

# MediSphere User Manual

Your guide to using MPS Medica



Jan 2025 | V.6

## Table of Contents

1.	<i>Getting Started- Access to MPS Medica – MediSphere</i> .....	4
1.1	Log in.....	4
1.2	Password recovery.....	8
1.3	To reset your Second Check PIN .....	8
1.4	Reactivate MediSphere from sleep mode .....	9
2.	<i>Dashboard</i> .....	10
2.1	Username Display .....	11
2.2	Administration snapshot.....	11
2.3	Counter for ‘Other’ administration status added to top bar .....	12
2.4	Counter for ‘No Stock administration status added to top bar .....	12
2.5	Ability to view the resident from the dashboard counters.....	12
3.	<i>Menu options</i> .....	12
3.1	Synced.....	13
3.2	Active Rounds .....	14
3.3	Facility Metrics .....	14
3.4	Nursing Notes .....	15
3.5	Resupply History .....	15
3.5.1	Cancelling an existing order.....	16
3.6	Occupancy Status.....	16
3.7	Switch Facility .....	17
3.8	Set your Second Check PIN .....	18
3.9	Help.....	18
3.9.1	Training.....	18
3.9.2	Resources .....	19
3.9.3	Incidents.....	19
3.10	Support .....	19
3.11	Log out and Timed Out .....	20
4.	<i>Resident Tile</i> .....	21
4.1	Resident status.....	21
4.2	Sphere colours and representation.....	22
4.3	Administration widow and administration status.....	22
4.3.1	Ability to change administration status.....	23
4.3.2	New administration status – Administered Late .....	23
4.3.3	Administered Late round workflow.....	24
4.4	Locating a resident.....	24
4.5	Residents Profile Page.....	24
4.5.1	Resident Updates .....	25
4.5.2	Update Special instructions and special considerations .....	25
4.5.3	Fully Self-administered Resident.....	26
4.5.4	Self-administer a one off individual Medication .....	26
4.5.5	Self-administering a medication on a regular basis .....	27
4.6	Medication.....	28
4.7	Side Tabs .....	29
4.7.1	Ceased Med .....	29
4.7.2	Resupply .....	30
4.7.2.1	Order Resupply of medication .....	30
4.7.2.2	Adding a note to an existing order.....	31
4.7.2.3	Cancelling an existing order.....	31

4.8	Chart .....	32
4.9	Test Results .....	33
4.9.1	Entering a test result .....	33
4.10	Notes.....	33
4.10.1	Adding a Note.....	34
4.10.2	Uploading Documents.....	34
4.10.3	Supported File Types for Uploading .....	35
4.10.4	How to Upload an Image of a Document.....	36
4.10.5	How to View the Image.....	36
4.11	Exiting a resident .....	35
5.	<i>Medication Rounds</i> .....	37
5.1	Creating a Round .....	37
5.2	Round Filters.....	38
5.3	Controlled Drugs Round.....	40
5.4	Cancelling a Round.....	40
5.5	Cancelling a round started by accident .....	41
5.6	Joining a round that has been commenced by another user .....	42
5.7	To exit a joined round .....	42
6.	<i>Administering Medication</i> .....	43
6.1	Adding a comment.....	44
6.2	Selecting a status .....	44
6.3	Warfarin.....	45
6.4	Insulin.....	46
6.5	Medication flagged as Time Critical .....	46
6.6	Administering a Patch .....	47
6.7	Patch Tab .....	48
6.7.1	Sighting a patch.....	49
6.7.2	Continuous Tab outside of a round.....	49
6.7.3	Removing a patch.....	50
6.7.4	Reapplying a patch .....	51
7.	<i>Administering PRN/NIM Medication</i> .....	52
8.	<i>Syringe Driver</i> .....	53
8.1	View Running Entry.....	54
8.2	To Stop Syringe driver.....	54
8.3	Syringe driver tab (inside or outside of a round .....	55
9.	<i>Adding an Ad-Hoc test result during a round</i> .....	56
10.	<i>Exiting a Round</i> .....	56
11.	<i>Dashboard Tips</i> .....	57
11.1	Medication History .....	57
11.2	Administration History by Day.....	57
12.	<i>eMIMS</i> .....	58
13.	<i>Offline feature</i> .....	59
13.1	Commencing a round while offline.....	59
13.2	Offline during a round.....	60
13.3	No Activity by user while offline .....	60

<b>14. Reporting</b>	<b>61</b>
14.1 Registered Nurse Report	61
14.2 Facility Manager Report	62
14.3 Syringe Driver report	62
14.4 Notes Report	63
14.5 Detailed administration	63
14.6 Cytotoxic Report	64
14.7 Controlled Drugs Report	64
14.8 Antipsychotic Report	65
14.9 Polypharmacy Report	65
14.10 Psychotropic Report	66
14.11 Antimicrobial Report	66
<b>15. Facility Setting</b>	<b>67</b>
15.1 Processes	67
15.2 NIM	68
15.2.1 Assigning a Resident to a NIM	68
15.3 Second Check	70
15.3.1 Adding a Second Check	70
15.3.2 Deleting a Second Check	70
15.4 Users	71
15.4.1 Adding Users	71
15.4.2 Removing Users	72
15.4.3 Reactivating Users	72
<b>16. User Permissions</b>	<b>73</b>

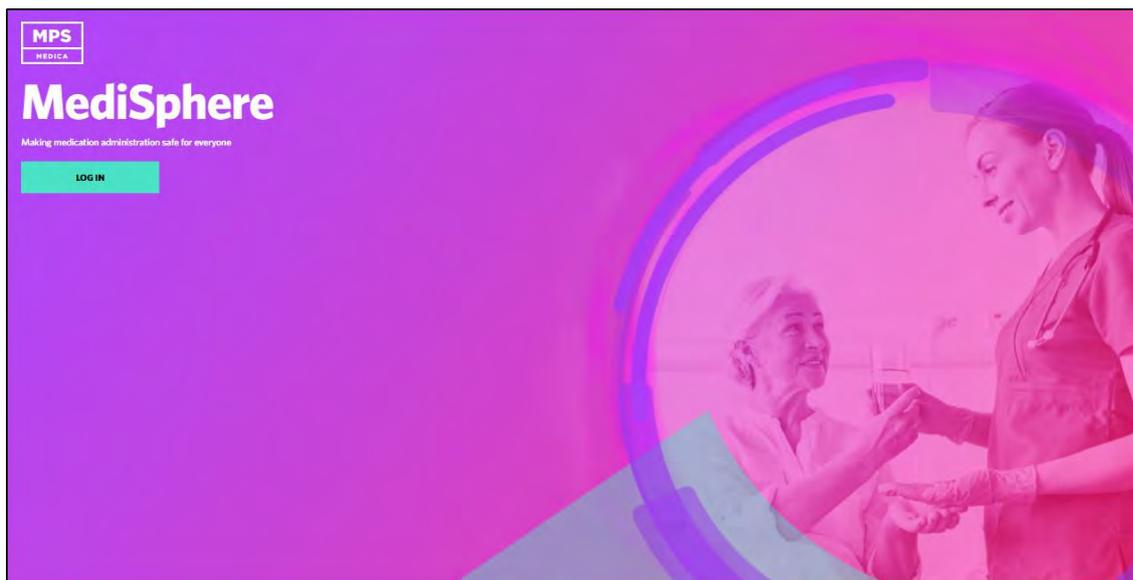
For training assistance please contact one of our friendly team 1800 003 938 or email [info@mpsmedica.com.au](mailto:info@mpsmedica.com.au)

# 1. Getting Started- Access to MPS Medica – MediSphere

## 1.1 Log in

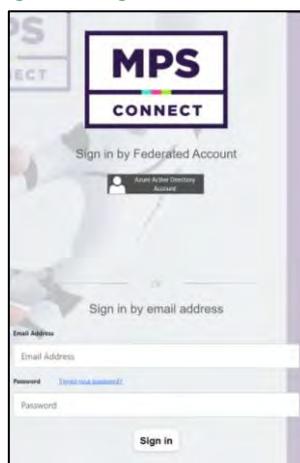
Open web Browser and enter [www.medisphere.mpsconnect.com.au](http://www.medisphere.mpsconnect.com.au).

Figure 1 - MPS MediSphere login Page



A new screen like the one below is displayed.

Figure 2 - Login screen



There are 2 types of logins:

- Federated Account (Single Sign On) – used by many large organisations – when you initially log in to access all site data.
- Local Access – where you enter your email address and password.

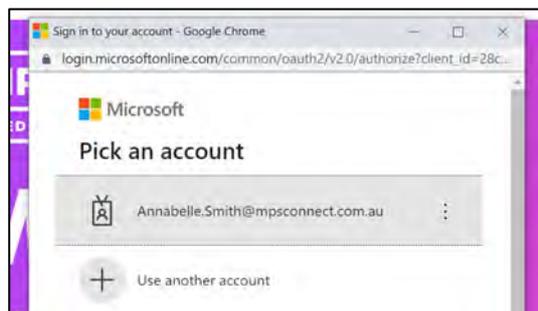
*Note: You will be advised during your training as to what type of log in is relevant to your site.*

### For Sites Using Single Sign On

1. Choose Log in.
2. Choose the **BLACK AZURE ACTIVE DIRECTORY ACCOUNT BUTTON.**



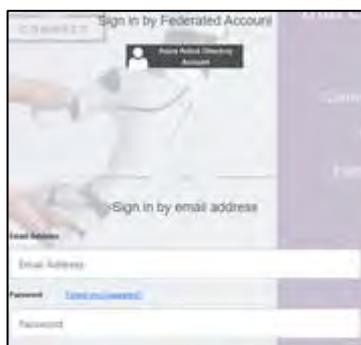
3. Choose either your name or Use another account.
  - a. Hint you can remove old names by clicking on the 3 dots and choose to either sign out and forget or forget and this will remove the user.



4. Enter your email address and your organisational password.

### For Sites Using Email Addresses to Sign on

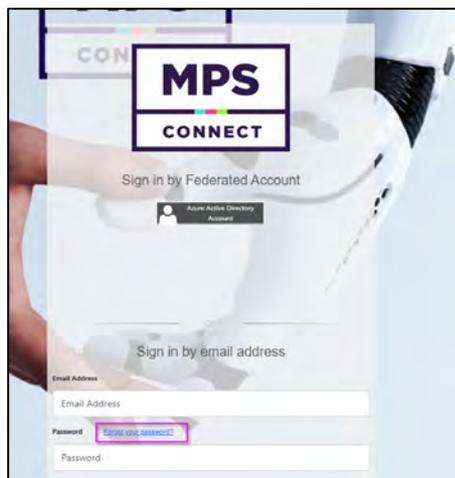
1. Choose Log in.
2. Scroll until the following is visible.



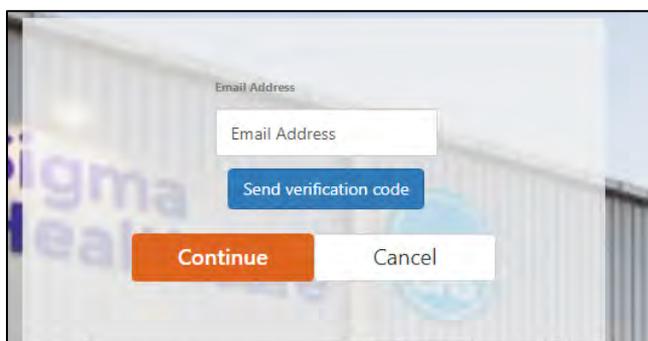
3. Enter your email address followed by your password if already created.

## For Initial Log In & Setting Password

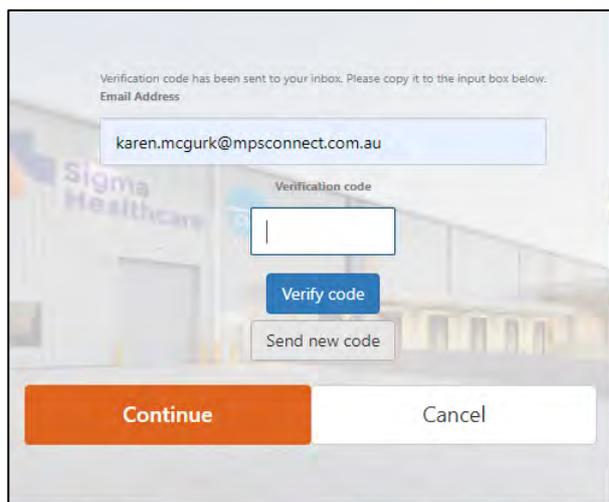
1. Choose Log in.
2. Scroll until the following is visible.
3. Select Forgot Password (As Below).



4. The following will be displayed.

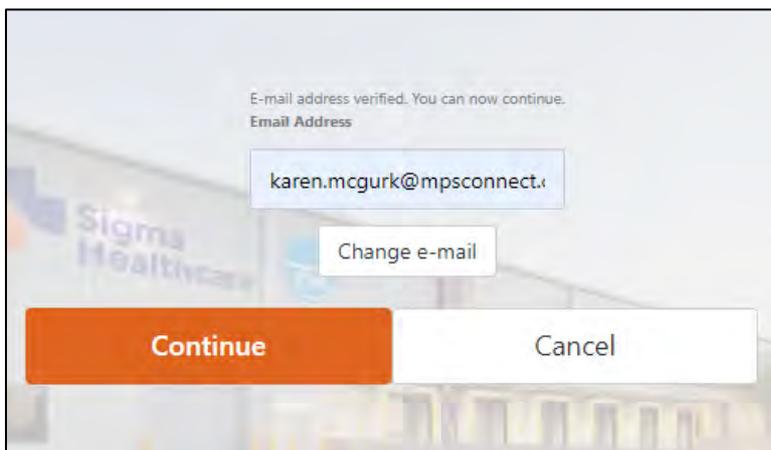


5. Enter your email address and select send verification code.
6. The verification code will be sent to the email address that has been registered within MediSphere.



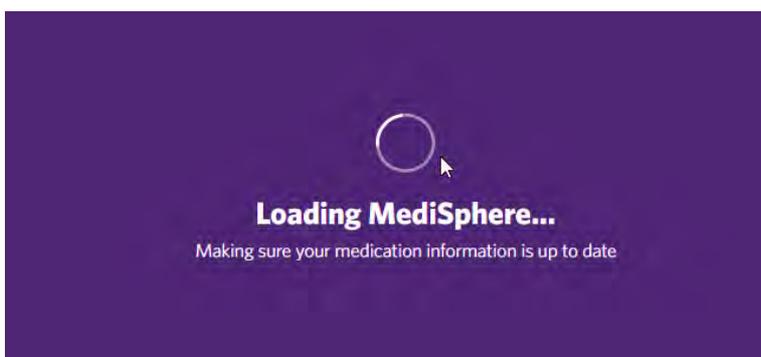
7. Enter verification code received email and select verify code.

8. Next screen click on Continue.



9. Next screen you will create your own unique password (Minimum of 8 characters in length, including at least one capital letter, number, and symbol).

10. The following will be displayed.

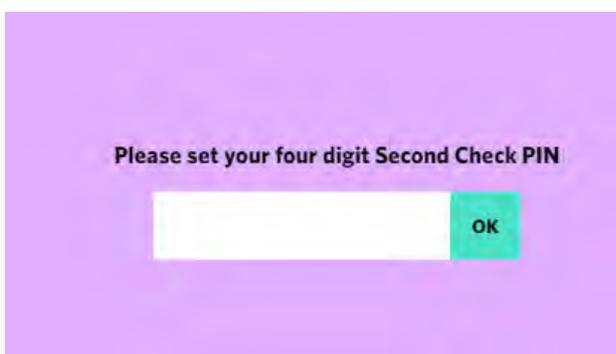


*Note: This may take up to 5 minutes for initial data upload with your first-time log in.*

11. You will then be prompted to set a four-digit pin number.

This pin is used to witness controlled drugs or any other medication type, rate or category that has been set up by your organisation for a second signature. Your pin needs to be created. The same pin is used to log you back in after not using the solution for 10 mins.

Note: do not share this pin number, it is used when completing second check of medications or awakening MediSphere from standby mode after more than 10 minutes of inactivity.



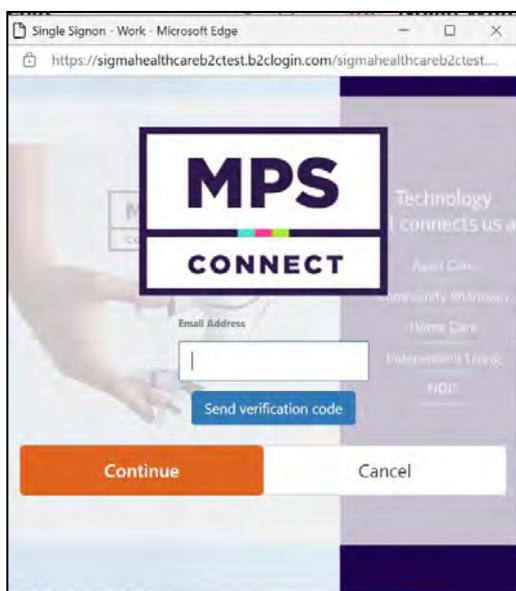
## 1.2 Password recovery

To change your password:

1. Go to the log in screen.
2. Enter email address.
3. Select forgot password.
4. Enter Email Address.
5. Select verification code and a code will be set to your email.
6. Select continue.

The Password Recovery window will display.

Figure 3 - Password recovery method screen

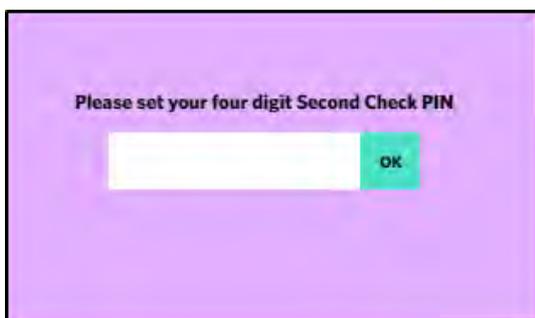


*Note: Passwords must be a minimum of 8 characters long must contain, upper case, lower case, a number, and a symbol.*

## 1.3 To reset your Second Check PIN

1. Click the Menu option.
2. Select Set your second check PIN option.
3. Enter a four (4) digit PIN.
4. Click OK button.

Figure 4 – Second Check PIN



*Note: Your second check pin can be reset at anytime*

## 1.4 Reactivate MediSphere from sleep mode

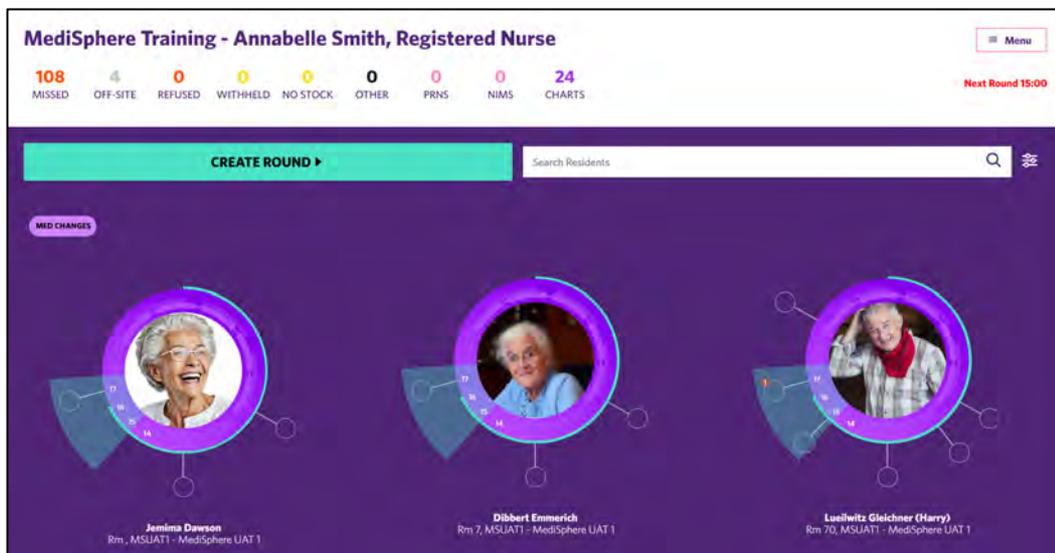
- When there is no activity for greater than 10 minutes a pin lock screen will display.
- The Pin Lock code is the same as you second check pin code.
- If there is no activity for greater than 1 hour you will be logged out irrespective of if you are in the middle of a medication round or not.

Figure 5 – Pin Code



## 2. Dashboard

Figure 6 – MediSphere dashboard



Once a facility is selected the MediSphere dashboard is shown. The Dashboard allows you to see the following information.

- Name of the user and their role is displayed, including the time of the next medication round due (See Section [2.1](#)).
- Administration Snapshot (See Section [2.2](#)).
- Menu Option (See section [3](#)).
- Status of medication administered (See Section [4.2](#)).
- Create a Medication round including number of Residents due (See section [5.1](#)).
- Search for a resident.
- Additional filters – Click on  located right of the Resident search
  - Medication type:
    - All
    - Controlled Drugs
    - Non Controlled Drugs
  - Filter By:
    - Time Critical
    - Insulin
    - Patch
    - Injection
  - By Ward
  - Administration Status
    - All
    - Administered Late
    - Refused
    - Withheld
- Resident tiles (See section [4](#))

Figure 7 - Round filters



## 2.1 Username Display

The Username and role is now displayed.

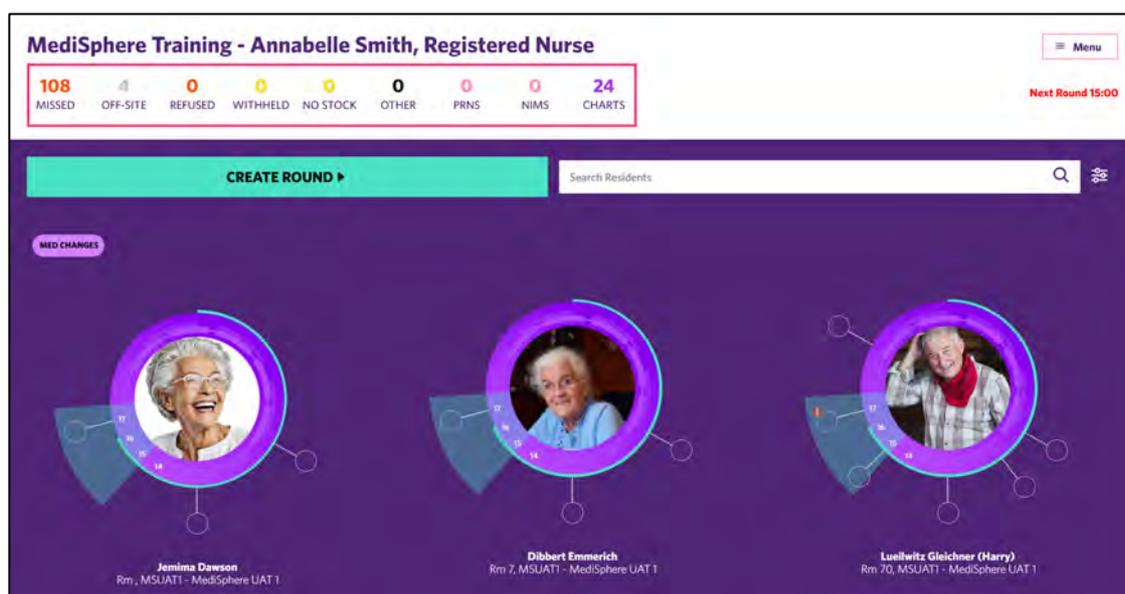
Figure 8 - Username display



## 2.2 Administration Snapshot

Administration snapshot is located at the top of the dashboard and is a summary of dose administration for the 24-hour period.

Figure 9 - Administration snapshot

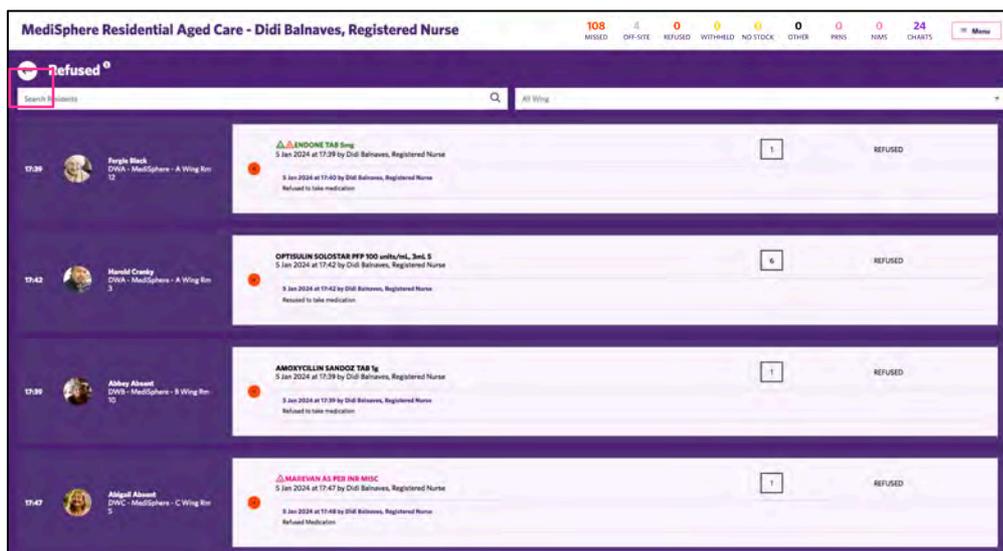


If you click on one of the figures you will see a summary of the status selected, and resident/s this applies to, you can then filter by a resident and ward to see the following information.

- Time of medication.
- Resident Photo, Name, ward, and room number.
- Medication.
- Status.
- Time of entry and user.
- Comment entered.

To exit the summary, click the back arrow left of the status name. see [Figure 7](#).

Figure 10 - Administration Snapshot - Refused



## 2.3 Counter for 'Other' administration status added to top bar

A new counter for 'Other' administration status has been added to the dashboard counters.

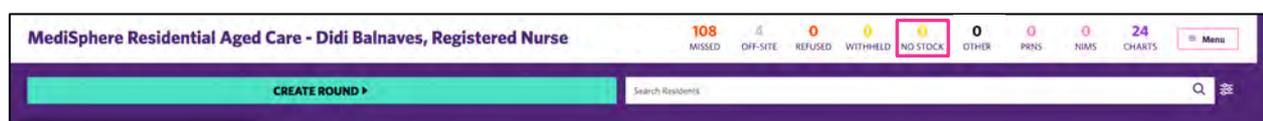
Figure 11 – Other Status



## 2.4 Counter for 'No Stock' administration status added to top bar

A new counter for 'No Stock' administration status has been added to the dashboard counters.

Figure 12 – Other Status



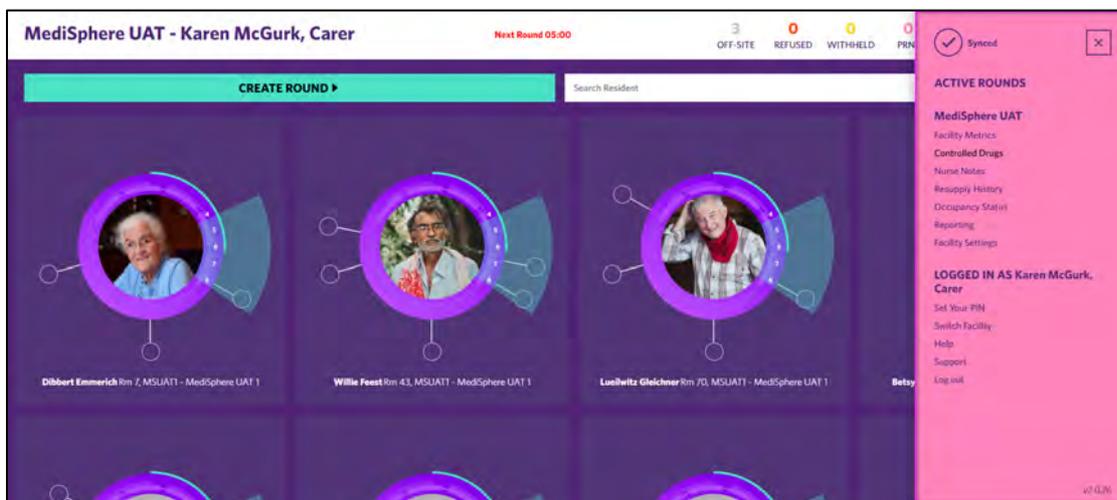
## 2.5 Ability to view the resident from the dashboard counters

When a resident is displayed in an administration status counter (MISSED, REFUSED, WITHHELD, OTHER), clicking on their photo will take you directly to their profile.

### 3. Menu options

The menu button is located at the top right of the screen. When selected the following options are available.

Figure 13 - Menu options



- Synced – see section [3.1](#).
- Active Rounds - see section [3.2](#).
- Facility Name.
- Facility Metrics - see section [3.3](#).
- Controlled Drugs (Coming Soon).
- Nurse Notes - see section [3.4](#).
- Resupply History - see section [3.5](#).
- Occupancy Status - see Section [3.6](#).
- Reporting - see section [25](#).
- Facility Setting - see section [26](#).
- Name and Designation of person logged into device.
- Set your PIN - see section [1.3](#).
- Switch facility - see section [3.6](#).
- Help – see section [3.8](#).
- Support – see section [3.9](#).
- Log out - see section [3.10](#).
- Version.

#### 3.1 Synced

A tick will be displayed indicating that the syncing of data has been completed.

*Note: Syncing will occur every 15 seconds and data entered during rounds will update.*

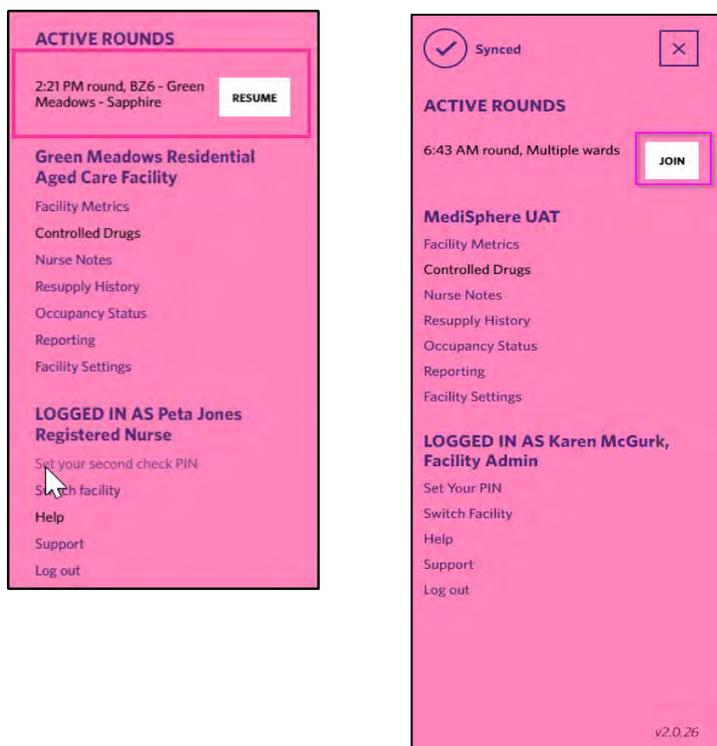
Figure 14 – Synced



## 3.2 Active Rounds

Under the active rounds banner, you will see a list of rounds that are currently in progress. These rounds can be joined to assist the round owner or can be resumed.

Figure 15 - Active rounds

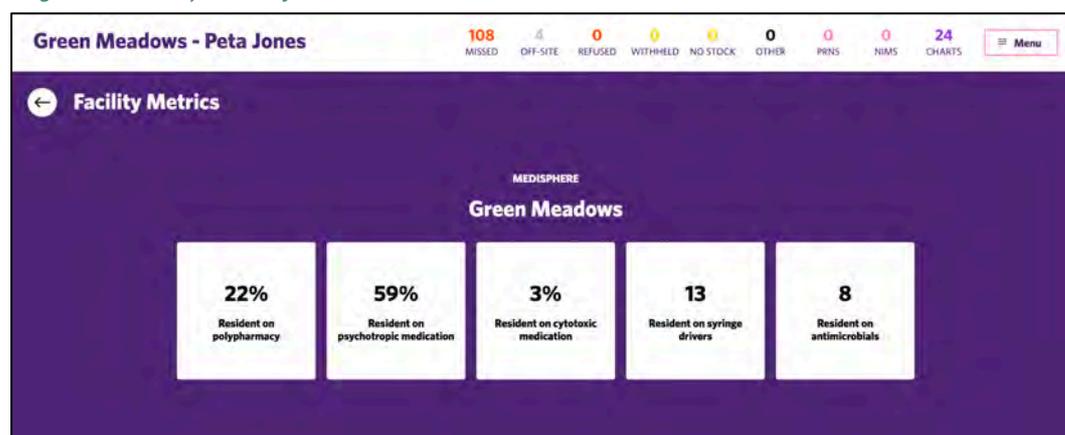


## 3.3 Facility Metrics

Displays current real time percentages of the following:

- % of resident on Polypharmacy.
- % of residents on psychotropic medications.
- % of residents on cytotoxic medications.
- % of residents on syringe drivers.
- % of residents on Antimicrobial medications.

Figure 16 - Facility Metrics feature



Note: The back arrow will return you to the home screen.

### 3.4 Nursing Notes

Displays all notes for all resident in the last 24hrs. Automated notes are created based on the following medicationtypes/status changes. Notes required for more than 24 hours can be accessed in the Residents profile or via Power BI reporting.

- Regular
- PRN
- NIMS
- Refused
- Withheld
- Missed
- Absent
- No stock
- Self-administrated
- BGL/INR Results entered

Figure 17 - Nursing Notes



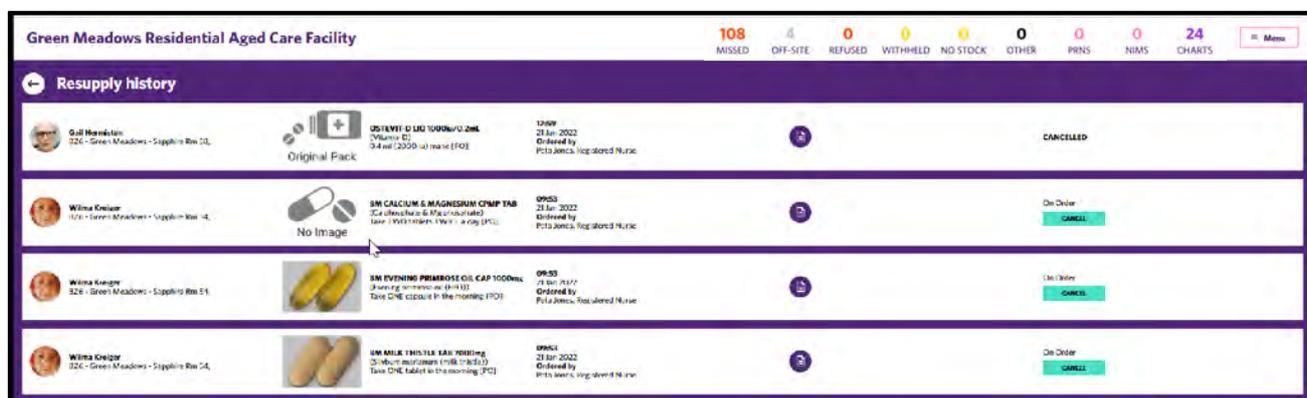
### 3.5 Resupply History

A summary of non-packed medication ordered for all residents.

- If the item is on order you will see:
  - Resident name, wing, and room number.
  - Medication.
  - Time, date, and the name of the user that placed the ordered.
  - Additional notes can be viewed by clicking on the
- Has the ability to cancel the order.

Note: All resupplies are created direct from the residents' profile page.

Figure 18 - Resupply History Option



### 3.5.1 Cancelling an existing order

1. Click the Cancel button.
2. Add a Note if required.
3. Click Confirm button.

Figure 19 - Cancel resupply order

The screenshot shows the 'Resupply history' page for Green Meadows Residential Aged Care Facility. A modal dialog box titled 'Cancel Resupply' is open over the second order. The modal contains a 'No image' placeholder, an 'Add note' text input field, and a 'CONFIRM' button. The background shows a list of orders with 'CANCEL' buttons highlighted in green.

## 3.6 Occupancy Status

The summary displays current resident status within the facility. Filter the resident list by:

- All – Active.
- Deceased.
- Discharged.

Figure 20 - Occupancy Report

The screenshot shows the 'Occupancy Status' page for Green Meadows Residential Aged Care Facility. The page displays a summary of occupancy status with filters for 'All', 'Deceased', and 'Discharged'. The 'All' filter is selected. Below the filters, a list of residents is shown with their names, room numbers, and current occupancy status.

### 3.7 Switch Facility

Is only available to organisations with more than 1 facility. You can switch between facilities if your access allows for multiple facilities.

To switch facility:

1. Click the Menu button located at the top right of the screen.
2. Select Switch facility.
3. Choose facility by clicking View.

Figure 21 - Location of change Switch facility option

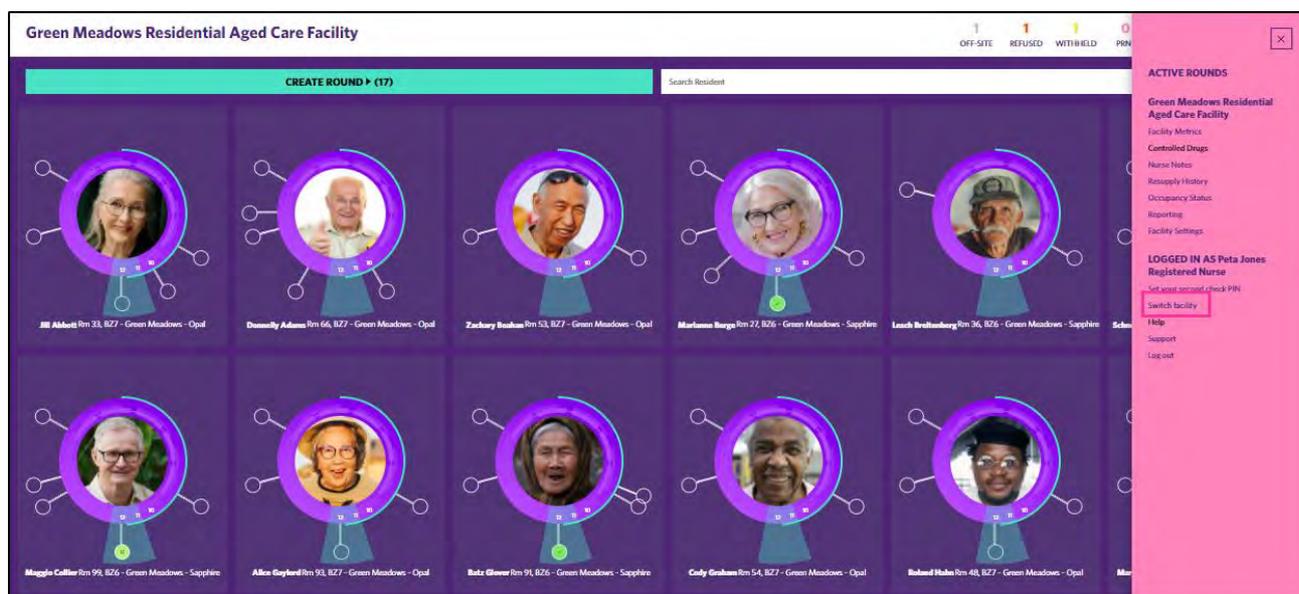
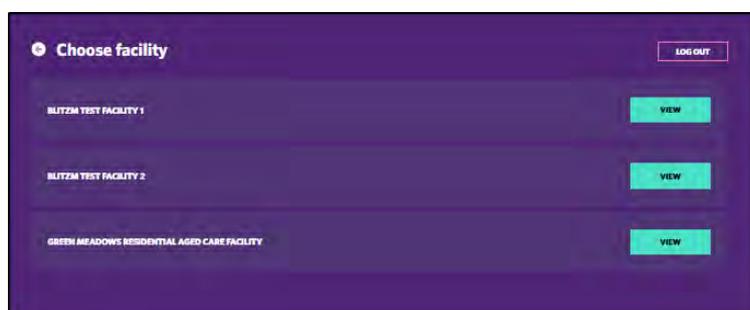


Figure 22 - Selecting facility



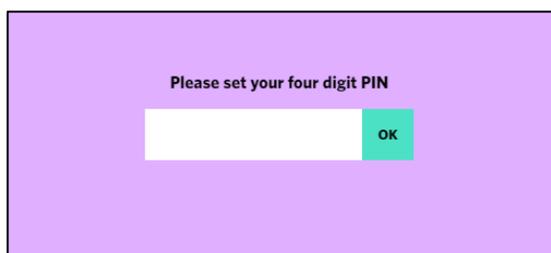
## 3.8 Set your Second Check PIN

In order to witness controlled drugs or any other medication type, rate or category that has been set up by your organisation for a second signature. Your pin need to be created.

1. Click the Menu option.
2. Select Set your second check PIN option.
3. Enter a four (4) digit PIN.
4. Click OK button.

*Note: Your second check pin can be reset at anytime.*

Figure 23 – Second Check PIN



## 3.9 Help

The help feature gives you access to training, resource materials and Incidents that can take you to your corporate incidentmanagement system.

Figure 24 - Help option



### 3.9.1 Training

Will take you to the MediSphere Training Portal where you will find several short instructional videos on how to use the features in MediSphere. A full Users Guide is also located here.

Figure 25– Videos



Figure 26 – User Manual

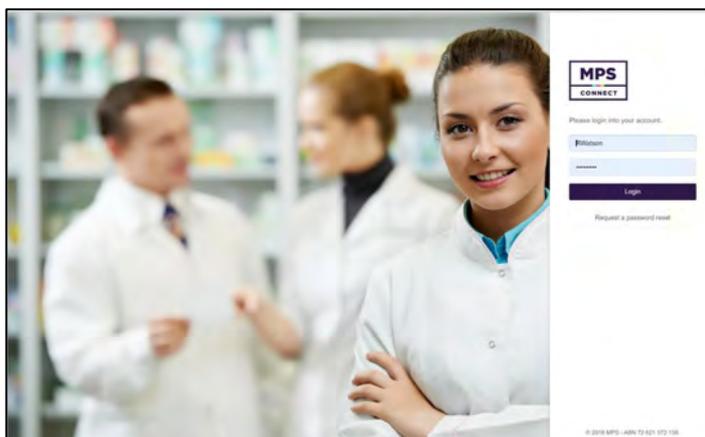


### 3.9.2 Resources

Will take you to the MPS Aged Care Principles Portal. You will be required to log in. Within the portal you will be able to access the following:

- Training Manuals.
- Templates.
- Forms.
- Incidents.
- Upgrade notifications.

Figure 27 – Aged Care Principles Portal



### 3.9.3 Incidents

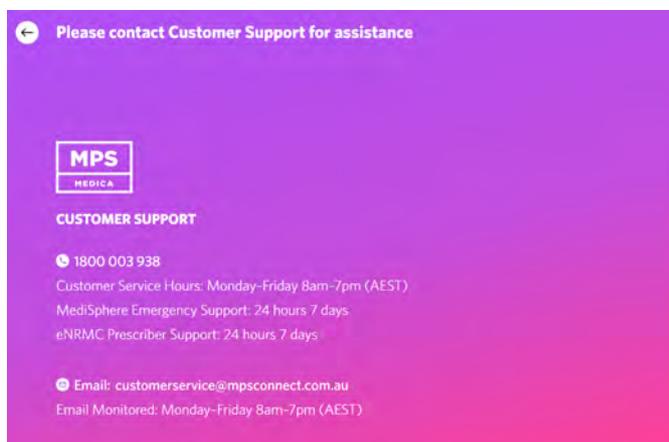
Will take you to your Facilities Incident Management System (If Applicable).

## 3.10 Support

MediSphere is supported by the MPS Customer Service Team. You will see the phone number and hours of business, alternatively you may like to use the email function to notify the team of your concern and it will be addressed on the next business day. MPS support emergency hours calls of complete system shut downs and for after-hours prescribers.

*This is available 24/7.*

Figure 28 – Customer Service Details



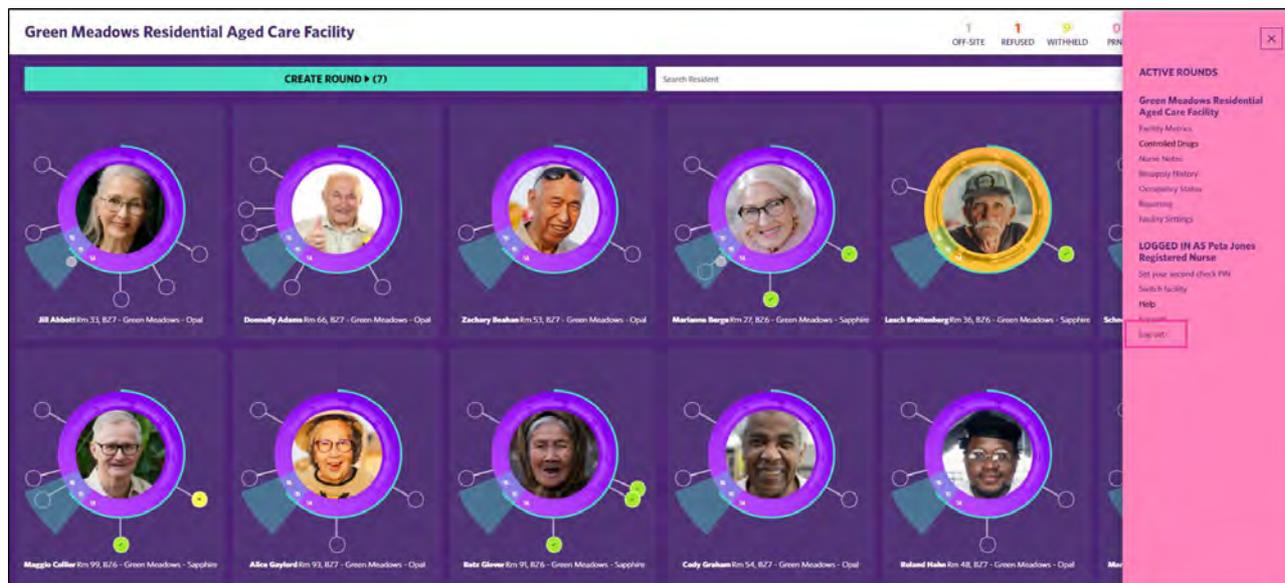
### 3.11 Log out and Timed Out

When you have finished using MediSphere or need to leave your device unattended, it is necessary to log out for security reasons.

To log out:

1. Click the Menu button located at the top right of the screen.
2. Select Log out.

Figure 29 - Logging out



*Note: If you have not touched your device for a period of 10 minutes or greater you will be timed out. To re-enter you will be required to enter your 4-digit pin. You will then be taken back to exactly where you were working. If you don't touch your device for a period of greater than 1 hour your session will be terminated irrespective of if your round was completed or not.*

Figure 30 – Logging in after inactivity

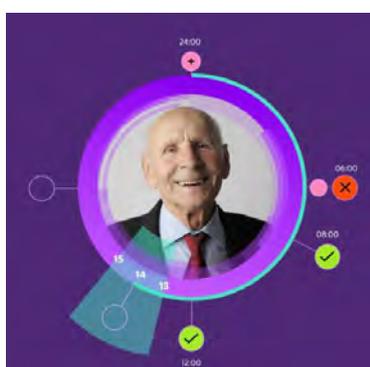


## 4. Resident Tile

The resident becomes the centre of their medication management by being surrounded by their medication administration record. The Resident profile displays:

- Name, preferred name, room number, facility, wing.
- Resident active status – on or off site.
- Medication times – including time specific.
- Medication administration window – Wedge.
- Medication status – administered, refused, withheld etc.
- PRN and NIM administration with or without outcomes.
- Check chart – Medication review required.
- Medication changes – Prescriber has made changes.
- Self-administered – Medications that the Resident self-administers.

Figure 31 - Resident tile



### 4.1 Resident status

When a resident is active and on-site, they are displayed in full colour. When the Resident is flagged as Off-site the resident tile is faded.

Figure 32 – Resident Status

## 4.2 Sphere colours and representation

The colour ring around the resident photograph indicates the medication status of the resident from the previous round. The Sphere will reflect yellow or red until a successful administration round is completed i.e. Green.

- Yellow – last administration contained a **Withheld** or **Omitted** medication.
- Red – Last administration contained a **Refused** medication.
- Purple – All medications administered.
- Green – Fully administered – while in the current round – Resident will also be faded when in the Residents Seen section.
- Blue – Resident in Hospital.
- Orange – No Stock.
- Black – Late Administration

## 4.3 Administration widow and administration status

Administration times are displayed as a 24 hours clock of medication administration around the residents Sphere. The administration window is shown as a wedge – Medication times inside of the wedge are available for administration.

- Green Tick – All medication for this time have been administered as charted.
- Unfilled Dot – Missed medication dose or round yet to be completed.
- Pink Dot – PRN was administered.
- Pink Dot with + - PRN was administered and outcome recorded.
- Green Square with a tick – Dose supplied.
- Yellow Dot with a Cross – at least one medication has been withheld.
- Red Dot with a Cross – at least one medication has been refused.
- Number in a white circle – Multi times in a small-time window i.e. 8am, 8.05am.
- Blue Dot – Resident in Hospital or Absent.
- Orange Dot – No Stock of medication.
- Red Dot with white exclamation mark – Indicates that round holds a time specific medication.
- Black Dot – Late Administration

Figure 33 - Icons

### Legend of Icons

 Dosed as charted	 Other
 Missed dose	 Hospital/Abscent
 PRN/NIMS with outcome recorded	 No Stock
 PRN/NIMS given	 Time Specific
 Dose Supplied	 Insulin
 Withheld	 Administered Late
 Refused	

### 4.3.1 Ability to change administration status

When a medication is no longer inside the administration window, the administration status can be updated by a Registered Nurse.

- This is only available for medications for the current day.
- Includes missed medication and previous administration statuses.
- Available from the resident's profile while outside a round.
- Medication can only be updated one at a time.
- Reason for the change in status must be entered).

### 4.3.2 New administration status – Administered Late

When a medication is no longer inside the administration window, a new administration status called 'Administered Late' is available.

- When administering as late, the
- Resident sphere will change to black around the resident's photo.
- Administration time will display a black circle with a green tick.

Figure 34 - Administered Late

If the medication is due again later in the day, a late administration warning is displayed against the next administration. This can be seen from the resident's profile or within a round.

Figure 35 - Administered Late Warning

### 4.3.3 Administered Late round workflow

If a medication has been updated to 'Administered Late', the next administration for the same medication on the same day will display a 'Administered Late' warning which includes details of the last dose.

With this in mind, the medication can either be administered again or a different administration option can be selected from clicking the 3 dots.

Figure 36 - Administered Late Warning for next dose

The screenshot displays the medication administration interface for a resident named Angie Lansbury. At the top, patient information is shown: Room 826, Green Meadows - Sapphire, DOB: 16 Mar 1955, MPS ID: 167778. Allergies are listed as Nil Known. The interface features tabs for CONTINUOUS, PRNS, NIMS, SYRINGE DRIVERS, PATCHES, SHORT COURSE, and EMIMS. Two medication orders are visible:

- COLOXYL & SENNA TAB 50mg/8mg**: (Docusate sodium, Sennosides a and b). Dose: Take ONE tablet TWICE a day [PO]. Reason for prescribing: Test13. Indications: Test13. The last dose is marked **ADMINISTERED LATE** with a red hand icon. The next dose is 1 tablet.
- PARACETAMOL (GH) TAB 500mg**: (Paracetamol). Dose: Take TWO tablets FOUR times a day [PO]. A 'New Drug' warning is present. The next dose is 2 tablets.

On the right, a medication chart for July 7th is shown, featuring a circular clock face with a resident photo and time slots (2300, 2000, 1700, 1400, 1100, 0800, 0500). A vertical sidebar on the right contains buttons for CHART, RESPIRY, CHART, TESTS, and NOTES.

## 4.4 Locating a resident

You can locate a resident in a couple of ways from the dashboard.

- Enter the residents first or last name in the search field by commencing typing the name, the list shortens.
- Scroll through the screen to locate the resident and select them by clicking on their photo.

## 4.5 Residents Profile Page

Is a full record specific to the resident selected.

- Resident name.
- Room number, Ward, Facility, Wing DOB, MPS ID.
- Allergies – Drug, Physical and Food.
- Special instructions and special considerations.
- Chart review status (you may be required to scroll to the right of the section to locate chart review).
  - Red Expired or 7 days from expiry.
  - Orange – will expire with 14 days.
  - Green – Chart in cycle and the date of expiry is shown.
- Administer PRN/NIM – See section [5.7](#).

Figure 37 – Resident profile

**Jasmin Darling**  
 Room 4, DTWA - MediSphere Residential Aged Care 0 Level 1 • DOB: 12 Jul 1974 • MPS ID: 167883 • [SEE MORE](#)

Drug allergies: Nil Known  
 Physical allergies: Nil Known  
 Food allergies: Nil Known  
 Special instructions: Likes medications to be given in a tall blue cup.  
 Special considerations: None  
 Chart review: 01 Feb 2023

CONTINUOUS PENS NIMS SYRINGE DRIVERS PATCHES SHORT COURSE EMIMS

08:00 Original Container (2)  
**PVA TEARS EYE-DRP 1.4%**  
 (Polyvinyl alcohol)  
 Instill ONE drop drop FOUR times a day as directed ONE drp into BOTH eyes FOUR times a day [EYE]  
 Original Pack **Do not crush** 2 MISSED

10:00 Original Container (1)  
**SERETIDE CFC MET-AERO 125mcg/25mcg**  
 (Fluticasone propionate, Salmeterol)  
 Shake well and inhale ONE puff by mouth puff at 10am [PO]  
 Original Pack **Changed** **Do not crush** 1 MISSED  
 SELF-ADMINISTERED

12:00 Original Container (2)  
**PVA TEARS EYE-DRP 1.4%**  
 (Polyvinyl alcohol)  
 Instill ONE drop drop FOUR times a day as directed ONE drp into BOTH eyes FOUR times a day [EYE]  
 Original Pack **Do not crush** 2 MISSED

17:00 Original Container (2)

17 November

20:00  
19:00  
18:00  
17:00  
16:00  
15:00  
14:00  
13:00  
12:00  
11:00  
10:00  
09:00

CLASSIFIED MED  
 RESUMPTOY  
 CHART  
 TESTS  
 NOTES

#### 4.5.1 Resident Updates

A user with permission can update the Special instructions, Special considerations, and self-administered status.

#### 4.5.2 Update Special instructions and special considerations

User with permission can change special instructions and considerations from the [SEE MORE](#) option inside or outside of a round.

Figure 38 - Resident - See More option

**Jasmin Darling**  
 Room 4, DTWA - MediSphere Residential Aged Care 0 Level 1 • DOB: 12 Jul 1974 • MPS ID: 167883 • [SEE MORE](#)

Drug allergies: Nil Known  
 Physical allergies: Nil Known  
 Food allergies: Nil Known  
 Special instructions: Likes medications to be given in a tall blue cup.  
 Special considerations: None  
 Chart review: 01 Feb 2023

CONTINUOUS PENS NIMS SYRINGE DRIVERS PATCHES SHORT COURSE EMIMS

08:00 Original Container (2)  
**PVA TEARS EYE-DRP 1.4%**  
 (Polyvinyl alcohol)  
 Instill ONE drop drop FOUR times a day as directed ONE drp into BOTH eyes FOUR times a day [EYE]  
 Original Pack **Do not crush**

10:00 Original Container (1)  
**SERETIDE CFC MET-AERO 125mcg/25mcg**  
 (Fluticasone propionate, Salmeterol)  
 Shake well and inhale ONE puff by mouth puff at 10am [PO]  
 Original Pack **Changed** **Do not crush**  
 SELF-ADMINISTERED

12:00 Original Container (2)  
**PVA TEARS EYE-DRP 1.4%**  
 (Polyvinyl alcohol)  
 Instill ONE drop drop FOUR times a day as directed ONE drp into BOTH eyes FOUR times a day [EYE]  
 Original Pack **Do not crush**

17:00 Original Container (2)

17 November

CLASSIFIED MED  
 RESUMPTOY  
 CHART  
 TESTS  
 NOTES

**Jasmin Darling**  
 On-site  
 Off-site

Preferred Name

Doctor  
 Dr Bob Training

Room  
 A

Wing  
 DTWA - MediSphere Residential Aged Care 0 Level 1

Special Instructions  
 Likes medications to be given in a tall blue cup.

Special Considerations  
 Cognitive Impairment  Visual Impairment  Medication Crushed  
 Dexterity Difficulties  Resistant To Medicine  Nil By Mouth  
 Non Packaged Medication  Other

Always Self-administering

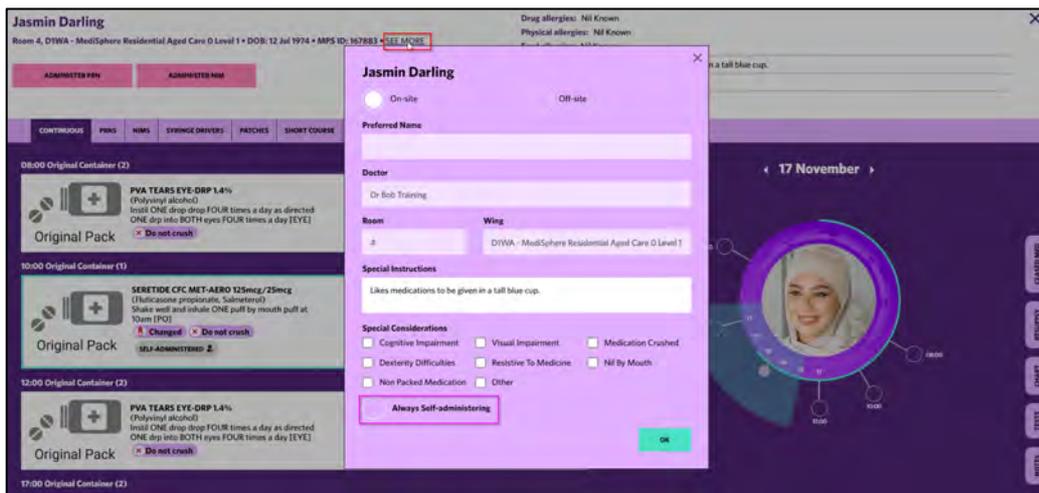
OK

### 4.5.3 Fully Self-administered Resident (all medications are self-administered)

From the Resident sphere.

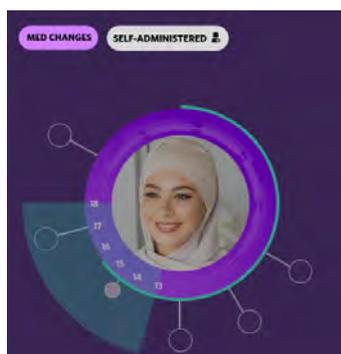
1. Click the see more option.
2. Select always Self-administering.

Figure 39 - Always self-administering option



3. Resident will display – washed out with Self-Administered Badge
4. An auto generated progress note is made to reflect the change

Figure 40 – Resident tile – Self-administered



### 4.5.4 Self-administer a one off individual Medication

A medication can be set as self-administered from the drug level.

1. From a round.
2. Select 3 dots.
3. Choose self-administered.
4. Check the Set as self-administered.
5. Add comment.
6. Click Update status.
7. Future rounds the medication will be shown as self-administered.

Figure 41 - Set self-administers at Drug level

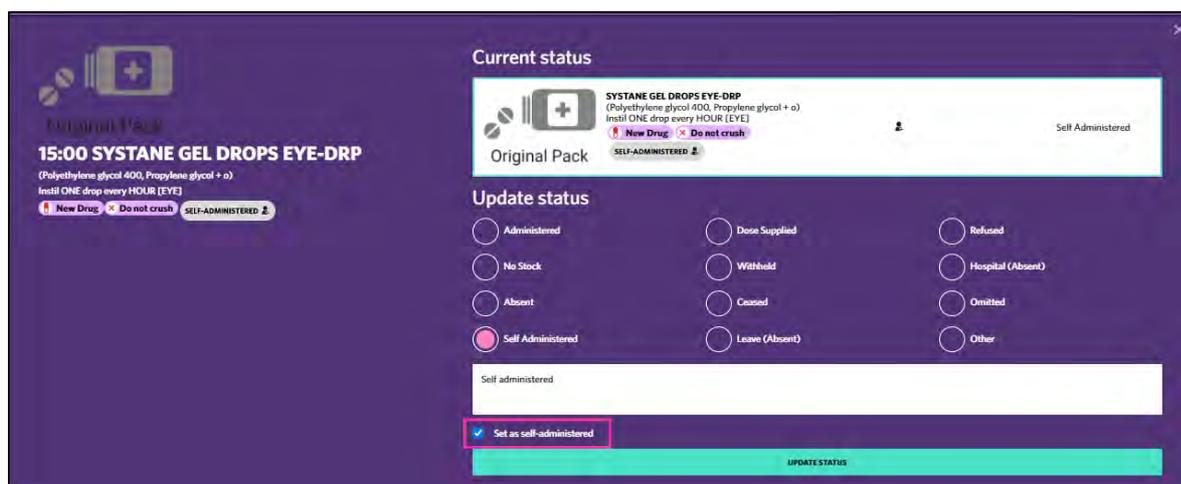
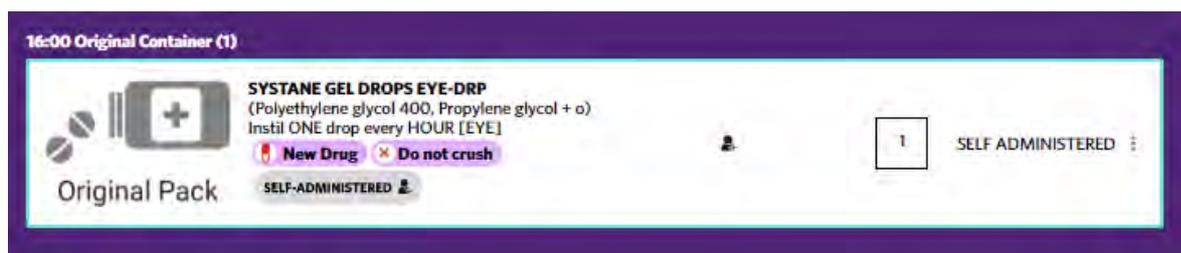


Figure 42 - Next Due Med self-administered

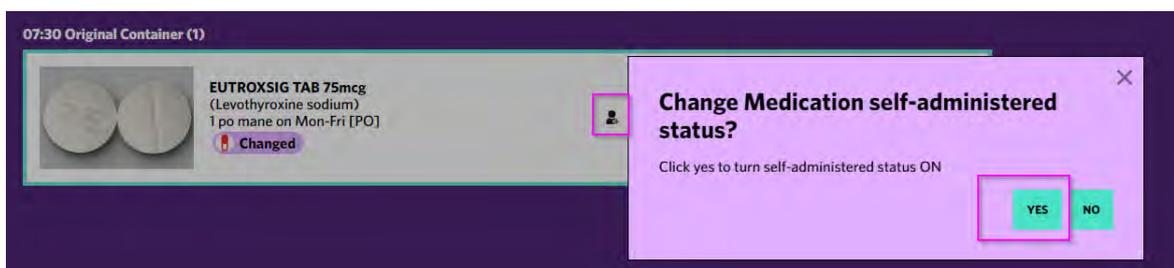


#### 4.5.5 Self-administering a medication on a regular basis

An individual medication can be set to self-administered on an ongoing basis.

1. From a round.
2. Select the medication you want to set as self-administered on an ongoing basis.
3. Click on the person icon.
4. Click on the green Yes button.
5. Medication will then show as self-administered in this and future rounds.

Figure 43 – Set self-administered icon

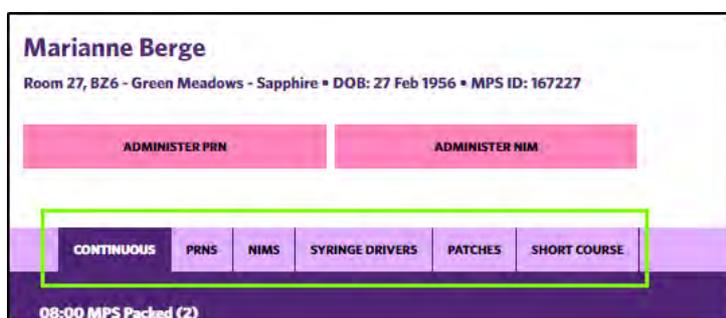


## 4.6 Medication

Medication is displayed across the following tabs.

- Continuous – Regular continuous medication, short course, patches and syringe driver medications can be seen in this view.
- PRN's – PRN medication only.
- NIM's – NIM medication only.
- Syringe Drivers.
- Patches.
- Short Course.

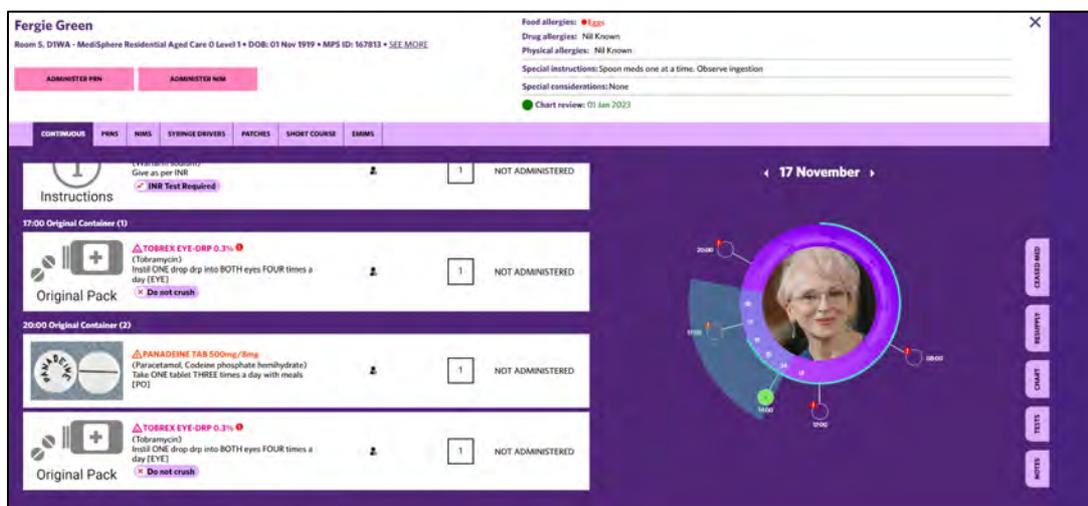
Figure 44 - Medication Tabs



Medication is displayed as follows:

- MPS packed medication is displayed first followed by original container, with the most recent to be administered at the top.
- Drug Detail - All medication the Resident is currently prescribed are listed here. Brand, Form, Strength and (Active ingredient) shown.
- Allergy Alert – A warning symbol is displayed to acknowledge allergy/sensitivity if applicable.
- Directions - This includes the quantity and frequency of the dose for the medication.
- Dose - Quantity of the medication is to be administered.
- Medication indicators (Colours):
  - **Controlled Drugs** – Green font.
  - **Cytotoxic Drugs** – Purple font.
  - **Handle with Care** – Purple font.
  - **Reproductive hazardous** – Pink font.
  - **Psychotropic** – Orange font.

Figure 45 – Medication

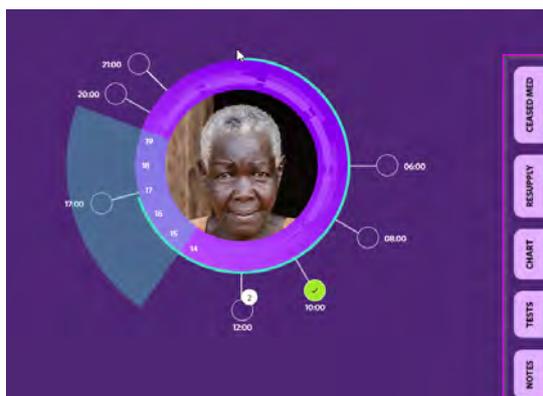


## 4.7 Side Tabs

The tabs to the right of the resident's photo provides information on.

- Ceased medications.
- Resupply of medications.
- Chart – The Residents Medication Summary is available here.
- Test results.
- Notes/Docs.

Figure 46 – Side Tabs



### 4.7.1 Ceased Med

The ceased medication tab displays the following information:

- Name & dose of the medication.
- Any badge alerts.
- Medication Type – Regular, short course or PRN.
- Pack type – MPS Packed, Original container, Blister, Pharmacy added.
- Ceased Dose Times – Time the medication was being administered.
- Ceased At – The time and date the medication was ceased.
- Ceased By – Name of Prescriber that ceased medication.

Figure 47 – Ceased medication



When the ceased medication tab is opened it will display packed and unpacked medication that have been ceased by the prescriber within the last 14 days.

*Note: If a Medication has multiple administration times and is packed i.e. Twice a day and is now daily – This will not appear in under the ceased tab but will be shown as ceased at the time of dosing.*

Figure 48 – Changed Medication alert



## 4.7.2 Resupply

The Resupply history can be viewed, and medications can be ordered via the Resupply tab.

*Note: The system will default to show the medications that have been ordered (Resupply history) to prevent duplicate ordering.*

Figure 49 – Resupply History

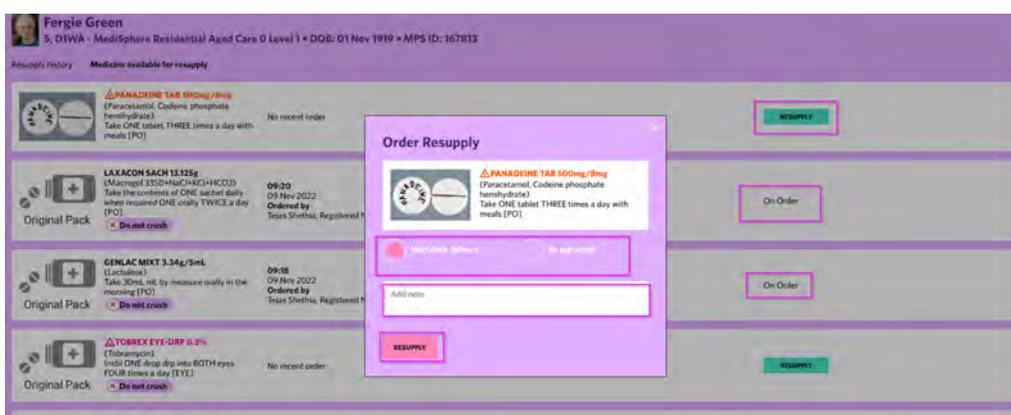


### 4.7.2.1 Order Resupply of Medication

To order a resupply of medication that is not packed into a Dose Administration Aid (Sachet or Blister).

- Click the Resupply Tab.
  - Click on Medicine available for resupply option,
    - **If the item is already on order** the entry will show On Order with the time of the order, date order placed, the name of the user who placed the order will also be displayed.
    - **If not already ordered** click the Resupply button.
      - Next daily delivery – This will arrive with your next scheduled delivery; a note must be added to advise of the reason for urgency. *Note: If you do not want to add a note simply insert a full stop or press the space bar.*
      - As per Script – Dispense and supply when a script is legally able to be dispensed.
  - Click Resupply button.

Figure 50 – Order Resupply



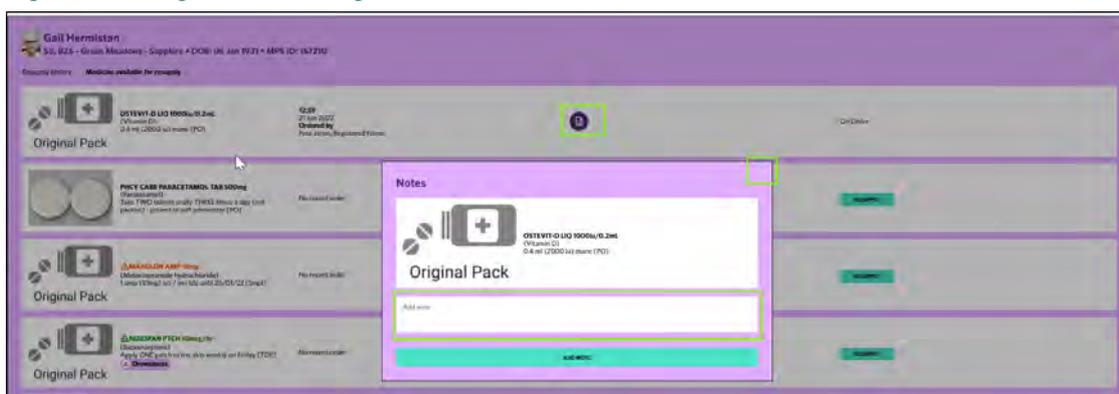
- Item will show as On Order
- To view any notes entered click on the page icon



#### 4.7.2.2 Adding a note to an existing order

- Locate medication on order that you are wanting to add a note to.
- Click on the Purple note.
- Add note details.
- Click Add note.
- Click the X to close note.

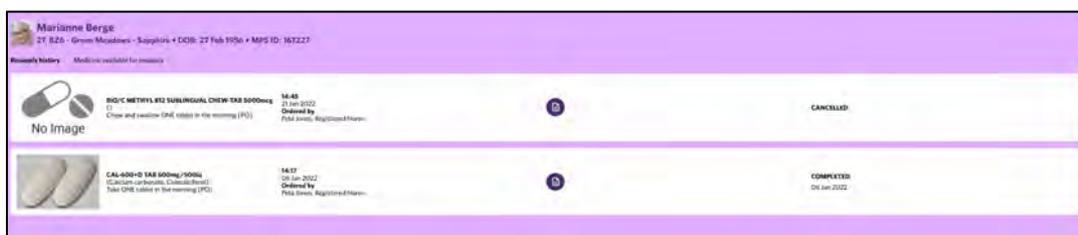
Figure 51 - Adding a Note to existing order



#### 4.7.2.3 Cancelling an existing order

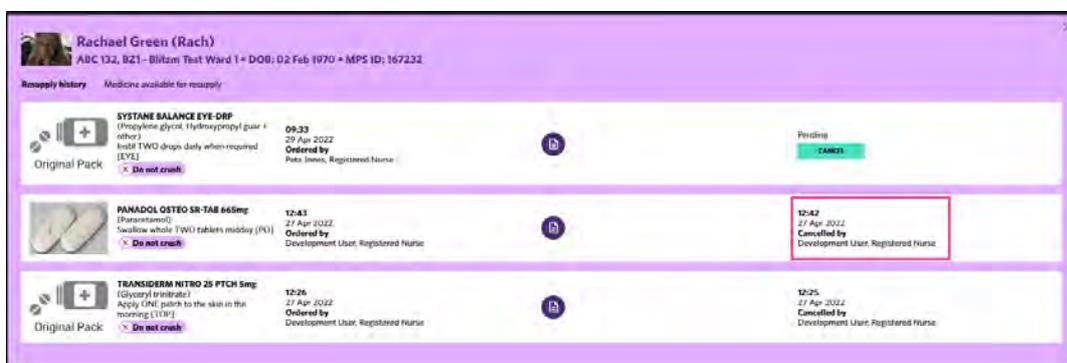
- Medication that is on order can be cancelled if required by selecting Cancel, adding a note stating reason and selecting Confirm.
- Completed orders are ones that have been sent from the pharmacy.

Figure 52 - Resupplied is cancelled



- If an order is cancelled the User, Role, Date, & Time the order was cancelled is displayed.

Figure 53 – Order Cancelled



## 4.8 Chart

The Residents Medication Summary is viewable or can be downloaded and printed from here.

- To print a copy of the Resident Medication Summary, click on the green **OPEN PDF** button in the top right-hand corner of the screen & open the file when the pop up appears.

Figure 54 – Residents Medication Summary

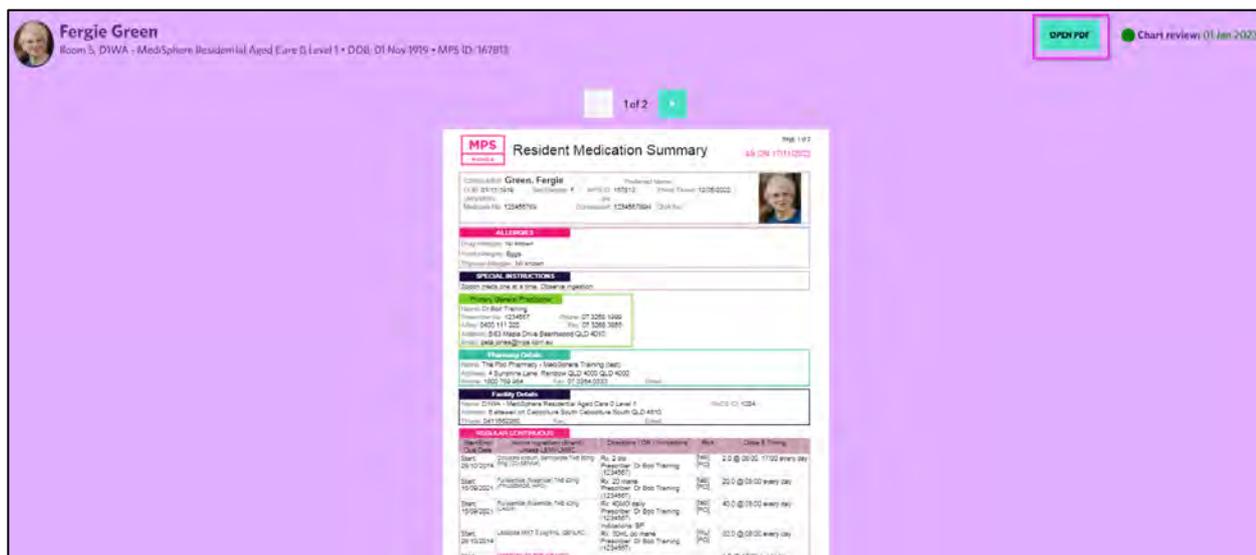


Figure 55 – Printed Resident Medication Summary

### Resident Medication Summary

AS ON 17/11/2022

Page: 1 of 2

---

**CONSUMER: Green, Fergie** Preferred Name:

DOB: 01/11/1919 Sex/Gender: F MPS ID: 167813 Photo Taken: 12/05/2022

URN/MRN: IHI:

Medicare No: 123456789 Concession: 123456789H DVA No:

---

**ALLERGIES**

Drug Allergies: Nil known  
 Food Allergies: Eggs  
 Physical Allergies: Nil known

---

**SPECIAL INSTRUCTIONS**

Spoon meds one at a time. Observe ingestion

---

**Primary General Practitioner**

Name: Dr Bob Training  
 Prescriber No: 1234567 Phone: 07 3268 1999  
 A/hrs: 0400 111 222 Fax: 07 3268 3855  
 Address: 6/83 Maple Drive Beachwood QLD 4010  
 Email: peta.jones@mpps.com.au

---

**Pharmacy Details**

Name: The Pod Pharmacy - MediSphere Training (test)  
 Address: 4 Sunshine Lane, Rainbow QLD 4000 QLD 4000  
 Phone: 1600 789 984 Fax: 07 3364 0333 Email:

---

**Facility Details**

Name: D1WA - MediSphere Residential Aged Care 0 Level 1 RACS ID: 1234  
 Address: 6 atwell crt Caboolture South Caboolture South QLD 4510  
 Phone: 0411662260 Fax: Email:

---

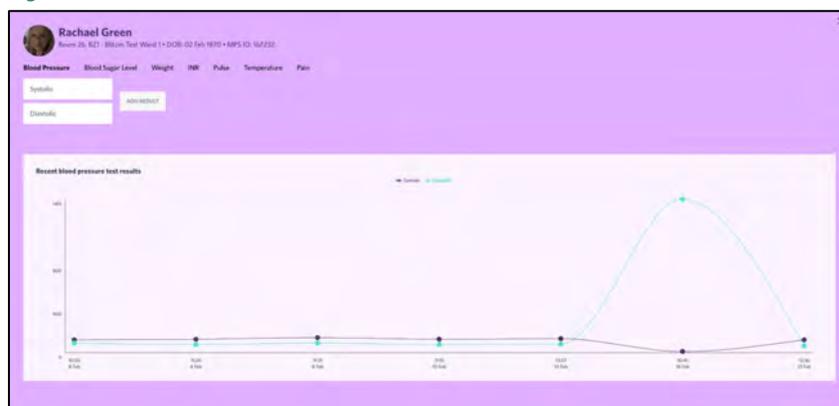
REGULAR CONTINUOUS				
Start/End/ Due Date	Active ingredient (Brand) unless LEMI/LMBC	Directions / DR / Indications	RoA	Dose & Timing

## 4.9 Test Results

Test result can be view and recorded via the test result tab located right hand side bottom. One the test result is opento close click the cross in the top right corner. Test results can also be record at the time of administering medication as well as from a note (see figure 51).

- Blood pressure
- Blood Sugar Level
- Weight
- INR
- Pulse
- Temperature
- Pain

Figure 56 - Test Results



### 4.9.1 Entering a test result

- Select type of test result to be recorded.
- Add the appropriate result for the selected type.
- Click **ADD RESULT** button.

Figure 57 – Entering Test Result

## 4.10 Notes

Notes can be viewed via the notes tab. Notes show:

- Date and time.
- Username and designation.
- Medication type – medication name and strength.
- Comments entered.
- Changes made to Residents information, including date, time, name & designation of person making the changes.

Figure 58 – Notes

**Fergie Green**  
Room 5, D1WA - MediSphere Residential aged Care U Level 1 • DOB: 01 Nov 1919 • MPS ID: 167913

Select a subject

ADD TEST

Recent notes Type of Notes

Date	Author	Note Content	Status
16:07 14 Nov 2022	Karen McGurk, Facility Manager	Patch Ceased note for Rotigotine ceased <b>NEUPRO PTCH (delivers 2mg/24hrs)</b> 16:07 by Karen McGurk, Facility Manager	1 Canceled
13:49 14 Sep 2022	Barb O'Toole, Agency Nurse	Other Withhold medication until 16/09	
14:29 12 Sep 2022	Karen McGurk, Facility Manager	Patient Profile Changes Offline Comment updated to N/A	

#### 4.10.1 Adding a Note

- Select subject from drop down
- Write note
- Add test results if applicable
- Click Add Note

Figure 59 - Nursing Notes

**Fergie Green**  
Room 5, D1WA - MediSphere Residential aged Care U Level 1 • DOB: 01 Nov 1919 • MPS ID: 167913

Select a subject

ADD TEST

#### 4.10.2 Uploading Documents

Documents can be accessed and uploaded from the Notes/Docs tab located on the right-hand side of the screen.

Figure 60 – Notes/Docs Tab

**Bernard Parker**  
Room 54, BZ6 - Green Meadows - Sapphire • DOB: 28 Jun 1939 • MPS ID: 167224 • [SEE MORE](#)

ADMINISTER FVN ADMINISTER NIN

Drug allergies: ● Codeine Phosphate (Plebea) ● Penicillin antibacterial ● Tiamadol  
Physical allergies: Nil Known  
Food allergies: Nil Known  
Special instructions: Quidem et odit aspernatus.  
Special considerations: None  
Chart review: 01 Mar 2023

CONTINUOUS PRNS NINS SYRINGE DRIVERS PATCHES SHORT COURSE EIMS

04:00 Original Container (5)  
**SODIUM CHLORIDE IRR 0.9% 1L**  
(Sodium Chloride)  
Use 5ml every SIX hours for tracheostomy cares (G)  
Original Pack ✗ Do not crush 5 MISSED

08:00 Original Container (5)  
**SODIUM CHLORIDE IRR 0.9% 1L**  
(Sodium Chloride)  
Use 5ml every SIX hours for tracheostomy cares (G)  
Original Pack ✗ Do not crush 5 MISSED

13:00 Patches (1)  
**MORSPAN PTCH 10mg/hr**  
(Buprenorphine)  
Apply ONE patch to the skin daily (TOP)  
Original Pack ⚠ Drowsiness ✗ Do not crush 1 NOT ADMINISTERED

7 November

CEASED MED  
REPLY  
CHART  
TESTS  
NOTES/DOCS

### 4.10.3 Supported File Types for Uploading

Currently only a jpg, jpeg, png, gif, tiff, bmp, webp or tif image can be uploaded.

Figure 61 – Acceptable file formats



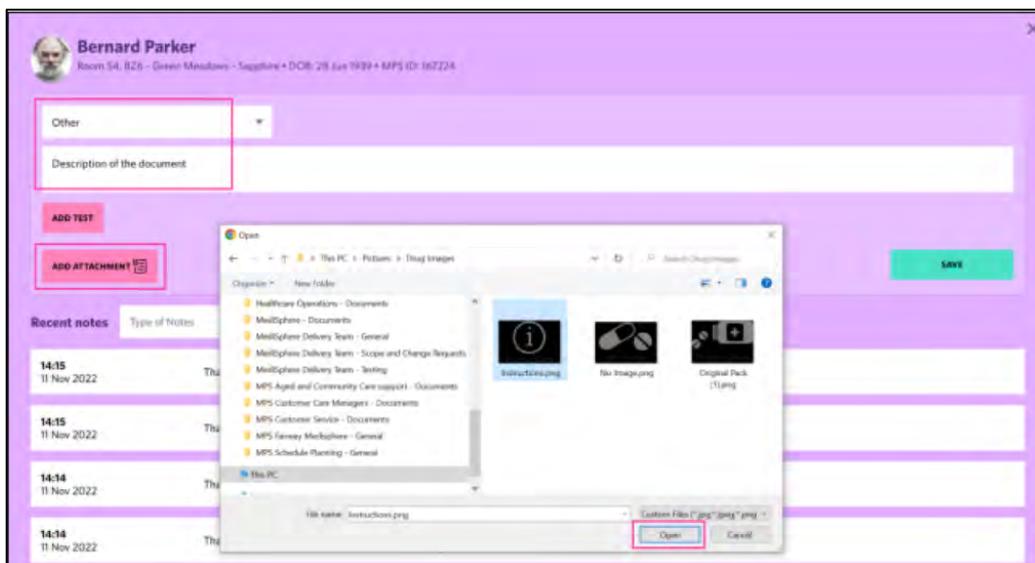
If the document is a paper copy, Word document or PDF simply take a photo of the document and save to the computer for upload.

### 4.10.4 How to Upload an Image of a Document

To upload an image of the document

1. Select resident and open
2. Click on Notes/Docs tab
3. Select a subject
4. Enter a comment
5. Click Add Attachment button
6. Browse for image on the computer
7. Select file
8. Click Open button

Figure 62 – Upload an image of a document



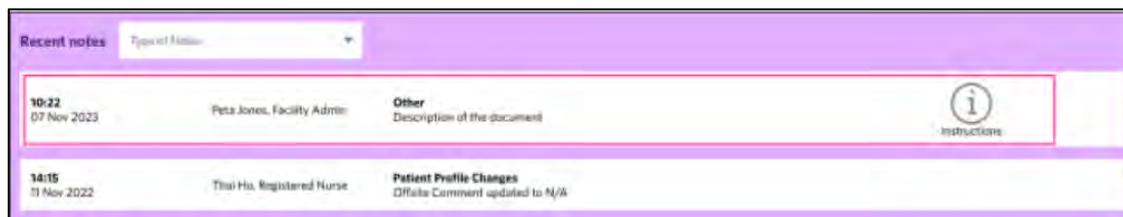
9. The file name will display - click X to remove if required
10. Click the Save button

Figure 63 – Uploaded document



The saved note will display the uploaded document.

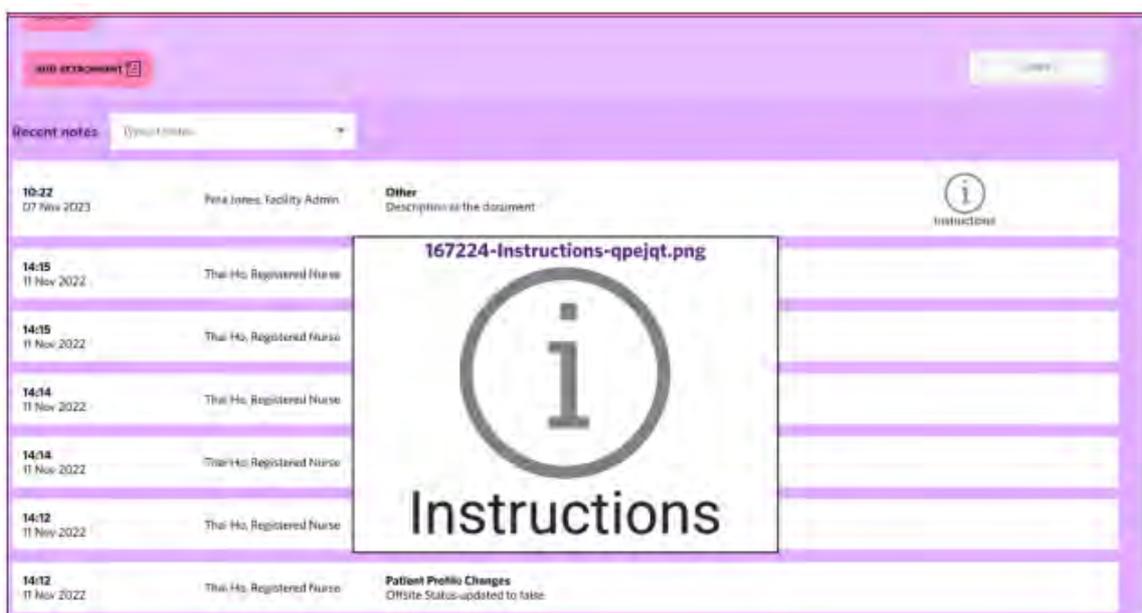
Figure 64 – Available Uploaded documents



#### 4.10.5 How to View the Image

By clicking on the thumbnail of the image it will display a larger size image on the screen. Clicking on the larger image will close it.

Figure 65 – Viewing Uploaded documents



#### 4.11 Exiting a Resident

To exit a resident and go back to the dashboard, click the cross located in the top right-hand corner.

Figure 66 – Existing a Resident



## 5. Medication Rounds

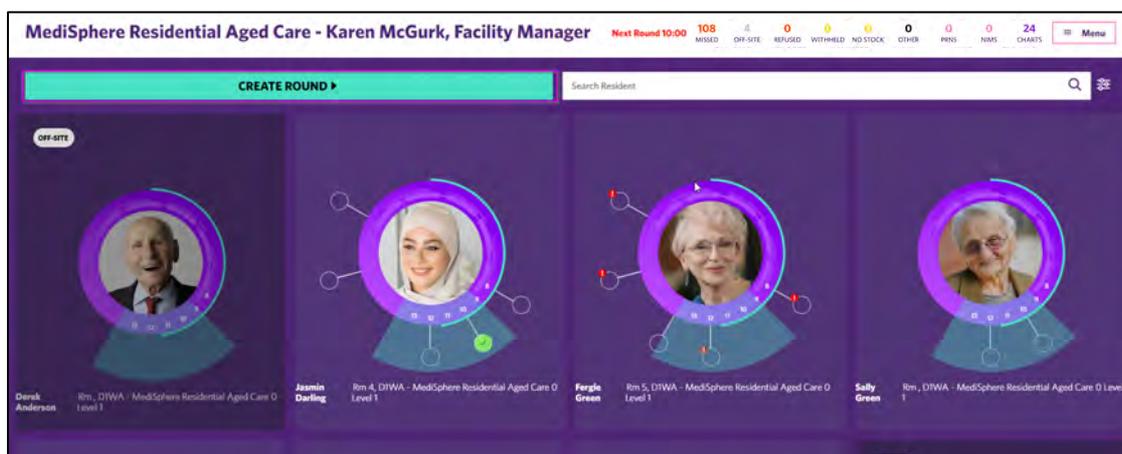
Medication rounds can only be created when residents have regular continuous medication due within the time administration window(wedge). The Create Round button will show the number of residents due to be dosed.

### 5.1 Creating a Round

To create a medication round

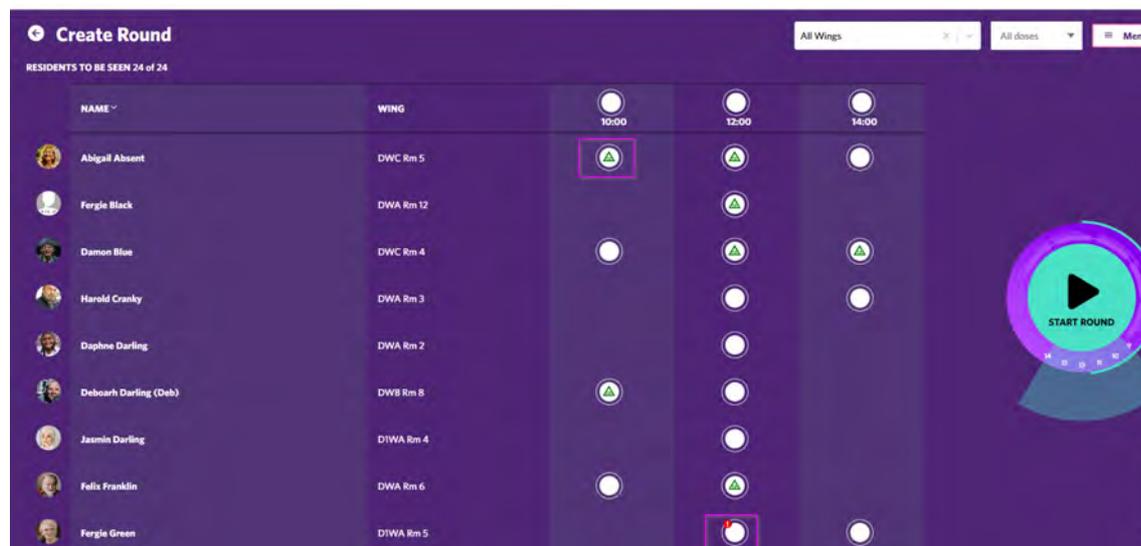
- Click Create Round button

Figure 67 - Create Round button



- The following screen will display. Controlled Drug are displayed with a green triangle, time critical medications a red circle with white explanation mark.

Figure 68 - Create Round



## 5.2 Round Filters

When creating a medication round, the rounds can be filtered by:

- Medication type:
  - All
  - Controlled Drugs
  - Non Controlled Drugs
- Filter By:
  - Time Critical
  - Insulin
  - Patch
  - Injection
- By Ward
- Time of Medication round.
  - All times within administration wedge window will appear. Can be deselected if required by unselecting the round time not required.

Figure 69 - Round filters



Figure 70 - Round filters

RESIDENTS TO BE SEEN 24 of 24		10:00	12:00	14:00
Abigail Absent	DWC Rm 5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fergie Black	DWA Rm 12		<input checked="" type="checkbox"/>	
Damon Blue	DWC Rm 4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Harold Cranky	DWA Rm 3		<input type="checkbox"/>	<input type="checkbox"/>

- Resident Selection
  - To deselect a resident – click on the white filled circle/s adjacent to the resident's name

Figure 71 - Round filters

RESIDENTS TO BE SEEN 23 of 24		10:00	12:00	14:00
Abigail Absent	DWC Rm 5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fergie Black	DWA Rm 12		<input checked="" type="checkbox"/>	
Damon Blue	DWC Rm 4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Harold Cranky	DWA Rm 3		<input type="checkbox"/>	<input type="checkbox"/>
Daphne Darling	DWA Rm 2		<input type="checkbox"/>	
Deborah Darling (Deb)	DWR Rm 8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

By default, the residents will be displayed in alphabetical order based on their surname.

- To reverse name sort - click on the down arrow next to the word NAME
- To filter by wing - click on the down arrow next to the word WING

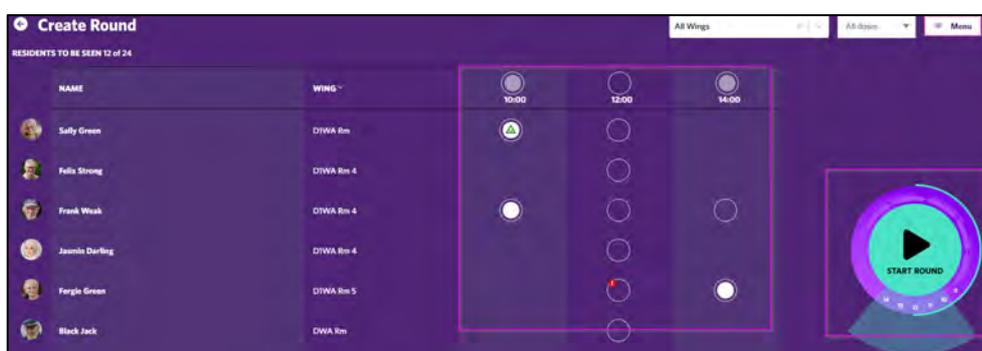
Figure 72 - Round filters



Apply filters as required

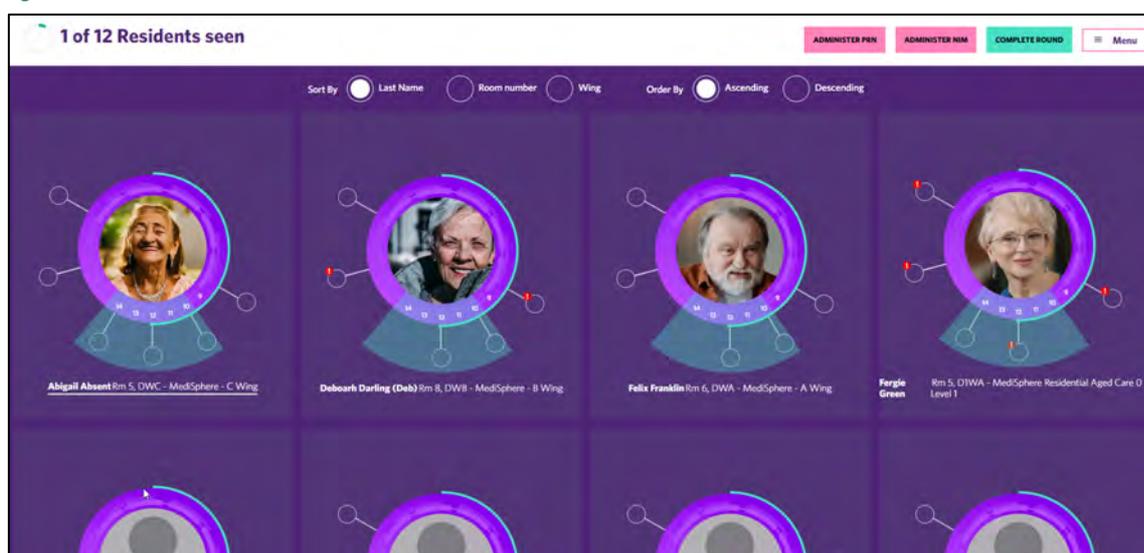
- Round will display with selected criteria
- Click the Start Round button

Figure 73 - Round filters



- Round will be displayed

Figure 74 – New Round View



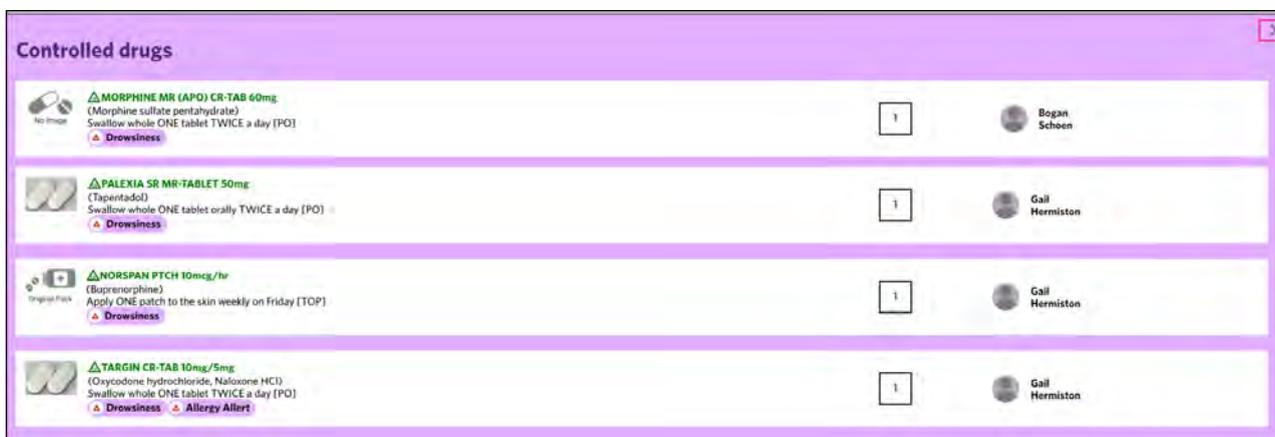
### 5.3 Controlled Drugs Round

If a round contains controlled drugs a controlled drug report can be obtained prior to starting the round so medication required can be gathered and entered in the Controlled drug register as per your facility procedure.

From the create round screen

1. Select Controlled drug tab
2. Follow facility procedure for recording removal of Controlled drug from the safe
3. Click the Close button to exit the report
4. Click start Round button
5. Administer as required

Figure 75 - Controlled Drug report

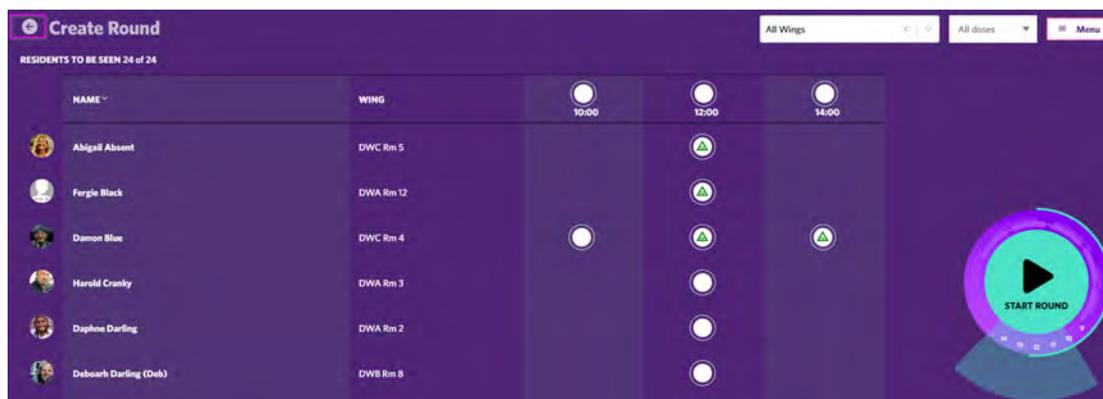


### 5.4 Cancelling a Round

When the Create round button is selected and the Start Round button **has not** been selected

Click the back arrow located in front of the create Round to return to the Dashboard

Figure 76 - Cancel create round

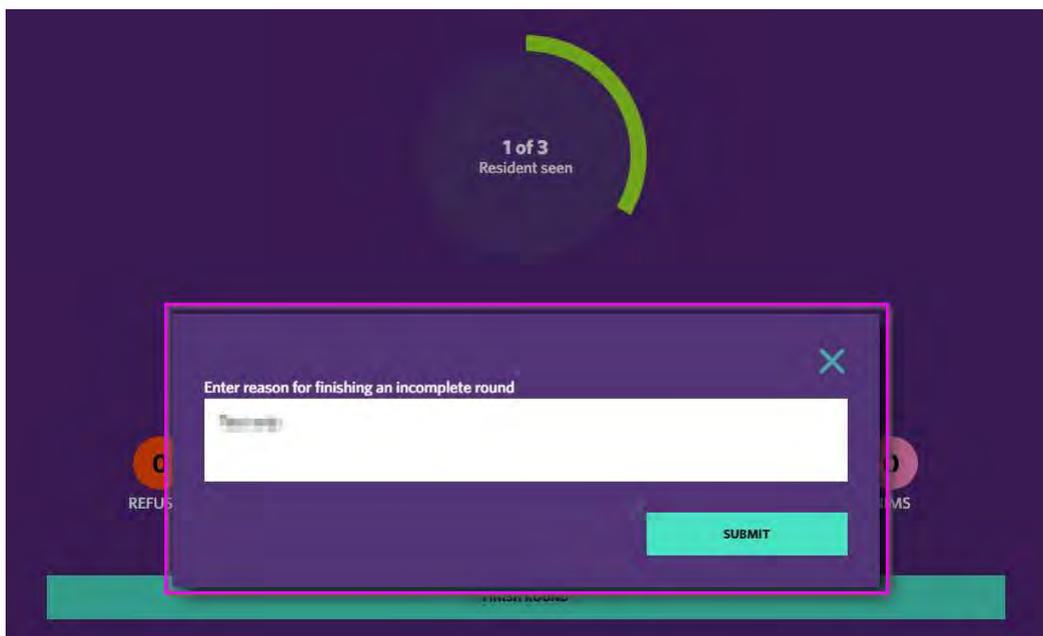


It is possible to finish a partially administered round. This includes rounds that have:

- Unadministered doses remaining.
- Self-administered doses.

Upon finishing an incomplete round, a mandatory note/reason must be submitted to close the round.

Figure 77 - Cancel create round



The following workflows remain unchanged.

- Finishing a fully administered round.
- Cancelling a fully unadministered round.

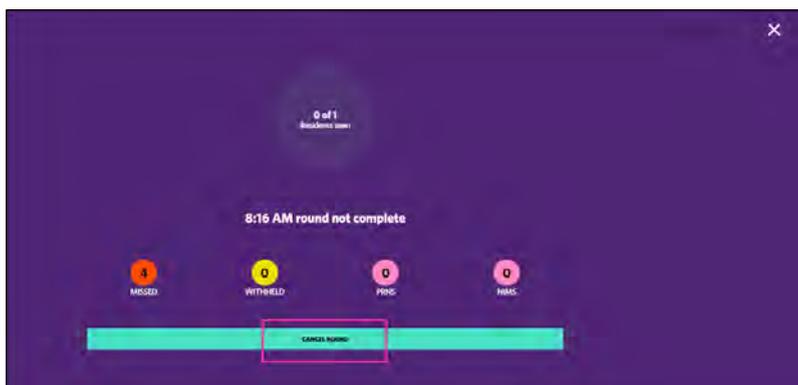
*NOTE: A round report is currently not available (Jan 2025) but will be developed in a future release.*

## 5.5 Cancelling a round started by accident

If a round has been created in error, and, no residents have been administered, you are able to exit the round

1. Click on Complete Round
2. Click the Cancel round button

Figure 78 - Round Summary page - Cancel button

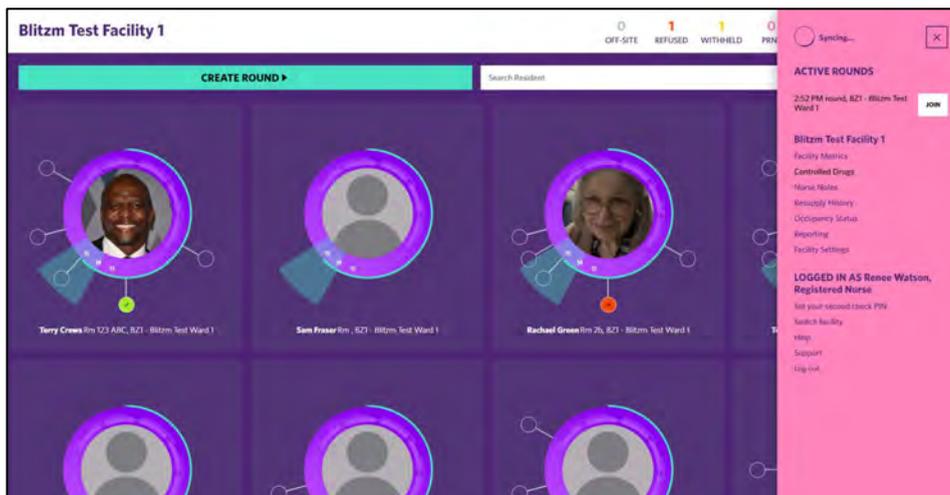


## 5.6 Joining a round that has been commenced by another user

If a round has been commenced by another user, you are able to join the round.

1. Click the Menu button
2. Click the Join button against the round you are wanting to join

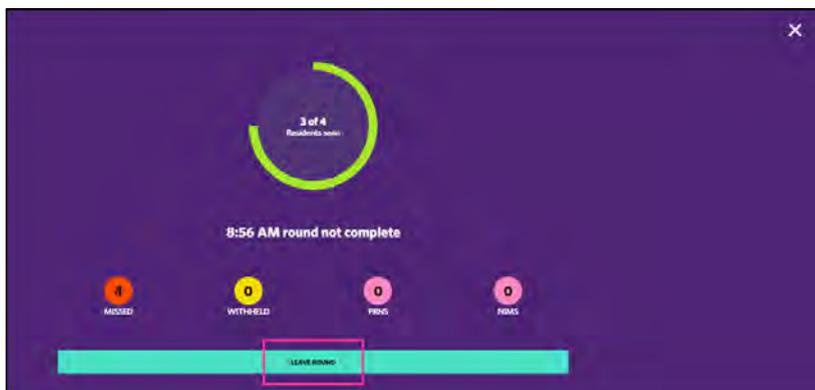
Figure 79 - Joining a round



## 5.7 To exit a joined round

- Click on the Complete Round Button
- Click Leave Round button

Figure 80 - Leaving a round



## 6. Administering Medication

To administer a medication to a resident, select the resident and the following screen will display

Figure 81 - Resident dose administration screen

**Gail Hermiston**  
Room 58, BZ6 - Green Meadows - Sapphire • DOB: 06 Jan 1931 • MPS ID: 167210

ADMINISTER PRN ADMINISTER NIM

CONTINUOUS PRNS NIMS SYRINGE DRIVERS PATCHES SHORT COURSE

12:00 MPS Packed (1) ADMINISTER ALL

**CREON CAP 25000 BP units**  
(Lipase, Prolipase, Amylase)  
Take ONE capsule orally THREE times a day with meals [PO]

12:00 Original Container (32)

**NOVOMIX 30 FLEXPEN INS 100u/mL**  
(Insulin aspart (rys), aspart (rys) protamine)  
Inject as directed 44 units subcutaneously in the morning, 30 units s/c at lunch and 42 unit subcutaneously at at night [SC]

Original Pack

**PHCY CARE PARACETAMOL TAB 500mg**  
(Paracetamol)  
Take TWO tablets orally THREE times a day (not packed) - patient to self administer [PO]

Drug allergies:  
● Penicillins (= anaphylaxis; received desensitisation Oct 2015) ● Oxycodone (nausea), ● hydrochlorothiazide (nausea),  
Physical allergies:  
Nil Known  
Food allergies:  
Nil Known  
Special instructions: Et vel deleniti est amet laboriosam nihil.

21 January

RESUMPTU  
TESTS  
NOTES

Administer all medication as prescribed:

- Click Administer against each medication or alternatively select Administer All at the top of the packed medication, if your role allows you to do so.

Recording non administered statuses:

- If a resident's medication is not administered select the three dots beside the green administer button in the white medication field.
- Select that status that best describes what occurred e.g. refused.
- Add note.
- Click Update Status.

Figure 82 – Recording Administration Status

**15:00 ALEPAM TAB 15mg**  
(Oxazepam)  
Take ONE tablet TWICE a day [PO]

Changed Drowsiness Allergy Allert

Current status

**ALEPAM TAB 15mg**  
(Oxazepam)  
Take ONE tablet TWICE a day [PO]

Changed Drowsiness Allergy Allert

Update status

Administered No Stock Absent Self Administered Dose Supplied Withheld Ceased Leave (Absent) Refused Hospital (Absent) Omitted Other

Add note

UPDATE STATUS

## 6.1 Adding a comment

Figure 83 - Adding a comment

## 6.2 Selecting a status

Select a status as follows:

Status	Reason for use
Administered	need to change the medication administration status back to dosed and / or add a comment e.g. swallowed whole
No Stock	Used when No stock is available to dose
Absent	Used where a resident is offsite
Self-Administered	Used when a Resident self-administers medication
Dose Supplied	Used when dose is pre supplied as resident that is off-site
Withheld	Used when a medication is Withheld due to Resident condition or doctor request
Ceased	Used when a medication is ceased
Leave (Absent)	Used when resident is on leave from the facility
Refused	Used when the medication is refused
Hospital (Absent)	Used when a resident is in Hospital
Omitted	Used when a dose has been omitted for any reason
Other	Omitted
Late Administration	Used when a medication is administered outside the round time

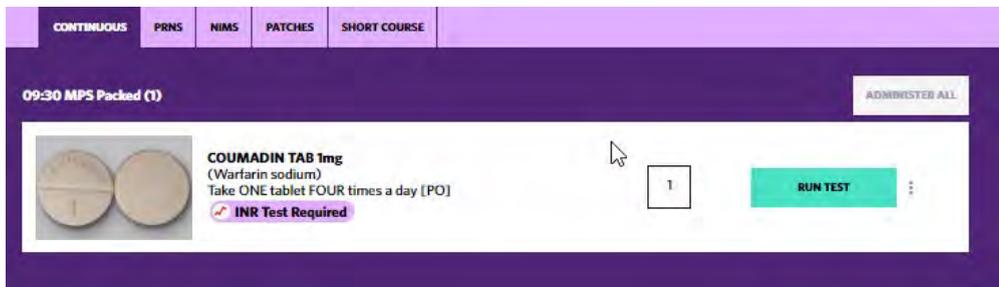
1. A comment must be added to the note for all the above statuses
2. Click Update Status
3. You will be returned to the administration screen
4. Click the Close box in the top right corner once completed administration for each resident

### 6.3 Warfarin

When administering Warfarin medication, you will be required to enter the last known INR prior to administration

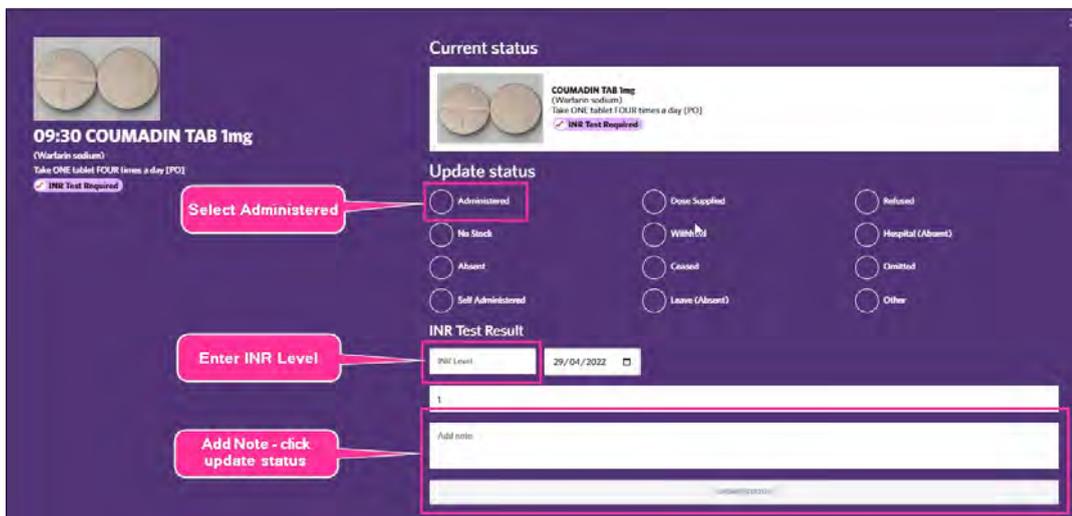
1. Click the Run Test button

Figure 84 – Run Test - INR



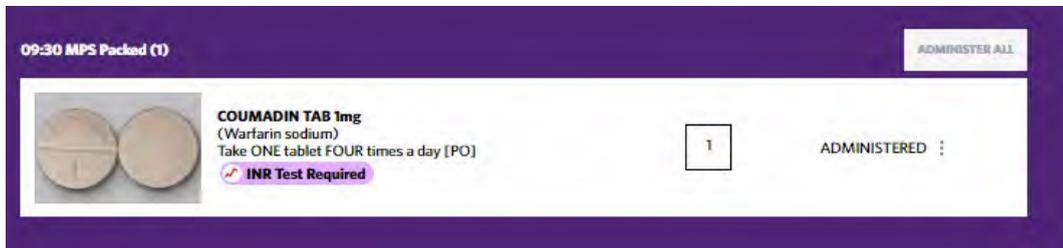
2. Click Administered
3. Enter INR Level
4. Add Note
5. Click Update Status

Figure 85 – Adding Test result



The Medication is now administered and can be changed if required by click the 3 dots.

Figure 86 - Administered

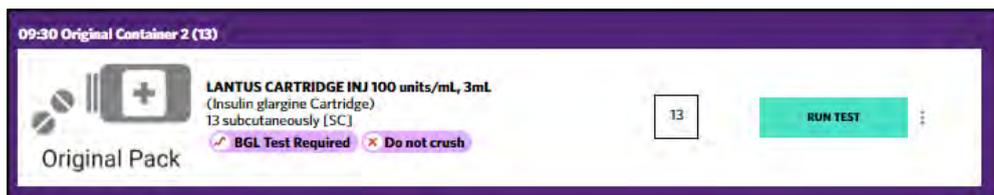


## 6.4 Insulin

When administering Insulin medication, you will be required to run a test prior to administration. If a second check is required for insulin the Second check will appear prior to the Run Test option.

1. Click the Run Test button

Figure 87 – Run Test - BGL



2. Click Administered
3. Enter BGL level
4. Change unit to be administered if required for sliding scale
5. Add Note
6. Click Update Status

Figure 88 – Entering BGL Result

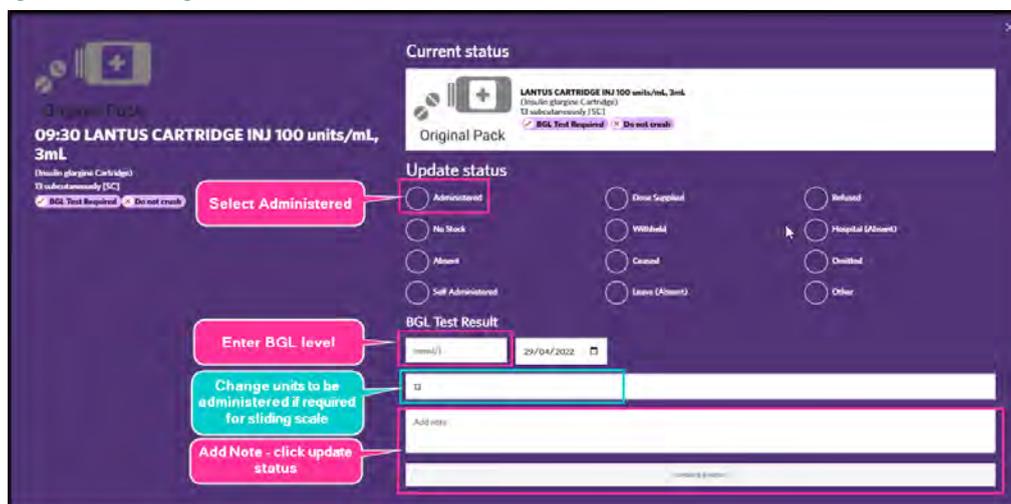
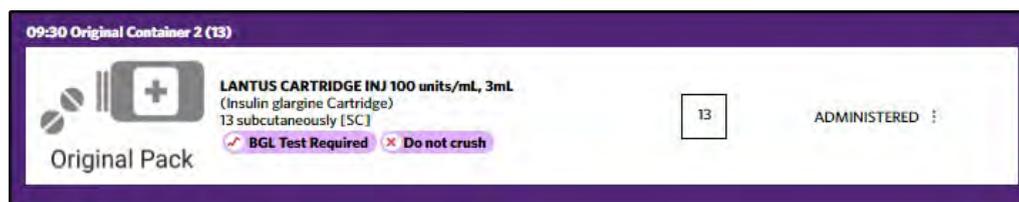


Figure 89 – Administered Insulin



The Medication is now administered and can be changed if required by click the 3 dots.

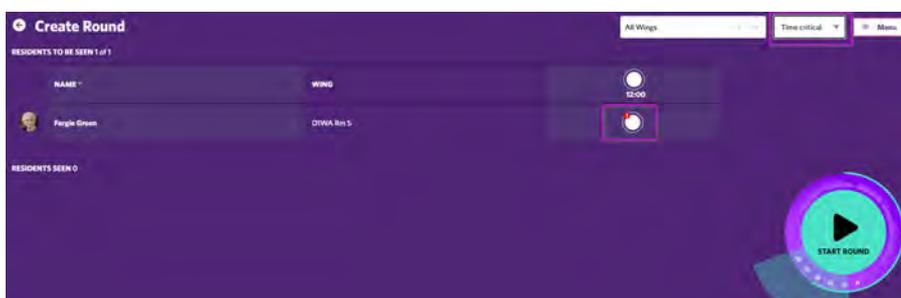
## 6.5 Medication Flagged as Time Critical/Insulin

When a Medication has been flagged as time critical/insulin it will display as a Red/Blue dot with a white exclamation mark on the Resident Sphere. Rounds can also be created for time critical or insulin medications only by using the filters tab.

Figure 90 - Resident Sphere



Figure 91 - Time Critical Round



## 6.6 Administering a Patch

1. From the continuous Tab
2. Perform Second Check if required on the patch entry
3. Click the Administer button
4. Select patch placement
5. Click Administer button
6. On return you will see Patch Activity as Applied

Figure 92 - Patch Avatar

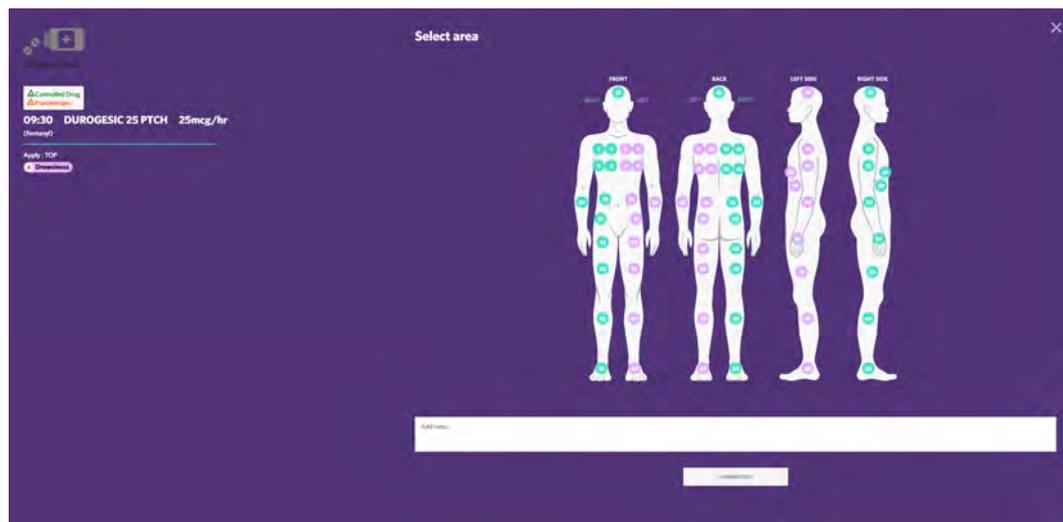
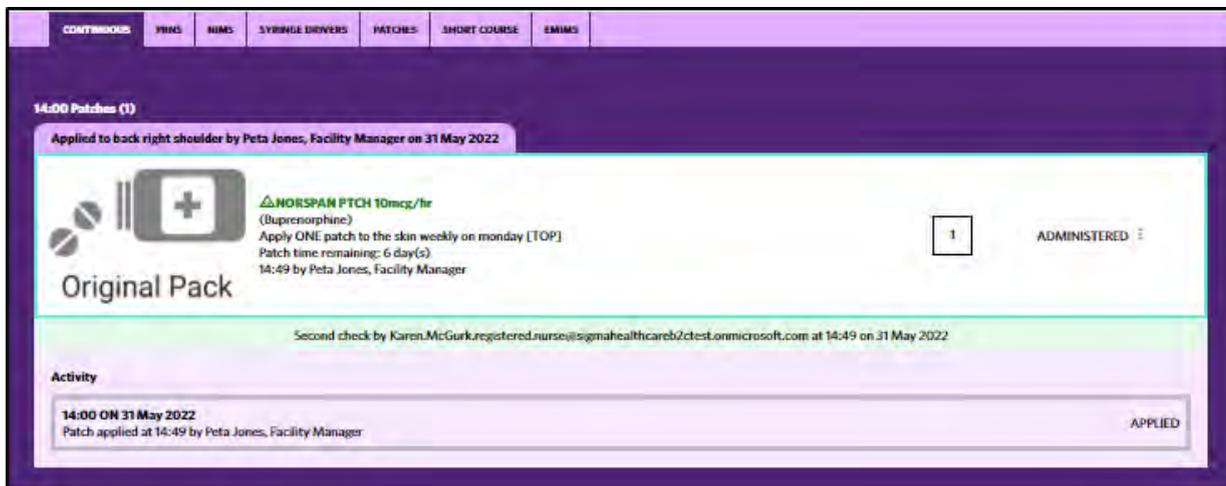


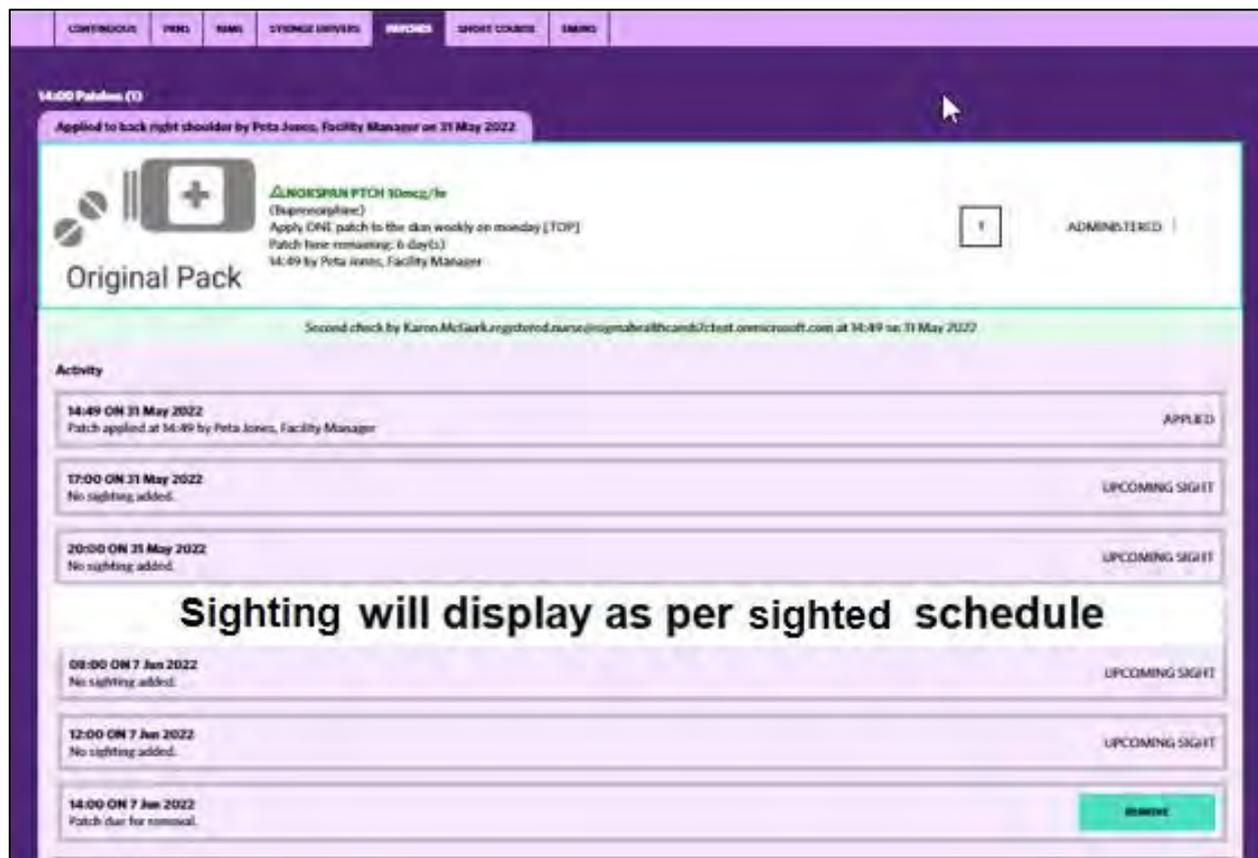
Figure 93 - Patch applied entry



## 6.7 Patch Tab

From the Patch tab inside or outside of a round, you will be able to see all the patch activity recorded in the system, including times for patch sighting and removal.

Figure 94 – Patch Tab



## 6.7.1 Sighting a patch

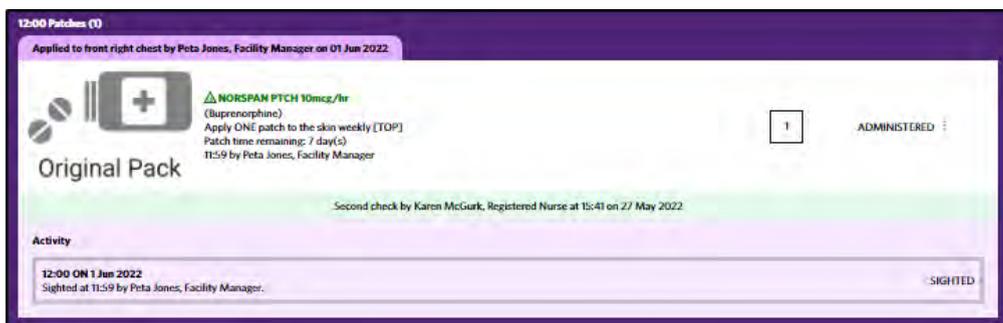
A patch can be sighted inside or outside a round via the Continuous or Patch tab in the resident's tile.

1. Above the patch you will see the location of the patch placement
2. Click the Sight button

95 – Sighting a Patch



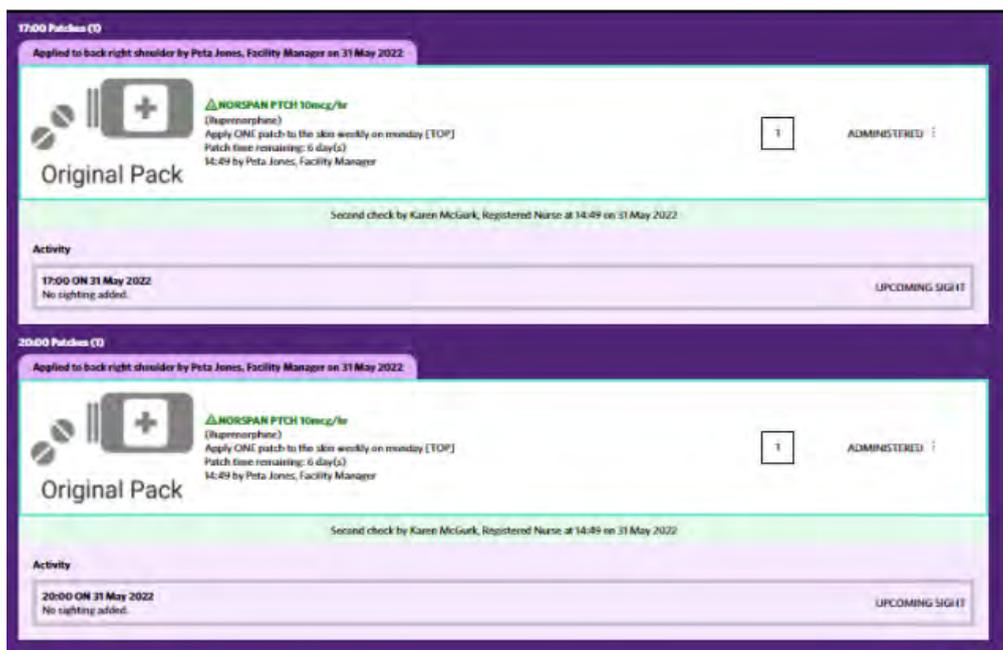
Figure 96 – Sighted Patch



## 6.7.2 Continuous Tab outside of a round

From the Continuous tab after a patch has been applied you will see the upcoming sighting in time order

Figure 97 – Continuous Tab

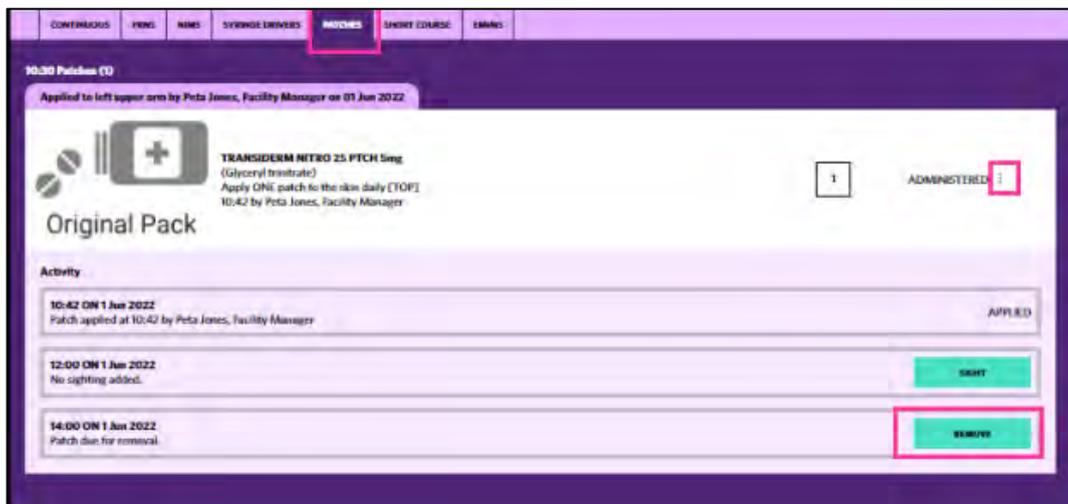


### 6.7.3 Removing a patch

If a patch is to be removed earlier than the scheduled removal time as the medication is ceased or is required to be removed earlier than scheduled:

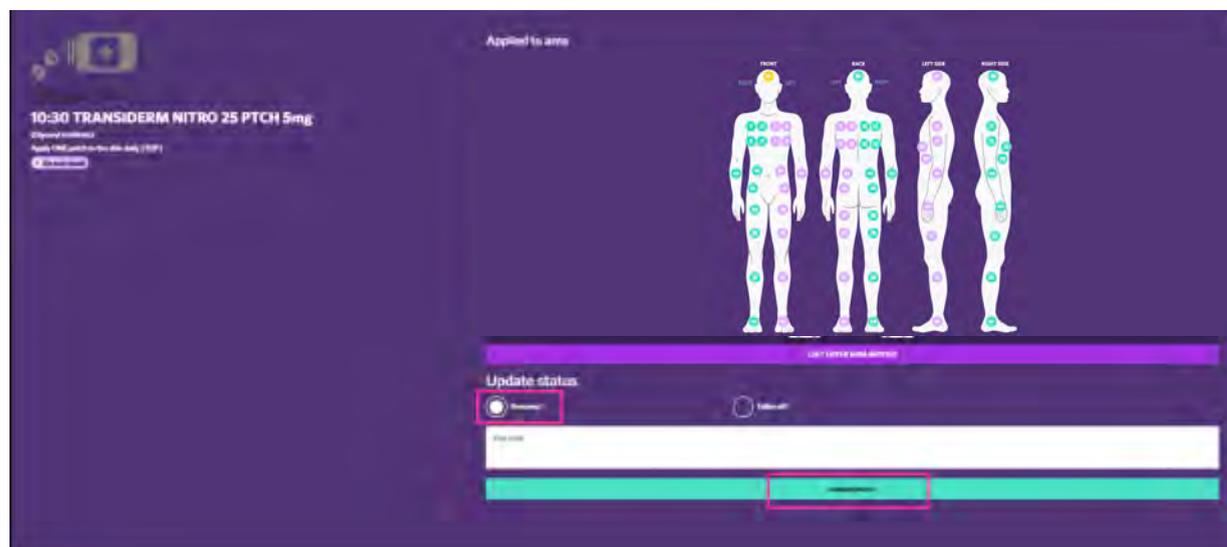
1. Go to the Patches Tab for the resident
2. Go to the removal entry and click Remove **OR**
3. Click the 3 dots next to administered

Figure 98 – Remove Patch Location



4. Select Status of Removed
5. Click Remove Patch

Figure 99 – Patch Removed

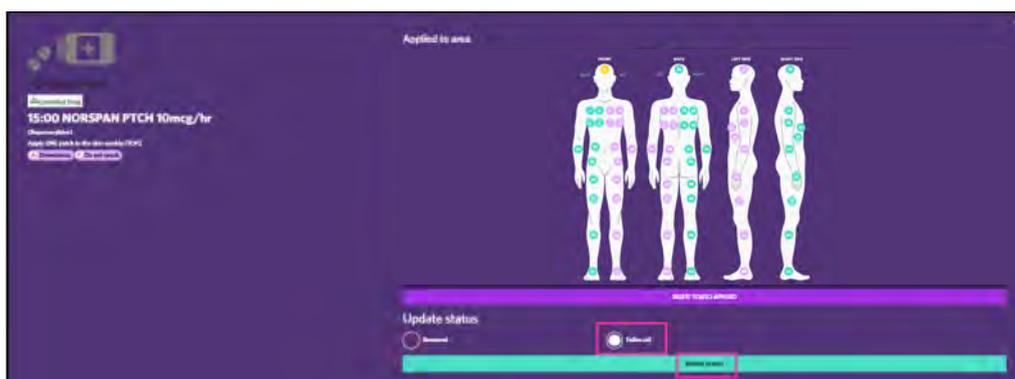


### 6.7.4 Out of cycle Patch Replacement

If a patch has fallen off and needs to be replaced:

1. Go to the Resident Patch Tab
2. Click the 3 dots next to administered
3. Select Fallen off
4. Click Update status

Figure 100 – Reapply a patch that has fallen off



5. Click the REAPPLY Button

Figure 101 - Reapply



6. Select the patch placement location
7. Click the REAPPLY button

Figure 102 – Patch Reapplied

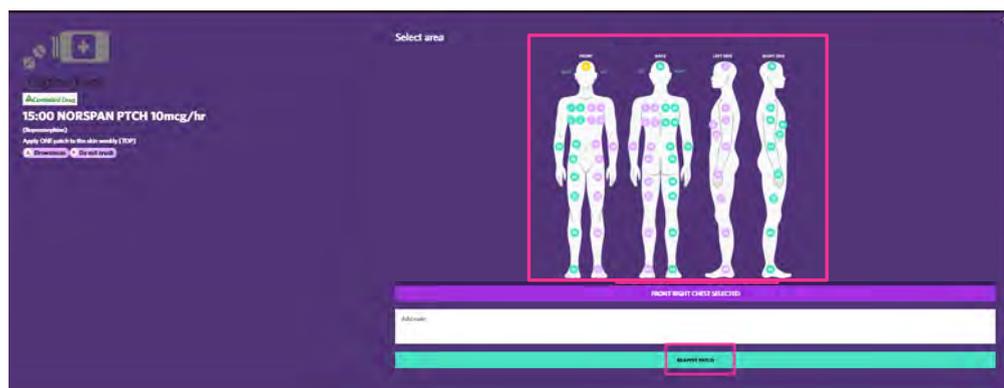


Figure 103 - New activity recorded

15:34 ON 1 Jun 2022 Patch recorded Fallen Off at 15:34 by Peta Jones, Facility Manager	FALLEN OFF
15:41 ON 1 Jun 2022 Patch reapplied at 15:41 by Peta Jones, Facility Manager	REAPPLIED

## 7. Administering PRN/NIM Medication

To administer a PRN or Administer NIM tab:

1. Click on the Administer PRN/NIM Tab
2. Select the resident you are wanting to administer the medication to
3. Click on the PRN/NIM Tab
4. Find the medication required
5. Check last administration date and time located under the photo of the medication

Figure 104 – PRN/NIM Administration

The screenshot shows the 'PRNs (28.5)' section for Kristi Adams on 23 November. It lists three medications:

- COLOXYL & SENNA TAB 50mg/8mg** (Docusate sodium, Sennosides a and b) 2 po daily prn for constipation [PO]. Last dose: 2X 50mg/8mg on November 23rd, 2022 16:14 by Karen McGurk, Carrer. An 'ADMINISTER' button is visible.
- CORTIC-DS CRM 1%** (Hydrocortisone acetate) Ap top as bd prn for itching on skin lump [TOP]. Original Pack. A note says 'Do not crush'. An 'ADMINISTER' button is visible.
- DENCORUB ARTHRITIS CRM** (Trolamine salicylate) Ap top as bd prn for shoulder/ back pain. Not to be supplied by Mater - Family supply [TOP]. An 'ADMINISTER' button is visible.

6. Click the Administer button
7. Select administration status – Administered
8. Change the dose if a variable dose (i.e 1-2 tablets is in the dose instructions) to how many tablets you have administered
9. Enter a comment as to why the PRN/NIM has been administered
10. Click Update status to confirm the administration
11. Click the Close button, top right corner, to exit
12. Click the green Round button to return to your round

Figure 105 - PRN Administration screen

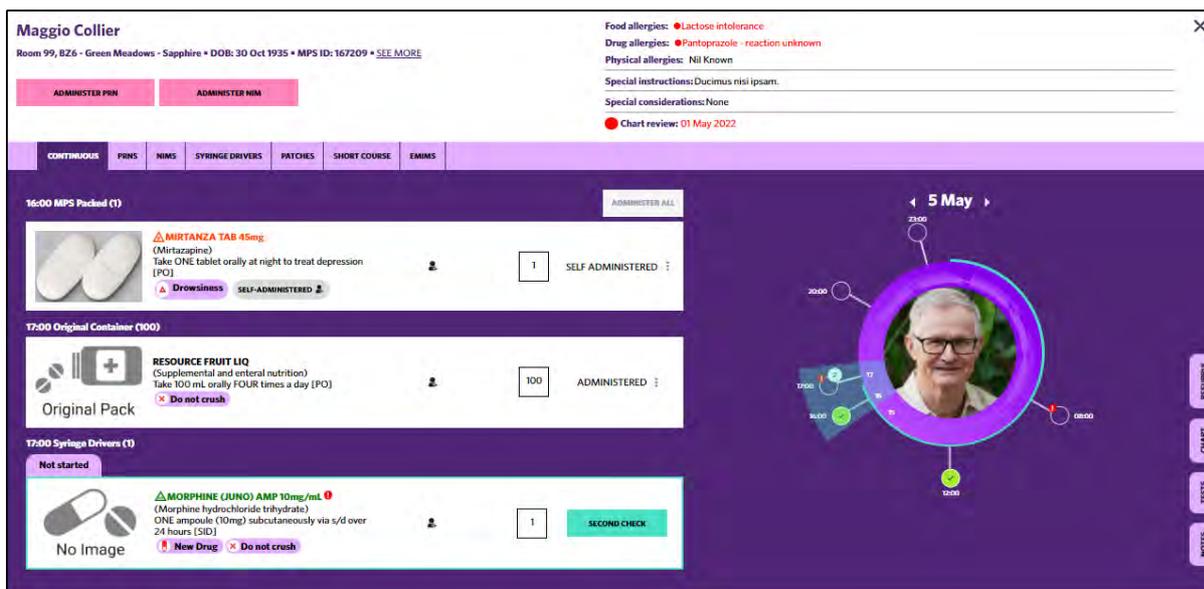
The screenshot shows the 'Update status' section for COLOXYL & SENNA TAB 50mg/8mg. The 'Administered' status is selected. Other options include: No Stock, Absent, Self Administered, Dose Supplied, Withhold, Ceased, Leave (Absent), Refused, Hospital (Absent), Omitted, and Other. There is an 'ADD TEST' button and a text input field containing '2'. Below that is a text input field containing 'BND 4/1'. At the bottom is a green 'UPDATE STATUS' button.

## 8. Syringe Driver

To administer a medication via a syringe driver:

1. If the Syringe Driver contains a Controlled Drug – Follow facility procedure for recording removal of Controlled Drugs from medication safe and complete the second check requirements.

Figure 106 - Syringe driver administration



2. Click Administer button.
3. Update status to administered
4. Enter Volume to be infused
5. Enter Rate of Infusion
6. Enter End date and time – click the calendar to pick date and time easier
7. Select site location – pick list
8. Add note if required
9. Click Update status

Figure 107 - Syringe driver administration

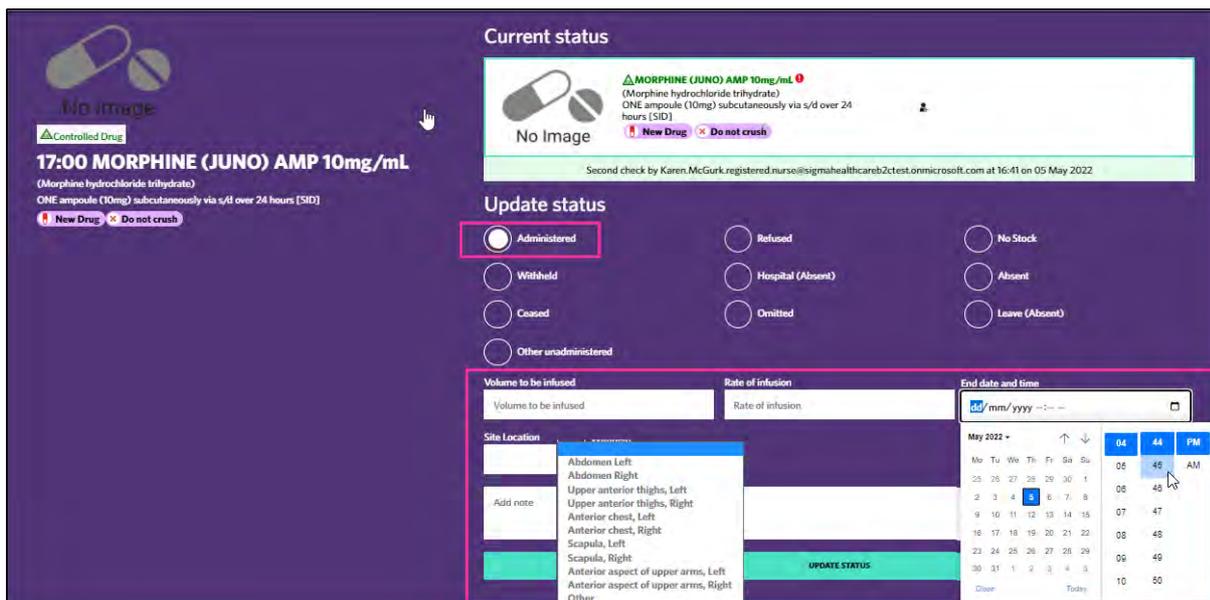
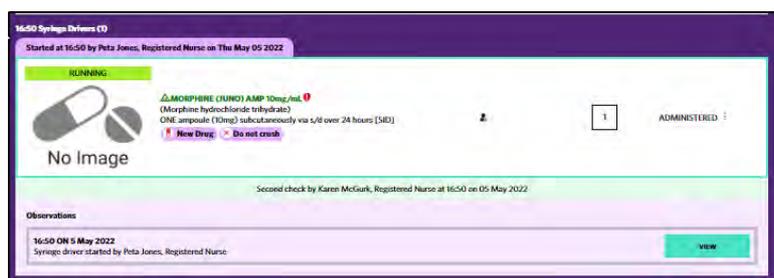


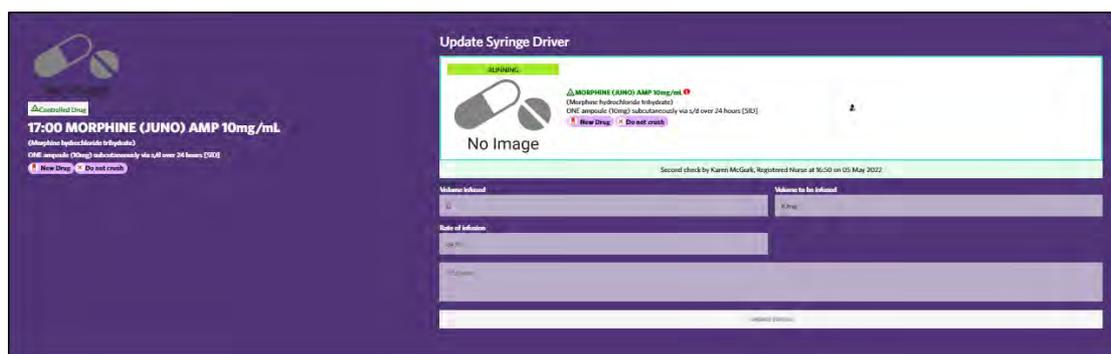
Figure 108 - Syringe driver view after first administration



## 8.1 View Running Entry

Allows you to see the details of syringe driver entered from administration.

Figure 109 - View syringe driver

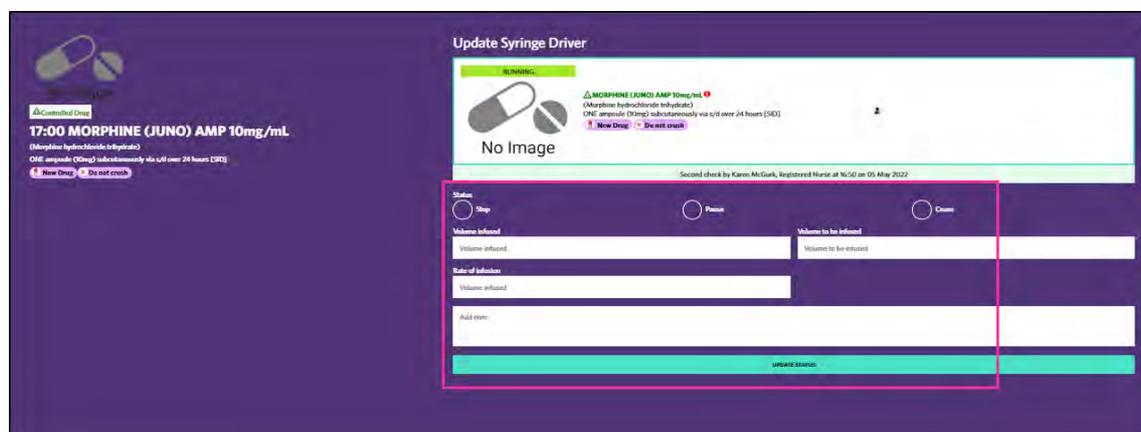


## 8.2 Stop Syringe Driver

To stop a syringe driver

- Select status – Stop, Pause or Cease
- Enter Volume Infused
- Enter Volume to be infused
- Enter Rate of Infusion
- Enter Note
- Click Update status

Figure 110 - Stop syringe driver



## 8.3 Syringe driver tab (inside or outside of a round)

The syringe driver tab allows the user to view, stop or observe now.

Figure 111 - Syringe driver tab

**Maggio Collier**  
Room 99, B26 - Green Meadows - Sapphire • DOB: 30 Oct 1935 • MPS ID: 167209 • [SEE MORE](#)

Food allergies: ● Lactose intolerance  
Drug allergies: ● Pantoprazole reaction unknown  
Physical allergies: Nil Known  
Special instructions: Ducimus nisi ipsam.  
Special considerations: None  
Chart review: 01 May 2022

CONTINUOUS PENS NIMS **SYRINGE DRIVERS** PATCHES SHORT COURSE EMBAS

16:50 Syringe Drivers (1)  
Started at 16:50 by Peta Jones, Registered Nurse on Thu May 05 2022

**RUNNING**  
  
**MORPHINE (JUNO) AMP 10mg/mL**  
 (Morphine hydrochloride trihydrate)  
 ONE ampoule (10mg) subcutaneously via s/d over 24 hours [SID]  
! New Drug x Do not crush

No Image

ADMINISTERED: 1

Second check by Karen McGurk, Registered Nurse at 16:50 on 05 May 2022

**Observations**

16:50 ON 5 May 2022 Syringe driver started by Peta Jones, Registered Nurse	<a href="#">VIEW</a>
16:51 ON 5 May 2022 Syringe driver course due for completion.	<a href="#">STOP</a>
17:35 ON 5 May 2022 Add an observation now.	<a href="#">OBSERVE NOW</a>

5 May

23:00  
20:00  
17:00  
14:00  
11:00  
08:00

ADMITTANCE  
ORDER  
TEXTS  
PHONES

### Observe now feature

The observe now feature allows the user to add information on the observations

1. Click the Observe now button
2. Enter Site Status – pick list (New, NAD, Red, Inflamed/Swollen, Leakage)
3. Line status – pick list (New, NAD, Crystallised/Cloudy)
4. Line Clamp on – pick list (Yes, No)
5. Pump infusing – pick list (Yes, No)
6. Battery level – pick list (0% to 100% options)
7. Volume infused
8. Volume to be infused
9. Rate of infusion
10. Add note
11. Update status

Figure 112 - Syringe driver observe now

**Update Syringe Driver**

**RUNNING**  
  
**MORPHINE (JUNO) AMP 10mg/mL**  
 (Morphine hydrochloride trihydrate)  
 ONE ampoule (10mg) subcutaneously via s/d over 24 hours [SID]  
! New Drug x Do not crush

No Image

Second check by Karen McGurk, Registered Nurse at 16:50 on 05 May 2022

Site Status New	Line Status New
Line clamping on? No	Pump infusing? Yes
Battery level 100%	Volume infused Volume infused
Volume to be infused Volume to be infused	Rate of infusion Volume infused

Add note

[UPDATE STATUS](#)

## 9. Adding an Ad-Hoc test result during a round

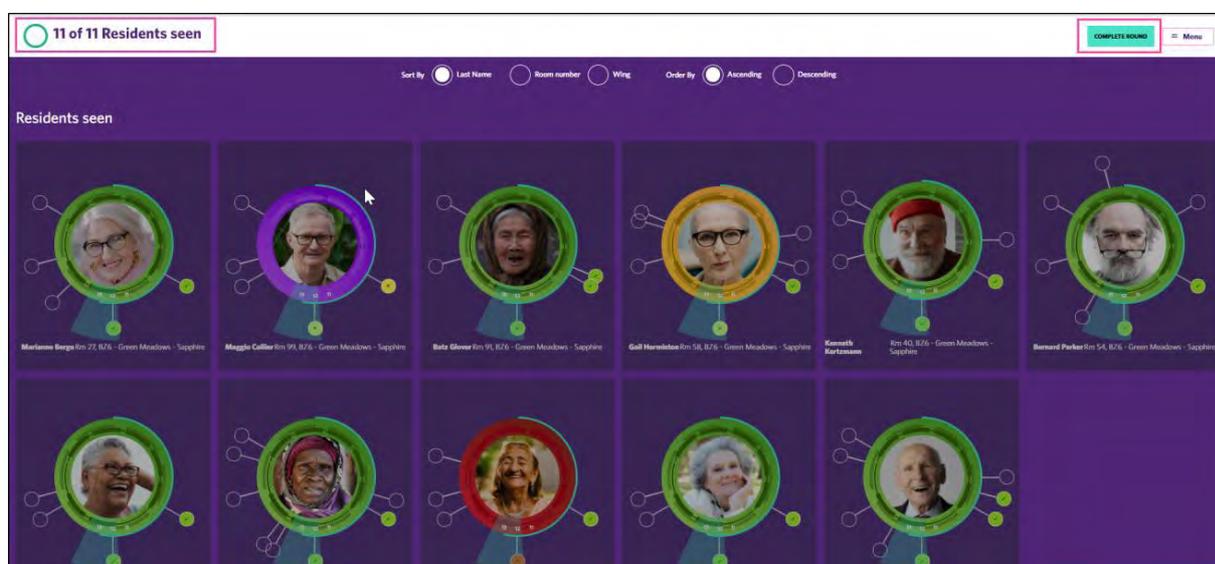
Test results can be added at any time via the test tab within the resident's tile. (See section [4.5.3.1](#))

## 10. Exiting a Round

To finish and exit the round all resident need to be dosed or have a comment added.

To exit the round, click on the [Complete Round](#) Button

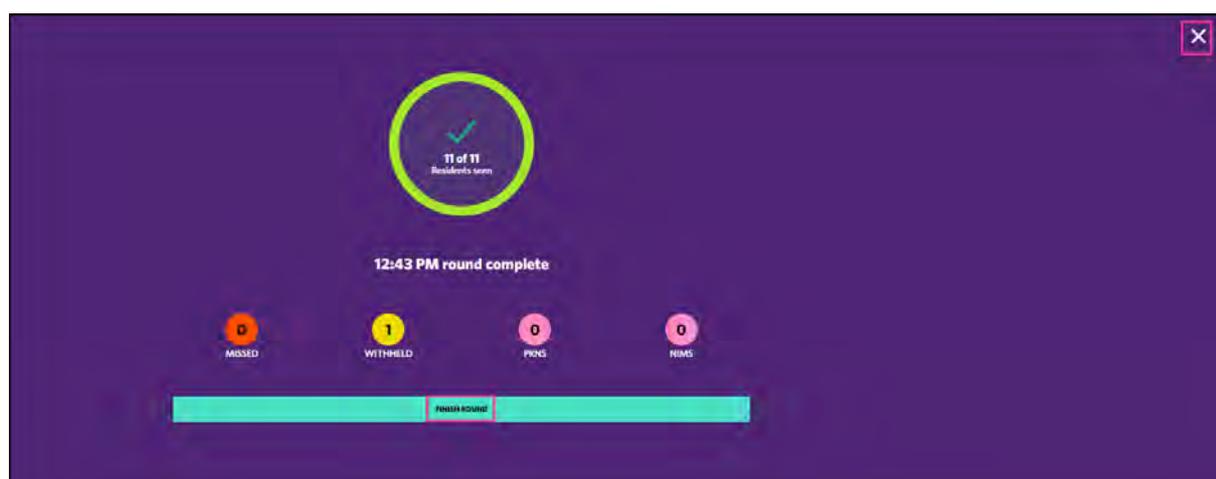
Figure 113 - Complete Round



Round summary will be shown

- Finish round – click the [Finish](#) button
- To return to the round click the close button in top right corner

Figure 114 - Finish Round



## 11. Dashboard Tips

### 11.1 Medication History

To see the administration history of a particular medication and any comments associated with it.

- Click on the image or name of the medicine
- Click the X to exit screen

Figure 115 – Medication History

**Kurt Russell**  
Room 456, BZ1 - Blitzm Test Ward 1 • DOB: 20 Dec 1959 • MPS ID: 166929

**08:00 PANADOL OPTIZORB CAPLET 500mg**  
(Paracetamol)  
Take TWO caplets TWICE a day [PO]

**Administration History**

15 February 2022

	<b>PANADOL OPTIZORB CAPLET 500mg</b> 07:44 by Rachael Maharaj, Registered Nurse	2	ADMINISTERED
--	--	---	--------------

14 February 2022

	<b>PANADOL OPTIZORB CAPLET 500mg</b> 17:51 by Rachael Maharaj, Registered Nurse	2	ADMINISTERED
--	--	---	--------------

### 11.2 Administration history by day

To see the administration history for a resident on days prior

- Click on the back arrow beside the date
- Click on the forward arrow to return to today

Figure 116 – Day Arrows

CONTINUOUS PINK NINO PATCHES SHORT COURSE

08:00 PMS Patches (2)

	<b>PANADOL OPTIZORB CAPLET 500mg</b> (Paracetamol) Take TWO caplets TWICE a day [PO]	2	MISSED
--	--	---	--------

08:00 Patches (1)

	<b>NORSPAN PATCH 5mg/1hr</b> (Oxycodone) Apply [TDP] Do not crush	1	MISSED
--	--	---	--------

08:00 Syringe Drivers (0.2)

Not started

	<b>MORPHINE SULFATE AMF 5mg/1ml</b> (Morphine sulfate pentahydrate) 0.2 ampoule [1mg] subcutaneously via a syringe over 24 hours [SC]	0.2	MISSED
--	---	-----	--------

10:00 Patches (1)

17 February

← 17 February →

17 FEB 2022

## 12. eMIMS

If your facility/corporate subscribes to eMIMS this tab is a shortcut to the site.

From the resident profile there is a tab eMIMS – Clicking the tab will open up eMIMS login screen for quick entry.

Figure 117 - Resident Profile

**Marianne Berge**  
Room 50, B27 - Green Meadows - Opal • DOB: 27 Feb 1956 • MPS ID: 167227 • SEE MORE

Drug allergies: Penicillin antibacterial, Atorvastatin, Metformin  
Physical allergies: Nil Known  
Food allergies: Nil Known  
Special instructions: Cupiditate nihil architecto ut magnum libero ratavni minima provident  
Special considerations: None  
Chart review: 17 Feb 2022

ADMINISTER PEN ADMINISTER HIM

COURTAGES PENS NIMS SYRINGE DRIVERS PATCHES SHORT COURSE **eMIMS**

08:00 MPS Packal (2)

	<b>AVISARTAN TAB 75mg</b> (Irbecartan) Take ONE tablet in the morning (PO)	1	MISSED
	<b>CAL-600-D TAB 600mg/500iu</b> (Calcium carbonate, Calcitriol) Take ONE tablet in the morning (PO)	1	MISSED

08:00 Original Cantalar 2 (48)

	<b>BIO/C METHYL B12 SUBLINGUAL CHEW-TAB</b> 5000mcg Chew and swallow ONE tablet in the morning (PO) <b>Do not crush</b>	1	MISSED
	<b>NOVORAPID FLEXPEN INJ 100 units/mL, 3mL</b> (Insulin Aspart) Inject as directed 4-6 units subcutaneously in the	1	MISSED

5 May

Figure 118 - eMIMS Login screen

MediSphere x eMIMS Sign In

emims.com.au/Australia/membership/index?returnUrl=https%3a%2f%2fwww.emims.com.au%3a443%2f

Apps Home | Sigma MEP board - Agile... Software Prioritisi... MPS - Figma MPS PROD HS TEST 1

**eMIMS Cloud**

**Sign In**

Email Address  
jerry.martin@quayable@emims-austr.com.au

Password  
\*\*\*\*\*

Remember me **Sign In**

**Help**

Need help signing in?  
View the FAQs.

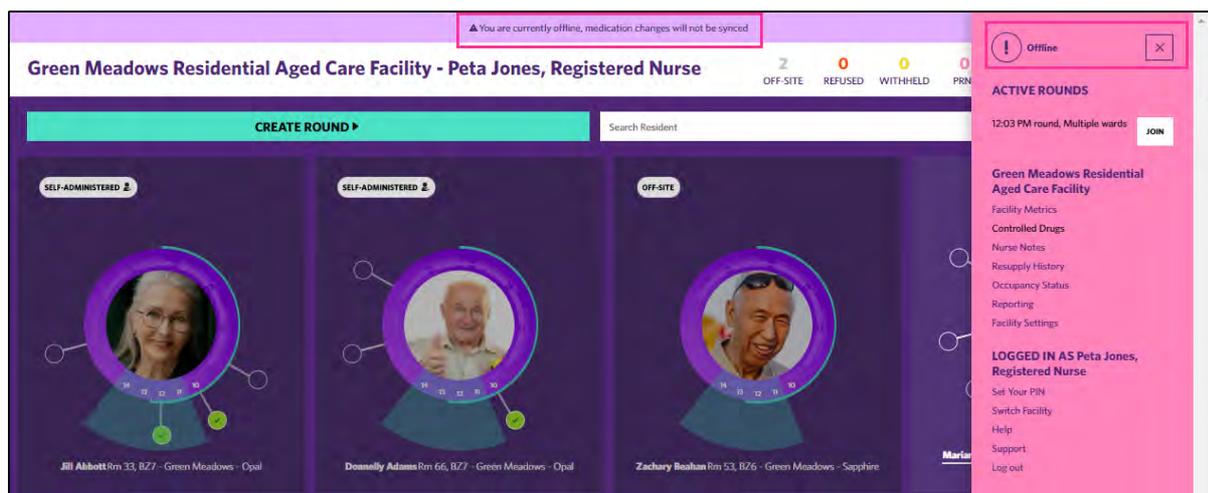
Forgotten your password?  
Reset my password.

Want to find out more about eMIMS Cloud?  
Click here to view!

## 13. Offline Feature

It is possible to work offline. Offline warning message will be shown at the top of the screen. The side menu will also state Offline.

Figure 119 - Offline Warning



- All changes made offline will be synced with the backend systems when back online.

You can, while offline:

- View residents and update resident information (User permission required)
- Start a round and finish rounds
- Administer medications including NIMS and PRN
- Add test results
- Resident Notes

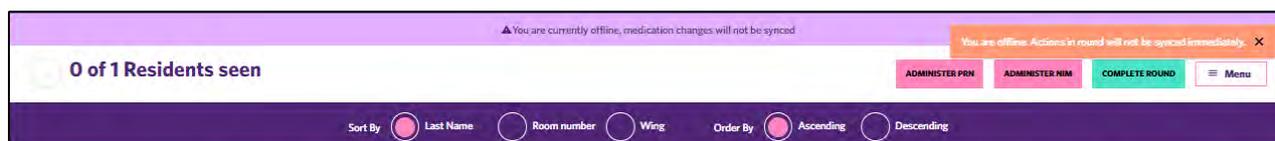
You cannot (warning message shown)

1. Order/message Resupply of medication
2. Use Reporting feature
3. Observe any medication changes by a prescriber

### 13.1 Commencing a round while offline

If a round is commenced while offline a warning will show

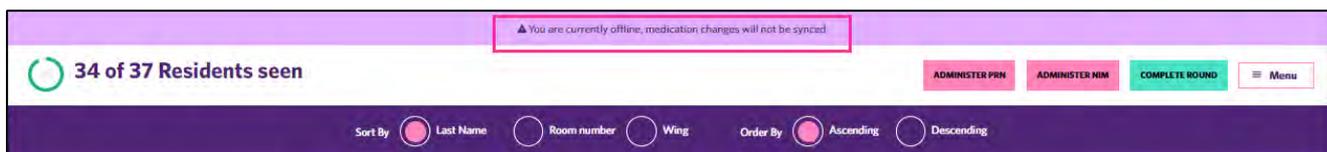
Figure 120- Commencing a round while offline



## 13.2 Offline during a round

If the internet is disconnecting while in a medication around a message will display at the top of the screen. Continue to Administer medication as per standard process. Once the internet is reconnected data will be synced

Figure 121 - Offline during a round



## 13.3 No activity by user while offline

- If there is no activity by the user, the 10-minute lock out will still apply – use your PIN code to log back in
- If there is no activity by the user, greater than 1 hour. You will be required to fully login with your username and password. You can only do this if you have the internet
- The user must ensure the device is synced as soon as possible to prevent data deletion.

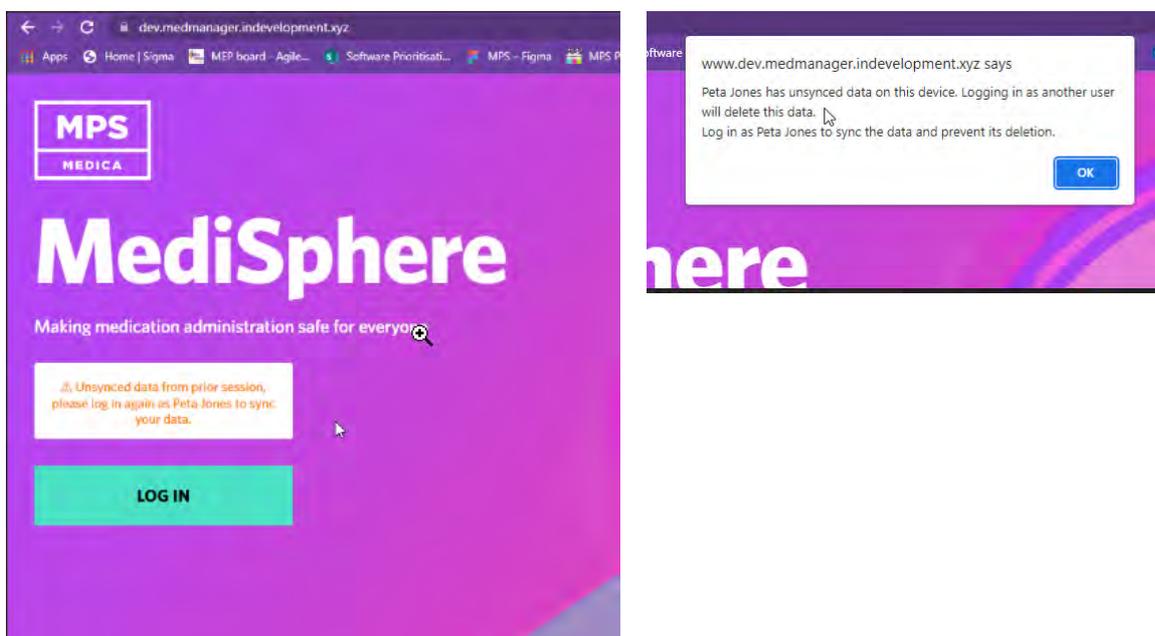
## **\*\* IMPORTANT! \*\***

If the previous session was logged out of prior to completion of data sync, a warning will display on next login in. “UnSynced data from prior session, please log in again as Username to sync your data”

- Click the Login button – another Warning will display - “Username has unsynced data on this device.

This is displayed as notification that the previous user logged out prior to syncing of data being completed.

Figure 122 - Offline for greater than 1 hour - Warning

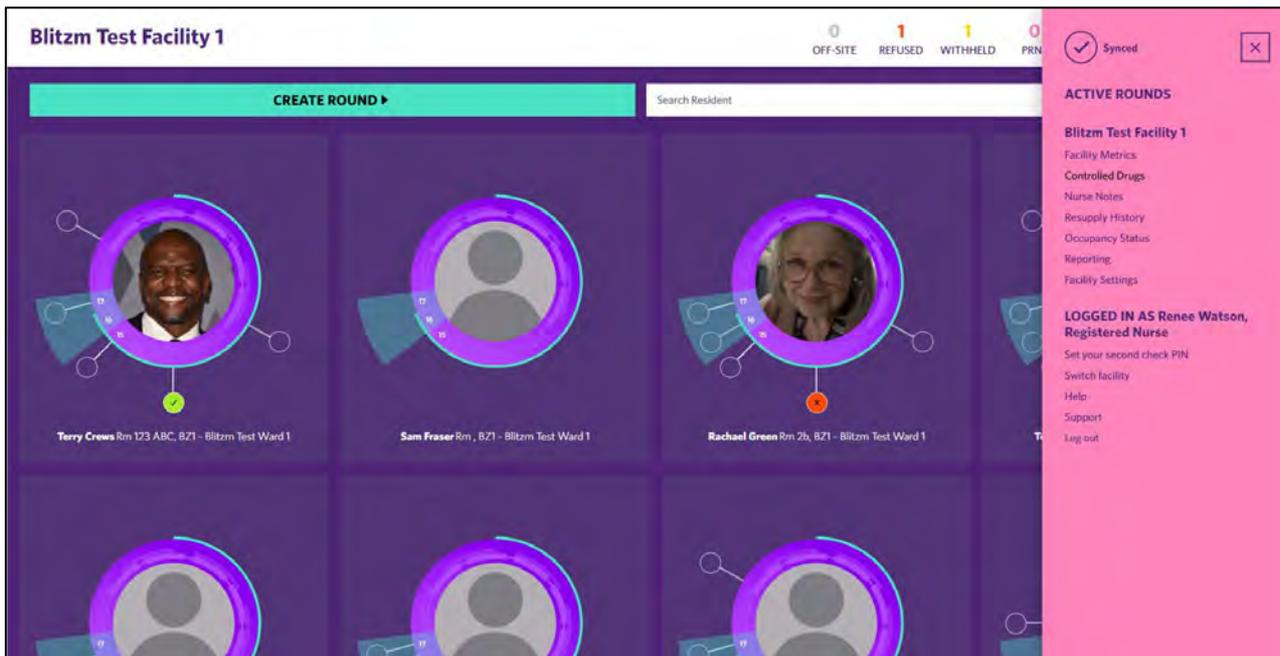


## 14. Reporting

### To access MediSphere Reporting

- Click on the menu Tab
- Click [Reporting](#)
- Click on the words Registered Nurse, Facility Manager etc, the reports will not load without this information.

Figure 123 - Reporting



### 14.1 Registered Nurse Report

The RN report provides a per resident view of all administration records, can be filtered by date, residents name, medication type, generic name and more.

Figure 124 - RN Report

**Medications Page**

Primary From: 01/01/2022 To: 21/02/2022 Wing: All Resident Name: All Admin Status: All Prescriber Name: All Medication Type: All Generic Name: All

Resident Name	Preferred Name	DOB	% Dosed	% Omitted	% Refused	% Withheld	% Absent	% SA	% No Stock	% Ceased	% Other	Notes	Outcomes	Actions Recorded	
Hanks, Tom	N/A	09/08/1972	88.96 %	0.60 %	2.39 %	5.37 %	0.30 %	2.09 %			0.30 %		Y	Y	0
Hanson, Michael	N/A	06/12/1952	88.46 %			7.69 %					3.85 %		N	Y	0
Tanner, Bruce	N/A	15/05/1970	88.39 %		2.68 %	5.36 %	0.89 %	1.79 %	0.89 %				N	Y	0
Travolta, John	Terl	02/07/1964	86.32 %	0.33 %	3.26 %	6.84 %	0.65 %	0.98 %			1.63 %		Y	Y	0
Crews, Terry	N/A	15/07/1965	85.48 %	0.41 %	1.24 %	5.39 %	1.66 %		2.90 %	0.41 %			Y	Y	0
Sweeney, Hope Willow	N/A	24/11/1950	81.82 %		6.06 %	3.03 %	3.03 %				6.06 %		Y	N	0
Green, Rachael	N/A	02/02/1970	80.17 %	0.43 %	3.02 %	4.74 %	2.59 %	1.72 %	3.88 %	0.43 %	3.02 %		Y	Y	0
<b>Total</b>			<b>87.05 %</b>	<b>0.34 %</b>	<b>2.29 %</b>	<b>5.06 %</b>	<b>1.01 %</b>	<b>1.21 %</b>	<b>1.15 %</b>	<b>0.27 %</b>	<b>1.62 %</b>		<b>Y</b>	<b>Y</b>	<b>0</b>

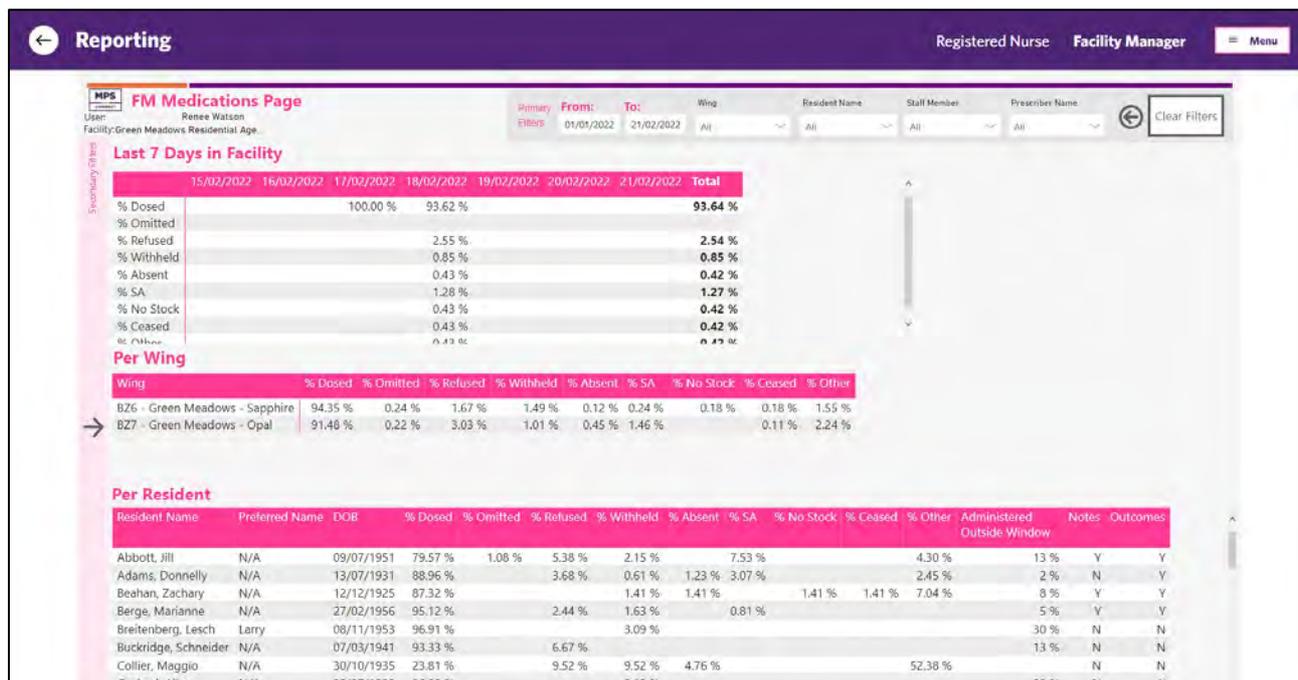
**Detailed Administration Log**

Date	Administered Time	Prescribed Time	Resident Name	Preferred Name	DOB	Prescriber Name	Wing	Staff Member	Generic Name
18/02/2022	13:57	14:00	Hanson, Michael	N/A	06/12/1952	Dr Alonzo Mourning	BZ1 - Blitzm Test Ward 1	Renee Watson	Oxycodone hydrochloride, Naloxo
18/02/2022	13:56	14:30	Green, Rachael	N/A	02/02/1970	Dr Alonzo Mourning	BZ1 - Blitzm Test Ward 1	Renee Watson	Oxycodone hydrochloride
18/02/2022	13:56	13:00	Green, Rachael	N/A	02/02/1970	Dr Alonzo Mourning	BZ1 - Blitzm Test Ward 1	Renee Watson	Levothyroxine sodium
18/02/2022	13:56	13:30	Green, Rachael	N/A	02/02/1970	Dr Alonzo Mourning	BZ1 - Blitzm Test Ward 1	Renee Watson	Letrozole
18/02/2022	13:56	14:30	Tanner, Bruce	N/A	15/05/1970	Dr Alonzo Mourning	BZ1 - Blitzm Test Ward 1	Renee Watson	Entecavir
18/02/2022	13:56	13:30	Tanner, Bruce	N/A	15/05/1970	Dr Alonzo Mourning	BZ1 - Blitzm Test Ward 1	Renee Watson	Metformin hydrochloride
18/02/2022	13:56	13:00	Tanner, Bruce	N/A	15/05/1970	Dr Alonzo Mourning	BZ1 - Blitzm Test Ward 1	Renee Watson	Letrozole
18/02/2022	13:55		Fraser, Sam	N/A	05/06/1926	N/A	BZ1 - Blitzm Test Ward 1	Renee Watson	Vitamins + Minerals
18/02/2022	13:50		Green, Rachael	N/A	02/02/1970	Dr Alonzo Mourning	BZ1 - Blitzm Test Ward 1	Renee Watson	Levothyroxine sodium
18/02/2022	13:47	14:00	Russell, Kurt	N/A	20/12/1959	Dr Bob Training	BZ1 - Blitzm Test Ward 1	Renee Watson	Buprenorphine
18/02/2022	10:34		Green, Rachael	N/A	02/02/1970	Dr Alonzo Mourning	BZ1 - Blitzm Test Ward 1	Thai Ho	Propylene glycol, Hydroxypropyl
18/02/2022	10:33		Green, Rachael	N/A	02/02/1970	Dr Alonzo Mourning	BZ1 - Blitzm Test Ward 1	Thai Ho	Atenolol
18/02/2022	09:03		Green, Rachael	N/A	02/02/1970	Dr Alonzo Mourning	BZ1 - Blitzm Test Ward 1	Rachael Maharaj	Levothyroxine sodium
18/02/2022	09:03		Green, Rachael	N/A	02/02/1970	Dr Alonzo Mourning	BZ1 - Blitzm Test Ward 1	Rachael Maharaj	Levothyroxine sodium
17/02/2022	15:10	15:00	Travolta, John	Terl	02/07/1964	N/A	BZ1 - Blitzm Test Ward 1	Peta Jones	Text Instruction

## 14.2 Facility Manager Report

The Facility Managers Report provides an overview of all activities in facility and defaults to the last 7 days breaking the data available down by wing. This report can be filtered by Wing, Resident, Staff Member, Prescriber and more.

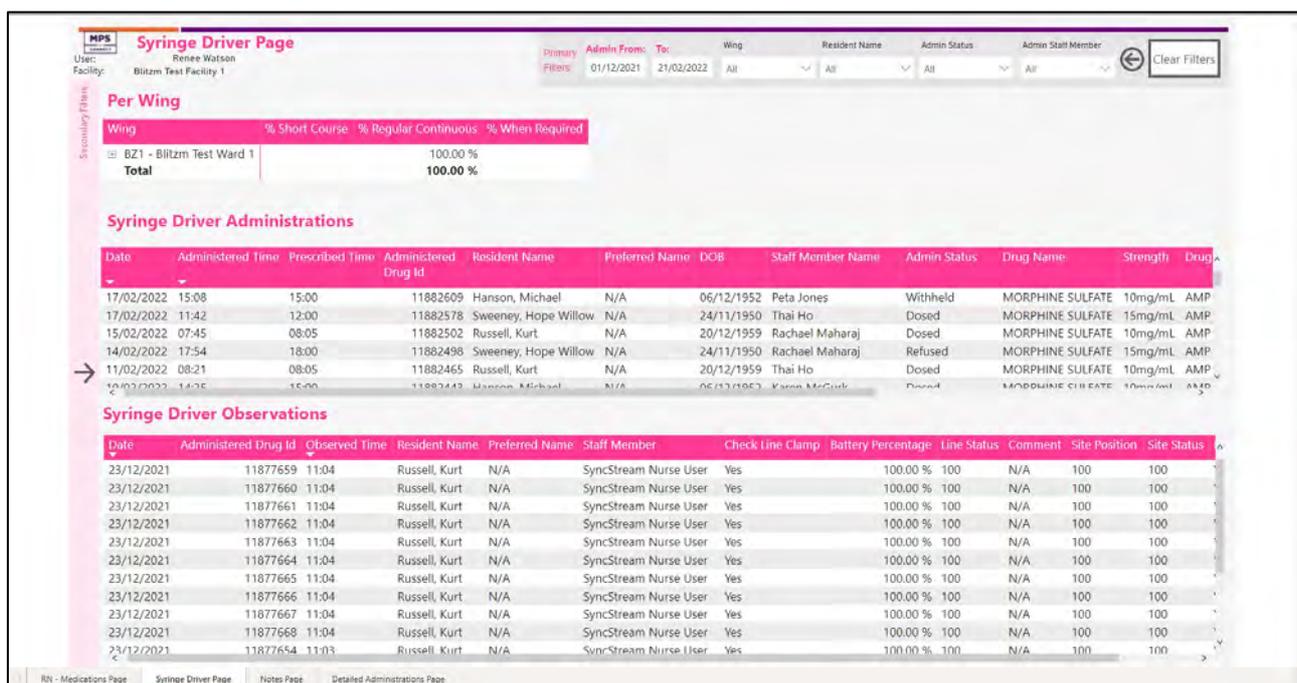
Figure 125 - FM Report



## 14.3 Syringe Driver report

The Syringe Driver report shows administration and observations of all syringe drivers.

Figure 126 – Syringe Drive Report



## 14.4 Notes Report

Display all Notes automated or created for a resident. Can be filtered by date, wing, staff member, DOB, residents name, notetype and subject.

Figure 127 – Notes Report

**Notes Page**  
User: Renee Watson  
Facility: Blitzm Test Facility 1

From: 24/11/2021 To: 21/02/2022  
Wing: All Staff Member: All Resident Name: All DOB: All

**Per Resident**

Resident Name	Preferred Name	DOB	Notes
Crews, Terry	N/A	15/07/1965	Y
Green, Rachael	N/A	02/02/1970	Y
Hanks, Tom	N/A	09/08/1972	Y
Patient, Test	Test Patient	01/01/1950	Y
Russell, Kurt	N/A	20/12/1959	Y
Sweeney, Hope Willow	N/A	24/11/1950	Y
Travolta, John	Terl	02/07/1964	Y
<b>Total</b>			<b>Y</b>

**Detailed Notes**

Date	Time	Resident Name	Preferred Name	DOB	Staff Member	Note Type	Subject	Comment
18/02/2022	10:34	Green, Rachael	N/A	02/02/1970	Thai Ho	PRN/NIMS Comment	PRN - Dosed - SYSTANE BALANCE N/A EYE-DRP	right eye a t
18/02/2022	10:33	Green, Rachael	N/A	02/02/1970	Thai Ho	PRN/NIMS Comment	PRN - Self Administered - TENSIG 50mg TAB	self administ
18/02/2022	09:03	Green, Rachael	N/A	02/02/1970	Rachael Maharaj	PRN/NIMS Comment	PRN - Dosed - EUTROXSIG 200mcg TAB	administered
18/02/2022	09:03	Green, Rachael	N/A	02/02/1970	Rachael Maharaj	PRN/NIMS Outcome	PRN - Dosed - EUTROXSIG 200mcg TAB	Sample 10:4
17/02/2022	14:20	Crews, Terry	N/A	15/07/1965	Development User	PRN/NIMS Comment	PRN - Dosed - PANAMAX 500mg TAB	wdewdwe
17/02/2022	14:20	Crews, Terry	N/A	15/07/1965	Development User	PRN/NIMS Outcome	PRN - Dosed - PANAMAX 500mg TAB	9:31 AM
17/02/2022	13:08	Crews, Terry	N/A	15/07/1965	Development User	PRN/NIMS Comment	PRN - Dosed - PANAMAX 500mg TAB	test
17/02/2022	13:04	Green, Rachael	N/A	02/02/1970	Thai Ho	PRN/NIMS Comment	PRN - Withheld - EUTROXSIG 200mcg TAB	not required
17/02/2022	13:04	Green, Rachael	N/A	02/02/1970	Thai Ho	PRN/NIMS Outcome	PRN - Withheld - EUTROXSIG 200mcg TAB	pain relievec
17/02/2022	13:03	Green, Rachael	N/A	02/02/1970	Thai Ho	PRN/NIMS Comment	PRN - Withheld - TENSIG 50mg TAB	not required
17/02/2022	09:37	Green, Rachael	N/A	02/02/1970	pranshu vaishya	Nursing Note	Hospital Admission	test-2
17/02/2022	09:35	Green, Rachael	N/A	02/02/1970	pranshu vaishya	Nursing Note	OTC Request	17/2/22 test
15/02/2022	11:56	Crews, Terry	N/A	15/07/1965	NW RN	Nursing Note	N/A	Test sync
15/02/2022	11:41	Russell, Kurt	N/A	20/12/1959	NW RN	PRN/NIMS Comment	PRN - Dosed - COLOXYL & SENNA 50mg/8mg TAB	Done
15/02/2022	09:37	Crews, Terry	N/A	15/07/1965	Rachael Maharaj	PRN/NIMS Comment	PRN - Dosed - PANAMAX 500mg TAB	prn
15/02/2022	09:37	Crews, Terry	N/A	15/07/1965	Rachael Maharaj	PRN/NIMS Outcome	PRN - Dosed - PANAMAX 500mg TAB	15/2/22
15/02/2022	07:27	Crews, Terry	N/A	15/07/1965	Rachael Maharaj	Nursing Note	Hospital Admission	Tactinn

## 14.5 Detailed Administration

The detailed administration report allows for any medication reporting. It can be filtered by Drug category, drug type, route, generic name, administration status and many more.

Figure 128 - Drug Class Report

**Detailed Administrations**  
User: Renee Watson  
Facility: Blitzm Test Facility 1

Date: 01/01/2021 to 21/02/2022

**Location**  
Corporate Name: All Resident Name: All  
Facility Name: All Wing: All DOB: All

**Drug Features**  
Generic Name: All Category: All  
Drug Name: All Subcategory: All  
Med Type: All Ad Hoc Type: All  
Drug Form: All Route: All

**Staff**  
Prescriber: All Staff Member: All Second Sign: All

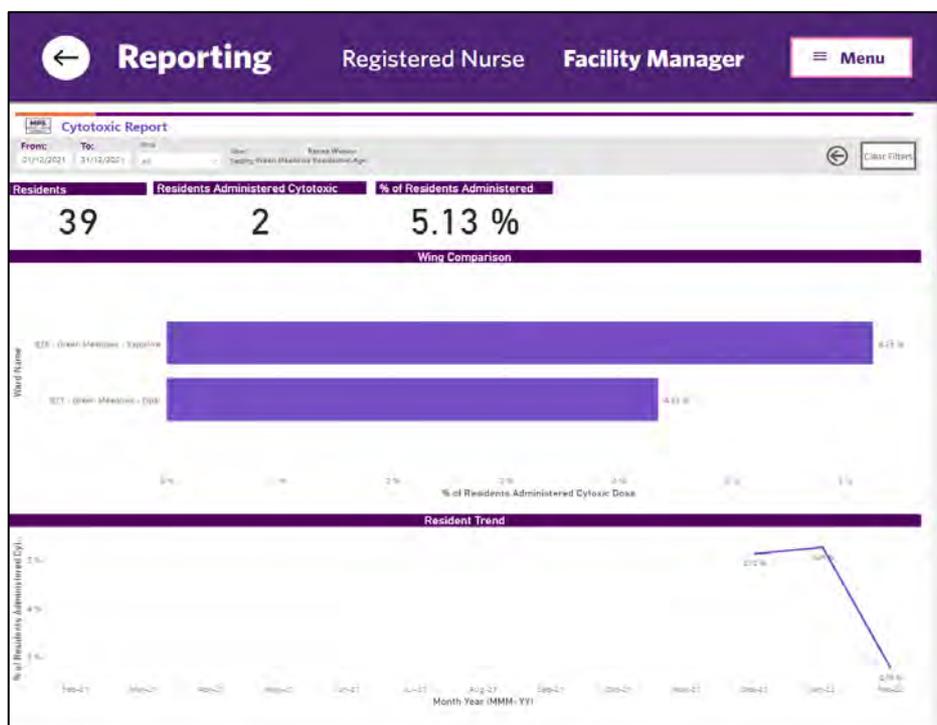
**Admin Status**  
Admin Status: All Latest State: All

Date	Administered Time	Prescribed Time	ID	Resident Name	Preferred Name	DOB	Corporate Name	Facility Name	Wing	Staff Member	Generic Name
18/02/2022	13:57	14:00	118828...	Hanson, Michael	N/A	06/12/1952	Blitzm Test Facility 1	Blitzm Test Facility 1	BZ1 - Blitzm Test Ward 1	Renee Watson	Oxycodone
18/02/2022	13:56	14:30	118828...	Green, Rachael	N/A	02/02/1970	Blitzm Test Facility 1	Blitzm Test Facility 1	BZ1 - Blitzm Test Ward 1	Renee Watson	Oxycodone
18/02/2022	13:56	13:00	118828...	Green, Rachael	N/A	02/02/1970	Blitzm Test Facility 1	Blitzm Test Facility 1	BZ1 - Blitzm Test Ward 1	Renee Watson	Levothyrox
18/02/2022	13:56	13:30	118828...	Green, Rachael	N/A	02/02/1970	Blitzm Test Facility 1	Blitzm Test Facility 1	BZ1 - Blitzm Test Ward 1	Renee Watson	Letrozole
18/02/2022	13:56	14:30	118828...	Tanner, Bruce	N/A	15/05/1970	Blitzm Test Facility 1	Blitzm Test Facility 1	BZ1 - Blitzm Test Ward 1	Renee Watson	Entecavir
18/02/2022	13:56	13:30	118828...	Tanner, Bruce	N/A	15/05/1970	Blitzm Test Facility 1	Blitzm Test Facility 1	BZ1 - Blitzm Test Ward 1	Renee Watson	Metformin
18/02/2022	13:56	13:00	118828...	Tanner, Bruce	N/A	15/05/1970	Blitzm Test Facility 1	Blitzm Test Facility 1	BZ1 - Blitzm Test Ward 1	Renee Watson	Letrozole
18/02/2022	13:55		123	Fraser, Sam	N/A	05/06/1926	Blitzm Test Facility 1	Blitzm Test Facility 1	BZ1 - Blitzm Test Ward 1	Renee Watson	Vitamins +
18/02/2022	13:50		118828...	Green, Rachael	N/A	02/02/1970	Blitzm Test Facility 1	Blitzm Test Facility 1	BZ1 - Blitzm Test Ward 1	Renee Watson	Levothyrox
18/02/2022	13:47	14:00	118828...	Russell, Kurt	N/A	20/12/1959	Blitzm Test Facility 1	Blitzm Test Facility 1	BZ1 - Blitzm Test Ward 1	Renee Watson	Buprenorphi
18/02/2022	10:34		118828...	Green, Rachael	N/A	02/02/1970	Blitzm Test Facility 1	Blitzm Test Facility 1	BZ1 - Blitzm Test Ward 1	Thai Ho	Propylene
18/02/2022	10:33		118828...	Tanner, Bruce	N/A	02/02/1970	Blitzm Test Facility 1	Blitzm Test Facility 1	BZ1 - Blitzm Test Ward 1	Thai Ho	Atenolol
18/02/2022	09:03		118828...	Green, Rachael	N/A	02/02/1970	Blitzm Test Facility 1	Blitzm Test Facility 1	BZ1 - Blitzm Test Ward 1	Rachael Maharaj	Levothyrox
18/02/2022	09:03		118828...	Green, Rachael	N/A	02/02/1970	Blitzm Test Facility 1	Blitzm Test Facility 1	BZ1 - Blitzm Test Ward 1	Rachael Maharaj	Levothyrox
17/02/2022	15:10	15:00	118826...	Travolta, John	Terl	02/07/1964	Blitzm Test Facility 1	Blitzm Test Facility 1	BZ1 - Blitzm Test Ward 1	Peta Jones	Text Instruc
17/02/2022	15:09	15:00	118826...	Tanner, Bruce	N/A	15/05/1970	Blitzm Test Facility 1	Blitzm Test Facility 1	BZ1 - Blitzm Test Ward 1	Peta Jones	Insulin Asp
17/02/2022	15:09	14:30	118826...	Tanner, Bruce	N/A	15/05/1970	Blitzm Test Facility 1	Blitzm Test Facility 1	BZ1 - Blitzm Test Ward 1	Peta Jones	Entecavir
17/02/2022	15:09	13:30	118826...	Tanner, Bruce	N/A	15/05/1970	Blitzm Test Facility 1	Blitzm Test Facility 1	BZ1 - Blitzm Test Ward 1	Peta Jones	Metformin

## 14.6 Cytotoxic Report

A report of all residents administered Cytotoxic medications and as a percentage.

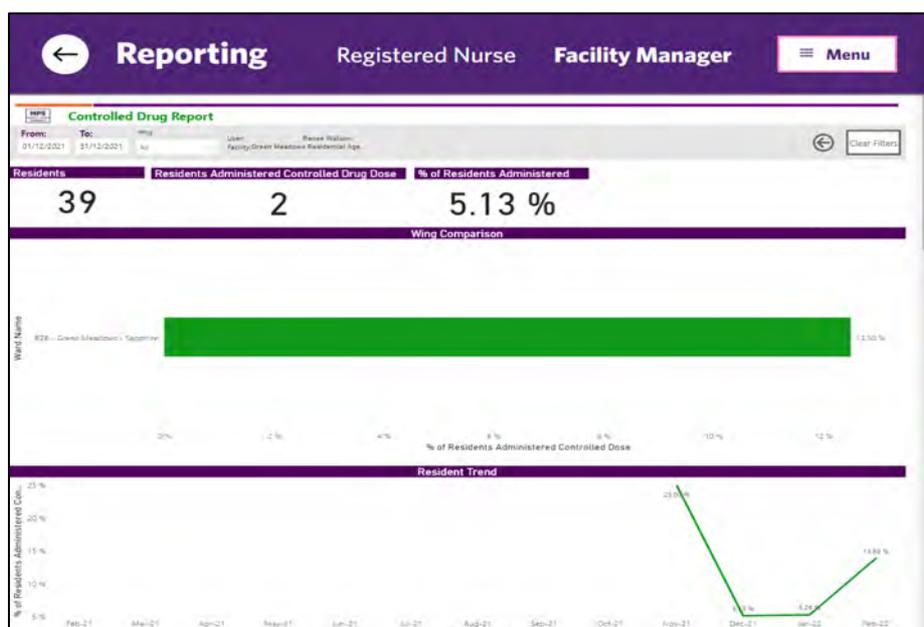
Figure 129 - Cytotoxic Report



## 14.7 Controlled Drugs Report

A report of all residents administered Controlled Drugs and reflected as a percentage

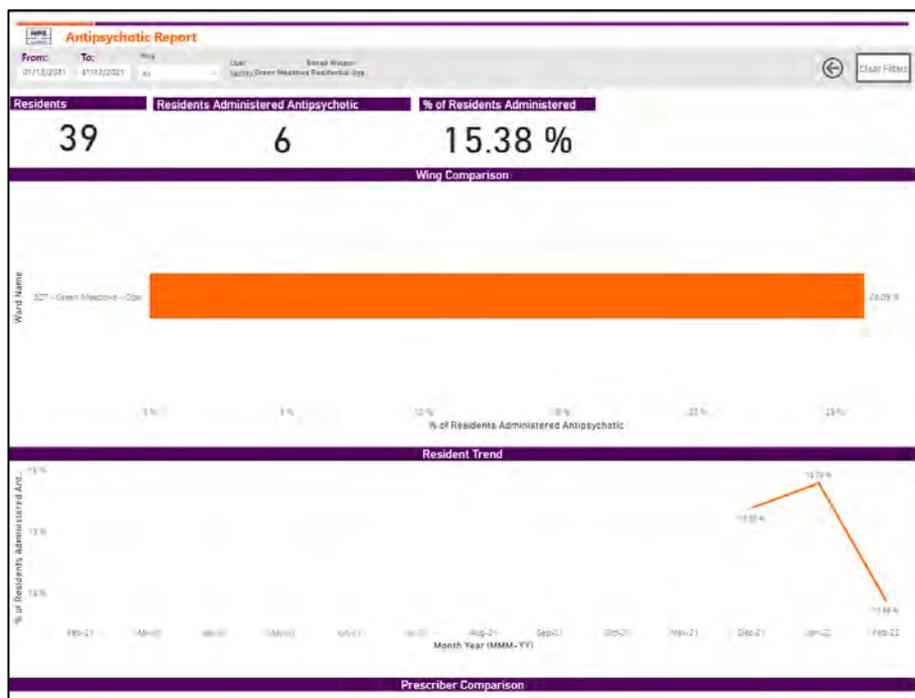
Figure 130 - Controlled Drug Report



## 14.8 Antipsychotic Report

A report of all residents administered Antipsychotic medications and as a percentage

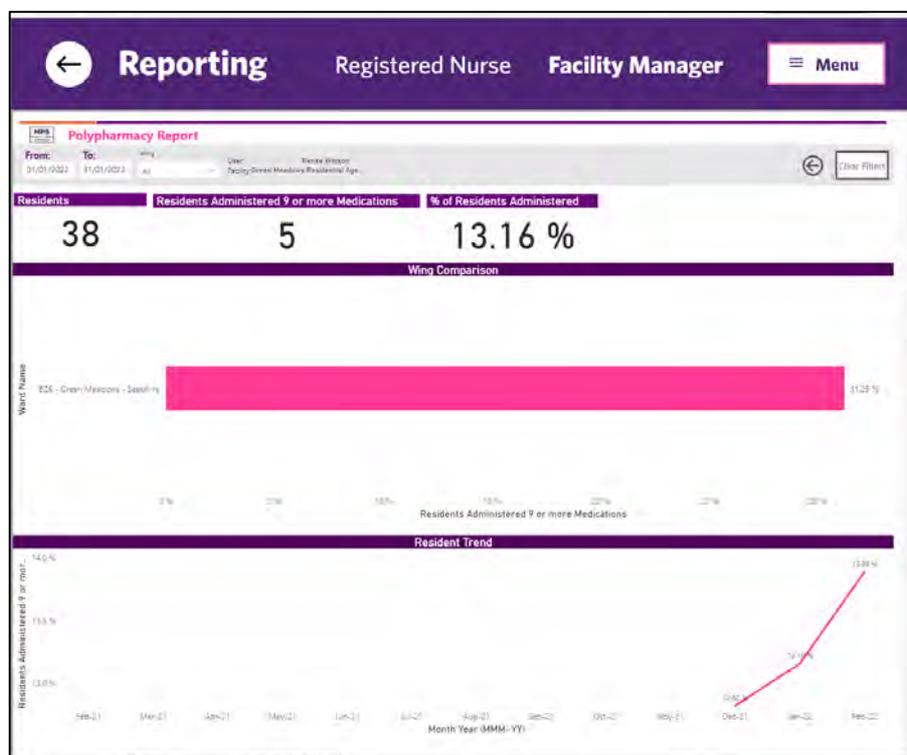
Figure 131 – Antipsychotic Report



## 14.9 Polypharmacy Report

Displays resident on 9 or more medications

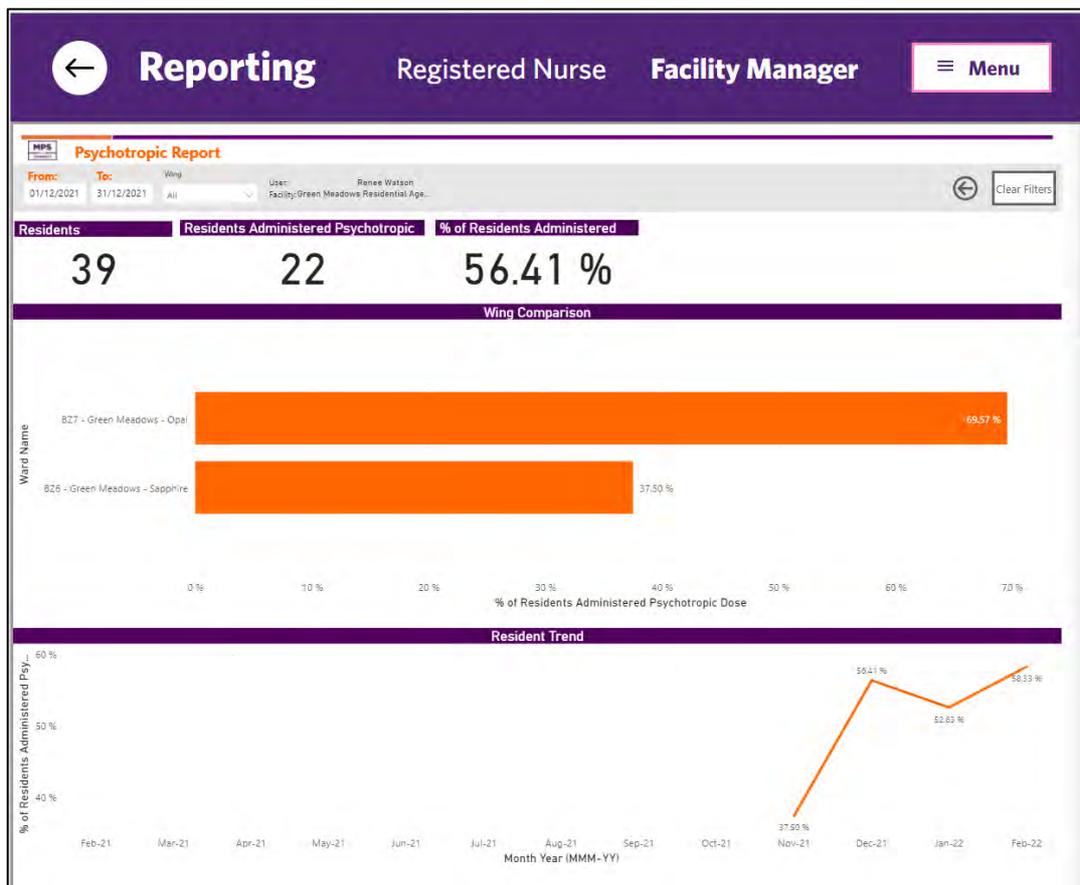
Figure 132 - Polypharmacy Report



## 14.10 Psychotropic Report

Report of all Residents administered Psychotropic Medications

Figure 133 - Psychotropic Report



## 14.11 Antimicrobial Report

Report of all Residents administered Antimicrobial Medications

Figure 134 - Antimicrobial Report



## 15. FACILITY SETTINGS

The facility setting feature allows a Facility Manager or System Admin user to add/edit/delete the following:

- NIM
- Second Check – What items require witnessing
- Users
- Processes – Facility configuration options

To return to the dashboard click the arrow icon in front of settings

### 15.1 Facility Configuration option – Processes

A User with the ability to access Facility Settings can complete the following

- **Patches** – Set the Patch Sighting time – Multiple sighting times can be set. Time is uniform across entire site
- **Rounds** – Set the wedge window determining when a round can be commenced (0.5 to 3 hours before or after charted time)
- **Labelling** – Set your preferred naming conventions for (free text)
  - Facility i.e. Home, Site...
  - Ward i.e. Wing, Area, Section, Building...
  - Resident i.e. Consumer, Client...
- **Incidents** – You can add the URL for your incident management system here for direct access

Figure 135 - Facility setting – processes

← Settings - Green Meadows Residential Aged Care Facility

PROCESSES | NIMS | SECOND CHECK | USERS

#### Patches

How often are nurses required to sight patches

5:00 6:00 7:00 8:00 9:00 10:00 11:00 12:00  
13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00  
21:00 22:00 23:00 24:00

#### Rounds

A limit to start rounds within a time period before and after the round time

2 hours

- 0.5 hours
- 1 hour
- 1.5 hours
- 2 hours
- 2.5 hours
- 3 hours

#### Labelling

Configure the facility labelling in the plural form

Facility Label: Facility  
Ward Label: Ward  
Resident Label: Resident

#### Incidents

Configure the incident URL

Incident URL

SUBMIT

## 15.2 NIM

Adding a NIM - To add a NIM:

1. Go to the Facility Setting
2. Select NIM Tab
3. Enter the item into the search field
4. Select item from the list
5. Click the Add button

Figure 136 – NIM feature - Search field

The screenshot shows the 'Settings - MediSphere UAT' interface with the 'NIMS' tab selected. A search bar is visible with the placeholder text 'Search NIM to add...' and an 'ADD' button. Below the search bar is a table listing existing NIM items.

NAME	DOSE	ROUTE	FREQUENCY	INDICATIONS		
PANADOL TAB 500mg	1-2 tabs	PO	bd	pain	SEE RESIDENTS	🗑️
COLOXYL TAB 50mg	1-2	PO	bd	constipation d(fghjk,l)	SEE RESIDENTS	🗑️

Figure 137 - NIM - Selecting item

The screenshot shows the 'Settings - MediSphere UAT' interface with the 'NIMS' tab selected. A search bar contains the text 'nitrol'. A dropdown menu is open, showing search results for 'NITROLINGUAL SL-SPRY 400mcg'. The 'ADD' button is visible to the right of the search bar.

NAME	DOSE	ROUTE	FREQUENCY	INDICATIONS		
PANADOL TAB 500mg	1-2 tabs	PO	bd	pain	SEE RESIDENTS	🗑️
COLOXYL TAB 50mg	1-2	PO	bd	constipation d(fghjk,l)	SEE RESIDENTS	🗑️
ATROVENT NASAL FORTE NAS-SPRY 44mcg (42mcg anhyd)	2puffs	GARG	fg	fg	SEE RESIDENTS	🗑️

6. Enter the following information:

- Dose
- Route – select from list
- Frequency
- Indications

Figure 138 - NIM - Adding instructions

The screenshot shows the 'Add' form for a NIM. The form is titled 'Original Pack' and 'NITROLINGUAL PUMP SL-SPRY 400mcg'. It has fields for 'Dose', 'Route', and 'Frequency'. The 'Indications' field is a text area with a dropdown arrow. An 'ADD' button is at the bottom.

Dose	Route	Frequency
1-2	SL (Sublingual)	PRN

Indications: Clinical Indication - Chest Pain  
Max 3 sprays / 24hours  
Maximum Duration - 24 hours  
Refer to protocol for use of Glycerol trinitrate"

ADD

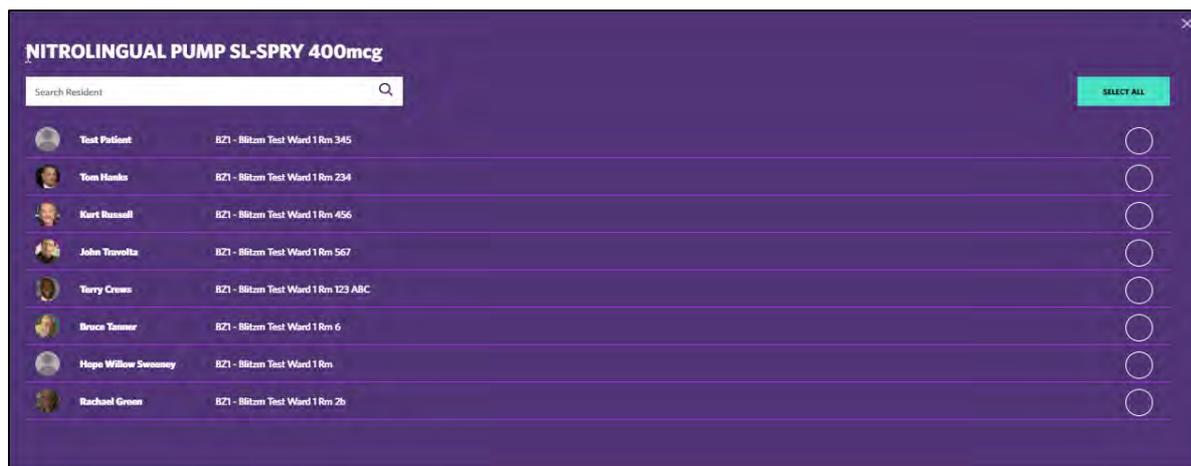
7. Click the Add button to save

## 15.2.1 Assigning resident to a NIM

Once the NIM has been added it then needs to be assigned to one or many residents

1. Click the [SEE RESIDENTS](#) link

Figure 139 - NIM - See Residents



2. Click the select

- All button to select all residents – once selected message will appear
- Individually select resident required

Figure 140 - NIM - Select all

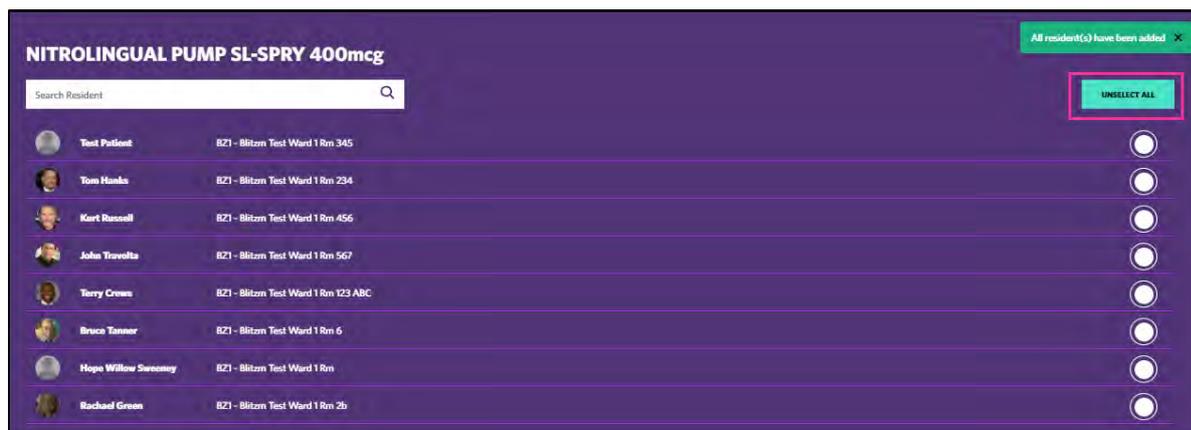


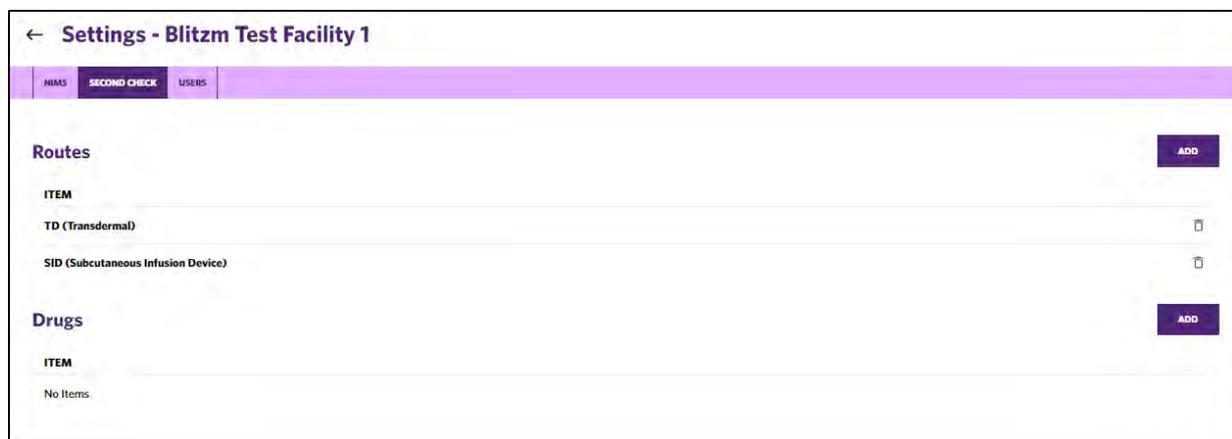
Figure 141 - NIM - Individually select



## 15.3 Second Check

Facility Manager users can set up what items require a second signature. This can be set at the Route of administration or at the Drug level. Controlled Drugs are automatically configured to trigger a second check.

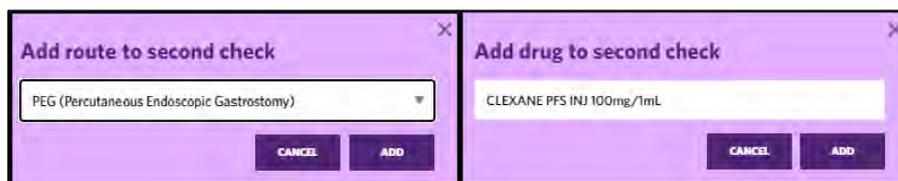
Figure 142 - Second Check



### 15.3.1 Adding a medicine to be Second Checked

1. Click the Add Button in the section required
2. Select Route or drug from Drop down list
3. Click Add button

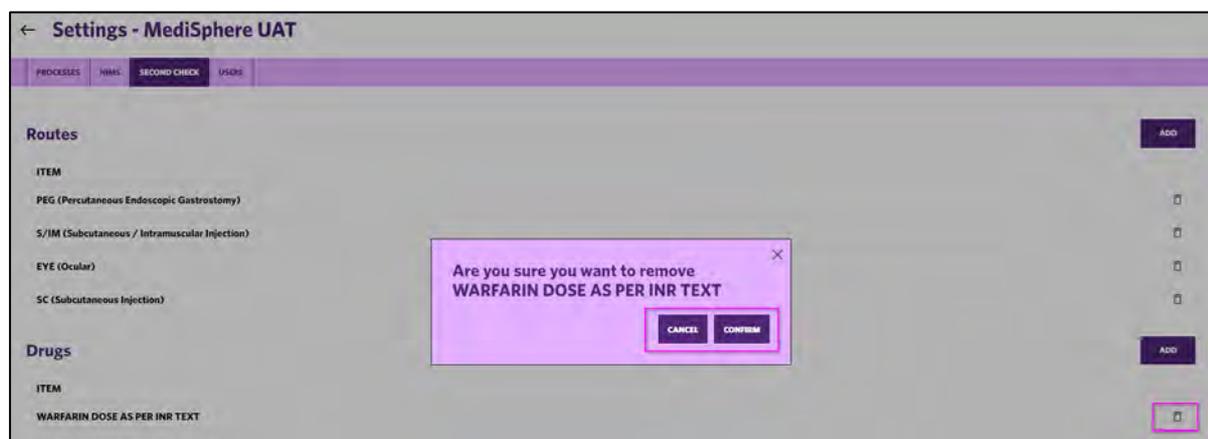
Figure 143 - Adding Second Check



### 15.3.2 Deleting a Second Check

1. Click the Bin icon in the section and item required
2. Click Confirm to approve the delete or Cancel to abort

Figure 144 – Deleting Second Check



## 15.4 Users

Facility Manager level can add or delete users as required. List can be filtered by role and by clicking on the column headers will change the sort order of the user list.

Figure 145 - Users

NAME	EMAIL	STATUS	USER TYPE	ROLES	ACCESS
RN Blitzm	blitzm.registered.nurse@sigmahealthcareb2c.onmicrosoft.com	Accepted	Local	Registered Nurse	<a href="#">End Access</a>
Blitzm RN2	blitzm.registered.nurse.2@sigmahealthcareb2c.onmicrosoft.com	Accepted	Local	Registered Nurse	<a href="#">End Access</a>
FM Blitzm	blitzm.facility.manager@sigmahealthcareb2c.onmicrosoft.com	Accepted	Local	Facility Manager	<a href="#">End Access</a>
Blitzm RN2	blitzm.registered.nurse.2@sigmahealthcareb2c.onmicrosoft.com	Accepted	Local	Facility Manager	<a href="#">End Access</a>

### 15.4.1 Adding Users

There are 2 ways that users can be added to MediSphere.

#### Via the IMPORT USERS tab

1. Prepare excel spreadsheet – Columns must contain Name, Email, Login Type and Roles.
  - Roles must be in full words i.e. Registered Nurse.
2. Click the Import User.
3. Click [Import File](#).
4. Select file.
5. If there are errors on the spreadsheet you will be informed – and will need to correct data error and repeat action from step 2.
6. You will receive an email advising of user import status.

Figure 146 – Adding users via Import User Tab

NAME	EMAIL	STATUS	USER TYPE	ROLES	ACCESS
RN Blitzm	blitzm.registered.nurse@sigmahealthcareb2c.onmicrosoft.com	Accepted	Local	Registered Nurse	<a href="#">End Access</a>
Blitzm RN2	blitzm.registered.nurse.2@sigmahealthcareb2c.onmicrosoft.com	Accepted	Local	Registered Nurse	<a href="#">End Access</a>
FM Blitzm	blitzm.facility.manager@sigmahealthcareb2c.onmicrosoft.com	Accepted	Local	Facility Manager	<a href="#">End Access</a>
Blitzm RN2	blitzm.registered.nurse.2@sigmahealthcareb2c.onmicrosoft.com	Accepted	Local	Facility Manager	<a href="#">End Access</a>
Nolan UAT	nolanedwardwhite@gmail.com	Accepted	Local		<a href="#">End Access</a>
Juby John	juby.john@mpconnect.com.au	Accepted	Local		<a href="#">End Access</a>

#### Via the ADD USERS tab

1. Click on [ADD USERS](#)
2. Complete details of user
3. Select required role from drop down list
4. Click [SAVE](#)

*NOTE: Multiple roles can be added.*

Figure 147 – Adding users via Add User Tab

## 15.4.2 Removing Users

1. Locate user and select End Access
2. Click Confirm to approve the delete or Cancel to abort
3. User name will remain visible but there will be no role attached

Figure 148 – Ending/Removing access

Mariana Ferreira	mariana.ferreira@mpsconnect.com.au	Facility Manager	End Access
Lilly Turner	lilly.turner@mpsconnect.com.au	Facility Manager	End Access
Kylie Jones	kylie.jones@mpsconnect.com.au	Registered Nurse, Facility Manager	End Access
Karen McGurk	karen.mcgurk@mpsconnect.com.au	Registered Nurse, Carer	End Access
Lilly Turner	lilly.turner@mpsconnect.com.au	Accepted	SSO

## 15.4.3 Reactivating Users

1. Locate user and click on name
2. Complete Designation and select Add Additional Role
3. Select required role from drop down list
4. Click the green SAVE button

Figure 149 – Reactivating Users

## 16. User Permissions

### Multiple Roles

A User with Permission can assign multiple user roles to a login

1. Click Add Additional role
2. Fill in details
3. Click save

Figure 150 - Setting - User

← **Peta Jones(RN)**

**Access**

NAME	EMAIL
Peta Jones(RN)	Peta.Jones.registered.nurse@sigmahhealthcareb2ctest.onmicrosoft.com
DATE ADDED	DESIGNATION
1 January 0001	(RN/FM)

**Roles**

ROLE	START DATE	EXPIRY DATE
Registered Nurse	01/01/0001 10:12 AM	31/12/9999 10:00 AM
Facility Manager	05/05/2022 07:50 AM	dd/mm/yyyy --:--
	05/05/2022 11:31 AM	dd/mm/yyyy --:--

+ Add additional role

CANCEL SAVE

For training assistance please contact one of our friendly team  
1800 003 938 or email [info@mpsmedica.com.au](mailto:info@mpsmedica.com.au)



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