

POCKET GUIDE for Nurses

1. Nursing Task List

- The Patient Access List contains information on tasks to be completed.
- To open it press the **Patient Access List** on the toolbar
- Medications due are signified by the Pill Icon under the specified time frame

Overdue	PRN/Conti	Current	22:00 BST

- To open the meds administration chart - **Right** click on the patients name – open record and press Meds Administration

2 Medication Views

- There are three views on the Medication Chart, they can be changed by pressing on the slide bar
- Time View – Segments the Chart by Time, medications which are scheduled, ONCE only, PRN or Infusions.
- Therapeutic Class View – by class of Medication
- Route View – by Route of administration
- Time View – yellow highlights medications due now

Time View
Therapeutic Class View
Route View

Medications	12/May/14 4:15:13 BST	12/May/14 4:16:19 BST	12/May/14 4:18:00 BST	12/May/14 4:19:30 BST	12/May/14 4:22:30 BST	13/May/14 4:08:00 BST	13/May/14 4:13:36 BST	13/May/14 4:16:29 BST	13/May/14 18:00 BST
Scheduled									
Co-amoxiclav (Co-amoxiclav 500/125 Amoxicillin 500mg + Clavulanic acid 125mg) Tablet "NF"								1 tablet Last given: 13/May/14 13:00:00 BST	
Co-amoxiclav								1 tablet Oral, 1 tablet Oral	
Product Barcode									
Self/Carer Administration									
Care Admin Reason									
Codine								30 mg Last given: 12/May/14 13:00:00 BST	30 mg Last given: 12/May/14 13:00:00 BST
Tablet - Oral-Dose: 30 mg - Four times a Day -STAT: No-Start: 12/May/14 13:00:00 BST Maximum 240mg Daily									
Chlorphenamine								4 mg Last given: 12/Jun/2014 18:06 BST	4 mg Last given: 12/Jun/2014 18:06 BST
Tablet - Oral-Dose: 4 mg - Three times a day PRN for itching/rash-Start: 10/Jun/14 10:01:00 BST									
Chlorphenamine								4 mg Oral A	

3 Checking Allergies

- Before administration is commenced allergies should be checked. If the patient has allergies this is displayed in the banner bar
- To check the allergies press **Allergies**
- All allergy information is displayed

XOK. TOELOT
Allergies
Resus status

Allergies

Allergies									
+ Add - Modify No Known Allergies Reverse Allergy Check Display: Active									
I...	D...	Substance	Reactions	Severity	Type	Reviewed	Updated By	C...	Reaction S...
		penicillin		Other...	Allergy		12/Jun/14 ...		Active

4 Reviewing the Drug Chart

11 June 2014 22:04 BST - 13 June 2014 22:04 BST (Clinical Range)									
Medications	12/Jun/14 08:02 BST	12/Jun/14 13:01 BST	12/Jun/14 18:06 BST	12/Jun/14 18:32 BST	12/Jun/14 22:00 BST	12/Jun/14 22:12 BST	12/Jun/14 22:13 BST		
Scheduled									
Co-codamol (Co-codamol 8/500 (Codeine 8mg + Paracetamol 500mg) Tablet "NF")						2 tablet Last given: 12/Jun/2014 18:06 BST			
Co-codamol					2 tablet Oral, 2 tablet Oral, 2 tablet Oral				
Product Barcode									
Self/Carer Administration									
Care Admin Reason									
Ramipril						5 mg Not previously given			
Capsule - Oral-Dose: 5 mg - Daily every Night -Start: 12/Jun/14 22:12:00 BST									
Ramipril									
Product Barcode									
Self/Carer Administration									
Care Admin Reason									
PRN									
Chlorphenamine						4 mg Last given: 12/Jun/2014 18:06 BST			
Tablet - Oral-Dose: 4 mg - Three times a day PRN for itching/rash-Start: 10/Jun/14 10:01:00 BST									
Chlorphenamine						4 mg Oral A			

The prescription information is viewable as is the last dose administered.

Medications	12/Jun/14 22:00 BST	12/Jun/14 22:12 BST	12/Jun/14 22:17 BST
Scheduled			
Co-codamol (Co-codamol 8/500 (Codeine 8mg + Paracetamol 500mg) Tablet "NF")		2 tablet Last given: 12/Jun/2014 18:06 BST	
Co-codamol			
Product Barcode			

Further Information can be found by right clicking on the prescription.

Order Info = Prescription Information

Reference Manual = Clinical Information

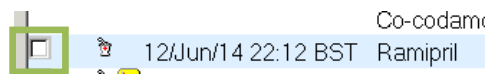
5 Administering Medications

Click on the Medication Administration Icon

- Scan the patients wristband

- Scan the medication

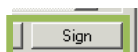
- If a medication does not scan this highlighted box relevant to the dose to be administered can be clicked




- If Further information needs to be documented press, the results panel highlighted

Repeat these steps for all medicines being administered

- Administer medications to patient



The doses administered will appear as  on the Med Chart

5 Co-Sign for Witnessed Administration

- Witness to enter surname and if needed select the binoculars icon if multiple matches are presented
- Find relevant Co-Sign account needed as seen below and click Ok. Naming convention: CAPITAL LETTERS, Suffix on Forename showing (CS) and Positions = RJ7-LC1-Co-Sign Account.

- Witnessed by field will now be populated in the field – select Green tick to sign documentation:

- The password will be the users DATE OF BIRTH [dd/mm/yy e.g. 230784] – enter password and select Ok

If this password does not work it will need to be reset:


- Mon-Fri - contact Registration Authority by phone ext 6385 and request to reset password over the phone
- Out of Hours or if Registration Authority is unavailable - contact Service Desk via ext 3456 and request to reset password over the phone

6. Administering Infusions

Scan all components. If all the components don't have a barcode, click the dose to be administered.

Open the medication window by pressing here:

This opens the medication window

You can change the additive and diluent dose by pressing the change button 

Once completed press OK.

Firstly document a unit of measure for all additives eg unit/hr, mg/kg/hr

Then either enter the rate in units/time or ml/hr, These fields auto calculate each other

!Don't forget to cross reference with the smart pump!

7. Recording dose not given

- Right click on medication and press record not done

- Document Reason not done and add comment as appropriate then sign

8. Modifying doses/ Un-recording

- Right click on the dose to be modified or unrecorded, and select the appropriate action.

- To Modify change the details in the Medication Charting window and sign
- Unrecord – enter reason then sign

9 Rescheduling a dose

- Right click on the dose to be administered and click 'Reschedule this Dose'

Enter time to reschedule dose for and reason

10 Ordering Supply

- Press Orders and Press Add

- Search for Medication Supply Request, select this and press

- Select the Order Comments Tab and enter the details of the medication that supply is needed. Then

11. Completing Infusions

When a pump beeps, the medication administration record needs to be updated, as this automatically updates the fluid balance.

- To Complete an Infusion navigate to the Medication Administration Chart

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- We can see from this prescription that only one dose is to be administered and the last bag has already been started.

- Therefore we need to stop the infusion, to do this

- Press Orders Find the order and press Cancel/DC

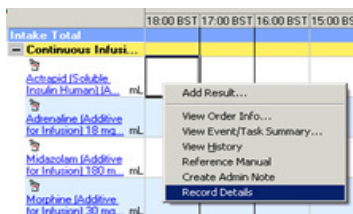
- Enter – Course complete and the time the infusion finished then

12. Documenting Infusion Volumes and Rates

Variable rate infusions need to have their rates recorded and/or changed based on patient parameters. This can be documented in the fluid balance (continuous infusions section in Assessments and Obs)

- Scroll to the left of the screen to find the 24 hour total mLs infused

- Against the correct infusion and time column, right click and select 'Record Details'



- Calculate the infused volume of the fluid so far (check smart pump) and ensure the from and to date/times are correct. Enter into the Infuse Volume field. Click 'Apply'.

- Document the rate by selecting the "Rate Change" option
- Document the rate in the medication charting window and click 'Apply' and Sign

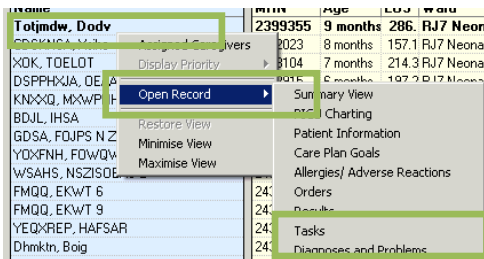


! Don't forget to cross reference with the smart pump !

To modify or unrecord infused volumes and rates, please refer to 'Document, Modify and Unrecord Fluid Balance Volume & Infusion Rate' Reference Guide.

13. Medication Monitoring

- The Patient Access List contains information on tasks to be completed.
- Medication Monitoring tasks are indicated by the icon
- To open the task list - Right click on the patients name – open record and press Tasks



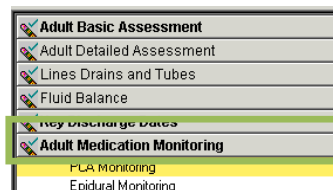
- The task list displays all tasks, under the patient care tab

Task Description	Task Status	Order Details
Dementia Screening	Overdue	once only, 1, day(s), 07/Feb/14 08:30:56 GMT, 07/Feb/14 08:30:56 GMT
Dementia Screening	Overdue	once only, 1, day(s), 07/Feb/14 08:32:53 GMT, 07/Feb/14 08:32:53 GMT
Epidural Monitoring Adult	Overdue	20/May/14 19:00:00 BST

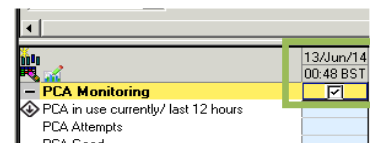
- Go to Assessments and Obs

Assessments and Obs

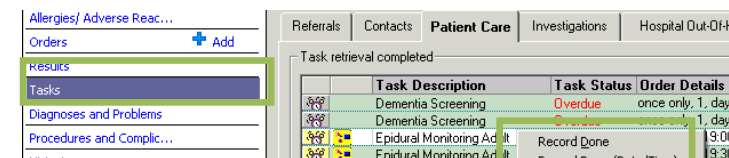
- Find the relevant band under Medication Monitoring



- To complete the task tick the top row



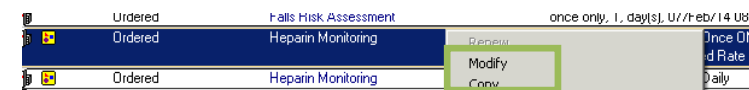
- Once completed, return to the task list first; find the task and record as done.



15. Discontinue or Changing Task Frequencies

To change the frequency of an order (eg increase or reduce monitoring frequency)

- Press Orders
- Find the task order
- Right-click on the order and press Discontinue or Modify



- Amend the frequency as desired

16. Icons

- ✓ = Dose, form route & dose scanned is correct
- ✗ = The dose is an overdose, or the form or route is incorrect
- ⚠ = Dose is an under-dose
- ⊗ = Further information is needed e.g. site, or pulse
- ⌚ = Medication or task is overdue
- 🚑 = Medication is a complex medication or from a pathway
- 👤 = Pharmacist has not screened this medication
- ! = STAT dose