Medication Administration Check (MAK) Training

CATHOLIC HEALTH CLINICAL EDUCATION
Why an **Electronic** Medication Administration Program?

**PATIENT SAFETY**

• Provides a means to ensure patient safety while administering medications.

• Ensures the “SIX RIGHTS” of medication administration
  - Right Patient
  - Right Drug
  - Right Dose
  - Right Route
  - Right Time
  - Right Frequency

• Ensures correct documentation of medication administration

• Improves communication between Nursing and Pharmacy
Using the Scanners:

The scanner should be stored in the holster on the Wheelie when not in use.

The scanner’s battery is located in the handle. The bottom of the scanner has a knob that needs to be turned to release the battery.

The batteries are located in different areas throughout the unit/floors/sites. Seek Charge Nurse for resource.

We ask that at the beginning of the shift the battery be changed.

Call the Help Desk at 828-3600 to report scanner problems.
Opening the Wheelie Drawer

You will need to either insert a key and then turn the outer black knob or use the key pad to enter the unlock code on the wheelie to open the drawer.

**REMEMBER:** The best protection of your wheelie is to be sure to power it fully off and then restart each night and keep it plugged in when not in use.

**REMEMBER:** Wheelie screen contents are HIPAA protected, never walk away from a wheelie without logging off. ALWAYS be aware of individuals around you who might inappropriately be “looking” at your screen and violating HIPAA regulations.
STARTING the MAK

There is a MAK logo on the Desktop of the laptop
Logging On

On the Unit – use your logon ID and password.

After you have typed in your password, click on Log On
Logging On

For live you will scan your ID badge.

If you forget your ID badge, it is the expectation of the nurse to notify their nurse manager or supervisor at the beginning of the shift that your badge has been forgotten.

The nurse will then be expected to type their 5 or 6 digit associate ID number for each medication administration.
Logging On

Hold the scanner like a garden hose, press and hold the trigger, and a red bar of light will show.

Make sure the bar of light crosses the bar code along the bottom of the badge. You will hear a beep when it reads the code.

Remember...

Scan if you Can...

It’s the Safe Patient Plan
**Patient Header:** This will show the current patient’s information, (name, patient number, birth date, etc.) *Since no patient is selected, there is no patient in the header at this time.*

**Navigator:** This contains the list of all applications that can be used during MAK.

**Well:** This is where you will work from within the MAK application. You will choose patients and administer drugs from this location in the MAK. Pharmacy will maintain messages on this screen, such as downtimes notifications.
Icons at the top of screen

Used to perform a patient search.

Logs user off the workstation.
**NAVIGATOR FUNCTIONS**

**Change My Location Default:**

If you switch units, this is where you can go to switch and save your new Location. (e.g. you used to work on 5North but you transferred to 6West.) OR you would use this as your starting point if you are floated to another unit for the day.

**Chart - Select Patient by Census:**

This is the PRIMARY starting point for using the MAK program to administer medications and IV fluids.

*You have the option to access the patient list from:*

- Your Personal Census
- Location Census
- Patient Inquiry
Chart Follow-up Inquiry:
This allows the user to view their personal census or unit for the medications that require further documentation.

Patient Inquiry:
This is where you could scan a patient’s bracelet and look their medications up in the MAK if they are not in your MAK census list yet.

• Rx Send Message:
This function is used to send a message to the pharmacy to request missing meds or when you need more of a floor stock item from Pharmacy. (Example: out of Regular Insulin floor stock)

RX message should never be used to request changes to a medication order

RX Messages are not part of the permanent patient record
**NAVIGATOR FUNCTIONS**

**Rx Intervention Inquiry:**
This can be used to view any outstanding open interventions for the patients on the nursing unit.

**View Chart Information:**
This allows the user to search for a personal census or location census.

**Nurse Verification Inquiry:**
This allows the user to review their personal census or nursing unit for any unverified order.
Request MAR / IVAR / DISCHARGE MAR:

This function allows you to print an individual’s paper MAR for:

Patients transferring to other facilities

Patients going to non-MAK areas for testing/procedures (e.g. GI Lab, OR, Interventional Radiology, Cath lab, etc)

Be sure you are up to date in MAK before printing

To ensure accuracy, always print as close to the patient leaving your area as possible

Always print a 2 day MAR 0700 yesterday to whatever time today
NAVIGATOR FUNCTIONS

Chart-Select Patient by Scan:
This allows you to start the MAK process by scanning the patient’s ID bracelet for identification. Chart patient by scan will be useful when one nurse is covering for another.

Chart-Pharmacy Review Pending by Patient Scan:
This function is used in urgent/emergent situations with a medication that is available as PYXIS over-ride, and the patient’s condition warrants immediate administration.

*BE AWARE this process is without Pharmacy review and processing into the MAK program.

This might be a situation where you have called a provider for a pain medication and cannot reasonably wait for the Pharmacy to process the order.

- Remember, by license we administer we do not dispense - however in this situation it is recognized that we will have to do both actions.

You would use the medication override feature in PYXIS and begin the MAK administration process from this specific starting point.

You are charting a medication as having been given BEFORE pharmacy has had a chance to review the order and you are using the patient ID band to enter the charting system.
End of Shift Procedures

• Review your Active Worklist for each of your patients.
• The Active Worklist should only show future medications for the next shift.
• If there are medications scheduled for the next shift, these may appear; they are to be done by the next shift nurse.
• If any scheduled medications were missed, mark as NOT ADMIN with a reason OR administer the medication if able as per policy.
Logging off MAK

• When you have completed your medication administration & are ready to log off the application, always remember to Log Off the system.

• Use the Log Off icon in the right upper corner of the screen
• MAK is designed to end your session in 30 minutes if left inactive.
• Do not log off with X at the top of the screen!
• By logging off correctly, a safety feature is built into the system!
If you didn’t chart it... it didn’t happen!
<table>
<thead>
<tr>
<th>Icon</th>
<th>Located</th>
<th>Significance</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Red Pen" /></td>
<td>Med Summary Active Worklist</td>
<td>Red Pen signifies an order that is awaiting Verification</td>
</tr>
<tr>
<td><img src="image" alt="Question Mark" /></td>
<td>Med Summary</td>
<td>RN documented an issue with the order during the Verification process, and has sent a Intervention to Pharmacy</td>
</tr>
<tr>
<td><img src="image" alt="Pharmacy" /></td>
<td>Med Summary Active Worklist</td>
<td>Pharmacy has reset an order that had an Intervention opened on. RN will verify the medication as correct</td>
</tr>
<tr>
<td><img src="image" alt="CPOE" /></td>
<td>Med Summary Active Worklist</td>
<td>CPOE (Computerized Provider Order Entry) has been placed. Medication has been ordered online</td>
</tr>
<tr>
<td><img src="image" alt="One Time STAT" /></td>
<td>Med Summary Active Worklist</td>
<td>One time STAT order. It does not require verification</td>
</tr>
<tr>
<td><img src="image" alt="Blue Pen" /></td>
<td>Active Worklist</td>
<td>Blue pen indicates that a second RN signature is required</td>
</tr>
<tr>
<td><img src="image" alt="Red Star" /></td>
<td>Active Worklist</td>
<td>Red Star indicates follow up charting is required</td>
</tr>
<tr>
<td><img src="image" alt="CAUTION" /></td>
<td>Active Worklist</td>
<td><strong>CAUTION</strong> One of the 5 “rights” of the medication pass has been bypassed.</td>
</tr>
<tr>
<td><img src="image" alt="Multiple Lines" /></td>
<td>Med Summary Active Worklist</td>
<td>Indicates there are multiple lines of information associated with the order. Click on the arrow to display</td>
</tr>
<tr>
<td><img src="image" alt="Multiple Transactions" /></td>
<td>Med Summary Active Worklist</td>
<td>There are multiple transactions for this occurrence, i.e. change in status or follow up charting was added</td>
</tr>
<tr>
<td><img src="image" alt="Provider Order" /></td>
<td>Med Summary Active Worklist</td>
<td>Provider order has NOT yet been validated by Pharmacy</td>
</tr>
<tr>
<td><img src="image" alt="Order Discontinued" /></td>
<td>Med Summary Active Worklist</td>
<td>Provider has discontinued and order via CPOE</td>
</tr>
<tr>
<td><img src="image" alt="One Time Order" /></td>
<td>Med Summary Active Worklist</td>
<td>One time Order</td>
</tr>
<tr>
<td><img src="image" alt="Not Administered" /></td>
<td>Active Worklist</td>
<td>Medication marked as Not Administered</td>
</tr>
<tr>
<td><img src="image" alt="Past Due" /></td>
<td>Active Worklist</td>
<td>Medication that is past due</td>
</tr>
<tr>
<td><img src="image" alt="Discontinued" /></td>
<td>Med Summary Active Worklist</td>
<td>Medication has been discontinued by Pharmacy (written order, not by CPOE)</td>
</tr>
<tr>
<td><img src="image" alt="STAT and Routine" /></td>
<td>Med Summary Active Worklist</td>
<td>STAT and then Routine Order. The first STAT order will display in RED, then next will be in black</td>
</tr>
<tr>
<td><img src="image" alt="Large Volume IV" /></td>
<td>Med Summary Active Worklist</td>
<td>Large Volume IV fluids</td>
</tr>
</tbody>
</table>