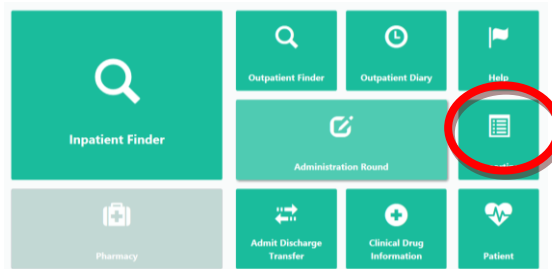
- If EPMA is not functioning or there is a power outage you will need to go to an emergency back-up device and print off charts for all of your patients.

- 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.

Choose type of report needed.

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.

- 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:

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

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

Shows if patient is already admitted onto a ward

Name of patient

- Patients search fields: Use one field at a time

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

NHS number
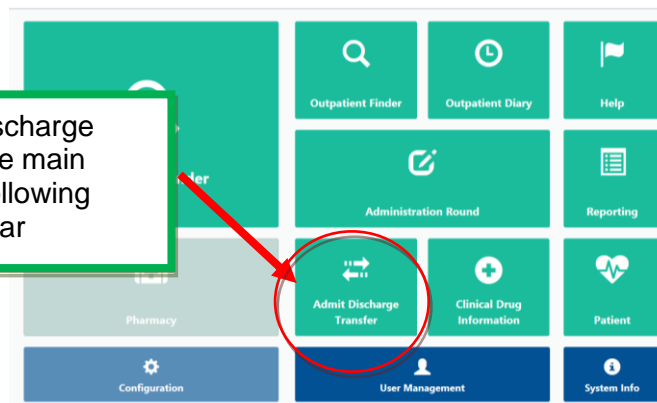
Patient Finder

| Patient name | | National number | |
| Hospital ward | | Hospital number | |

Search   Clear   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

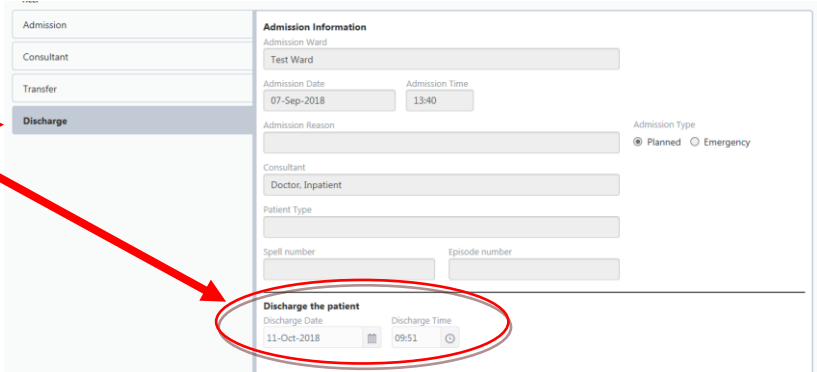**Transfer patient to a new ward**
Transfer Ward
Please select

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

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Discharging a Patient:

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

⚠ **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.