PARAGON MEDICATION ADMINISTRATION

Saint Anthony Hospital

Paragon Med Admin

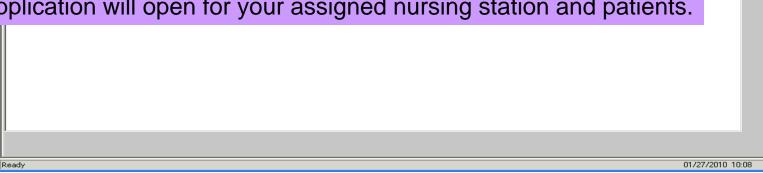**Training Handouts 2011**

Workflow

○ Must scan patient's wristband prior to scanning medications.

○ **<u>Exception</u>**: Medications requiring witness.

○ Medication will be scanned.

○ Computer and barcode scanner must be used together.

Accessing Med Admin Application Through Care Station

1. Double click on bubble in RX column of patient & Med Admin application will open for that patient.
2. Click on Med Admin icon in primary toolbar & Med Admin application will open for your assigned nursing station and patients.

Med Admin Patient Selection Screen

1. You can view Alerts, Sticky Notes and assign patients in Med Admin in CCS.
2. To open patient's eMAR, double click on patient's name.

Med Admin Primary & Secondary Toolbar

Change to Allergy Tab in Pt Profile
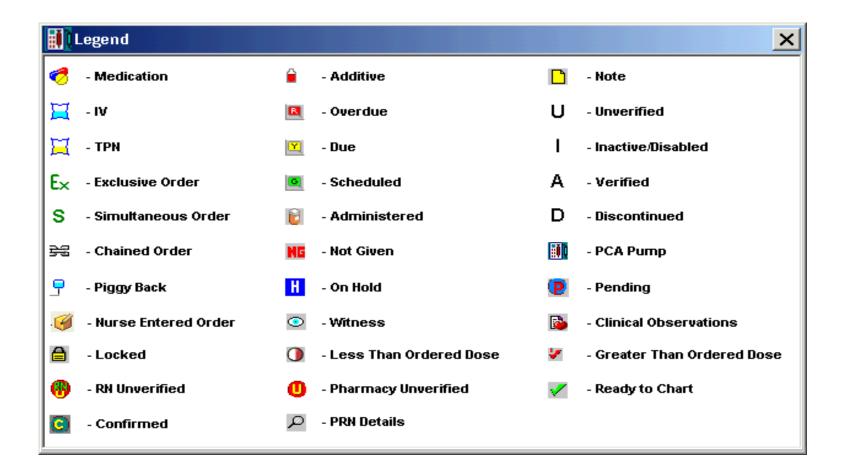

1. If allergy info was not provided by patient, select relationship of person providing info from drop-down list & free text their name.
2. Select "Reaction" from a drop-down list or free text reaction.

Accessing Med Admin Legend

Click on Legend icon in secondary toolbar

Med Admin Legend

Legend

- Medication	- Additive	- Note
- IV	- Overdue	U - Unverified
- TPN	- Due	I - Inactive/Disabled
Ex - Exclusive Order	- Scheduled	A - Verified
S - Simultaneous Order	- Administered	D - Discontinued
- Chained Order	NG - Not Given	- PCA Pump
- Piggy Back	H - On Hold	P - Pending
- Nurse Entered Order	- Witness	- Clinical Observations
- Locked	- Less Than Ordered Dose	- Greater Than Ordered Dose
- RN Unverified	U - Pharmacy Unverified	- Ready to Chart
C - Confirmed	- PRN Details	

Med Admin Folders/Tabs

Unscheduled Folder/Tab

Meds that are ordered one time, vaccine orders may be displayed in the Unscheduled folder/tab.

Scheduled Folder/Tab

Scheduled meds (including IVPBs) will display in this folder/tab by shift and due time.

IV Folder/Tab

Continuous and titrated IVs will display in the IV folder/tab.

PRN Folder/Tab

PRN meds will display in the PRN folder/tab.

Chemo & Chemo PRN Folder/Tab

Chemo meds will display in one of these folders/tabs.

Respiratory & Respiratory PRN Folder/Tab

Respiratory meds will display in one of these folders/tabs.

Group Folder/Tab

1. Group tab is used primarily to search for meds due at the same time.
2. Set date range by changing the values in the "From" & "Through" fields.
3. Select "Sort By" either Medication name (alphabetical) or Due Date and Time.
4. Click retrieve icon to execute the search.

Pending Folder/Tab

As meds are scanned, they will display in the Pending folder/tab.

Unverified Folder/Tab

All new orders will display in the Unverified folder/tab with the letter "U". If there are no new orders, the Unverified folder/tab will be grayed out. Unverified orders will need to be reviewed/verified by the MD orders.

Alert History Folder/Tab

Alert History displays the alerts Pharmacy receives when entering orders.

Verifying Medication Orders

- Verify Patient
- Verify Drug Name (Generic & Brand listed)
- Verify Start Date/Time & Stop Date/Time
- Verify Route
- Verify Frequency/Rate
- Verify Dose
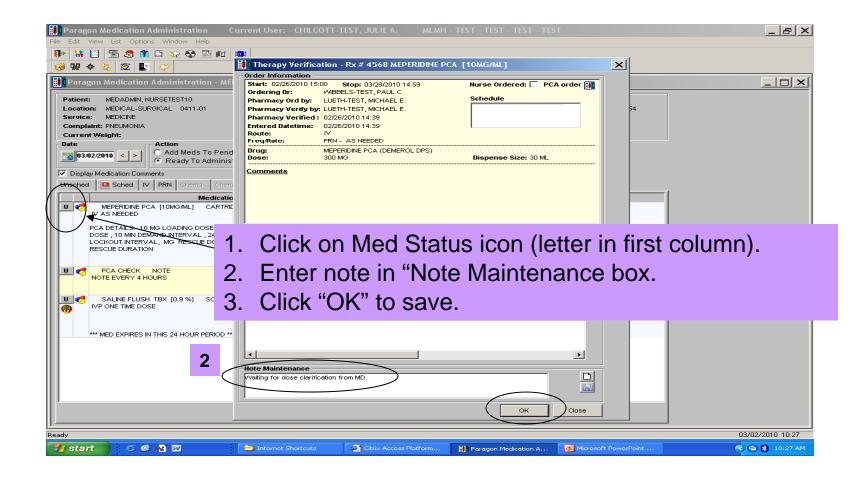- If Scheduled Med, Confirm Scheduled Dates/Times

Verification of New Orders

1. Open Unverified folder/tab & click on letter "U".
2. Therapy Verification Window opens.
3. MD order is compared to details in window.
4. Once order is confirmed as correct, select Status of "Verified".
5. Following verification, medication will now be "Active" (A) on appropriate folder/tab.

Adding Notes in Med Admin

○ Whatever you include in a note **will be a permanent part of the legal record** with your name, date and time. This is **NOT** the same as a "sticky note".

○ Can make a note for the medication in general or for an individual administration.
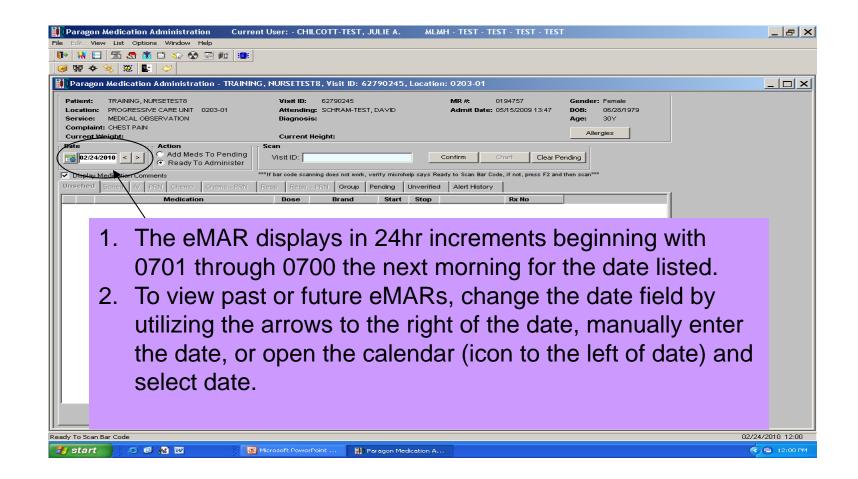
Adding a Note

1. Click on Med Status icon (letter in first column).
2. Enter note in "Note Maintenance box.
3. Click "OK" to save.

Reviewing Notes in Med Admin

1. If note is on med order, the Med Status icon will appear in bright yellow.
2. Click on icon (letter) to open window & view note.

Changing Date for eMAR

1. The eMAR displays in 24hr increments beginning with 0701 through 0700 the next morning for the date listed.
2. To view past or future eMARs, change the date field by utilizing the arrows to the right of the date, manually enter the date, or open the calendar (icon to the left of date) and select date.

Scanning Medications

1. Add Meds to Pending – click on radio button when scanning med(s) at Pyxis. Example: Obtaining witness for Insulin.
2. Ready to Administer – will default to this selection. Scan pt's wristband & verbally identify pt, then begin scanning medications.

Scheduled Medications

1. Medications on the Scheduled tab will show times to be administered with a colored icon by 12hr shifts.
2. "G" green icon – med is not past due.
3. "Y" yellow icon – med is due within 60 minutes.
4. "R" red icon – med is past due.

Administering a Medication

1. Meds are dispensed from Pyxis.
2. Go to eMar at patient's bedside, identify patient, and scan
   patient's wristband with the barcode scanner.
3. A green checkmark appears next to the patient's Visit ID indicating
   a match.

Scanning Meds into Pending Tab

1. Next scan meds at bedside with Pending tab open.
2. As meds are scanned a green checkmark appears to the left of med if dose matches.

Med Appears Locked on Respective Tab Once Scanned

When scanning med into Pending tab, it will appear locked on respective tab (Scheduled, IV, PRN, etc.). No other user will be able to scan and give med.

Confirming & Charting Administration

1. Once meds are ready to administer, click on "Confirm" button.
2. If no edits (late or early reason, prn reason, clinical observation, injection site, etc.) are needed, a letter "C" will appear to the right of each med confirming med(s) are ready to be administered.
3. Upon giving the med, click on "Chart" button to document administration.

Administered Icon

Administered icon with administration time displays on eMAR.

IVs

1. IVs are set to run at "x" mls/hr.
2. Med Admin schedules/reschedules IVs based on rate and when next IV is due.

IV Reschedule

1. After charting an IV, it will automatically reschedule the time next IV is due based on the rate.
2. Above example was started at 1153, the rate is 125ml/hr (8hrs), next due is 1953.

Administering Med with Required Clinical Observation

1. Scan med into Pending tab and clinical observation icon appears.
2. Click on "Confirm" and Med Admin window opens, "Pulse" is bolded indicating it is required field.
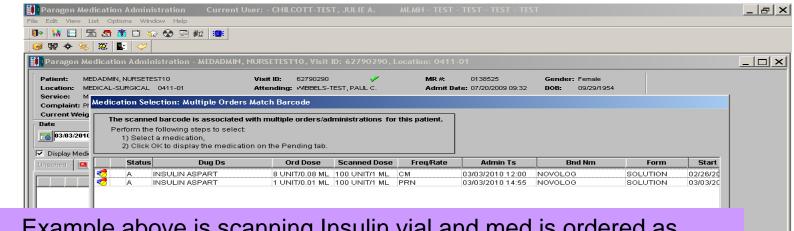3. Enter pulse and click "OK" to proceed with administration.

Administering a Med Requiring a Witness

1. Select "Add Meds to Pending" from Action. Scan med.

2. "Pending" & "Witness" icons appear.
3. If med comes in multi dose vial (examples insulin,nystatin), then red checkmark appears with plus sign indicating dose scanned exceeds dose ordered.
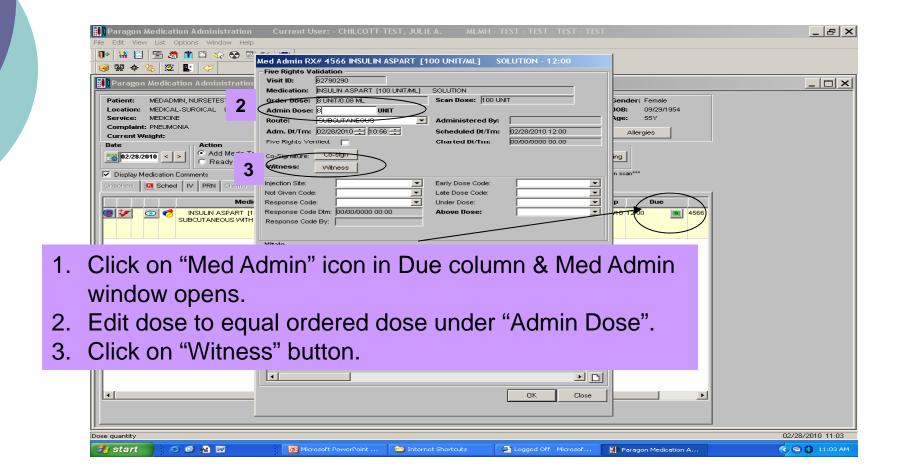4. Dose must be edited and witnessed.

Med With Both Scheduled and PRN Frequency

1. Example above is scanning Insulin vial and med is ordered as scheduled (with meals) and PRN.
2. Highlight the med with the frequency you are going to administer and click "OK" to close Medication Selection window.

Obtaining Witness & Editing Dose

1. Click on "Med Admin" icon in Due column & Med Admin window opens.
2. Edit dose to equal ordered dose under "Admin Dose".
3. Click on "Witness" button.

Obtaining Witness

1. A Medication Witness window opens.
2. Nurse witnessing med will type in their user id and password, then select "OK".

Witness's Information Displays

1. Witness's name appears.
2. After obtaining witness, click "OK" to close window.

Ready to Administer Witnessed Med

1. Go to patient's room, change Action to "Ready to Administer", identify patient, scan wristband and continue with administration process.

Administering Med Early/Late

If administering a med early/late, a required field will be bold and you must enter a reason for giving early or late.

Administering a PRN Med

1. Administration of a PRN med requires a prn reason.
2. Select reason from drop-down list.
3   If PRN med requires an "Injection Site" it will be bolded requiring a site entry.

Assessment of PRN Medications given

- PRN Details

1. Find the time that the med was given and make sure it is highlighted.

2. Next fill in response to medication and be sure and change the time to reflect your reassessment of the patient.

Display of Administered Date/Time for PRN Med

1. Last administered dose displays with date/time in "Admin." column in PRN tab.
2. Total number of administrations for med appear in "#of Adm." column.
3. To view all past administrations of a PRN med, click on magnifying glass icon in "# of Adm." column.

Viewing Past PRN Administration Details

1. All past PRN administrations will appear in upper white box indicating date/time.
2. Clicking on each administration will display injection site (if applicable) & PRN reason.

Manually Charting a Med as Given

1. Identify patient & scan wristband.
2. Click on colored med icon & Med Admin window opens.
3. Enter Admin Dose, modify fields as needed (administered date/time, early reason, late reason, etc.).
4. Verify patient's 5 rights & select "Five Rights Verified" checkbox.
5. Enter "Bar Code Override" reason from drop-down list.
6. Click "OK" to chart the administration and close window.

Canceling Administration From Pending Tab

A med can be cancelled from the Pending tab by right clicking on the med to be cancelled & selecting "Cancel Pending Med".

Confirm Cancellation of Med

1. A window appears asking for confirmation to cancel the administration.
2. Select "Yes" and the med is removed from the Pending tab.

Canceling Administration After Charted

1. Click the administered icon to open the Med Admin window.
2. Click the "Cancel Adm" button in the lower left-hand corner.
3. Cancel Administration message box appears.
4. To cancel the administration click "Yes".

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Enter Cancelled Administration Comment

1. The Cancelled Adm Comment box opens and free text reason for cancellation.
2. Click "OK" and the administered icon no longer appears on eMAR.

Canceling PRN Administration

1. Click on magnifying glass for med in PRN tab.
2. Highlight administered dose.
3. Click on "Cancel Adm." button to cancel administration, confirm cancellation & free text cancel reason in window.
4. Click "OK" to close window.

Marking Med as Not Given From Group Tab

1. From Group tab, select the corresponding "Not Given" check box.
2. Click the "Save Not Given Meds" button.
3. A Medication Not Given pop-up box appears to select reason from drop down arrow and click "OK".

Med Displays as Not Given on Scheduled Tab

NG icon appears to the right of the administration time.

Marking Med as Not Given
From Scheduled Tab

1. Identify patient and scan wristband.
2. Click on med icon in shift column of med to mark as "Not Given".
3. Medication Administration window will open.

Marking Medication as Not Given From Scheduled Tab

1. Select "Not Given" reason from drop-down list.
2. Click "OK" to close window.

Med Displays as Not Given
on Scheduled Tab

NG icon appears to the right of the administration time.

Adding an Above Dose Reason / Bulk Item
(Note: Lecturers might use different meds as example)

1. This example shows Correction Dose Insulin of 2 units.
2. Because we are giving more than 1 unit, it requires an Above Dose reason.
3. Select "Sliding Scale Insulin" from drop-down list.

Special Order Types

○ *Simultaneous Order* – 2 meds with separate order #s that must be given together. (ie., – we administer Morphine & Vistaril)

○ *Exclusive Order* – 2 meds with separate order #s. Only one of the two meds is to be administered within a specific time frame. (ie., Tylenol supp OR Tylenol po, one route is chosen; when the physician gives us several meds to choose from)

○ *Chained Order* – One order # in tapering doses. (ex.,varying dose of prednisone dose pack) . *Note: This is a case for why we need to create large date/time ranges to capture all medications to verify.*

○ **Joined Orders**

Meds of the same route to be given at the same time.

They will all be ***listed on the same order*** and **indented slightly from the first item in the order.**

Meds which when given together equate to a particular drug such as Telmisartan and Hydrochlorothiazide which equate to MICARDIS-HCTC 80/25

Verifying Simultaneous Order

1. Simultaneous are 2 separate orders, verify both.
2. Simultaneous orders will display the letter "S". The number below "S" indicates the # of special order types the patient has on their profile. Matching #s (Example shows "5") indicates these 2 Simultaneous orders are tied together.
3. Verification window indicates "Simultaneous Group" in red. The words "Simultaneous Group" will flash when first opening verification window.

Administering a Simultaneous Order

1. Scan the first med of the Simultaneous order and a pop-up message appears as a reminder that med is part of a Simultaneous order set.
2. Click "OK" and scan second med.

Verifying Exclusive Order

1. Exclusive orders will display the letter "Ex". The number below "Ex" indicates the # of special order types the patient has on their profile. Matching #s (Example shows "4") indicates these 2 Exclusive orders are tied together.

2. Verification window indicates "Exclusive Group" in red. The word "Exclusive Group" will flash when first opening verification window.

Administering an Exclusive Order

1. Patient has an Exclusive order for oral and rectal Tylenol.
2. Scanned oral Tylenol of the Exclusive order. Appears in Pending tab.
3. Scanned rectal Tylenol (other part of Exclusive order) and received message that already have one med of Exclusive order in Pending tab.
4. It will not let you scan other med in Exclusive order.
5. Click "OK" to continue administering first med.

Attempting to Administer an Exclusive Order Early

1. If attempt to administer an Exclusive med early, a pop-up warning message appears.
2. Click "OK" to close message.
3. Cancel administration from the Pending tab.

Verifying a Chained Order

1. Chained order icon. The number below the Chained order icon indicates the # of special order types the patient has on their profile.
2. All orders for tapering dose will display in the Verification window.
3. If there are 4 different tapering doses, they will appear in sequential order by dose and med schedule (date/time).
4. Each tapering dose order will be verified from the Verification window.
5. Administering a chained order med is the same as for scheduled med.

Inactivating a Med Order

1. Click on letter "A" to open verification window.
2. Select "Inactive" button from the Verification window to Inactivate order.
3. A reason to inactivate an order: Need clarification from MD.
4. Enter a note in "Note Maintenance" and click "OK" to save.

Inactivate/Reactivate Med Order

1. The order displays the letter "I" indicating it is inactive.
2. Click on letter "I" to open verification window and select "Verified" to reactivate order.

Discontinued Medication

1. Discontinued meds will appear bright yellow with the letter "D" to the left of the medication name.
2. Discontinued meds will no longer appear on eMAR when the next day's eMAR appears.

Medication on Hold

1. If the MD places a medication order on hold, the blue letter "H" displays for the order.
2. If the MD places a single dose of a medication on hold, the icon will display light blue with a yellow letter "H" next to the scheduled time.

Creating a Nurse Entered Order (NEO)

1. Scan medication's barcode and a message appears stating no orders match.
2. Select "Yes" to create new order. (only after regular pharmacy hours and always requires a witness)

Medication Scanned Appears in Pharmacy Application

Select Frequency of NEO

1. Type in frequency of "Now". This is the only frequency nursing will use.
2. Click on Apply/Close button.

NEO ctd.
Adding Med to Patient's Orders

Click on "Add" button to add med to Patient's orders.

Exit Pharmacy Application

Click "OK" to exit the Pharmacy application.

NEO Displays in Med Admin

1. Click "Refresh" icon in secondary toolbar.
2. The Nurse Entered Order (NEO) will display on the Scheduled tab with "RN Unverified" icon.
3. The order must now be verified prior to administration.

Medication Information Available on eMAR

1. To access First Data Bank (FDB) drug information right click anywhere on a medication & select "View FDB Information".

FDB Drug Information

Medications Displaying
on Action List

1. Meds will appear on the Action List once the care plan is initiated and "Display Medications" checkbox is selected.
2. As scheduled meds are administered in Med Admin, they will fall off the Action List.

Reports

- Medication Administration History Report
- End of Shift Safety Reports
  - Past Due Therapies Report
  - Unverified Therapies Report
  - Inactive Therapies Report
  - Therapies Administered Early Report
- Other Reports

Accessing Med Admin Reports

Click on Reports icon in Primary Toolbar& Med Admin Reports open.

1. Select specific report from "Reports" section.
2. Select "Date Criteria" – defaults **to past 8 hours**.
3. Select "Location Criteria" (Nursing unit) and move to the right.
4. Select "Visit Criteria".
5. Click on "Report" button & report will appear on screen.

Medication Administration History Report

Equipment

○ Handheld Barcode Reader

- Reads medication(s), patient's wristband & employee badge barcodes

- (keep Extra batteries for handheld)

○ Computers in rooms/Computers on Wheels (there will be computers located at each Pyxis dispensing unit)

Additional points of interest

○ Reassessing pain or response to a medication may be documented by selecting that administration record (double click on the pill bottle). While a response may be added only one time after the medication has been documented as given, you can add notes as many times as necessary.

○ If IV to be administered is a floor stock, you **must scan the IV bag**.

○ Reason is that IV floor stock do not have IV bag label.

○ After scanning the IV floor stock bag, **IV administration screen appears**.

○ **Click in the Note** and a **Note Maintenance screen appears**. Type the IV rate ordered.

○ Because a number of factors influence the completion times of an IV, the system will automatically readjust the schedule for the next bottle based on the ordered IV Rate and the time the IV is scanned and administered.

After charting an IV, it will **automatically reschedule the time the next IV is due** based **on the rate.**

QUESTIONS