

# Medication Administration - Mobile User Guide

March 2024

## Background & Purpose

The objective of this user guide is to introduce the newly revamped Medication Administration feature, as part of the Medication 2.0, on the Caregiver mobile app and offer step-by-step instructions which address some of the most frequent challenges associated to using this feature within AlayaCare Cloud ("ACC").

The new Medication Administration feature on the Caregiver app allows the user to access eMAR to view the scheduled administrations and the PRN medications, document the administrations, and view past administrations.

For additional support and feedback, we invite users to post their queries at the <u>AlayaCare</u> <u>Community</u>, or to reach out to your AlayaCare representative.

## View Client Identification

A new tab "Client Identification" has been introduced in the Medications module. It allows users to check important information of the client, including the client's name, date of birth, gender, allergies and diagnoses.



The client's diagnoses information comes from the Current Medical History section of the Medical History of Client Info on the AlayaCare web app.

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The client allergies information comes from below two places on the web app:

- Allergies section of the Medical History of Client Info

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- Allergy category of Risk Assessment section of Overview

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# View eMAR (Electronic Medication Administration Record)

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First, you must have the ACL (permission) called "View medication administration".

Then, you can see the "Administration" tab in Medication module.



After clicking on the "Administration" tab, you land on the "To Do" tab of the eMAR, where you can see all administrations scheduled for today for this client. The summary card of each administration displays essential information such as the name and the dose of the medication, administration quantity, and last administration event.

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If you go to another date, where you do not have any scheduled administration, you will see an indication telling you that there's no administration scheduled, and you can click the button "Go to Today" to quickly go back to "today's" schedule.



You also have the "Completed" tab where you can view all the completed administrations for today. You can find more details about this tab in the section "Review Completed Administrations". The last tab is the "PRN" tab where you can find all the PRN medications that this client has.

### Scheduled Administrations Marked as "Missed"

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Under the To Do tab, administrations can be marked as missed.

This is based on the settings "Threshold For Marking Medication Administrations As Early, Late Or Missed (In Minutes)" under "System Settings" on the web app.

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For example, if this setting is set as "60" minutes and the administration time of this administration is scheduled as 9:00 in the morning, when the current time has passed 10:00 AM, this administration is marked as "Missed" under the "To Do" tab in the eMAR.

#### Display Assisted and Unassisted Administrations/Medications

The eMAR displays assisted administrations only by default. If you want to see unassisted planned administrations under the "To Do" tab and unassisted PRN medications under the "PRN" tab, you can click on the filter icon at the right corner of the screen and select "Show All Meds". Then you can see the unassisted administrations or medications with the label "Not Assisted". Note that this label can be configured on the web application under Settings>Medication>Administration type.



## Document Administrations from eMAR



First you need the permission of "Record an Administration of Medication" under "Clinical".

#### Document Multiple Scheduled Administrations at a Time from the To Do Tab

When you want to document multiple medications that were administered successfully at the same time or to mark multiple administrations as not administered, you can select all of them under the To Do Tab.

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After clicking on the "Document" button, you then land on the summary screen with the client's allergy information and the administrations you selected. You can find the instructions for each administration here too. You can delete any selection if you want.

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You can click into each administration to view more details. If you want to see the details of the last administration event, you can click on the summary of the last administration event.

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After clicking on "Next" button in the bulk summary screen, you land on the bulk administration form, where you can mark all the administrations you selected as the same administration time, status and a comment if needed. The administration date and time are defaulted to the current date and time.

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If you choose the status "Administered", then you can save the documentation without having to fill out any other fields.

If you choose a status that is NOT "Administered", then you must also fill out another required field "Status Reason" by selecting one of the reasons from the drop-down.

#### Document One Scheduled Administration at a Time from the To Do Tab

When you want to document only one administration for a specific status, you can select this one administration under the To Do tab.

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Twice a day Administer: 1 Puff(s) Last Event: ✓ Administered on 28/11/2023, 09:00	HFA, 44 mcg/

The most essential information for this administration is at the top, including the client's allergies, administration quantity, and administration instructions. If you want to see the details of the last administration event, you can click on the summary of the last administration event.

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If you want to know more details for the administration, for example the start and end date for this medication or the frequency of the administration, you can click on the right tab "Administration Details" to view more details.

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All the fields are auto filled in the administration form. You just need to review the information and make changes if needed. The only field that you must fill out is the "Administration Status".

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If you choose the status "Administered", then you can save the documentation without having to fill out any other fields.

If you choose a status that is NOT "Administered", then you must also fill out another required field "Status Reason" by selecting one of the reasons from the drop-down.

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You can always add any information by typing into the "Comment" field for your colleagues' references.

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You can document scheduled administrations of "today" or any days earlier than "today". However, you cannot document any scheduled administrations for future days. When you view the scheduled administrations of a future day, you can see the administration summary cards are greyed out as in the below screenshot.

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Document A PRN Administration from the PRN Tab

You can find all the PRN medications of this client from the PRN tab.

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Reason: Emergency relief for S0 Last Event: Administered on 30/10/2023, 21:25	DB	30/10/2023, 21:25 Reason: Test Reason Emergency relief for SOB Client allergies Banana, Eggs Administer 1-2 Puff(s) Administration instructi Client preference to use are inhaler Administered By*	
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After clicking on the PRN summary card, you access the administration form for the PRN medication. The form is like the administration form for scheduled administrations with one difference – you must fill out the extra required field "PRN Administration Reason" to indicate why you administered the PRN medication.

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If you view the PRN medication tab of another day that is not "today", such as yesterday or tomorrow, the PRN summary cards are greyed out and you cannot document an administration.

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## **Review Completed Administrations**

You can find the documented administrations under the "Completed" tab. Each administration summary card shows the most important information for that administration in a glance, including the medication name, administration status, status reason, administration time, and planned administration time.

If you are on another day without any completed administrations, you can click on the "Go to Today" button to quickly go back to the "Completed" tab of "today".



## Color-Coded Completed Administrations

The administration summary cards are color-coded in three levels with the corresponding icons based on the settings' codes of the administration statuses.

- For administrations' statuses with status code "completed", the summary card is color-coded to green;
- For administrations' statuses with status code "unknown", "in-progress", and "entered-inerror", the summary card is color-coded to yellow;
- For administrations' statuses with status code "on-hold", "not-done", and "stopped", the summary card is color-coded to red.



The labels of the statuses can be configured on the web app's Settings> Medications> Medication Status.

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ිදුදි Employees	Administration	completed (FHIR)	Administered			Administered					Override
	Administration type	unknown (FHIR)	Unknown			Unknown					Override
Accounting	Delivery mode	in-progress (FHIR)	In Progress			In Progress					Override
8	Device type	entered-in-error (FHIR)	Entered in Error			Entered in Error					Override
Schedules	Discrepancy status	on-hold (FHIR)	On Held			On Hold					Override
O Settings	Drug family	not-done (FHIR)	Not Done			Not Done					Override
88	Information source	stopped (FHIR)	Stopped			Discontinued					Override
App Teols	Medication frequency										
	Medication route										

#### Labels in Completed Administrations

If the administration time is outside of the threshold duration based on the settings "Threshold For Marking Medication Administrations As Early, Late Or Missed (In Minutes)", you need the permission of "Document late early administration" to document this administration.



For example, if you do not have permission of "Document late early administration" and the duration is set as "60" minutes, you cannot document the administration if the current time is earlier than 19:00 for the administration scheduled for 20:00.

Then the administration is marked with "Late" or "Early" label under the "Completed" tab.

If the administration was documented not from the schedule, meaning not from the "To Do" tab, but as an unplanned, meaning from the medication profile, then an "Unplanned" label is shown.

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The different color codes, icons, and labels help you quickly understand recent administration and identify exceptions, as a guide for care.

#### Administration Event Details

By clicking on the administration card, you can see the event details for this administration event, including any comment for that administration.



With the permission "Edit administration", you can edit the administration from the Event Details screen. If this administration is done by another user, you need permission "Edit an administration done by a different user" to edit this administration.

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£g?t Employees		□       > View medication administration         □       □       Cecord an Administration of Medication         □       □       Record unplanned medication administrations         □       □       Edit administration of the by a different user         □       □       Edit and Administration of the by a different user         □       □       Edit and administration of the by a different user
Accounting		Concern lines and administration     Concern lines and administration     V Add 3rd party medications with overrides     V Add 3rd party medications with overrides     V Add Vitals     V Add Vitals
Schedules		♥     Send Vital Alers       ♥     New 485       ♥     Nanage 485       ♥     New Nan of Treatment       ♥     New Nan of Treatment       ♥     New Manage Plan of Treatment       ♥     New Medication Settings

After clicking on the editing icon, you enter the editing mode of this administration event. You can change the entry of three fields: Administration Status, Status Reason, and Comment.

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← Event Details		<del>~</del>	Edit Sta	tus	
Fluticasone Propionate HI act Aerosol, IN - Inhalatior a day			stration st	atus*	~ ) (
Status		Status	Reason*		
X Not Done Reason: Declined - Proble swallowing	m	Decl	ined - Pro	blem swallov	wing ~
Late 02/11/2023, 14:20 Reason: -		Comme 255 cha	<b>ent</b> racters rem	aining	
Planned Date/Time 02/11/2023, 09:00		Add	a comme	nt if needed	
<b>Administered By</b> Sylvia Xu					
<b>Dosage/quantity administered</b> 1 Puff(s)	d			Update	
Administration site details					
- Comment -					
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## Document An Unplanned Administration

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KlayaCare	AlayaCare 09.48 Ministration
	Image: Clock into Visits from Previous Days on Web       Image: Clinical General       Image: Clinical Genera       Image: Clinical General
Dashboard	Cifit Medications on behalf of another user     Archive Medications     Print Medications     Your Medications     Your Medication administration
(Clients	Record an Administration of Medication     Secord unplanned medication administrations     C    C    C    C    C    C    C
۶ <sub>2</sub> 2 Employees	☑     C Edit an Administration done by a different user       ☑     D Courament late exity administration       ☑     Record infusion administration       ☑     Add 3rd party medications with overrides
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Schedules	View Medication Settings View Anage Medication Settings View Care Plan View Care Plan
© Settings	Manage Care Plan Entry      Vew Infusion      Add Infusion      Construction      Construction

First, you need to have the permission "Record unplanned medication administrations".

Then you can access the unplanned administration screen by clicking on the "Administer" option from the three dots of

- the medication in Medication Profile screen or
- the medication details screen after you click into the medication.



The "administration event date" is selected as "today's" date by default. You can change the date as you want.

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← Administer	
fentaNYL, 25 mcg/hr Patch Transdermal, q72h	n 72 Hour,
Administration event date*	
02/11/2023	
Tap to change the date	
Event Type:	
🖇 Unplanned	۲
This administration will be doc the eMAR and Medication Histo unplanned, and won't impact tin future administrations.	ory as
Document Unpla	nned
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After clicking on the "Document Unplanned" button, you enter the administration form for this unplanned administration. The form is identical to the form for documenting a planned administration, with one extra required field "Unplanned Administration Reason". You must enter the reason for administering this administration to save it successfully.

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## View A Medication's Administration History

From the Medication Profile, you can click on the summary card of medication and view the history of this medication's administration by clicking on the right tab "Administration History" in the Medication Details. You can click on each administration summary card to view the event details. All the administrations are color-coded per the administration status and marked with labels so that you can quickly identify the ones with exceptions.

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←	Medication	Details		:
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	NYL, 25 mcg, sdermal, q72l		ז 72 Hou	ır,
Oct 3	1, 2023			
	Administered Completed at: 1 Planned for 31/		9:00	>
Oct 2	8, 2023			
	Administered			
	Completed at: 1 Planned for 28/		09:00	>
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