medimap

# Training Handout

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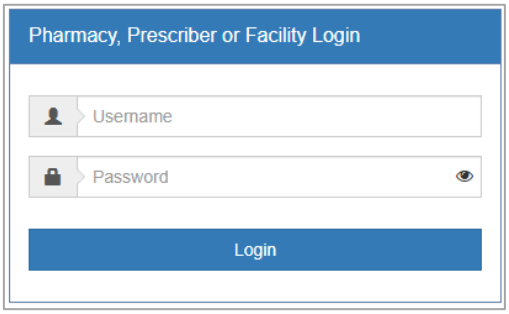
## Log into MediMap

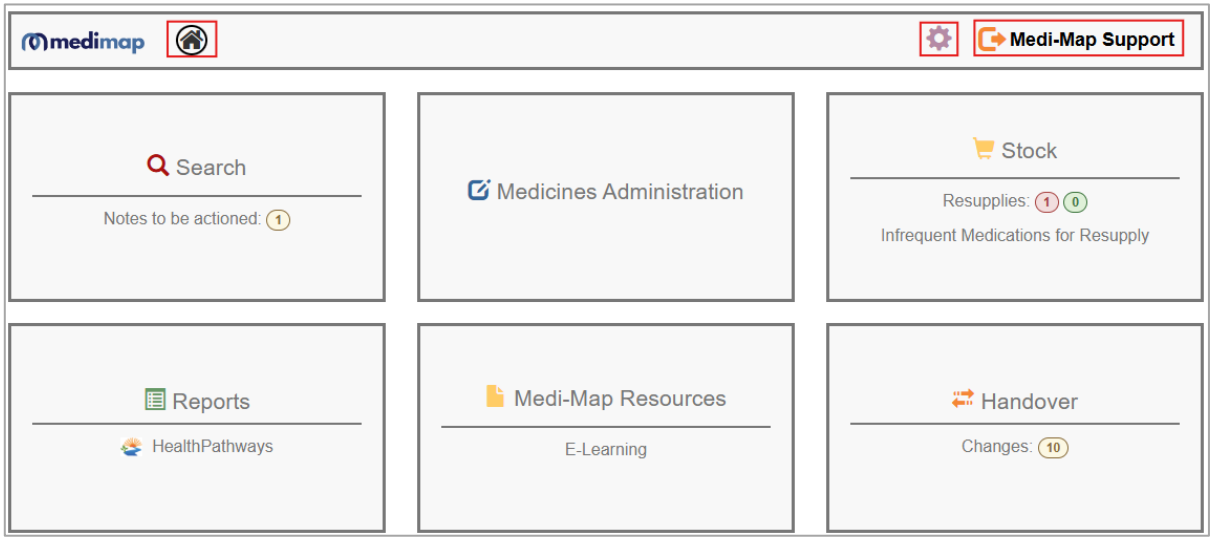
Login using the two-step login process:

- 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.



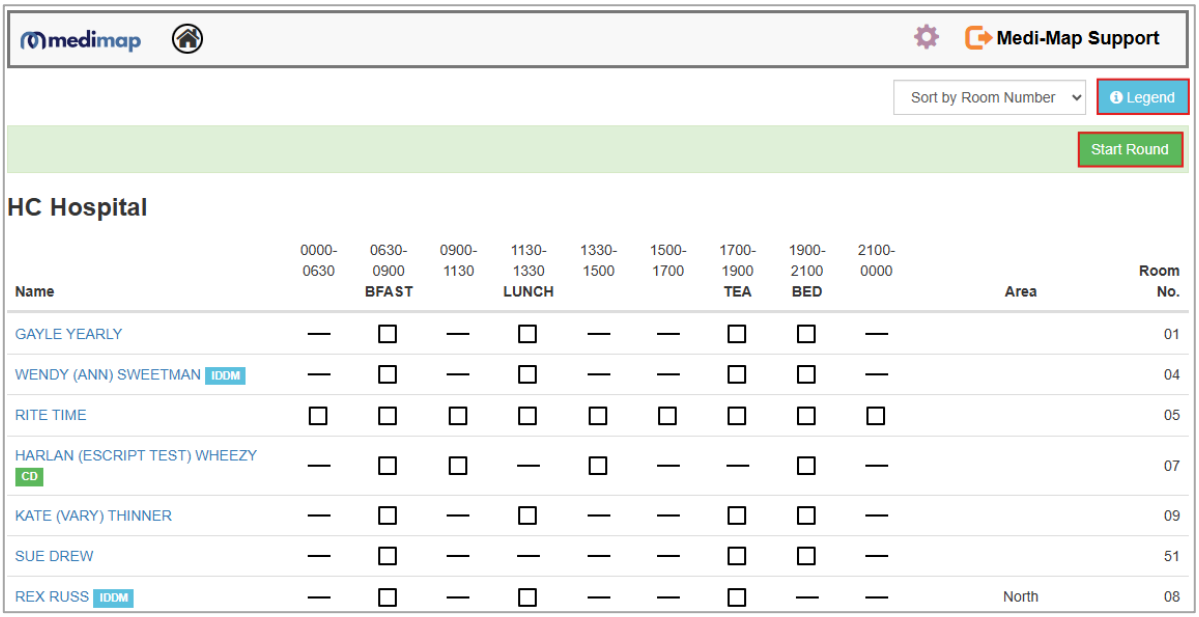

## Dashboard

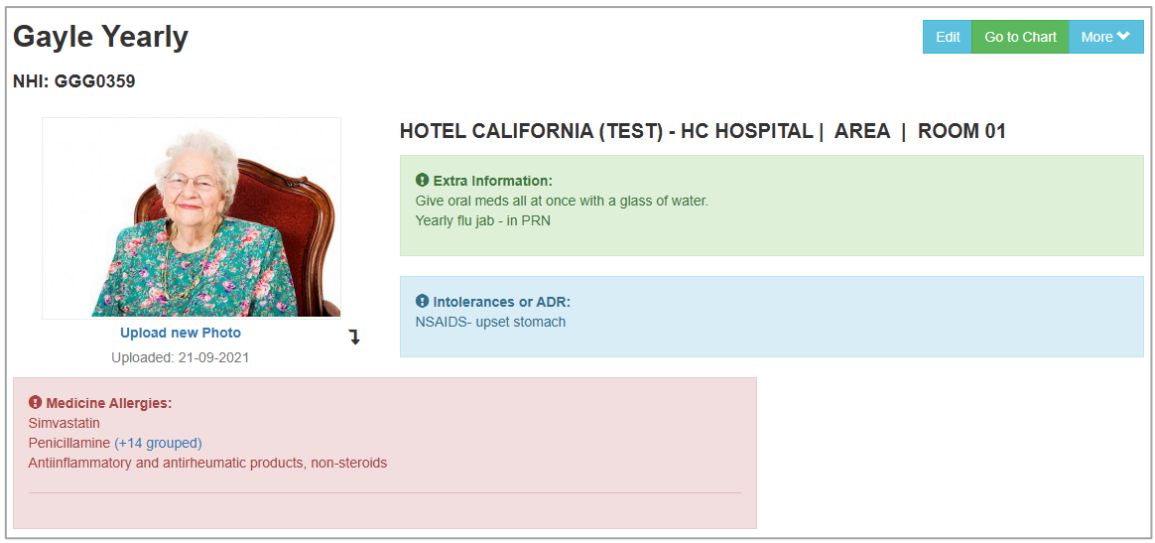
- Click on the home button to take you back to the dashboard from anywhere in MediMap,
- Click on your name in the top right corner to logout when you have finished,
- Click on **Settings** to reset your password.



## 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.

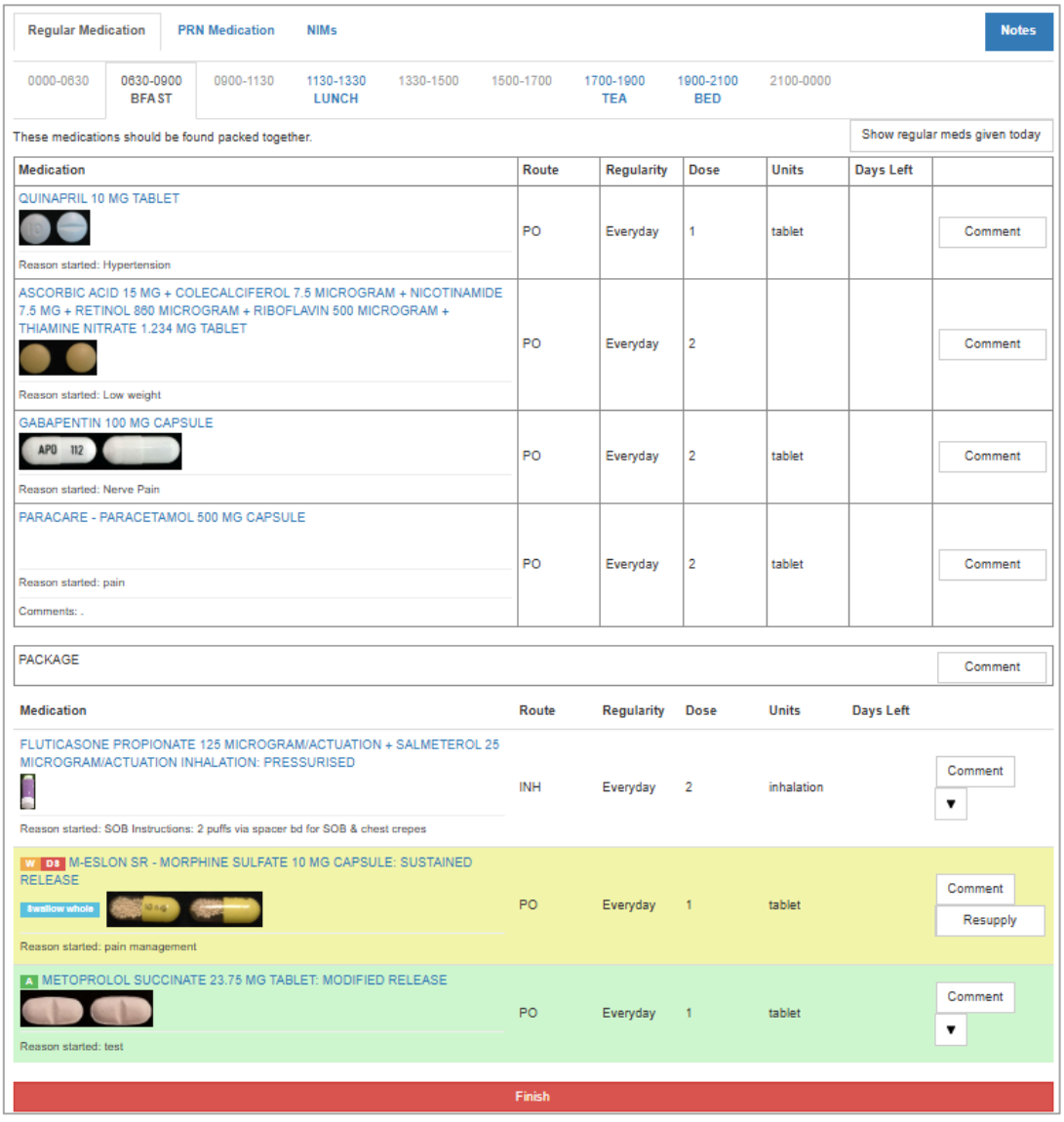


## Regular medications

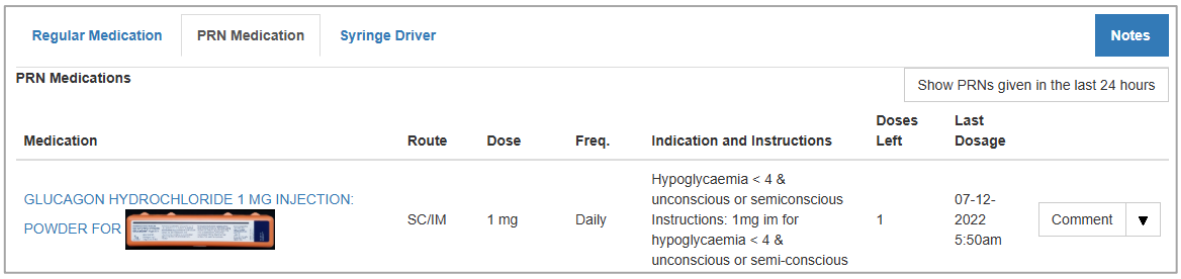
Check your medications are correct and record the outcome of administration:

- 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.**



## 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**.



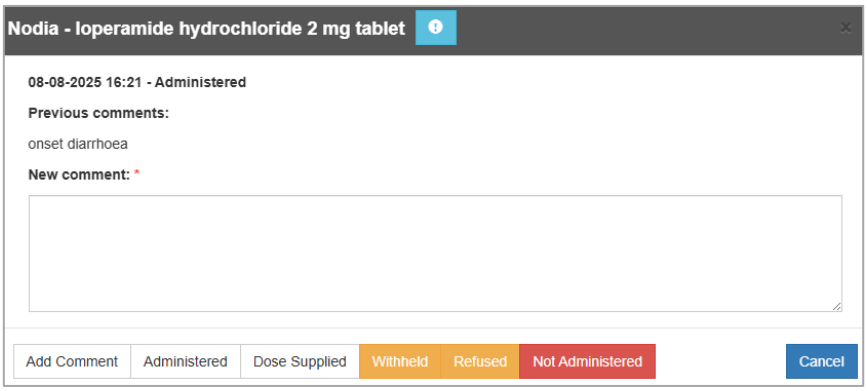

## Add an outcome to a PRN administration

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:

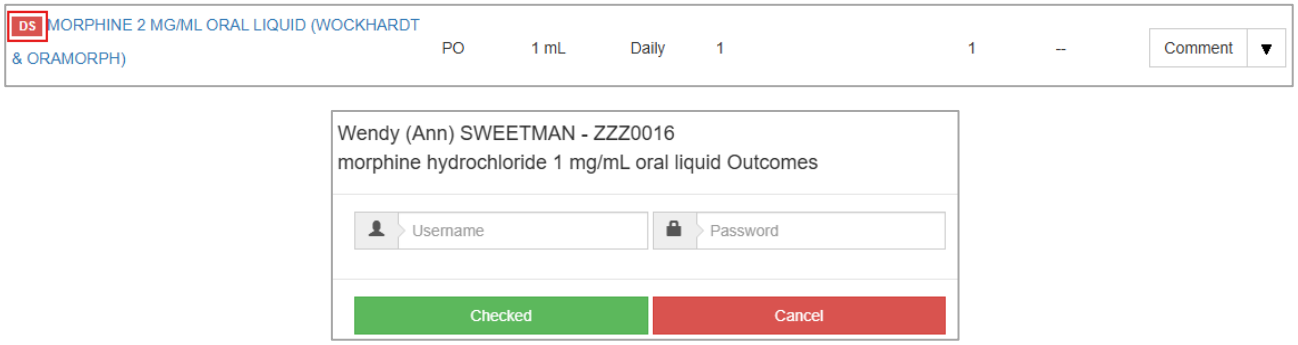
- Click on the name of the medication,
- Click on the **Edit** button to record a comment and select the correct action. Staff can only change their own action.



## Administration of a Double Sign medication

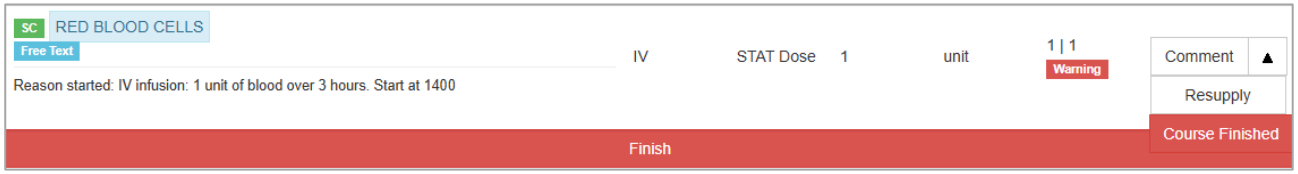
If the DS (double sign) tag is present on a medication this will require a second staff member to verify and witness the administration.

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



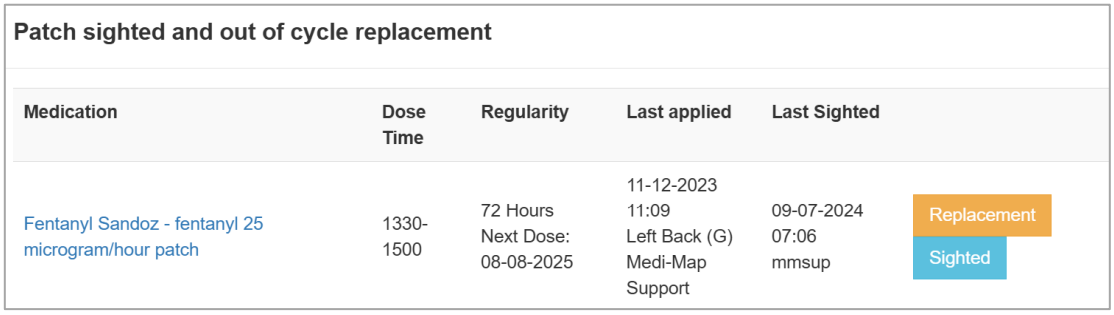

## Short Course Medications

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

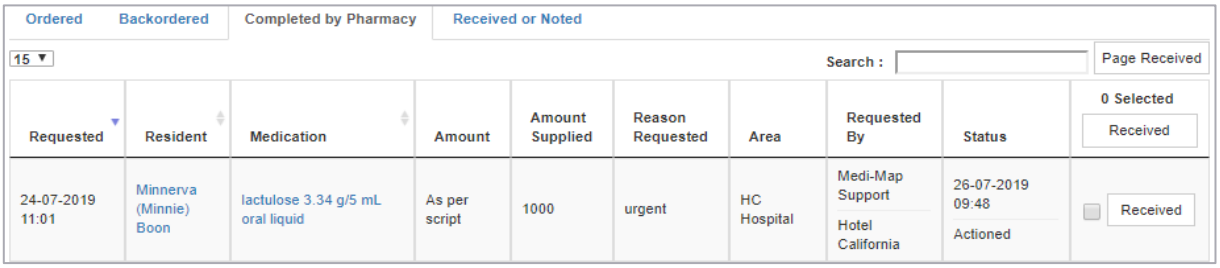
Follow your organisations policy regarding sighting or recording a replacement patch. Click on the **Patches** banner or button beside notes. This will only be visible if a patch is charted. To replace a patch out of cycle, click on **Replacement** and record a reason. If required tick resupply to request 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.




## 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.




## 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.