



# Training Handout

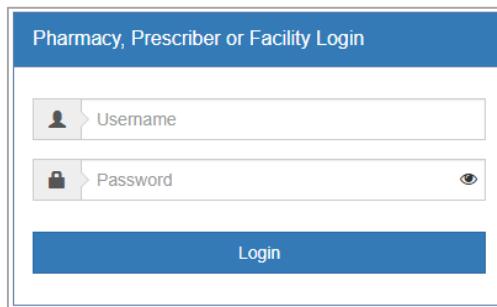


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## Log into MediMap

Login using the two-step login process:

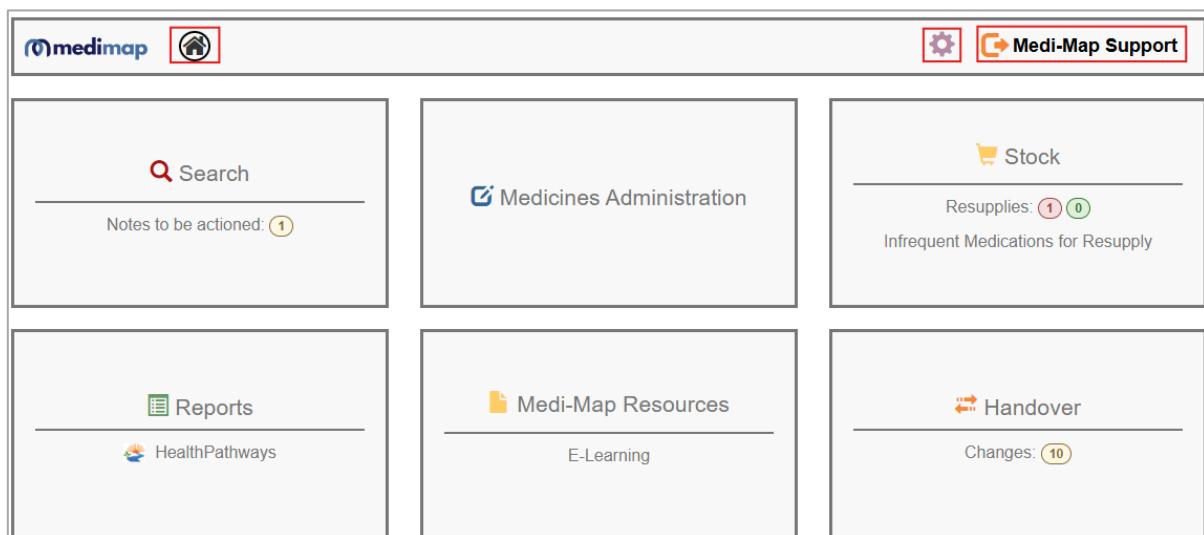
- First login with your site username and password,
- Then with your individual username and password which will have been provided to you by your manager,
- If you forget your username or password, you will need to ask your manager to reset this for you.



The image shows the 'Pharmacy, Prescriber or Facility Login' screen. It features a blue header bar with the text 'Pharmacy, Prescriber or Facility Login'. Below this is a white form area with two input fields: 'Username' and 'Password'. Each field has a small icon to its left (a person for Username and a lock for Password) and a 'Clear' button to its right. Below the fields is a blue 'Login' button.

## Dashboard

- Click on the home button to take you back to the dashboard from anywhere in MediMap,
- Click on your name in the top right corner to logout when you have finished,
- Click on **Settings** to reset your password.



The image shows the MediMap dashboard. At the top, there is a header with the 'medimap' logo, a home icon, a gear icon, and a 'Medi-Map Support' button. The dashboard is divided into six main sections arranged in a 2x3 grid:

- Search:** Contains a search bar and a note 'Notes to be actioned: 1'.
- Medicines Administration:** Contains a blue gear icon.
- Stock:** Contains a shopping cart icon and a note 'Resupplies: 1 0'. Below it is a link 'Infrequent Medications for Resupply'.
- Reports:** Contains a document icon.
- Medi-Map Resources:** Contains a yellow folder icon and a link 'E-Learning'.
- Handover:** Contains a hand icon and a note 'Changes: 10'.

## Medicines administration

- Click on the **Medicines Administration** from the dashboard,
- Use the blue legend in the top right-hand corner to understand the markings and tags shown in the administration grid,
- Use Start Round to filter for a dose time and area (residents with no regular meds to be given at that dose time or in the area selected will be filtered out),
- Click on the box in the grid for the resident at this dose time. This opens the resident administration page where to complete your checks.

Sort by Room Number  



**HC Hospital**

Name	0000-0630	0630-0900	0900-1130	1130-1330	1330-1500	1500-1700	1700-1900	1900-2100	2100-0000	Area	Room No.
GAYLE YEARLY	—	□	—	□	—	—	□	□	—		01
WENDY (ANN) SWEETMAN 	—	□	—	□	—	—	□	□	—		04
RITE TIME	□	□	□	□	□	□	□	□	□		05
HARLAN (ESCRIT TEST) WHEEZY 	—	□	□	—	□	—	—	□	—		07
KATE (VARY) THINNER	—	□	—	□	—	—	□	□	—		09
SUE DREW	—	□	—	—	—	—	□	□	—		51
REX RUSS 	—	□	—	□	—	—	□	—	—	North	08

**Gayle Yearly**   

NHI: GGG0359



Upload new Photo 

Uploaded: 21-09-2021

**HOTEL CALIFORNIA (TEST) - HC HOSPITAL | AREA | ROOM 01**

 **Extra Information:**  
Give oral meds all at once with a glass of water.  
Yearly flu jab - in PRN

 **Intolerances or ADR:**  
NSAIDS- upset stomach

 **Medicine Allergies:**  
Simvastatin  
Penicillamine (+14 grouped)  
Antiinflammatory and antirheumatic products, non-steroids

## Regular medications

Check your medications are correct and record the outcome of administration:

- Administer packed meds, click the package line – green indicates administered successfully
- Administer non-packed meds, click the line (away from the med name or comment button)
- To record a med as refused, withheld or dose supplied click comment
- When all medications have had an action added then click **Finish**.

Regular Medication	PRN Medication	NIMs	Notes						
0000-0830 0830-0900 BFAST	0900-1130 1130-1330 LUNCH	1330-1500 1500-1700 TEA	1700-1900 BED	1900-2100 2100-0000					
These medications should be found packed together.					Show regular meds given today				
Medication		Route	Regularity	Dose	Units	Days Left			
QUINAPRIL 10 MG TABLET 		PO	Everyday	1	tablet		<input type="button" value="Comment"/>		
Reason started: Hypertension									
ASCORBIC ACID 15 MG + COLECALCIFEROL 7.5 MICROGRAM + NICOTINAMIDE 7.5 MG + RETINOL 860 MICROGRAM + RIBOFLAVIN 500 MICROGRAM + THIAMINE NITRATE 1.234 MG TABLET 		PO	Everyday	2			<input type="button" value="Comment"/>		
Reason started: Low weight									
GABAPENTIN 100 MG CAPSULE 		PO	Everyday	2	tablet		<input type="button" value="Comment"/>		
Reason started: Nerve Pain									
PARACARE - PARACETAMOL 500 MG CAPSULE		PO	Everyday	2	tablet		<input type="button" value="Comment"/>		
Reason started: pain									
Comments: .									
PACKAGE							<input type="button" value="Comment"/>		
Medication		Route	Regularity	Dose	Units	Days Left			
FLUTICASONE PROPIONATE 125 MICROGRAM/ACTUATION + SALMETEROL 25 MICROGRAM/ACTUATION INHALATION: PRESSURISED 		INH	Everyday	2	inhalation		<input type="button" value="Comment"/>		
Reason started: SOB Instructions: 2 puffs via spacer bd for SOB & chest crepes							<input type="button" value="Comment"/>		
W D M-ESLON SR - MORPHINE SULFATE 10 MG CAPSULE: SUSTAINED RELEASE 		PO	Everyday	1	tablet		<input type="button" value="Comment"/>		
Reason started: pain management							<input type="button" value="Resupply"/>		
A METOPROLOL SUCCINATE 23.75 MG TABLET: MODIFIED RELEASE 		PO	Everyday	1	tablet		<input type="button" value="Comment"/>		
Reason started: test							<input type="button" value="Comment"/>		
<input type="button" value="Finish"/>									

## Administration of PRN medication

- Click on the PRN Medication tab on the administration page,
- Always check the last date and time administered, and PRNs given in the last 24 hours,
- When PRN has been administered Click on **Comment**, record the dose given if required (e.g. dose range charted), type the reason the medication was requested/given, and any other necessary information including observations,
- Click on **Administered**.

Regular Medication	PRN Medication	Syringe Driver	Notes				
PRN Medications							
Medication	Route	Dose	Freq.	Indication and Instructions	Doses Left	Last Dosage	Comment
GLUCAGON HYDROCHLORIDE 1 MG INJECTION: POWDER FOR	SC/IM	1 mg	Daily	Hypoglycaemia < 4 & unconscious or semiconscious Instructions: 1mg im for hypoglycaemia < 4 & unconscious or semi-conscious	1	07-12-2022 5:50am	<input type="button" value="Comment ▾"/>

## Add an outcome to a PRN administration

To record the effectiveness of a PRN medication either click on the name of the medication in the administration page, or this can be done through the handover tile on the dashboard. Handover shows a rolling 24 hours of medication changes and PRN medication administrations.

## Change an action or correct a mistake

On the administration page:

- Click on the name of the medication,
- Click on the **Edit** button to record a comment and select the correct action. Staff can only change their own action.

Nodia - loperamide hydrochloride 2 mg tablet i

08-08-2025 16:21 - Administered

Previous comments:

onset diarrhoea

New comment: \*

## Administration of a Double Sign medication

If the DS (double sign) tag is present on a medication this will require a second staff member to verify and witness the administration.

- Click to record administration and the second sign box will appear for the second staff member to enter their username and password



## Short Course Medications

Short course medication will display for the number of charted days, and for a further 24 hours to allow for delayed delivery from pharmacy. The days left starts counting down from when the first dose is administered. Day 0, in the days left indicates an additional 24 hours at the end of a course to catch up any doses missed at the beginning of the short course.



## Patch management

Follow your organisations policy regarding sighting or recording a replacement patch. Click on the **Patches** banner or button beside notes. This will only be visible if a patch is charted. To replace a patch out of cycle, click on **Replacement** and record a reason. If required tick resupply to request the pharmacy to send more stock. Replacing a patch will shift the next due date out to match the charting cycle e.g. 3 days.

### Patch sighted and out of cycle replacement

Medication	Dose Time	Regularity	Last applied	Last Sighted	
Fentanyl Sandoz - fentanyl 25 microgram/hour patch	1330-1500	72 Hours Next Dose: 08-08-2025	11-12-2023 11:09 Left Back (G) Medi-Map Support	09-07-2024 07:06 mmsup	Replacement Sighted

### Resupply requests

All PRN and non-packed regular items can be requested from the pharmacy by clicking on the drop-down arrow next to the medication line comment box on the administration page and clicking on **Resupply**.

When stock arrives from the pharmacy click on **Resupplies** from the dashboard to record receipt of the medications supplied. This records you have received the stock. Pharmacy can also provide additional comments or actions to be taken if the medication is unable to be resupplied; for example, a new script is required.

Ordered	Backordered	Completed by Pharmacy	Received or Noted
15	Search : <input type="text"/> Page Received		
Requested	Resident	Medication	Amount Supplied Reason Requested Area Requested By Status
24-07-2019 11:01	Minnerva (Minnie) Boon	lactulose 3.34 g/5 mL oral liquid	As per script 1000 urgent HC Hospital Medi-Map Support Hotel California 26-07-2019 09:48 Actioned Received

### Notes

From the dashboard or chart, or administration page click on **Notes**. Active notes will also display on loading a resident's chart or administration page. If the note contents are completed and no longer need to be displayed for other staff, then mark as actioned. If the note is still active mark as keep displaying, and record replies or additional comments against the note.

To send or record a permanent note in the audit log for a resident click on the notes tab. Click **Add New Note**, select the subject, and add content. Select who to post the note to. Notes will form part of the audit trail.

### Handover

The handover page will show a rolling 24-hour period of all chart changes and a list of all PRNs given.

## Hospital admissions

From the medication chart or administration page click on **More** and record a **Temporary Absence** for a hospital admission. This will remove the resident from the admin grid temporarily, but they can still be located under **Search** from the dashboard.

You can print the chart and 24-hours of administration data for the hospital or ambulance staff. On the residents return, mark them back on site. Any relevant documents can be uploaded under the Documents tab in the chart.