



Medication Administration - Mobile User Guide

March 2024

Background & Purpose

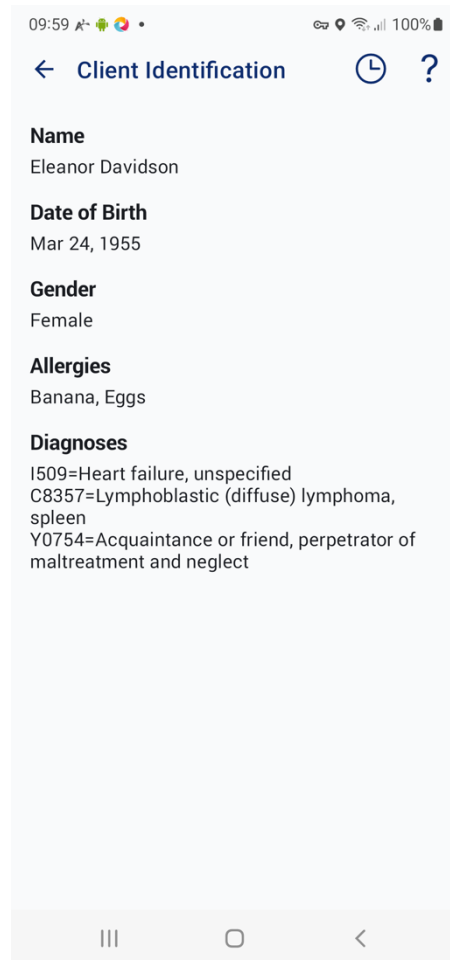
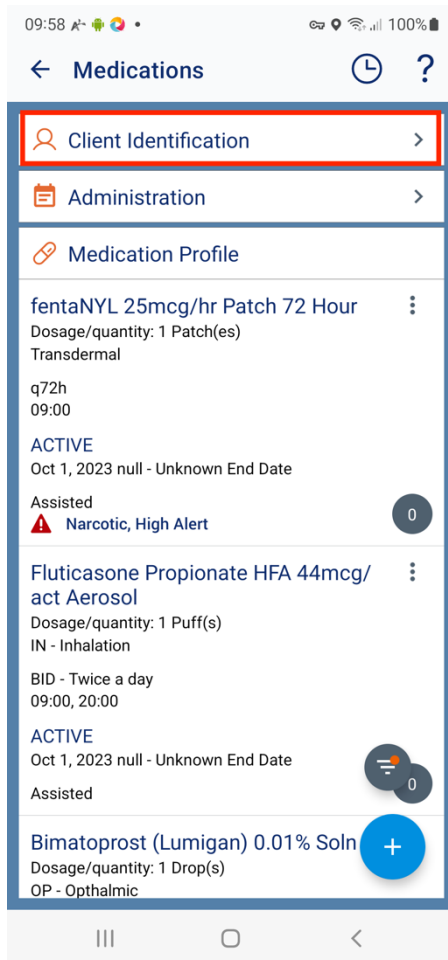
The objective of this user guide is to introduce the newly revamped Medication Administration feature, as part of the Medication 2.0, on the Caregiver mobile app and offer step-by-step instructions which address some of the most frequent challenges associated to using this feature within AlayaCare Cloud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

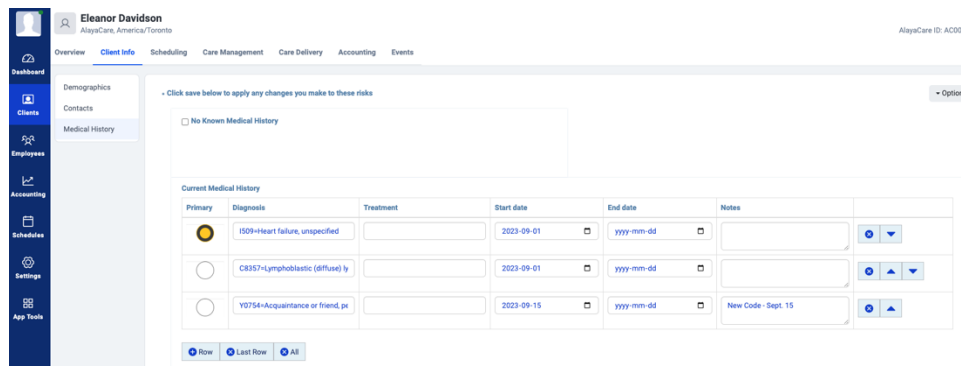
For additional support and feedback, we invite users to post their queries at the [AlayaCare Community](#), or to reach out to your AlayaCare representative.

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.



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

- Allergies section of the Medical History of Client Info

The screenshot shows the 'Allergies' section of the Medical History of Client Info. At the top, there is a checkbox labeled 'No Known Allergies'. Below this is a table with columns for 'Name of Allergy', 'Type', 'Severity', 'Treatment', and 'Date'. The first row contains 'Gentamycin' in the 'Name of Allergy' field, 'Medication' in the 'Type' dropdown, 'Moderate' in the 'Severity' dropdown, and '2023-09-01' in the 'Date' field. There are 'Row' and 'Last Row' buttons at the bottom left.

- Allergy category of Risk Assessment section of Overview

The screenshot shows the Overview section for Eleanor Davidson. The 'Risk Assessment' section is active, displaying a table of risks. The table has columns for 'Category', 'Risk', 'Severity', 'Author', and 'Modified On'. There are three rows of risks:

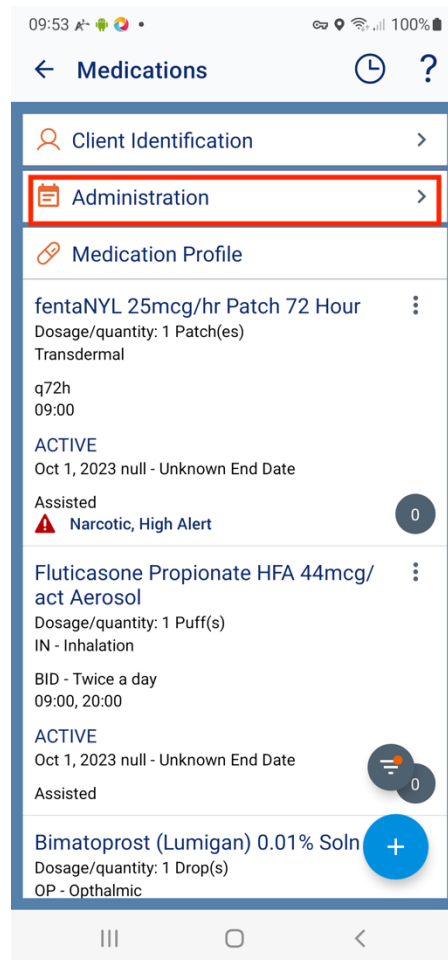
Category	Risk	Severity	Author	Modified On
Allergy	Banana	2	Admin User	2023-10-23
Pets	2 Dogs	2	Admin User	2023-10-23
Allergy	Eggs	2	Admin User	2023-10-23

View eMAR (Electronic Medication Administration Record)

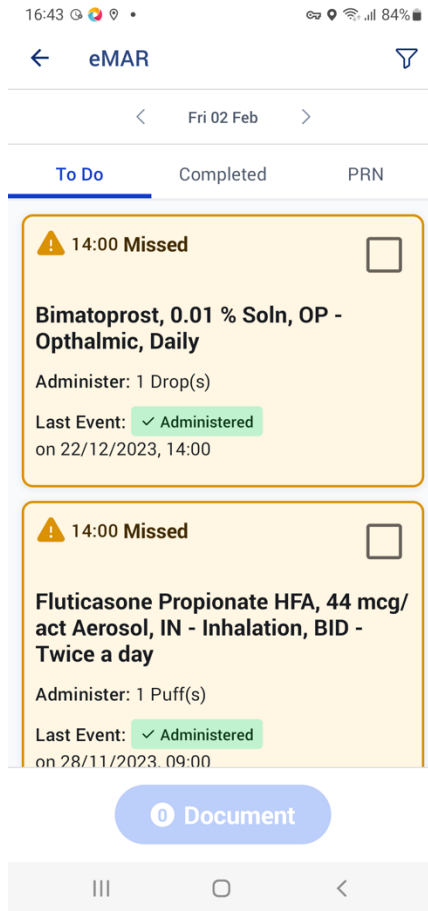
First, you must have the ACL (permission) called "View medication administration".

The screenshot shows the AlayaCare ACL (Access Control List) settings page. The 'View medication administration' permission is highlighted with a red box. The page is organized into sections: 'TimeKeeping' and 'Clinical'. The 'View medication administration' permission is located under the 'Clinical' section.

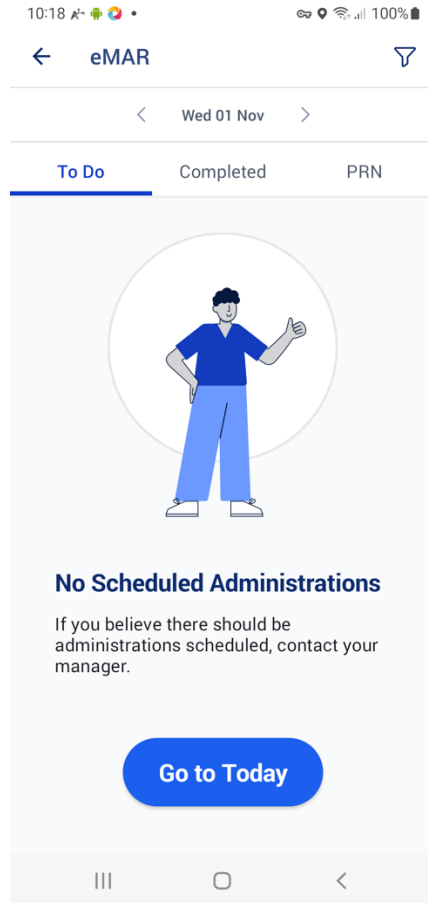
Then, you can see the “Administration” tab in Medication module.



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.



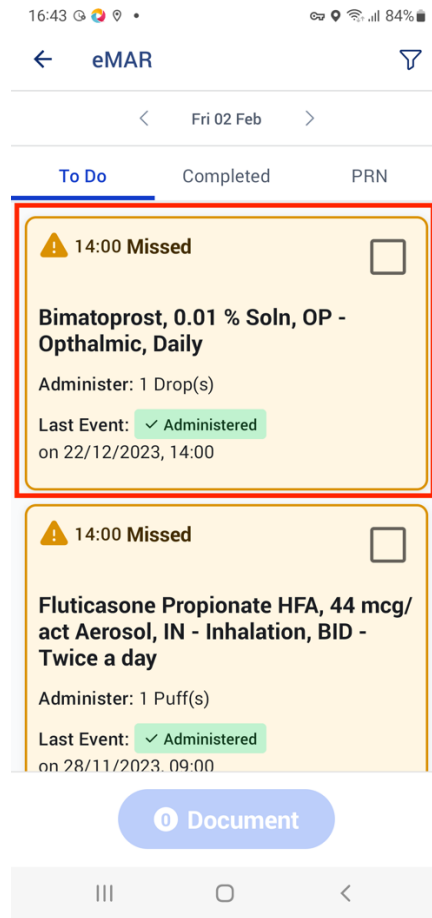
If you go to another date, where you do not have any scheduled administration, you will see an indication telling you that there's no administration scheduled, and you can click the button "Go to Today" to quickly go back to "today's" schedule.



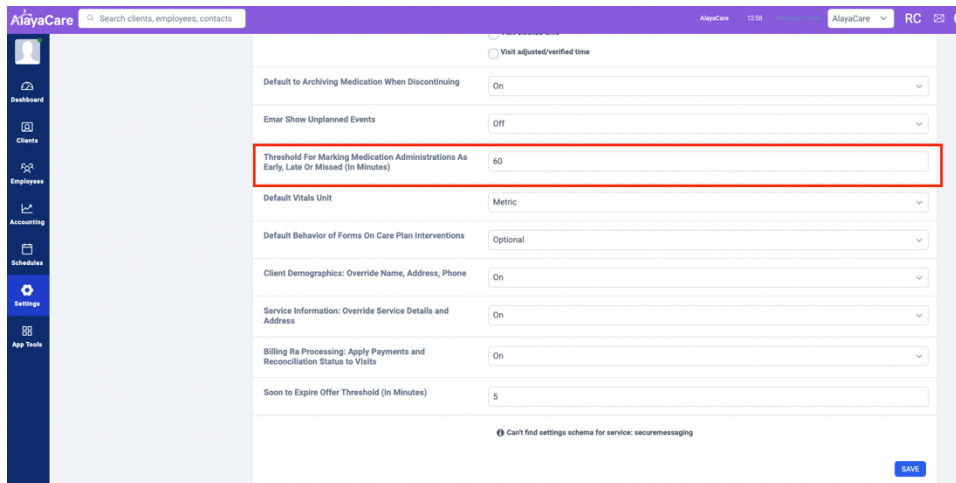
You also have the “Completed” tab where you can view all the completed administrations for today. You can find more details about this tab in the section “Review Completed Administrations”. The last tab is the “PRN” tab where you can find all the PRN medications that this client has.

Scheduled Administrations Marked as “Missed”

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



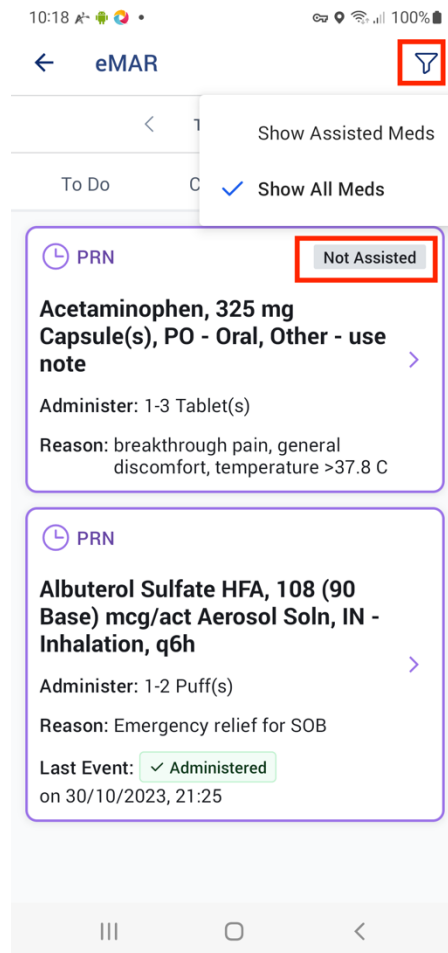
This is based on the settings “Threshold For Marking Medication Administrations As Early, Late Or Missed (In Minutes)” under “System Settings” on the web app.



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.

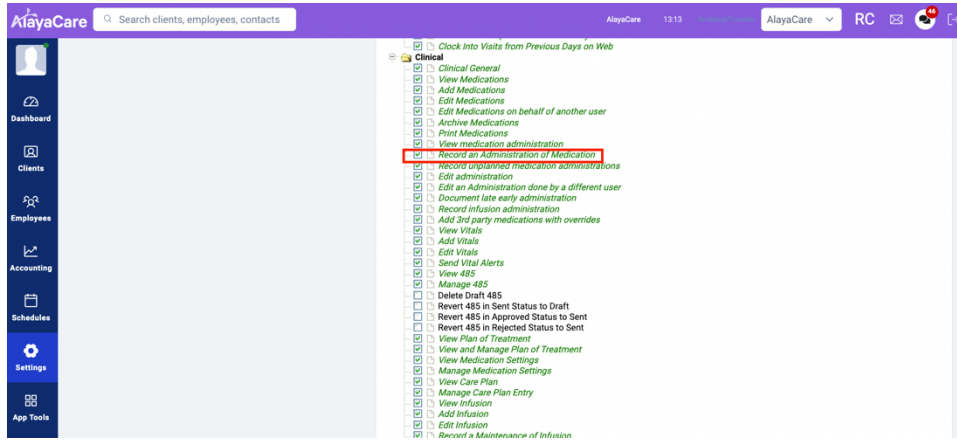
Display Assisted and Unassisted Administrations/Medications

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.



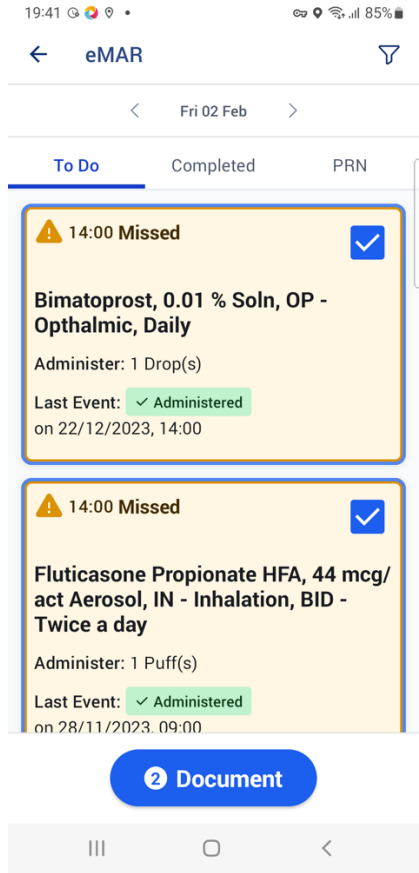
Document Administrations from eMAR

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

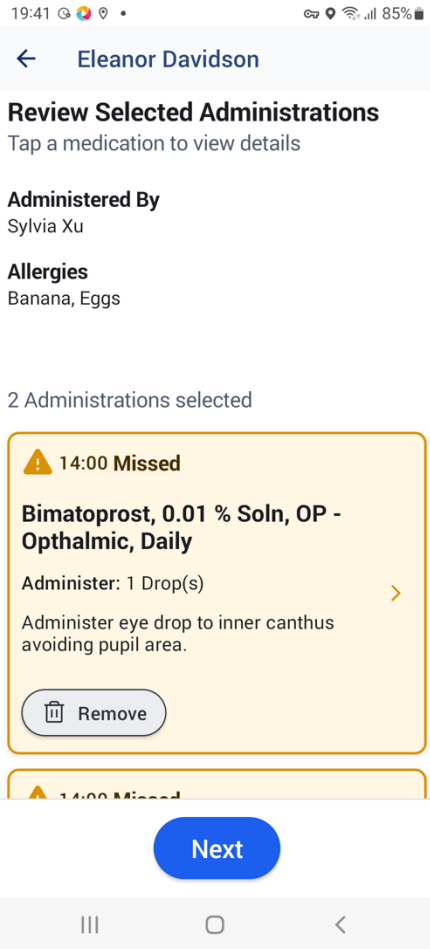


Document Multiple Scheduled Administrations at a Time from the To Do Tab

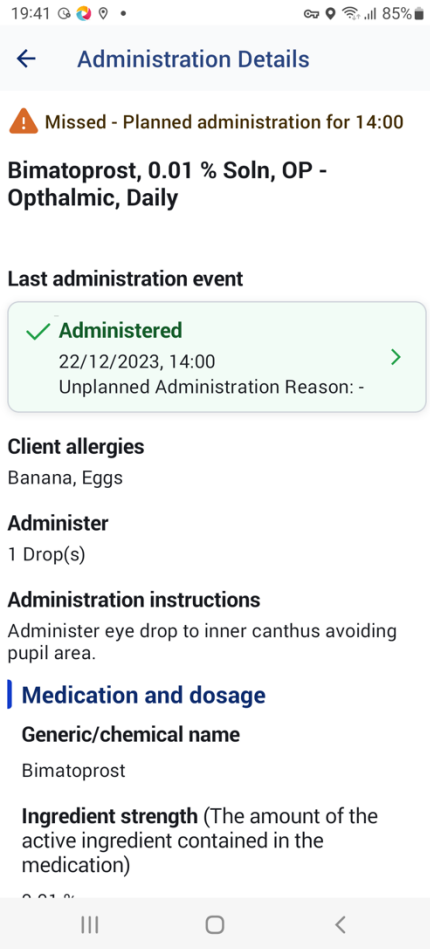
When you want to document multiple medications that were administered successfully at the same time or to mark multiple administrations as not administered, you can select all of them under the To Do Tab.



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.



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.



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.

19:46 84%

← Eleanor Davidson

Set Administration Details

The date, time and status will be set for all selected medications.

Administration date* 02/02/2024 **Time*** 19:46

Administration status*
Select Status

Status Reason
Select

Comment
255 characters remaining
Add a comment if needed

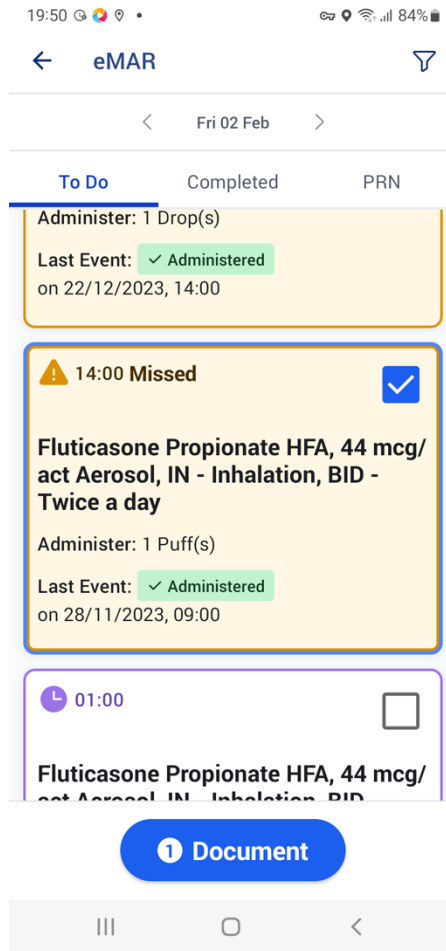
✓ Save

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

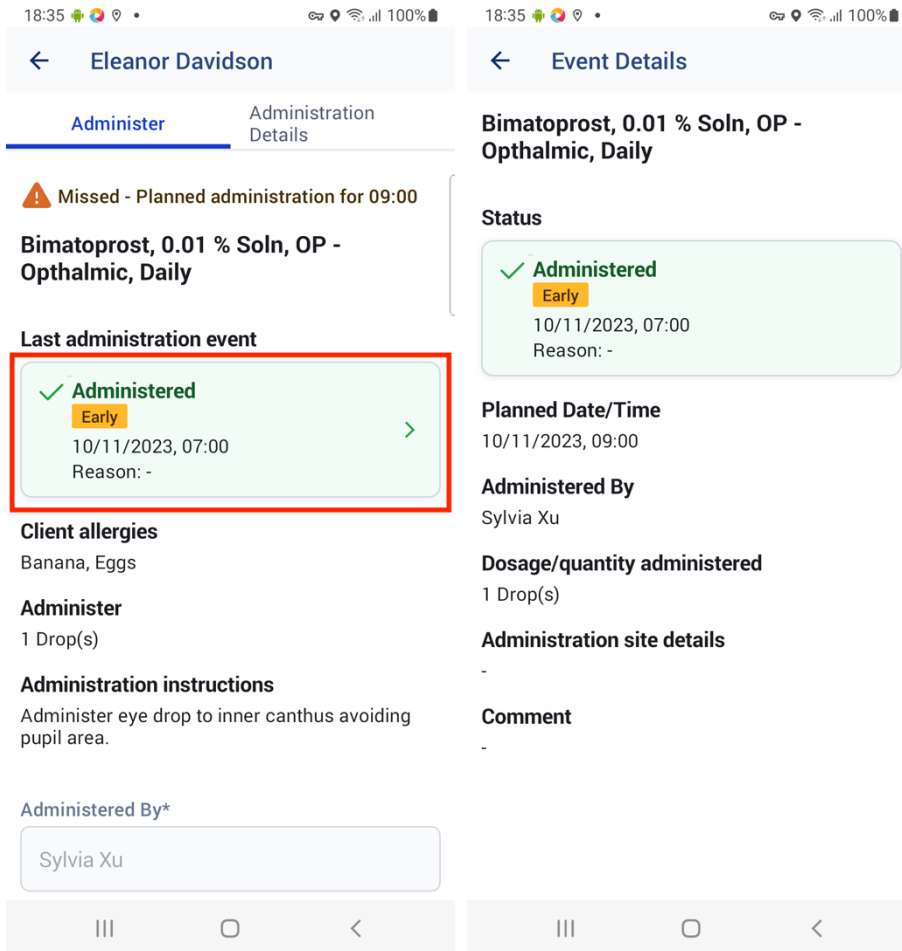
If you choose a status that is NOT “Administered”, then you must also fill out another required field “Status Reason” by selecting one of the reasons from the drop-down.

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.



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.



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.

10:04 A+ 🌈 🔍 📶 100%

← Eleanor Davidson

Administer Administration Details

Medication and dosage

Generic/chemical name
Bimatoprost

Ingredient strength (The amount of the active ingredient contained in the medication)
0.01 %

Dosage/quantity (The amount of the medication that the client will take)
1 Drop(s)

Route
OP - Ophthalmic

Frequency
Daily

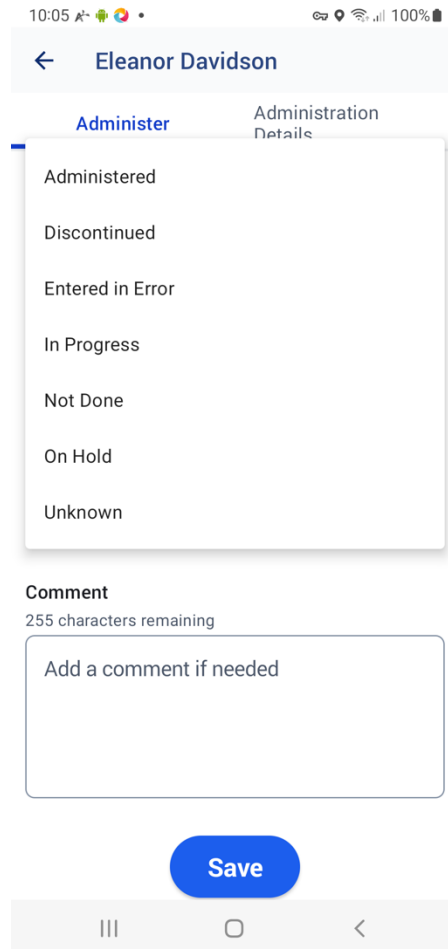
Purpose
-

Administration type
Assisted

High Alert
No

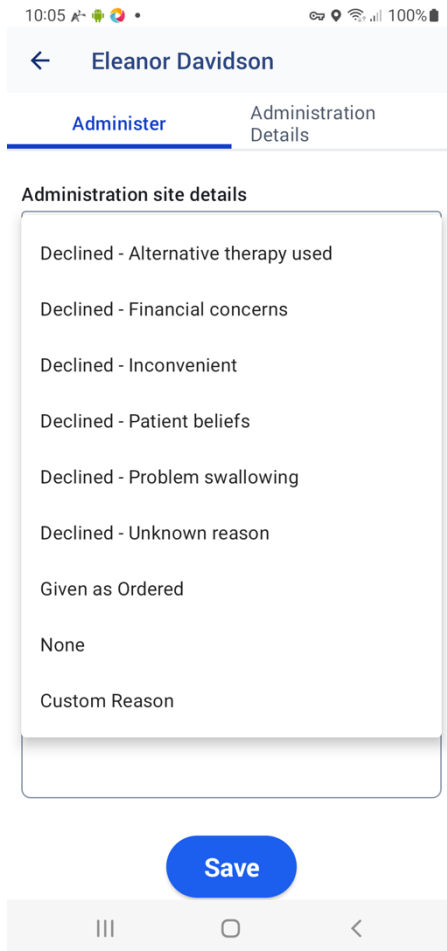
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All the fields are auto filled in the administration form. You just need to review the information and make changes if needed. The only field that you must fill out is the “Administration Status”.



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.



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

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← Eleanor Davidson

Administer Administration Details

Administration site details

Select >

Administration status*

Not Done v

Status Reason*

Select v

Comment

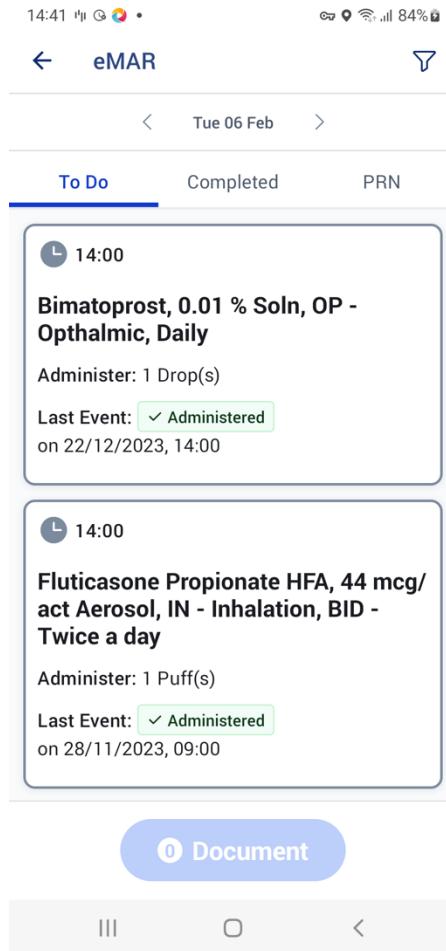
255 characters remaining

Add a comment if needed

Save

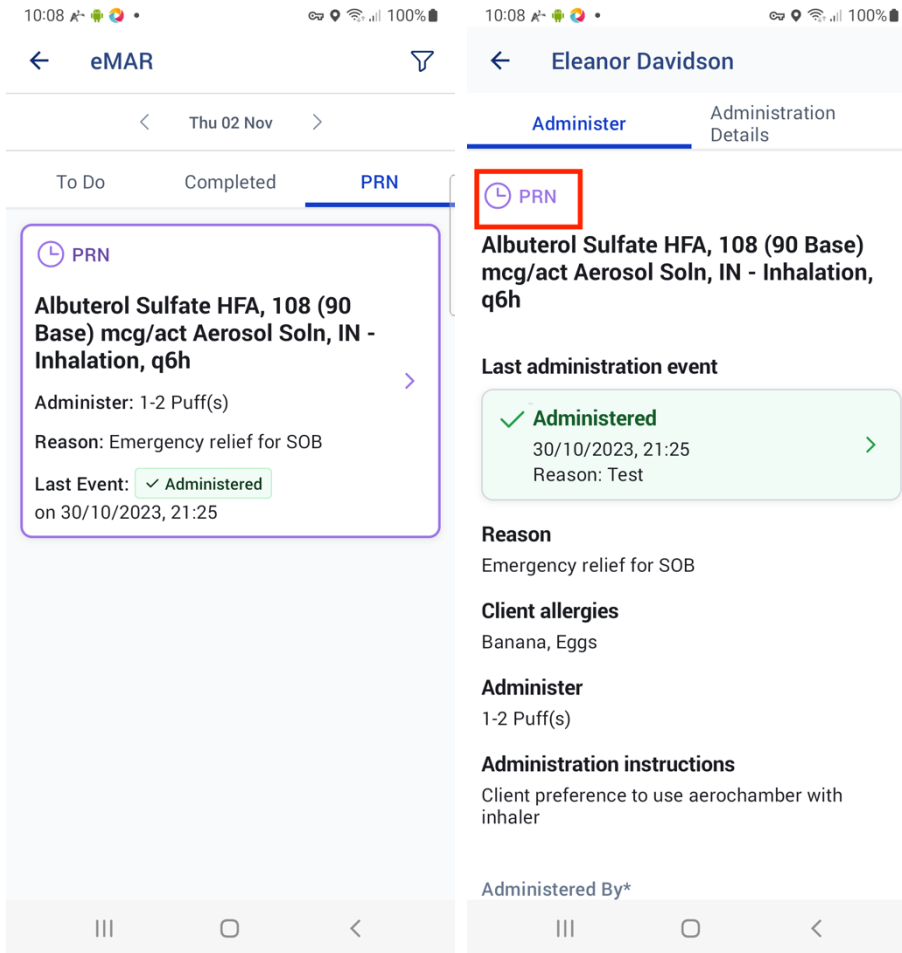
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You can document scheduled administrations of “today” or any days earlier than “today”. However, you cannot document any scheduled administrations for future days. When you view the scheduled administrations of a future day, you can see the administration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



Document A PRN Administration from the PRN Tab

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



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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← Eleanor Davidson

Administer Administration Details

Status Reason

Select ▾

PRN Administration Reason*
255 characters remaining

Enter a reason

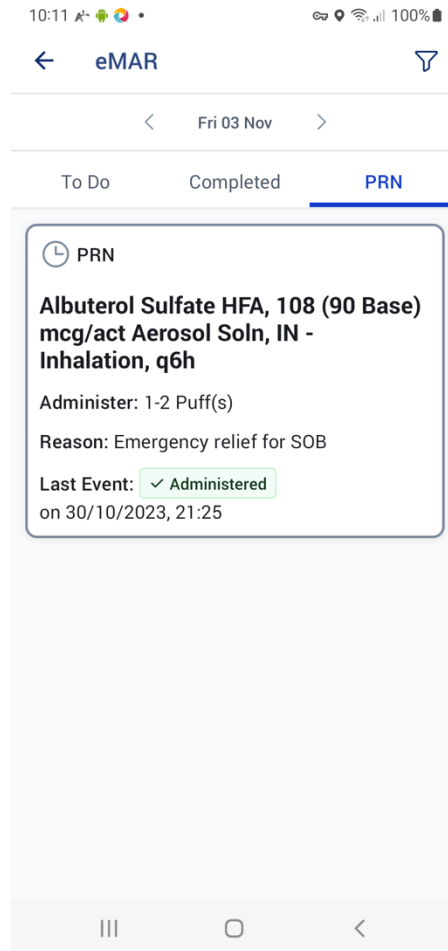
Comment
255 characters remaining

Add a comment if needed

Save

||| ○ <

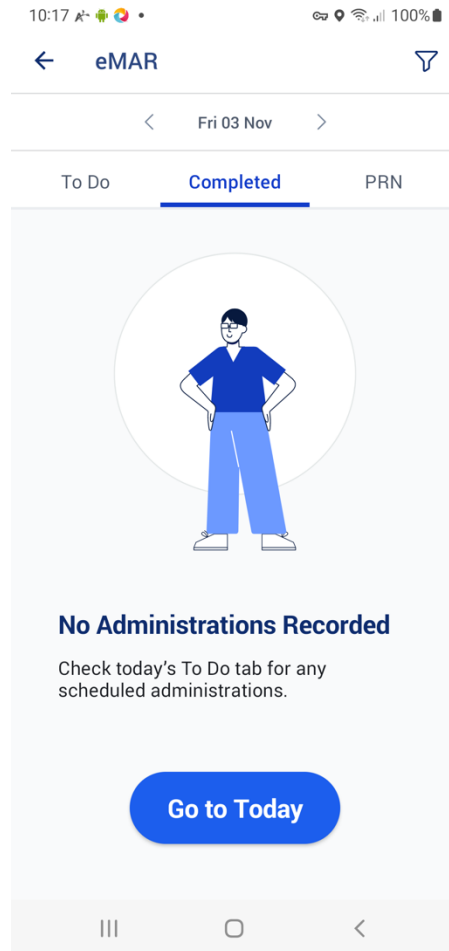
If you view the PRN medication tab of another day that is not “today”, such as yesterday or tomorrow, the PRN summary cards are greyed out and you cannot document an administration.



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.

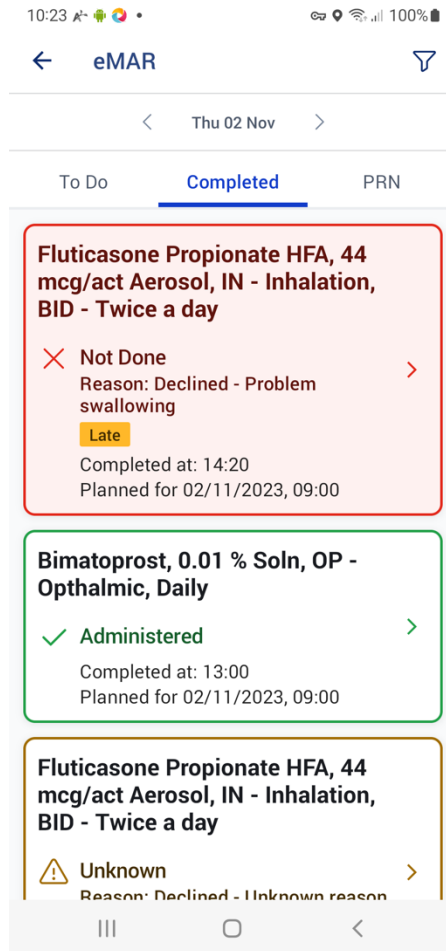
If you are on another day without any completed administrations, you can click on the “Go to Today” button to quickly go back to the “Completed” tab of “today”.



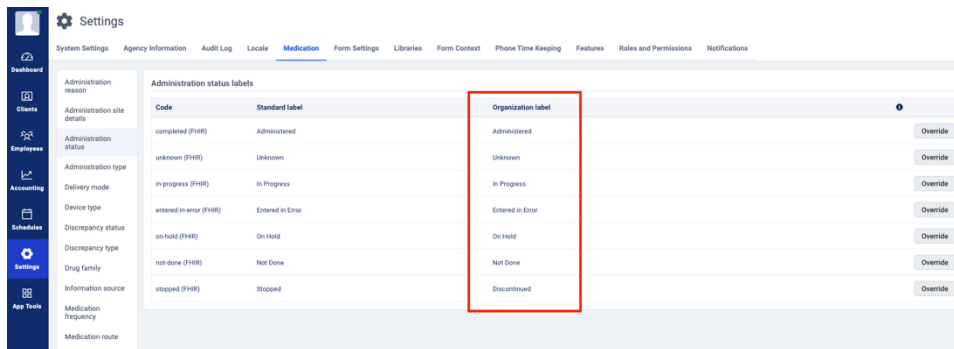
Color-Coded Completed Administrations

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-in-error", 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.

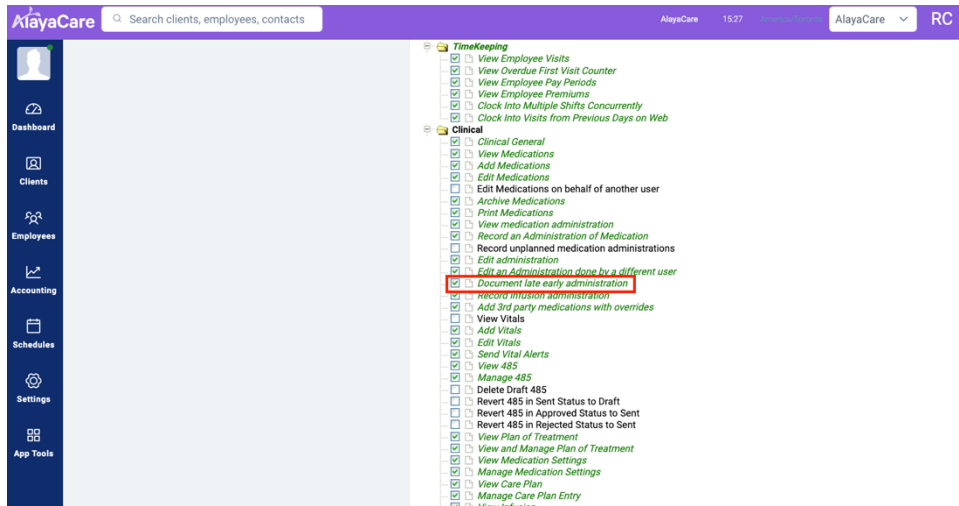


The labels of the statuses can be configured on the web app's Settings> Medications> Medication Status.



Labels in Completed Administrations

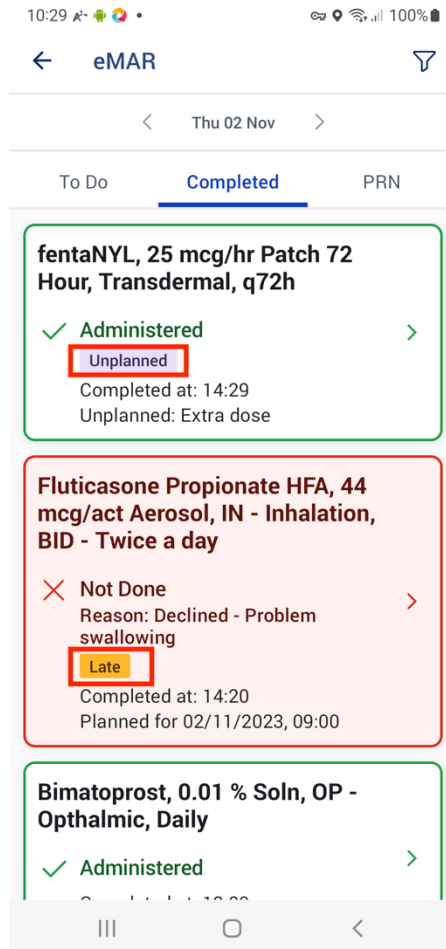
If the administration time is outside of the threshold duration based on the settings “Threshold For Marking Medication Administrations As Early, Late Or Missed (In Minutes)”, you need the permission of “Document late early administration” to document this administration.



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.

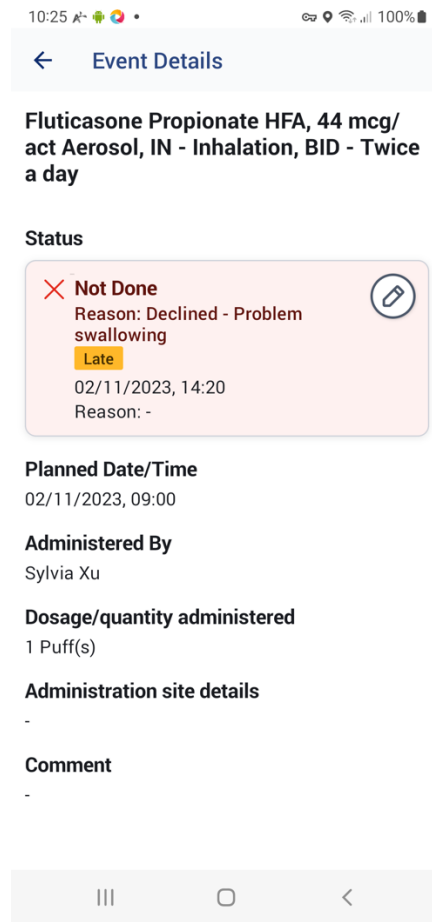
If the administration was documented not from the schedule, meaning not from the “To Do” tab, but as an unplanned, meaning from the medication profile, then an “Unplanned” label is shown.



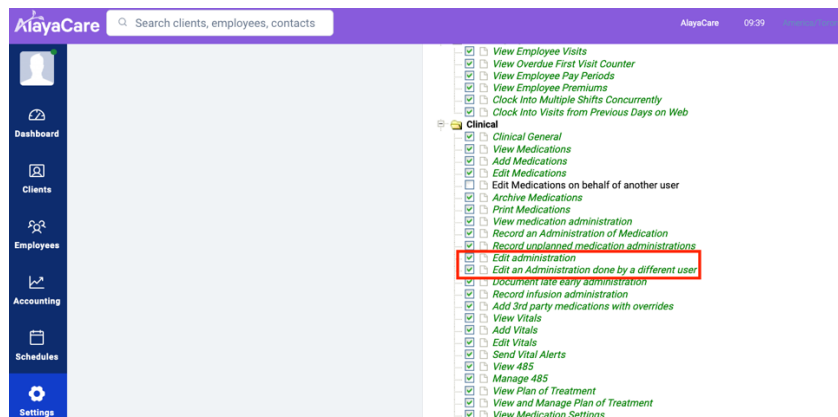
The different color codes, icons, and labels help you quickly understand recent administration and identify exceptions, as a guide for care.

Administration Event Details

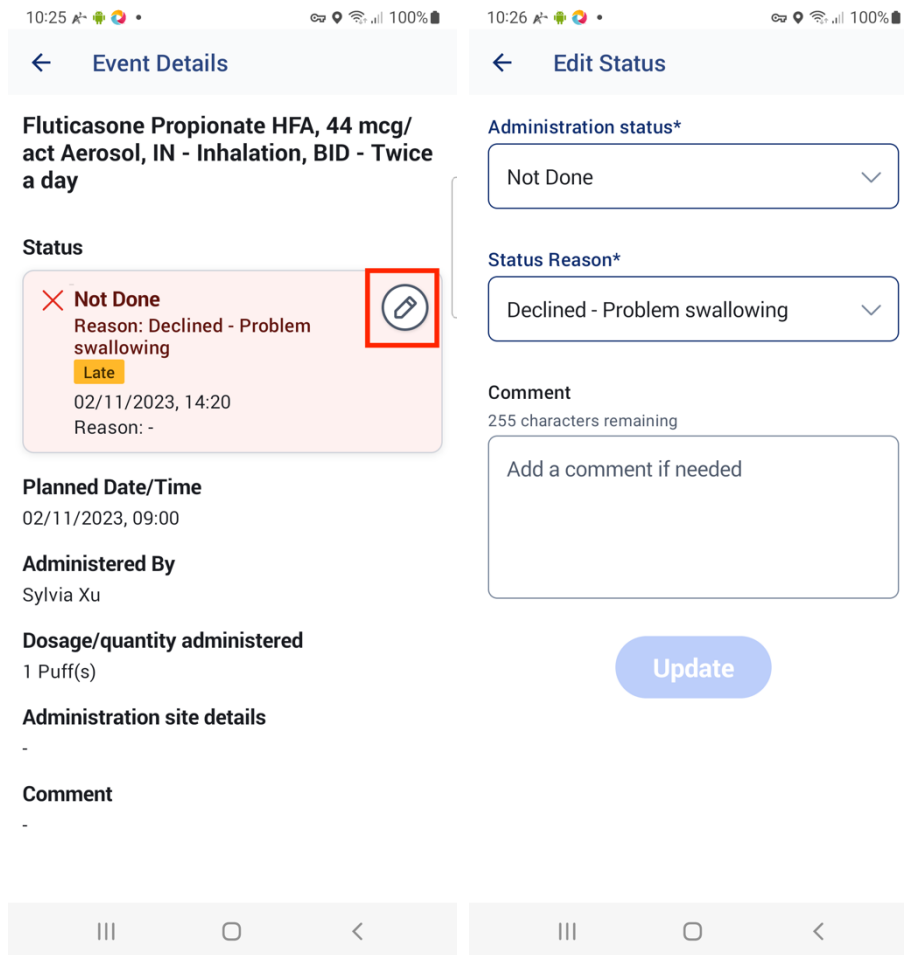
By clicking on the administration card, you can see the event details for this administration event, including any comment for that administration.



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.

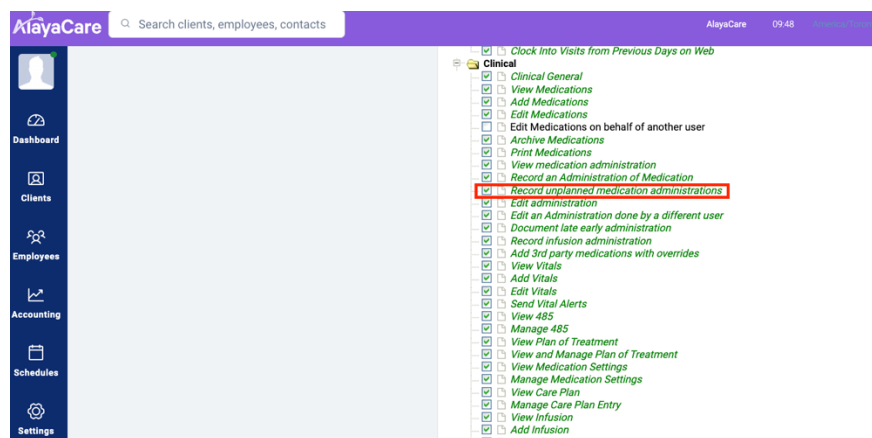


After clicking on the editing icon, you enter the editing mode of this administration event. You can change the entry of three fields: Administration Status, Status Reason, and Comment.



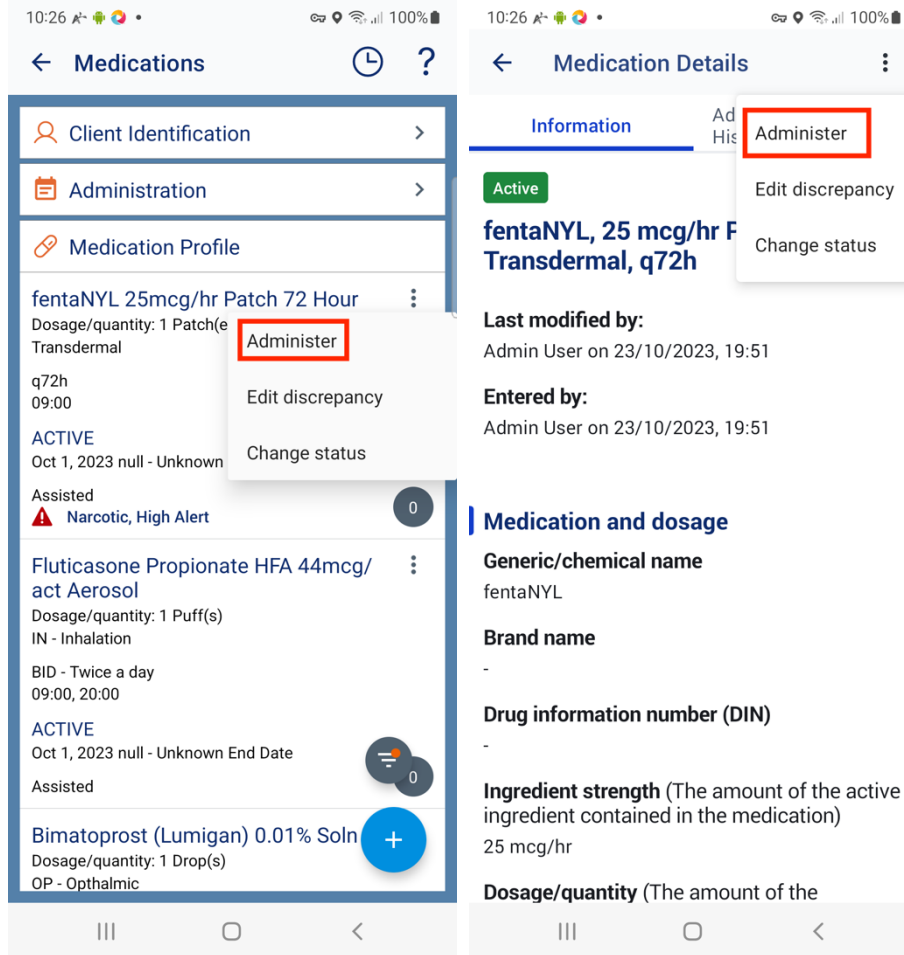
Document An Unplanned Administration

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

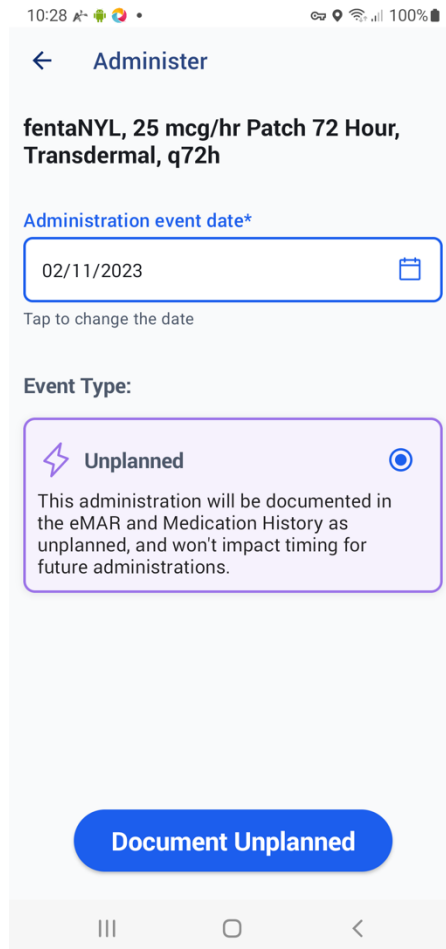


Then you can access the unplanned administration screen by clicking on the “Administer” option from the three dots of

- 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.



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.

10:29 A+ 100%

← Eleanor Davidson

Administer Administration Details

Status Reason

Select

Unplanned Administration Reason*
255 characters remaining

Enter a reason

Comment
255 characters remaining

Add a comment if needed

Save

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.

← Medication Details ⋮

Information

Administration
History

**fentaNYL, 25 mcg/hr Patch 72 Hour,
Transdermal, q72h**

Oct 31, 2023

✓ **Administered** >
Completed at: 13:00
Planned for 31/10/2023, 09:00

Oct 28, 2023

✓ **Administered** >
Completed at: 13:00
Planned for 28/10/2023, 09:00