

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

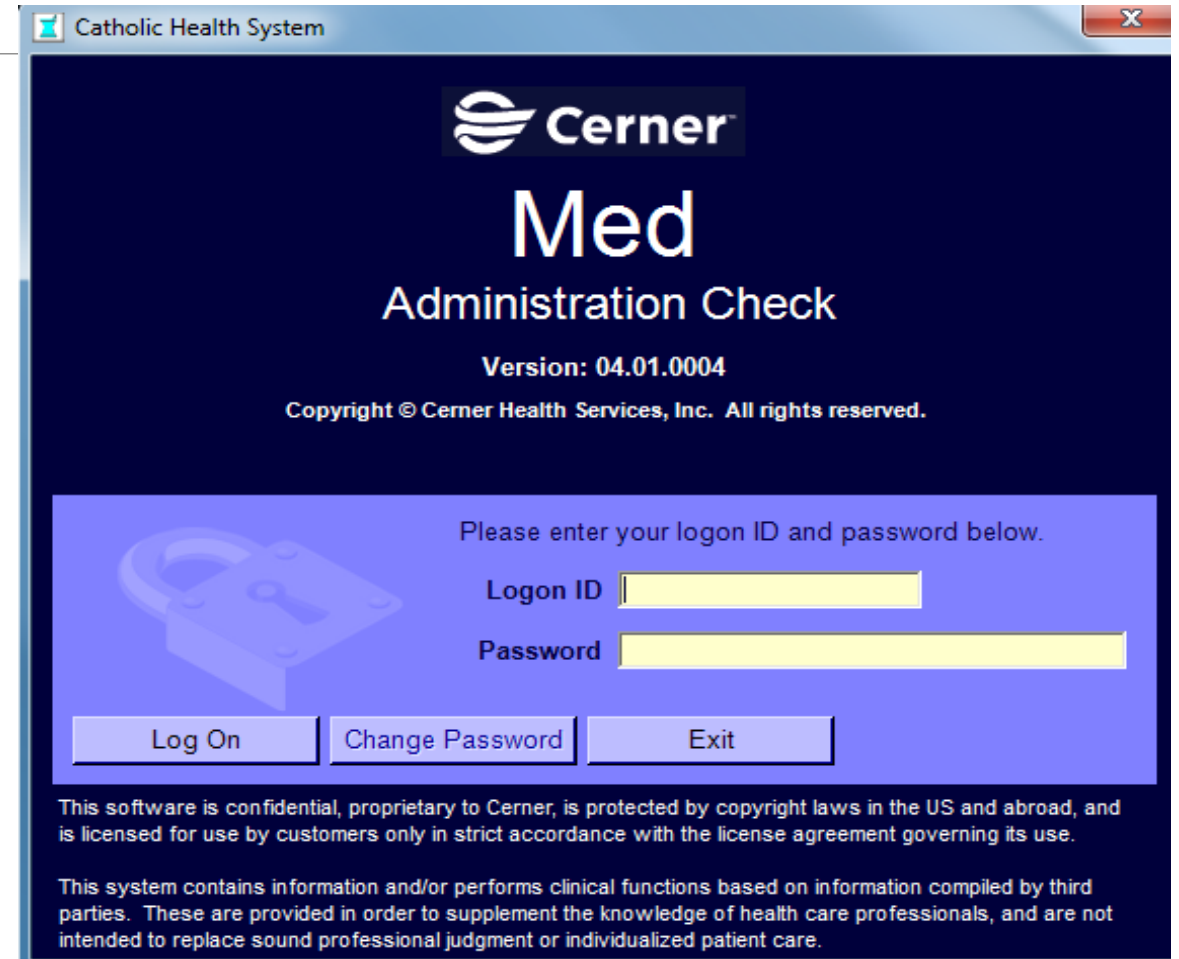


4.2.200

Logging On

On the Unit – use your logon ID and password.

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



The screenshot shows a Windows-style application window titled "Catholic Health System". The main content area has a dark blue background with the Cerner logo and the text "Med Administration Check". Below this, it says "Version: 04.01.0004" and "Copyright © Cerner Health Services, Inc. All rights reserved.".

A light blue rectangular box contains the login instructions: "Please enter your logon ID and password below." To the left of the input fields is a 3D padlock icon. There are two input fields: "Logon ID" and "Password". Below these fields are three buttons: "Log On", "Change Password", and "Exit".

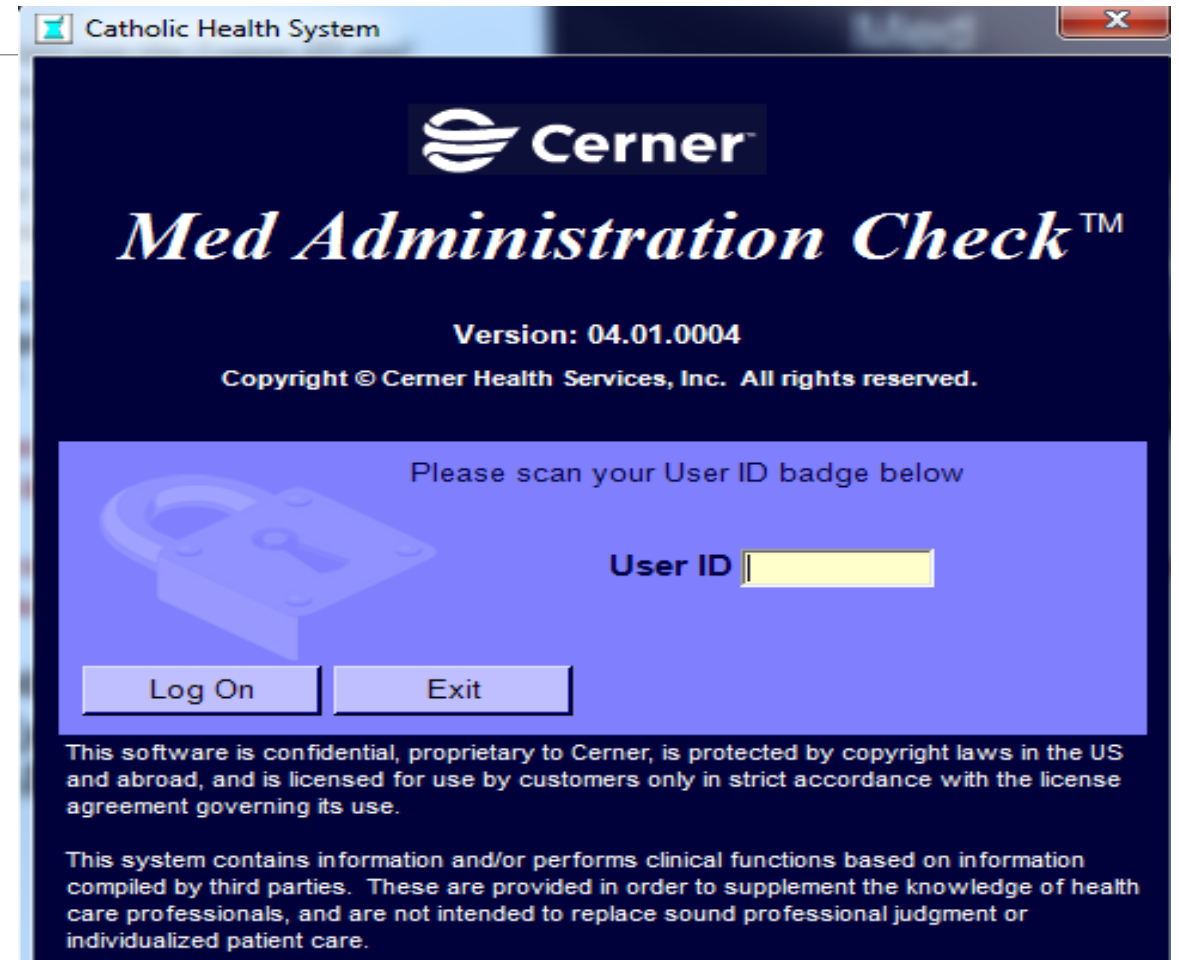
At the bottom of the window, there are two lines of small text: "This software is confidential, proprietary to Cerner, is protected by copyright laws in the US and abroad, and is licensed for use by customers only in strict accordance with the license agreement governing its use." and "This system contains information and/or performs clinical functions based on information compiled by third parties. These are provided in order to supplement the knowledge of health care professionals, and are not intended to replace sound professional judgment or individualized patient care."

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...

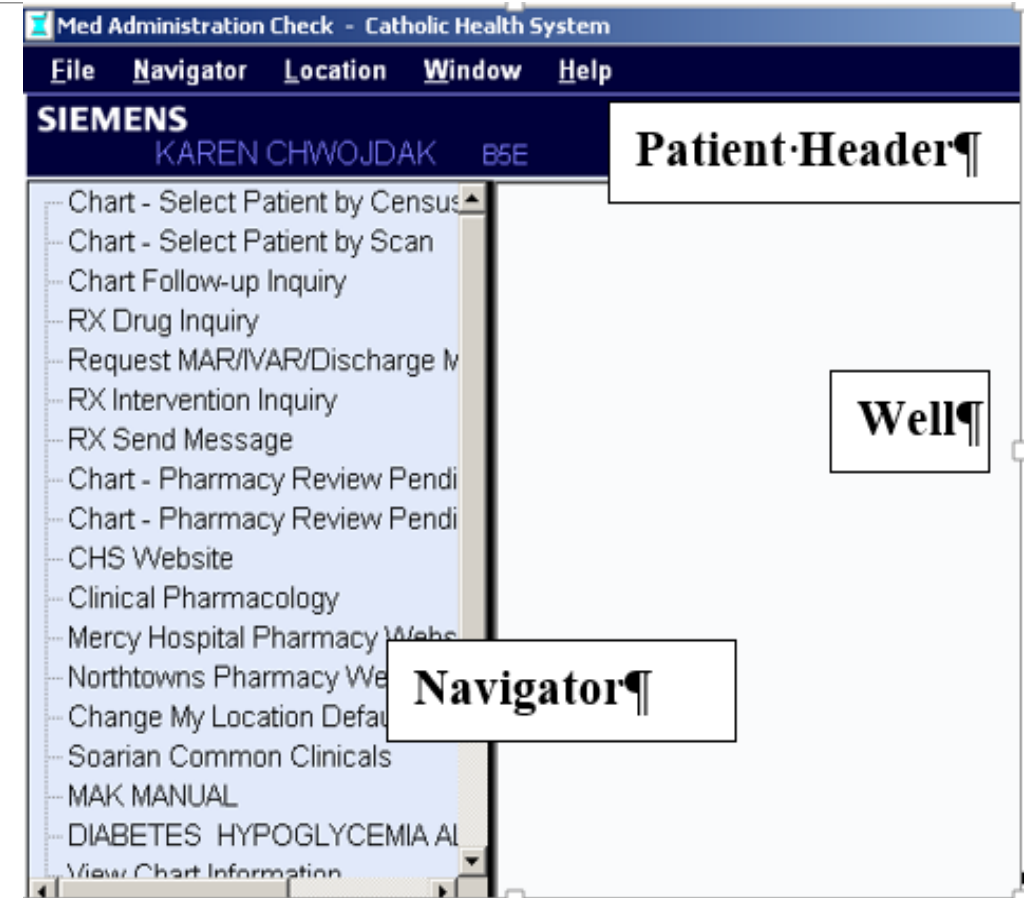
Scan if you Can...
it's the Safe Patient Plan

PARTS OF THE MAIN SCREEN WINDOW

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

NAVIGATOR FUNCTIONS

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.



NAVIGATOR FUNCTIONS

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.















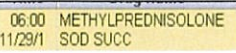



Logging off MAK

- 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!

Color Codes for MAK

Icon	Located	Significance
	Med Summary Active Worklist	Red Pen signifies an order that is awaiting Verification
	Med Summary	RN documented an issue with the order during the Verification process, and has sent a Intervention to Pharmacy
	Med Summary Active Worklist	Pharmacy has reset an order that had an Intervention opened on. RN will verify the medication as correct
	Med Summary Active Worklist	CPOE (Computerized Provider Order Entry) has been placed. Medication has been ordered online
	Med Summary Active Worklist	One time STAT order. It does not require verification
	Active Worklist	Blue pen indicates that a second RN signature is required
	Active Worklist	Red Star indicates follow up charting is required
	Active Worklist	CAUTION One of the 5 "rights" of the medication pass has been bypassed.
	Med Summary Active Worklist	Indicates there are multiple lines of information associated with the order. Click on the arrow to display
	Med Summary Active Worklist	There are multiple transactions for this occurrence, i.e. change in status or follow up charting was added
	Med Summary	Provider order has NOT yet been validated by Pharmacy
	Med Summary Active Worklist	Provider has discontinued and order via CPOE
	Med Summary Active Worklist	One time Order
	Active Worklist	Medication marked as Not Administered
	Active Worklist	Medication that is past due
	Med Summary Active Worklist	Medication has been discontinued by Pharmacy (written order, not by CPOE)
	Med Summary Active Worklist	STAT and then Routine Order. The first STAT order will display in RED, then next will be in black
	Med Summary Active Worklist	Large Volume IV fluids