MediSphere User Manual

Your guide to using MPS Medica



Jan 2025 | V.6

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For training assistance please contact one of our friendly team1800 003 938 or email info@mpsmedica.com.au

1. Getting Started- Access to MPS Medica – MediSphere

1.1 Log in

Open web Brower and enter www.medisphere.mpsconnect.com.au.

Figure 1 - MPS MediSphere login Page



A new screen like the one below is displayed.

S	-	
ECT	MPS	
	CONNECT	
	lign in by Federated Account	
2	Acute Active Directory Acuted	
de.		
	Sign in by email address	
Email Address		
Email Address		
Password Invalue	und, tanataure II	
Password		

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.

Email Address							
Email Addre	Email Address						
Send verif	ication code						
Continue	Cancel						

- 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.

E	-mail address verified. You can now continue. mail Address
	karen.mcgurk@mpsconnect.«
Healtivcare	Change e-mail
Continu	Cancel

- 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.

\bigcirc
Loading MediSphere
Making sure your medication information is up to date

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 yourorganisation for a second signature. You 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.

Please set your f	our digit Second Check Pl
	ок

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

Single Signon - Work - Microsoft Edge	- 0 X
thttps://sigmahealthcareb2ctest.b2c	login.com/sigmahealthcareb2ctest
M	Technology
CONN	IECT
Email Address	Home Date
Send verifi	cation code
Continue	Cancel

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 <u>Menu</u> option.
- 2. Select Set your second check PIN option.
- 3. Enter a four (4) digit PIN.
- 4. Click <u>OK</u> 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

	LOGOUT
You have been inactive for 10 minutes. You will be logged out after 1 hour.	
Please enter your four digit FIN to whick.	

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
 - 0 Medication type:
 - All
 - **Controlled Drugs**
 - Non Controlled Drugs
 - Filter By: 0
 - **Time Critical**
 - Insulin
 - Patch
 - Injection
 - By Ward 0 Administration Status 0
 - All
 - Administered Late
 - Refused
 - Withheld
- Resident tiles (See section 4)

Figure 7 - Round filters



MediSphere

2.1 Username Display

The Username and role is now displayed.

Figure	Figure 8 - Username display										
MediSphere Training - Annabelle Smith, Registered Nurse							≡ Menu				
108 MISSED	4 OFF-SITE	0 REFUSED	0 WITHHELD	O NO STOCK	O	0 PRNS	0 NIMS	24 CHARTS	Next Round 15:00		

2.2 Administration Snapshot

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

Medis	phere 1	Training	g - Anna	abelle S	mith, F	Registe	red Nu	irse		= Menu
108 MISSED	4 OFF-SITE	0 REFUSED	0 WITHHELD	0 NO STOCK	0 OTHER	0 PRNS	0 NIMS	24 CHARTS		Next Round 15:00
			CREATE R	DUND F				Search Residents		Q \$
MED CHANG	8									
	4						1		Ň	
6	- 7 - 7					0		0)		
								6		
	Rm , MS	Jemima Daws UATI - MediS	son phere UAT 1			R	Dibber m 7, MSUAT1	t Emmerich - MediSphere UAT 1		Lueilwitz Gleichner (Harry) Rm 70, MSUATI - MediSphere UAT 1

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 thenfilter 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 9 - Administration snapshot

Figure 10 - Administration Snapshot - Refused

Medi	Sphere	Residential Aged Ca	are - Didi Balnaves, Registered Nurse		108 4 0 0 MISSED OFF-SITE REFUSED WITHHELD NO	O O STOCK OTHER	0 0 24 PRNS NAMS CHARTS Memii
Search R	lefused	0		Q. All What			
17.30	*	Forgin Black DVIA - MediSphere - A Wing Res 12	Augustation (Marging) Sila 2024 at 17:33 by Dial Bainsen, Registered Name Sila 2024 at 17:40 by Dial Bainsen, Registered Name Refact to Universitiation		3.	1	REFUSED
17.42	4	Manda Crashy DNA - MadSghare - A Wing Bo 3	OFTEREIN SOLDESTAR IFP 500 with/ml, 3ml, 5 5 ier 2024 at 17-20 kp 06 Brinners, Registered Ruse 9 Jan 2024 at 07-20 kp Bill Alaram, Registered Ruse Research tale medication			·	RUUSED
17.59		Abbey Abauet DNB - MediSphere - B Wing Rev. TO	AMOLYCELIN SANDOZ TAS V 5 Jan 2024 at 17.39 by Did Britvers, Registered Naras Jan 2024 at 17.39 by Did Britvers, Registered Naras Narada to san metatom			•	REPUSED
17:47	0	Addgall About DWC - MedSphere - C Wing Ro 5	AMARTINA AS PER INF MIC S Jan 2024 et 17.47 by Dolf Brinnes, Registered Nurse La 2024 et 17.47 by Dolf Brinnes, Registered Nurse Balada Malicates			•	AUVAID

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		
MediSphere Residential Aged Care - Didi Balnaves, Registered Nurse	108 4 0 0 0 0 0 24 MISSED OFF-SITE REFUSED WITHHELD NO STOCK OTHER PRIS NIMS CHARTS	· Menu
CREATE ROUND >	Search Residents	Q 88

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								
MediSphere Residential Aged Care - Didi Balnaves, Registered Nurse	108 MISSED	4 OFF-SITE	0 REFUSED	0 OTHER	0 PRNS	0 NIMS	24 CHARTS	· Menu
CREATE ROUND >	Search Residents							Q æ

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

€ /	All Nurses notes (las	t 24 hours)						
All Wing			· From:	26/08/2022	8	To:	dd/mm/yyyy	۵
۲	Deboarh Darling (Deb) DWB - MediSphere - B Wing Rm 8,	10:31 18 Oct 2022 Note by		Pathology Inr j INR test result: 4 (INR Level)				
-	Abbey Absent DWB - MediSphere - B Wing Rm 10,	10:26 23 Sep 2022 Note by		Patient Profile Changes Offsite Comment updated to Social Leave				
-	Abbey Absent DWB - MediSphere - B Wing Rm 10,	10:26 23 Sep 2022 Note by		Patient Profile Changes Offsite Status updated to true				

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.
 - \circ Medication.
 - \circ $\;$ 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

Green Meadows Residential Ag	ed Care Facility			108 MISSED	4 OFF-SITE	0 REFUSED	0 WITHHELD	0 NO STOCK	O	PRNS	0 NIMS	24 CHARTS	= Menu
e Resupply history													
Golf Hamistun 926 - Sireen Maadows - Supplum Rm 10,	Original Pack	05112411-0 100 10006a/0 2mil (Marrie D) 0.4 mil (2000 la) marie [F0]	12469 21 Jun 2022 Ordered hy Pota Jones, Kegistered Nurse		0				,	ANCILLED			
Wilma Kreizer HZII - Generi Misaklows - Szepheri Koni sz.	No Image	SH CALCIUM & MAGNESIUM CIMP TAB Cardinactura & Macrosofiate) Tare Philippines (War) a conjunca N	0953 21 Jun 2022 Detered by Peta Jones, Reg stored Nursie		0				4	On Deder	1		
Weins Kunger B26 - Green Meadows - Supplies Rm 51	00	An EVENING PRIMEOSE GIL CAP 1000mx Journey contracts on (HHI)) Take DNE copour in the monthly (PD)	09:53 71 Jun 21/7 Ordered By Polationes, Recistered Norse		0				3	overn.	6		
Winta Kreiger U26 - Green Meadows - Sipple's Rim 24,	2	AM MUK THISTLE LAU VOIDIng Clubbut multimer (mik thister) Take DNL tablet is the morning [PO]	09850 21 Jan 2022 Ordered by Pinta laters, long stoved Nume		0				i	an Onder CANKELL	6		

3.5.1 Cancelling an existing order

- 1. Click the <u>Cancel</u> button.
- 2. Add a Note if required.
- 3. Click Confirm button.

Figure 19 - Cancel resupply order

Green Meadows Residential Ag	ed Care Facility			
E Resupply history				
Guil Hermisten B20 - Green Mitadows - Sapefure Res 58.	Original Pack	12.59 21 Jan 2022 Ordered by Perla Janes, Registered Name	0	CANCELLED
Within Kreiger B26-Genern Meadows - Sappheni Rim S4.	No Image	orias 71 lan 2007 Cancel Resupply	7	Di Del
Within Reviger KZA - Green Meadows - Sapphini Ros SA	IN LIVING PRIMICES OIL CAP 1000m (Harring premises of (1PO)) Take DNE capute in the morning (PO)	No Image	•	De Daler ponst.
Within Kreiger B20 - Generit Meadows - Sapphon Rim 54,	EM MILK THISTLE TAR Poocee (Silphane masterum (milk Mistler)) Take OME Lader in the morning (PO)	Add enie	•	De Enter Const
Discustly Adams E27 - Green Moadows - Opal Res No.	Codum Valgrade) East TWO Ladets TWNE & day (PD)	19-42 17 Jan 2022 Ordered by Rachael Maharaj, Registered Harse	0	Da Dalar zanaz

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

Green Meadows Residential Aged Care Facility		108 4 MISSED OFF-SITE	0 REFUSED	0 WITHHELD	0 NO STOCK	0 OTHER	PRNS	0 NIMS	24 CHARTS	= Mona
🕒 Occupancy Status	Filter By 🔵 All	Occured Obschwged								
Winn Kringer KS-Grann Mandoon - Sapphar Ern 54									0	rraat Occapuel
Eric Green Mandoon - Sayahin Bin 34									G	ernert Occupant
Stanlars failunter 10 Stanlars (Spail Re 6.3	×.								0	enset Occupant
Gand Hidle 527-Gene Maadow - Gail Ins 28									•	errent Occapant
Nick Report 127 - Grant Mandeure - Opal En 16									6	ernet Oscapaet

3.7 Switch Facility

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

To switch facility:

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

Figure 21 - Location of change Switch facility option



Figure 22 - Selecting facility

Choose facility	LOG OUT
BLITZM THET FACULTY I	YEW CO
NJITZM THET FACULTY 2	VEW
GREEM MEADOWS RESIDENTIAL AGED CARE FACILITY	VIEW

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. You pin need to be created.

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

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

Please set your four digit PIN	
ок	

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	
-------------	------	--------	--

TRAINING	RESOURCES	INCIDENTS	MEDICINES DATABASI
----------	-----------	-----------	--------------------

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

Welcome We're I	to MPS MediSphere's training portal here to empower you, to provide the sa	or the most user friendly EMM software available dest medication management to your residents.
	MODULET	
	MEDISPHERE - MEDICATION ADMINISTRATION	PLAY D
	How to administer medications to age Larg residents.	2
	MODULE 2	
	MEDISPHERE - STARTING A MEDICATION BOUND	TI AY
	How to start, pause and tesame a-	

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 toaccess 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 ofbusiness, 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.





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





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

15:00 Original Container (3) COLOXYL & SENNA TAB 50mg/8mg (Docusate sodium, Sennosides a and b) Take ONE tablet TWICE a day [PO] Reason for prescribing: Test3 Indications: Test3	1 NOT ADMINISTERED
LAST DOSE ADMINISTERED LATE 1X 50mg/8mg July 7th, 2023 14:24 by Peta Jones, Registered Nurse	•

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

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.
 - \circ Orange will expire with 14 days.
 - $\circ~$ Green Chart in cycle and the date of expiry is shown.
- Administer PRN/NIM See section <u>5.7.</u>

Figure 37 – Resident profile



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 <u>SEE MORE</u> option inside or outside of a round.



Figure 38 - Resident - See More option

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

Jasmin Darling Drug Blenne Mil Known Room A, DWA - Mellighter Residential Aged Care O Level 1 + DDR: 12 Jul 1974 - MMS ID: 107831 - STEE MORE Physical adjective Residential Aged Care O Level 1 + DDR: 12 Jul 1974 - MMS ID: 107831 - STEE MORE		
	Jasmin Darling On-site Preferred Name	
OBOO Original Cestainer (2) PAT TABS SYL-DAP Lass Physical Cold days and particular PAT TABS SYL-DAP Lass Physical Cold days and particular Cold	Dester (17 November > Dr tild Franking Reseri Wing	
Original Pack * Desetenan	DTVA: MedSphere Residential Agen Care O Lavel 1 Special Instructions Life confidentials to fill for one	CAMP WE
Characteristic Stream of S	Cognitive Impairment Cognitive Impairment Medication Counter Medication Counter	and Distance
Diag Original Centailer (2) PAT TLAS SYL-ORP 1.4% (Physical actual) Insi Dia diag Diag POLIStimes a day as directed Original Pack (* Demotranta)	No Pickel Medication Drifter Always Self-administering	an 100
17:00 Original Container (2)		

- 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 <u>Update</u> status.
- 7. Future rounds the medication will be shown as self-administered.

Figure 41 - Set self-administers at Drug level

	Current status			
15:00 SYSTANE GEL DROPS EYE-DRP	Systame (Polyethy) Sinti ONE Original Pack	GEL DROPS EYE-DRP ene glycol 400, Propylene glycol + o) drop every HOUR [EYE] Drug (* Do net crush INNISTERED #	ı	Self Administered
(Polyethylene glycal 400, Propylene glycal + o) Instil ONE drop every HOUR [EYE] New Drog 2 Donot crush self-AdMMISTERED 2	Update status		0	
	No Stock	Withheld		used spital (Absent)
	Absent	Ceased		nitted
	Self administered	Leave (Absent)		Ner (
	Set as self-administered			
		UPDATESTATU	15	

Figure 42 - Next Due Med self-administered

, × I +	SYSTANE GEL DROPS EYE-DRP (Polyethylene glycol 400, Propylene glycol + o) Instil ONE drop every HOUR [EYE] New Drug X Do not crush	2	1 SELF ADMINISTERED
Original Pack			

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 <u>Yes</u> 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

BZ6 - Green	Meadow	vs - Sapp	hire • DOB: 27 Feb 1	956 • MPS II	D: 167227
ADMINI	STER PRN		-		NIM
	-		-		
MINUOUS	PRNS	NIMS	SYRINGE DRIVERS	PATCHES	SHORT COURSE

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

ergie Green oom 5, DTWA - MediSphere Residential Aged Care O Level 1 + DOB: 01 Nov 1919 + MPS	ID: 167813 • SEE MC	Food allergies: 01255 Drug allergies: Nil Known DEE Physical allergies: Nil Known		×
ADMINISTER PRN ADMINISTER HUN		Special instructions: Spoon meds or Special considerations: None Chart review: 01 Jan 2023	ne at a time. Observe ingestion	
CONTINUOUS PRAS NIMS STEINGEDERVERS PATCHES SHORT COURSE	EMINS			
Greasper INR Instructions		1 NOT ADMINISTERED	↓ 17 November →	
7:00 Original Container (1)				
A TORES CYC. DB 23:0 0 CHARTMANE OF IND BOTH eyes FOUR times a day (FUE) Original Pack Da watersak		1 NOT ADMINISTERED		CIVEDING
0:00 Orlginal Container (2)				Ataares
CPARADELINE TAB SOOmg/Ama (Paracetanol, Codeine phosphate hemilydrate) Table Usblet THREE Eines a day with meals (PO)		1 NOT ADMINISTERED		a uno
Criginal Pack		1 NOT ADMINISTERED	<u> </u>	SHE LEVE

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

(Sound	finite-		-		
3	Capital Value (Jung Dansang) Tana and a second second second * Transact	Markater Type Hapele Tech Type Alter Facility	Constitute from. Const	izana A Maria de Sanciano	(Januar Page (J. 1999) Balance (J. 1999)
el 🕂	HACKING CAR'S TETTA (Nerveal) (Minimum Colling) Car the automatic (Minimum Colling) Car the automatic (Minimum Colling) Second (Mini- Second Colling) Second Colling Second Colling Se	Machines Type 1995 Held Spei Tomas Canadas	Continue Tem	- rama di Mini and la mini	in the second second

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 <u>Resupply</u> tab.

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

Figure 49 – Resupply History

Fergie G 5, DTWA -	reen MediSphere Residential Aged Care	D Level 1 + DOB: 01 Nov 1919 + MP5 ID:	167813		
Original Pack	LAXACON SACH 13.1552 (Macrogol 3350-HZD+HZO3) Tale the contents of DNL suchet daily when required DNL early TWICE a day [Po] Denot crush	09:20 09 Nov 3022 Orderoid by Topin Shethia, Begistered Hurse	ø	De Coder Zoncos	
Original Pack	GENLAC MIXT 3.34g/5mL (Lactulose) Take (Cont, m), by measure cardly in the morning (PO): (* Denot crush	09-18 09 Nov 2022 Ordered by Tejas Shathka, Registered Nurse	0	Can Grater	

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.
 - o 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 <u>Resupply</u> button.

Figure 50 – Order Resupply

Forgie Green 5, D1WA - MediSphere Residential Aged Care 0 Lev except/motor Medicine evaluate ter recepty	vel 1 = DDB; 01 Nov 1919 = MPS 1D; 367813	
ADAMADESINE TAE SINCe / American (Paracelamik, Coderine phosphale benshinghate) Tais OVE tables THREE times a day with medis (PO)	order Resupply	
Criginal Pack Compared Distribution (Compared Statement of Compared Statement o	20 Ver 2022 end for SS-otta, Registered t	Di Order
Circlinal Pack	NA 2022 Na 2024 A Startha, Registered A	On Octor
Content by the set of	need ader	

- 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 <u>X</u> to close note.

Figure 51 - Adding a Note to existing order

Gail Hermiston 50, 825 - Grain Minadows - Suppliers + DOIE de Jan 1931 + Onsens (Inny Weische welden for meinig	MP5 10- 167210		
Original Pack	9259 27 Ann 2007 Ordened by Free Access Stephened Fr	0	- COM-
Art CAR MARATINE TA SOPE Memory Tar THO same and the Car Tar Thomas and the Car Tar T	Reconstructor	Notes	-
Original Pack	Performation	Original Pack	-
Criginal Pack	tionantasar		

4.7.2.3 Cancelling an existing order

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

Figure 52 - Resupplied is cancelled

Marianne Be 27 820 - Grow I amb Nativy Motics	rgile Mondows - Sopphire + DOII: 27 Feb 1936 + MPS I i readable for reasons	D; 167227			
No Image	BOYC METHYL BIZ SUBLINGUAL DIEW TAB SOODweg D Chese and readine (244 states in the manage (PO)	14:43 T.han 2022 Oxformed Ny P.h.M. Jovers, MirgiPlaned Marpor	Θ	Gascillade	
))	CAL-ADD+D TAB BODimg/10084 (Carciers carbonates, Calendard Inno) Table OHE salities in the neuronag (PO)	14.17 10 Jan 2002 Ordined by Phila Direc, Reputered Name	0	COMPLETIS Set an 2022	

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

Figure 53 – Order Cancelled

history N	ledicine available for resupply			
inal Pack	SYSTANE BALANCE EYE-DRP (Propylene gipcol, Hydroxypropyl guar i Instii TWO drops daily when required [EYE]	09-33 29 Apr 2022 Ordered by Peter Jones, Registered Nurse	8	Perding CANCE
2	PANADOL OSTEO SR-TAIL 665mg (Parantamol) Swalkow whole TWO tablem midday (PO) (> Do not crush	12-43 27 Apr 2022 Ordered by Development User, Registered Nurse	0	2042 27 Apr. 2022 Canadidate Considerate Development User, Registered Name
Ð	TRANSIDERM NITRO 25 PTCH Smg (Glycaryl trintitrate) Açoly ONE, patch to the skin in the morning (TOP)	12:26 27 Apr 2022 Ordsred by Development Usar, Renistaned Nurse	0	12:25 27 Apr 2022 Cancelled by Directionent User, Rentitiend Parke

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 <u>OPEN PDF</u> button in the top right-hand corner of the screen & open the file when the pop up appears.

tal2	
MPS Resident Medication Summary as on miniped	
CONTRACTOR Fragin CONTRACTOR AND	
ALLENDES (Pay-Imaging The Statement Province) (P	
SYLCAL INSTRUCTIONS	
Discret Discretation Transit Discret Discretation State Printing State Pring State Pring	
The same of children Training	
Function Deceads Former Deceads Former Deceads Former Deceaded Aper Decead Land Former Deceaded Aper Decead Land Former Deceaded Aper Deceaded Former Deceade	
Tending Second application (Second Continue Continues and December 2010)	
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Start Laboration INT Targins, Struct, St. Stort, comments (%), SSS @(St.St.emp) cay Structures (%), SSS (St.St.emp) cay Structures (%), SSS (St.St.emp) cay	
1024851 10 00 00 00 00 00 00 00 00 00 00 00 00	

Figure 54 – Residents Medication Summary



Figure 55 – Printed Resident Medication Summary

CONSUMER: Green, Fergle DOB: 01/11/1919 Sex/Gender: F MP URN/MRN: Medicare No: 123456789 Conces	Preferred Name: S ID: 167813 Photo Taken: 12/05/20 IHI: ssion: 123456789H DVA No:	122
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: 07.32 A/hrs: 0400 111 222 Address: 6/83 Maple Drive Beachwood QLD 40 Email: peta.jones@mps.com.au	268 1999 268 3855 10	
Pharmacy Details Name: The Pod Pharmacy - MediSphere Trainii Address: 4 Sunshine Lane, Rainbow QLD 4000 Phone: 1800 789 984 Fax: 07 3364 0:	ng (test) 0 QLD 4000 333 Email:	

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

Select a subsect			
ADD TEST			
ent notes Type of Notes			
		Patch Ceased note for Roligotine coased	
6:07 4 Nev 2022	Karen McGurk, Facility Manager	NEUPPRO PTCH (delivers 2mg/24lms) 16:07 by Karen McGark, Facility Manager	1 Caasad
8549 1 Sep 2022	Barb O'Toole, Agency Nurse	Other Withhold medication until 16/09	
4:29 2 See 2022	Karen McGurk, Facility Manager	Patient Profile Changes Offsite Convert undated 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 St. DTWA - Medis	phere Residential Agent Cara	0 Level 1 + DOIE 01 Nov 1949 + MPS ID 187	811		
Select a subject	٠				
ADD TEST					
					400 8001

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



4.10.3 Supported File Types for Uploading

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



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

Other			
Description of the document			
ADD TEST			
ADD ATTACHMENT	Copen	.+ D .P Matcherman	SAVE
	Organize * New Johden	E 1 0	
cent notes Type of Notes	Medificare Operations - Deservento * Medificare Operation Medification Delivery Texts - General		
4:15 Ti I Nov 2022 Ti	MeliOphane Dahwey Kawn - Scope and Charge Reparch MeliOphane Dakwey Ram - Testing MeliOphane Dakwey Ram - Testing Meli-Aquel and Community Cam support Occuments	No Image ong Digital Pack (1) ong	
4:15 1 New 2022 Τι	MPS Culturer Care Minager - Decaremen MPS Castonese Service - Decaremen MPS Castonese Methodure - General MPS Schedule Recently - General MPS Schedule Recently - General		
4:14	B Has IN:		

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

Figure 63 – Uploaded document

Bernard Pa	irker men Mansteines - Sagathine + DISB-200 aus 1999 + AMS (Dr. 18722)	×
Other	•	
Description of the docu	went	
400 TEST	Instructions.png 🛪	
The saved note will display the uploaded document.

Recent notes	Type of Minim		
10:22 07 Nov 2023	Peta Jonos, Facility Admin	Other Description of the document	instructione
14:15 11 Nov 2022	Thui Hu, Registered Norse	Patient Profile Changes DRaite Common updated to N/A	

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.



Interesting and			
centinotes ()	- T		
9-22 7 Time 2023	Pena Jones, Yacility Admin	Other Description with e document	(i) Instructional
4:15 Nov 2022	Thei His Regiverred Heree	167224-Instructions-qpejqt.png	
k 15 Nev 2022	Thui Ho, Registered Hurso	(i)	
d 14 Nev 2022	That He, Registered Nuese		
(14 Nos-2022	Tran His Registered Nerse		
1 2 Nev 2022	Thai Ho, Registered Nurse	Instructions	
k12 Nov 2022	This Ha. Registered Nurse	Patient Profile Changes Offsite Status-updated to faile	

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

Brandy Kilback			Drug allergies: X
Room 40, BZ2 - Blitzm Test Ward 2 = DOB	: 30 Oct 1923 • MPS ID: 1670	28	Special instructions: Occaecati ad dolor quos nihil nobis repellendus quod quia.
ADMINISTER PRN	ADMINISTER N		Chart review: Unknown
CONTINUOUS PRNS NIMS	SYRINGE DRIVERS PATCHES	SHORT COURSE	

5. Medication Rounds

Medication rounds can only be created when residents have regular continuous medication due within the time administration window(wedge). The <u>Create Round</u> 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.

GC	reate Round				All Wings	× ×	All doses 👻	= Menu
RESIDEN	TS TO BE SEEN 24 of 24							
	NAME~	WING	10:00	12:00	14:00			
۲	Abigail Absent	DWC Rm 5		۵	\bigcirc			
	Fergie Black	DWA Rm 12		۵				
-	Damon Blae	DWC Rm 4	\bigcirc	۵	۵		6	
4	Harold Cranky	DWA Rm 3		\bigcirc	\bigcirc			
۲	Daphne Darling	DWA Rm 2		\bigcirc			Sider	
P	Deboarh Darling (Deb)	DWB Rm 8	۵	\bigcirc				
۲	Jasmin Darling	D1WA Rm 4		\bigcirc				
0	Felix Franklin	DWA Rm 6	0					
	Fergia Green	DIWA Rm 5			\bigcirc			

Figure 68 - Create Round

5.2 Round Filters

•

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

- Medication type:
 - o All
 - Controlled Drugs
 - Non Controlled Drugs
- Filter By:
 - o Time Critical
 - o Insulin
 - o Patch
 - o 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

Filter by:

MEDICATION TYP

Time Critical

🗆 Insulin

Patch

Injection

Figure 70 - Round filters

GC	reate Round				All Wings
RESIDENT	IS TO BE SEEN 24 of 24	N WING	10:00	12:00	14:00
1	Abigail Absent	DWC Rm 5	۵	۵	0
0	Fergie Black	DWA Rm 12		۵	
-	Damon Blue	DWC Rm 4	0	۵	۵
-	Harold Cranky	DWA Rm 3		\bigcirc	\bigcirc

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

Figure 71 - Round filters

G C	reate Round				All Wings	1
	NAMEY	WING	10,00	12:00	14:00	
0	Abigail Absent	DWC Rm 5	۵	۵	0	
	Fergie Black	DWA Rm 12		۵		
-	Damon Blue	DWC Rm 4				
-	Harold Cranky	DWA Rm 3		•	0	
۲	Daphne Darling	DWA Rm 2		\bigcirc		
-	Duboarh Darling (Deb)	DWE Rm 8		0		

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 RESIDENTS TO BE SEEN 23 of 24 NAME Writig ~ Divod Divod Safly Green DivvA Rm O DivvA Rm O Issumin Darling DivvA Rm 4. O O

Apply filters as required

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

O C	reate Round				All Wings	r(<	All dyse. 🔻	
	NAME	WING~	10:00	0 1200				
	Sally Green	DTWA Rm	۵					
	Felix Strong	DTWA Rm 4						
	Frank Weak	DTWA Rm 4	0				F	
۲	Jasmin Darling	DTWA R= 4						•)
	Fergie Green	DTWA Rm 5			0		START RO	DUND
	Black Jack	DWA Rm					1	

• 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 medicationrequired 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

Controlled	drugs		1
No imposed for the second seco	ORPHINE MR (APO) CR-TAB 60mg phine sulfate pentahydrate) wwwhole ONE tablet TWICE a day (PO) rrowsines	ī	Bogan Schoen
	LEXIA SR MR-TABLET SOme webdol) ow whole ONE tablet orally TWICE a day (PO) rowsiness	1	Gall Hermiston
Crapest Aust	DRSPAN PTCH Konsg/hr enorphine) ONE patch to the skin weekly on Friday [TOP] rowsiness	1	Gail Hermiston
	RGIN CR-TAB 10ng/5mg Godone hydrochloride, Nalxone HCI) www.hole ONE table: TWICE a day (PO) trowsiness Allergy Allert	1	Gall Hermiston

5.4 Cancelling a Round

When the <u>Create round</u> button is selected and the Start Round button <u>has not</u> been selected

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

	reate Round				All Wings	x v	All doses 💌	= Menu
	NAMEY	WING	10:00	12:00	14:00			
۲	Abigail Absent	DWC Rm S		۵				
	Fergie Black	DWA Rm 12		۵				_
-	Damon Blue	DWC Rm 4	0	۵	۵			
4	Harold Cranky	DWA Rm 3		0				
۲	Daphne Darling	DWA Rm 2		0			START	ROUND
- fe	Deboarh Darling (Deb)	DWB Rm 8		0				
-								

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

		1 of 3 Resident seen			
Enter REFU 5	reason for finishing an ind	complete round	SUBM	X	VIS
		тиноп кооно			

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 <u>Cancel</u> round button

Figure 78 - Round Summary page - Cancel button

		11 1		
	8:16 AM round	not complete		
A	WITHHELD	0 Het	O HALAS	
-	CANCEL			

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 <u>Menu</u> 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 <u>Complete Round</u> Button
- Click <u>Leave Round</u> button

Figure 80 - Leaving a round



6. Administering Medication

Figure 81 - Resident dose administration screen

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

Drug allergies: Penicillins (= an × **Gail Hermiston** Room 58, BZ6 - Green Meadows - Sapphire • DOB: 06 Jan 1931 • MPS ID: 167210 Physical allergies: Nil Known Food allergies: Nil Known ER PRN ADMINISTER NIM Special instructions: Et vel deleniti est amet laboriosam nihil. . PRNS NIMS SYRINGE DRIVERS PATCHES SHORT COURSE + 21 January 4 REON CAP 25000 BP units use, Frotease, Amylase) te ONE capsule orally THREE times a day with als (PO) 1 0 NOVOMIX 30 FLEXPEN INS 100u/mL (Insulin aspart (rys), aspart (rys) protamin Inject as directed 44 units subcutaneously morning, 30 units s/c at lunch and 42 unit subcutaneously at at night [SC] ÷ 30 Original Pack TESTS PHCY CARE PARACETAMOL TAB 500mg (Paracetamol) Take TWO tablets orally THREE times a day (not packed) - patient to self administer [PO] 2 NOTES

Administer all medication as prescribed:

• Click <u>Administer</u> against each medication or alternatively select <u>Administer All</u> 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

Charpenting Charpent TAB 15mg Charpenting The Contraster Will Charpenting Update status	×
15:00 ALEPAM TAB 15mg (Charappen) Update status	
This ONE tablet TWICE a dwi1201	
Charge & Drewslew Callery Allery Charge & Drewslew Callery Allery Charge & Drewslew Callery Allery Charge & Drewslew Callery Allery	
Ne Sixx Withhed (Absent)	
Absent Cessed Omitted	
Self Administered Lawe (Absent) Other	
Add note	

6.1 Adding a comment

Figure 83 - Adding a comment

	Current status			,
	00			
08:00 SIGMAXIN PG TAB (Property) 2 pp (many PO)	Update status Administered Sissex Salari Salaria Salariania	Cons Segular Without Causal Causal	C beland C theyda (Abaret) C Datilial C Oter	
	The fault angust Act range Reason system of the Soft Advantation of a Panal	PORTURIA		

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 IRN prior to administration

1. Click the <u>Run Test</u> button

Figure 84 – Run Test - INR

CONTINUOUS PRNS	NIMS PATCHES	SHORT COURSE		
0 MPS Packed (1)	COUMADIN TAB 1 (Warfarin sodium) Take ONE tablet FC	mg IUR times a day [PO]	لي ١	ADMINISTER ALL

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

Figure 85 – Adding Test result

	Current status	*
09:30 COUMADIN TAB Img	COUMADIN TAIL Ing: Warden codum) Tail of Uter Four Lines a day (PO) With Text Required	
(Warfarin sedium) Take ONE Lubbel FOUR (innes a day (PO) 2 MR2 Tist Boguind	Update status	
Select Administered		
	Abuse: Causad Daminud	
Enter INR Level	INR Test Result	
	1	
Add Note - click update status	Add note	

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

Figure 86 - Administered

~ ~			
Y	(Warfarin sodium) Take ONE tablet FOUR times a day (PO)	1	ADMINISTERED
A.	INR Test Required		

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

LANTUS CARTRIDGE INJ 100 units/mL, 3mL (Insulin glargine Cartridge) 13 subcutaneously [SC] Original Pack	13	RUN TEST
--	----	----------

- 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

	Current status
09:30 LANTUS CARTRIDGE INJ 100 units/mL,	Criginal Pack
Smit Devin glegin Cathlei Rodentenserby [K] Cathleit Insuit Cathletter Select Administered	Update status Administerer No Since Note Seguided Note Seguide
Enter BGL level	BGL Test Result
Change units to be dministered if required for stiding scale	Address
Add Note - click update status	-set (sec



	LANTUS CARTRIDGE INJ 100 units/mL, 3mL (Insulin glargine Cartridge) 13 subcutaneously [SC]	13	ADMINISTERED
Original Pack	BGL Test Required 🛛 😕 Do not crush		

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

2 🖸	Select area	
Og:30 DUROGESIC 25 PTCH 25mcg/hr		
Undersel Audy (TOP Connection		

Figure 93 - Patch applied entry

00 Patches (1)		
Original Pack	ANORSPAN PTCH 10mcg/hr (Ruprenorphine) Apply ONE patch to the skin weekly on monday [TOP] Patch time remaining: 6 day(s) 14:49 by Peta Jones, Facility Manager	1. ADMINISTERED I
	Second check by Karen McGurk registered nurse@sigmahealthcareb	2ctest.onmicrosoft.com at 14:49 on 31 May 2022
Activity		

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.

9 Paiden (1)	N
oplied to back right shoulder by Peta Junes, Facility Manager on 31 May 2022	A .
Criginal Pack	ADMINISTRED
Second check by Karon McGark registered surveying mahrathe and Ochest own	ncrosoft.com at 14:49 nr. 11 May 2022
14:49 OH 31 May 2022 Patch applied at 56:49 by Peta Jones, Facility Manager	APRE
17:00 GN 31 May 2022 No sightney added	LIPCOMING SIGH
20:00 ON 21 May 2022 No sighting added	UPCOMING SIGH
Sighting will display as per s	sighted schedule
08:00 OH 7 Jun 2022 Na sighting added	UPCOMING SIGH
12:00 GN 7 Jun 2022 No sighting added.	UPCOMING SKel

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 <u>Sight</u> button

95 – Sighting a Patch

12:00 Patches (1)	and the second se		
Applied to front right chest by Pet	a Jones, Facility Manager on 01 Jun 2022		-
original Pack	ANDESPAN FTCH 10mcg/hr (Buprenorphine) Apply ONE patch to the skin weekly [TOP] Patch time cernaining: / day(c) T1-d1 by Peta Jones, facility Manager	T	Administered
	Second check by Karen McGurk, Registered Nurse at 15:41 on 27 May 2022		
Activity			
12:00 ON 1 Jun 2022 No sighting added.			SIGHT
1600 O Liter Container (1000			

Figure 96 – Sighted Patch

Applied to front right chest by Per Original Pack	A Jones, Facility Manager on 01 Jun 2022 MORSPAN PTCH 10mcg/hr (Buprenorphine) Apply ONE patch to the skin weekly (TOP) Fatch time remaining: 7 day(s) TES 9 by Peta Jones, Facility Manager	Ţ	ADMINISTERED
	Second check by Karen McGurk, Registered Nurse at 15:41 on 27 May 2022		
Activity			
12:00 ON 1 Jun 2022 Sighted at 11:59 by Peta Jones, Fi	scility Manager.		SIGHTED

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

Original Pack	y Pitz Jones, Facility Manager en 31 May 2022 △ NGRSPAN PTCH Toncg/Ir (Reprintrybine) Apply ONE patch to the also seculty on monday [TOP] Patch Gue remaining 6 day(s) K-249 by Peta Jones, Facility Manager	ī	ADMINISTIRED :
	Second check by Karen McGurk, Registered Nurse at 14:49 on 31	May 2022	
Activity			
17:00 ON 31 May 2022 No sighting added			UPCOMING SIGHT
100 Patrices (1)			
100 Patches (1) Applied to back right chirolder b	hy Peta Jones, Facility Manager un 31 May 2022		
Applied to back right character t	by Peta Jones, Facility Managor on 31 May 2022	_	
Anglind to back right diministra	A HORSPAN PTCH 10mcg/im (Rernorphoc) Apply ONE patch is also weekly on monitor (10P) Patch files remaining 6 day(s)	Ţ	ADMINISTERED 1
Applied to back right doubler to Original Pack	A HORSPAN PTCH YOmsg/Im (Representation) Add Constraints (Internet Internet) (Reprive Off Section Internet) Patch Gene remaining: 6 day(s) Patch Gene rem	Ţ	Administrated (
Argend to back right chooler to Original Pack	A Peta Jenes, Facility Manager en 31 May 2022 A HORSPAN PTCH 10mcg/lm (Regenersphere) Apply ONE patch is the aken excitly on meanday [TOP] Patch dise remaining: 6 days) 44-89 by Peta Jones, facility Manager Second check by Karen McGark, Resistend Norse at 14-89 on 31	1 May 2022	Administered 1
Argenied to back right churdide to Original Pack	A HORSPAN PTCH Tomog/in (Remorphon) Apply ONE patch is the size weakly on meaning (TOP) Patch free meaning 6 day(s) MASH by Peta Jones, facility Manager Second check by Karen McGurk, Resistend Nurse at 14:49 on 31	1 May 2022	Adminestered 1

Page | 50

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 <u>Remove</u> **OR**
- 3. Click the 3 dots next to administered

Figure 98 – Remove Patch Location

CONTINUOUS INNE NIME STEINEEDINEES MOTINE UKSETZONESE EMAKS	
applied to left support arm by Pets Jones, Facility Manager on 01 Jun 2022	
(Glyceryl Insufate) Apply ONi Seath to the fakin daily (TOPI 10.42 by Peta Jones, Facility Manager Original Pack	T ADMINISTIRED
uctivity 16:42 ON 1 Jun 2022 Patch applied at 10:42 by Peta Jones, Twulley Manager	APRED
12:00 CM 1 Jun 2022 No sighting added.	Set 1
14.00 ON 1 Am 2022 Patch dae for removal	

- 4. Select Status of Removed
- 5. Click <u>Remove Patch</u>

Figure 99 – Patch Removed

TO:SO TRANSIDERM NITRO 25 PTCH 5mg Paymenting Markanana and and and and and and and and an	

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 <u>Update</u> status

Figure 100 – Reapply a patch that has fallen off

Store MORSPAN FTCH 10mcg/hr Store MORSPAN FTCH 10mcg/hr Mar With A framework Compared to the second store Compared to the	Acplied to one
	Update status

5. Click the <u>REAPPLY</u> Button

Figure 101 - Reapply

CONTINUES PERC MARS 211	HER DEVERS	
Anglied for right torus by Petra Janes, For Anglied for right tor	sility Manager on 27 May 2022 HSIBSHAN (PECH TOnog/Re permetphine) by ONE putch to the akin weekly [[DP] day finta Jones, Facility Manager:	1
Original Pack	Second check by Karen McGurk, Registered Name at 15-81	an 27 May 2022

- 6. Select the patch placement location
- 7. Click the <u>REAPPLY</u> button

Figure 102 – Patch Reapplied

Esco NorsPan PTCH 10mcg/hr BisDo NorsPan PTCH 10mcg/hr Mar Official and 1781 Common Constanting 1781	Solid and
	Advante.

Figure 103 - New activity recorded

11:34 ON 1 Jun 2022	EAUENOEE
Patch recorded Fallen Off at TE34 by Peta Jones, Facility Manager	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
TI:41 ON 1 Jun 2022	DC ADDL ITS
Patch reapplied at 11:41 by Peta Jones, Facility Manager	REAFFILED

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

Kristi Adams Room 73, MSUATS - MediSphere UAT 5 • DOB: 30 May 1960 • MPS ID: 411087 • <u>SEE MORE</u>	Food altergien: ●fab Physical altergien: ●graces Drug altergies: Noncen	×
ADMINISTER VON ADMINISTER NIM	Special instructions: Officia ipiam ab enim ut.	
Party of the second sec	Special considerations: None	
CONTINUOUS PRO HILLS SYRINGE DRIVERS PATCHES SHORT COURSE EMILIES	S Land reverse Unknown	
PRNs (28.5)	← 23 November →	
COLOXYL & SENNA TAB SOme/Bmg (Docusite sodium: Sensosides a and b) 2 po daily pm (or constipation (PO)		
LAST DOSE 2X SOmg/Beng November 23rd, 2022 16:14 by Karen McGurk, Carer	ситом	Simily CASE
CORTIC-DS CEM 1% (Hydrocrisione acctate) A top as bd pm for fiching on skin kump (TOP) Original Pack		a cont
DENCORUB ARTHRITIS CEM (Trelianme salk-yote) Ag top as bd prif or shoulder/ back pain "Not to be weglende by Mater - family supply" (TOP)	1 ACMENISTER :	AUTS TOW

- 6. Click the <u>Administer</u> 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

	Current status		
COLOXYL & SENNA TAB 50mg/8mg	COLOXY (Document 2 po dail	L & SENNA TAB SOmg/8mg e sodium, Sennosides a and b) pm for constipation [PO]	Administered
(Docusate sodium, Sennosides a and b) 2 po daily pm for constipation (PO)	Update status		
	Administered	Dose Supplied	Refused
	No Stock	Withheld	Hospital (Absent)
	Absent	Ceased	Omitted
	Self Administered	Leave (Absent)	
	ADD TEST		
	2		
	BNO 4/7		
		UPDATE STATUS	

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.

× Maggio Collier . DOB: 30 Oct 1935 - MPS ID: 167209 - SEE MORE m 99, BZ6 - Gree Special in ns:Du ecial considerations: None Chart review: 01 May 2022 NIMS SYRINGE DRIVERS PATCHES SHORT COURSE EMIMS ↓ 5 May → URTANZA TAB 45mg izapine) DNE tablet orally at night to tr 2 1 SELF ADMINISTERED 00 RESOURCE FRUIT LIQ ÷ Supplemental and entera Take 100 mL orally FOUR 100 2 ADMINISTERED ×D Original Pack CHART NE (IUNO) AMP 10 mL O MORPHINE (JUNO) AMP 10mg/mL 0 (Morphine hydrochloride trihydrate) ONE ampoule (10mg) subcutaneously via s/d ov 24 hours (SID] New Drug X Do not crush 2 1 No Image

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

De	Current status				
MO ITTE DE Acontrolled Drug 17:00 MORPHINE (JUNO) AMP 10mg/mL	No Image	JUNO) AMP 10mg/mL 0 schloride trihydrate) Omg) subcutaneoushy via s/d over 24 (× Do not crush) AcGurk registered nurso@sigmahealthcareb2ctest.on	s microsoft.com at 16:41 on 05 May 2022		
(Morphine hydrochloride trihydrate) ONE ampoule (10mg) subcutaneously via s/d over 24 hours [SID]	Update status				
. New Drug 🗶 Do not crush	Administered	Refused	No Stock		
	Wathheld	Hospital (Absent)	Absent		
	Ceased	Omitted	Leave (Absent)		
	Other unadministered	<u> </u>			
	Volume to be infused	Rate of infusion	End date and time		
	Volume to be infused	Rate of infusion.	dd/mm/yyyy -:		
	Site Location		May 2022 - 🕆 🤟 0.4 4.4 PM		
	Abdomen Left Abdomen Nght Upper anterior thighs, Left Upper anterior thighs, Night Anterior chest, Left		Mo Tu We Th Fr Sa Su 0.6 46 AM 25 26 27 26 29 30 1 0.8 46 49 9 10 11 12 13 14 15 07 47		
	Anterior chest, Right Scapula, Left Scapula, Right Anterior aspect of upper arr Other	ns, Left UPDATE STATUS	16 17 18 19 20 21 22 08 48 23 24 25 26 27 28 29 0g 49 30 31 1 2 3 4 10 50 Diser Toolay Toolay 10 50 10 50		

Figure 108 - Syringe driver view after first administration

RUNNING	istered Nurse on Thu May 05 2022			,
No Image	Δ.MORPHERE (UNO) AMP Tomg/ml, ♥ (Morphere hydrochionde thin/danie) Olika ampauel (Tomg) andectameously va s/d over 24 hours [SID] (♥ How Drug; ≥ Do not crush)		1	administered :
	Second check by Karen McGurk, Registered Nurse	at 16:50 on 05 May 2022		
ervations				
50 ON 5 May 2022	er Benistand Nurse			VIEW

8.1 View Running Entry

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

Figure 109 - View syringe driver

De	× Update Syringe Driver		
Accession 17:00 MORPHINE (JUNO) AMP 10mg/mL Morphan (March Marchan) Off angel (March Marchan) Coll angel (Marchan) Coll angel (Automote Automote (SHRO) Alter Storg And C Automote Automote Auto		
	Second check by Karm McGark, Registered Narse at 16:50 on 03: May 2022		
	Volume infrand		
	D New		
	Rate of infinition		
	197 ¹⁰		
	Tiper -		
	- And		

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

Contraction Cont	Update Syringe Driver	
	Second check by Karen McGark, Registered Nurse at McG0 on OS May 2022	
	Ö~ O~ O~	
	Warme shand Warme to be shined Volume inhand Volume in be ensued	
	Vitary Handon Vitary Hund	
	Add rose	
	UP/ME Status	1

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

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



Maggio Collier Room 99, B26 - Green Meadows - Sapphire + DOB: 30 Oct 1935 + MPS ID: 167209 + <u>STE MORE</u>	Food allergies: @Lactors intoferance Drug allergies: @Partoprazole - reaction unknown Physical allergies: Nil Known	×
ADMINISTER PEN ADMINISTER HIM	Special instructions: Ducimus nisi ipsam.	
	Charles antiant Of May 2022	
CONTINUOUS PRAS NIME STEINCEDUVES MICHES SHORTCOURSE EMMS		
16:50 Syrings Drivers (1) Started at 16:50 by Peta Jones, Registered Narse on Thu May 05 2022	-∢ 5 May > ∞	
BURDING MORPHINE (JUNO) AMP Tong/mL 0 (Morphine hydrachinds trihydrate) (Morphine hydrachinds trihydrate) (No Image (Morphine hydrachinds trihydrate) (No Image (Morphine hydrachinds trihydrate) (Morphine hydrachinds trihydrate) 1		
Second check by Karen McLouris, Registered Nurse at 16:50 on 05 May 2022 Observations		Sumo
16:50 ON 5 May 2022 Syringe driver started by Peta Jones, Registered Nurse		
16-51 OH 5 May 2022 Syringe driver course due for completion.	STOP	12
17:35 ON 5 May 2022 Add an observation now.	OBSIGNVE.NOW	81 18
		Lion

Observe now feature

The observe now feature allows the user at 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

0-	> Update Syringe Driver			
Accentralied Dag Accentralied Dag 17:00 MORPHINE (JUNO) AMP 10mg/mL	RUNNING MORPHINE (U (Marphine bydro Offic ampoints (SD) No Image	INO) AMP 10mg/mL 0 hlorida trihydrate) ng) subculaneoualy via s/d over 24 g. * Donot crush		
(Morphine hydrochloride trihydrate) ONE ampoule (10mg) subcutaneously via s/d over 24 hours [SID]	Seco	nd check by Karen McGurk, Registered Nurse at 16:50 on 05 May 2022		
🚦 New Drug 🗶 Do not crush	Site Status	Line Status		
	New	* New		
	Line clamping on?	Pump infusing?		
	No	₩ Yes		
	Battery level	Volume infused		
	10096	 Volume infused 		
	Volume to be infused	Rate of infusion		
	Volume to be infused	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 <u>Complete Round</u> Button

Figure 113 - Complete Round

11 of 11 Residents seen]				COMPLETE HOUND = Menu
	Sort	t By O Last Name Room number 1	Mine Order By Ascending Descr	anding	
Residents seen					
Harlans Brage Ros 27 EV2 - Cross Matches - Surgebra	Magle Caller In 91. E/2 - Crem Madden - Lapebre	Le theor in 9, 12/2 - Gene Meadeau - Superior	Gal Humidian In: 32, 124 - Green Machines - Sagober	Renation Bridger	Enad Patentin 2, EX- Gran Madow - Septer
		÷.	· · · · · · · · · · · · · · · · · · ·	· @.	

Round summary will be shown

- Finish round click the <u>Finish</u> button
- To return to the round click the close button in top right corner

Figure 114 - Finish Round

		FT for the second s		
	12:43 PM rou	nd complete		
MISED	WITHHELD	PRINS	0 NUMS	
	Posta	in with		

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
```

	Administration History 15 February 2022				
08:00 PANADOL OPTIZORB CAPLET 500mg (Paracetamol)	PANADOL OPTIZORS CAPLET SOOmg 07:44 by Rachael Maharaj, Registered Nurse	Z ADMINISTERED			
Take TWO caplets TWICE a day [PO]	14 February 2022				
	PANADOL OPTIZORB CAPLET 500mg 17:Si by Rachael Maharaj, Registered Nurse	2 ADMINISTERED			
	1				

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
--------	-------	-----	--------

08/00 MP5 Fedare (2)		+ 17 February +
PANADOS OPTIZORIS CAPLET 500-s (Pane ciland) Tale TWO Liphes TWICE a day (PO)	2 Missio	-0
Original Pack	1 M55(2)	
Dik 65 Syrings (Privers (0.2)	1	
Original Pack	0.2 MISSID	2 2 2
10.00 Passing 10 The full to Start of Machinet In The Res. Emission & Restored To A 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



Figure 118 - eMIMS Login screen

M MediSphere	× 👖 eMIMS Sign In 🛛 × 🕂	v =
← → C 🔒 emims.com	.au/Australia/membersHip/index/?returnUrl=https% MEP board - Agile 🦻 Software Prioritisati 🌹 Mi	3a%2f%2fwww.emims.com.au%3a443%2f 🛛 🕶 🖻 🏠 PS – Figma 🎬 MPS PROD 🛥 HS TEST 1 🛛 🛛 📘 O
	eMIMS	Cloud
	Sign In Email Address Password 	Heip Need help signing in? View the FAQs. Forgotten your password? Reset my password. Want to find out more about eMIMSCloud? 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.





• 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

		A You are currently offline, medication ch	anges will not be synced	You a	re dilline Actions in m	und will not be synced	innediately.
0 of 1 Residents seen				ADMINISTER PRN	ADMINISTER NIM	COMPLETE ROUND	≡ Menu
	Sort By OLast Name	Room number Wing	Order By O Ascending	Descending			

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

		A You are currently offline, medication ch	anges will not be synced				
34 of 37 Residents seen				ADMINISTER PRN	ADMINISTER NIM	COMPLETE ROUND	≡ Menu
	Sort By 🔘 Last Name	Room number Wing	Order By Ascending	Descending			

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 <u>Reporting</u>
- Click on the words Registered Nurse, Facility Manager etc, the reports will not load without this information.

Figure 123 - Reporting

Blitzm Test Facility 1		0 1 1 OFF-SITE REFUSED WITHH	O IELD PRN	Synced X
CREATE	ROUND	Search Resident		ACTIVE ROUNDS
			0	Blitzm Test Facility 1 Facility Metrics Controlled Orugs Nume Notes Resupply History Occupancy Status Reporting Facility Settings COGED IN AS Renee Watson, Registered Numse Set your second check PIN Switch facility Helio
Terry Crews Rm 123 ABC, BZ1 - Blitzm Test Ward 1	Sam Fraser Rm , BZ1 - Blitzm Test Ward 1	Rachael Green Rm 2b, BZ1 - Blitzm Test Ward 1	τ	Ling out
			0	

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.

Repo	rting														Register	ed Nurse
User: Facility:	Medi Re Blitzm Test	cations mee Watson Facility 1	Page	Primary Farens	Ton: To: 01/01/2022 21/02/202	Wing 2 All	Resi V All	dent Name	Admin St.	atus	Prescriber Nar	ne Medi	cation Type \sim	Generic I All	Name	Clear Filter
1	Per Resid	lent														
1 Aug	Resident Na	me	Preferred	I Name DOB	% Dosed %	Omitted 9	6 Refused %	Withheld	% Absent	% SA	% No Stock	% Ceased	% Other Not	tes O	utcomes Action	s Recorded
ond	Hanks, Iom		N/A	09/08	/1972 88.96 %	0.60 %	2.39 %	5.37 %	0.30 %	2.09 %			0.30 %	v	v	0
200	Hanson, Mid	chael	N/A	06/12	/1952 88.46 %			7.69 %					3.85 %	N	Y	0
	Tanner, Brud	ce	N/A	15/05	/1970 88.39 %		2.68 %	5.36 %	0.89 %	1.79 %	0.89 %			N	Y	0
	Travolta, Joł	n	Terl	02/07	/1964 86.32 %	0.33 %	3,25 %	6.84 %	0.65 %	0.98 %			1.63 %	٧	Y	0
	Crews, Terry	1	N/A	15/07	/1965 85.48 %	0.41 %	1.24 %	5.39 %	1.66 %		2.90 %	0.41 %	2.49 %	Y	Y	0
	Sweeney, Hi	ope Willow	N/A	24/11	/1950 81.82 %		6.06 %	3.03 %	3.03 %				6.06 %	٧	N	0
	Green, Rach	ael	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	Q
	Total				87.05 %	0.34 %	2.29 %	5.06 %	1.01 %	1.21 %	1.15 %	0.27 %	1.62 %	Y	Y	0
	Date	Administe	red Time	Prescribed Tin	e Resident Name	Preferred	Name DOB	Pr	escriber Na	me	Wing		Staff Member	r 1	Generic Name	
	18/02/2022	13:57		14:00	Hanson, Michael	N/A	06/1	2/1952 Dr	Alonzo Mo	urnina	BZ1 - Blitzm 1	lest Ward 1	Renee Watso	n	Oxycodone hyd	rochloride. Nalo
\rightarrow	18/02/2022	13:56		14:30	Green, Rachael	N/A	02/0	2/1970 Dr	Alonzo Mo	urning	BZ1 - Blitzm 1	fest Ward 1	Renee Watso	n	Oxycodone hyd	rochloride
	18/02/2022	13:56		13:00	Green, Rachael	N/A	02/0	2/1970 Dr	Alonzo Mo	urning	BZ1 - Blitzm T	lest Ward 1	Renee Watson	n	Levothyroxine s	odium
	18/02/2022	13:56		13:30	Green, Rachael	N/A	02/0	2/1970 Dr	Alonzo Mo	umina	BZ1 - Blitzm 1	fest Ward 1	Renee Watso	n	Letrozole	
	18/02/2022	13:56		14:30	Tanner, Bruce	N/A	15/0	5/1970 Dr	Alonzo Mo	umina	BZ1 - Blitzm T	lest Ward 1	Renee Watso	n	Entecavir	
	18/02/2022	13:56		13:30	Tanner, Bruce	N/A	15/0	5/1970 Dr	Alonzo Mo	urning	BZ1 - Blitzm 1	lest Ward 1	Renee Watson	n	Metformin hydr	ochloride
	18/02/2022	13:56		13:00	Tanner, Bruce	N/A	15/0	5/1970 Dr	Alonzo Mo	purning	BZ1 - Blitzm 1	lest Ward 1	Renee Watson	n	Letrozole	
	18/02/2022	13:55			Fraser, Sam	N/A	05/0	5/1926 N	A	-	BZ1 - Blitzm 1	fest Ward 1	Renee Watson	n	Vitamins + Min	erals
	18/02/2022	13:50			Green, Rachael	N/A	02/03	2/1970 Dr	Alonzo Mo	urning	BZ1 - Blitzm 1	lest Ward 1	Renee Watson	n	Levothyroxine s	odium
	18/02/2022	13:47		14:00	Russell, Kurt	N/A	20/1	2/1959 Dr	Bob Trainin	1g	BZ1 - Blitzm 1	fest Ward 1	Renee Watson	n	Buprenorphine	
	18/02/2022	10:34			Green, Rachael	N/A	02/0	2/1970 Dr	Alonzo Mo	urning	BZ1 - Blitzm 1	fest Ward 1	Thai Ho		Propylene glyco	l, Hydroxypropyl
	18/02/2022	10:33			Green, Rachael	N/A	02/0	2/1970 Dr	Alonzo Mo	ourning	BZ1 - Blitzm 1	fest Ward 1	Thai Ho		Atenolol	
	18/02/2022	09:03			Green, Rachael	N/A	02/0	2/1970 Dr	Alonzo Mo	urning	BZ1 - Blitzm 1	fest Ward 1	Rachael Maha	araj	Levothyroxine s	odium
	18/02/2022	09:03			Green, Rachael	N/A	02/0.	2/1970 Dr	Alonzo Mo	urning	BZ1 - Blitzm 1	lest Ward 1	Rachael Maha	araj	Levothyroxine s	odium
	17/02/2022	15.10		15-00	Travelta John	ford	02/0	7/10C4 BL	A.		D'24 DEtam 7	art things 1	Data Janes		Text Instauction	

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.

	FM Medicatio	ons Page						Ter	Wing		ResidentNa		Stall Membe	Pri	escriber Nam	ne		_
User:	Renee Wats	on				Frimley F	rom: 01/01/2022	21/02/202	2	~			AU			~	Clear	r Filters
Facility:	Green Meadows Residentia	il Age									201		754	~ 10				
24	Last 7 Days in F	acility																
Current	15/02/20	022 16/02/20	22 17/02/2022	18/02/202	2 19/02/2	022 20/	02/2022	21/02/202	2 Total				A					
Seco	% Dosed % Omitted		100.00 %	93.62	%				93.64 %				F					
	% Refused			2.55	%				2.54 %	5								
	% Withheld			0.85	%				0.85 %	5								
	% Absent			0.43	%				0.42 %	5								
	% SA			1.28	%				1.27 %	5								
	% No Stock			0.43	%				0.42 %	5								
	% Ceased			0.43	%				0.42 %	5			*					
	Bor Mind			0.13	02				0 13 0									
	Per wing				_	_				_	_							
	Wing		6 Dosed % Omit	ited % Rel	lused % W	ithheld	% Absent	% SA 3	6 No Stock	% Cease	ed % Other							
	BZ6 - Green Meadows	s - Sapphire	94.35 % 0.2	4 % 1	.67 %	1.49 %	0.12 %	0.24 %	0.18 %	0.18	% 1.55 %							
\rightarrow	BZ7 - Green Meadows	s - Opal	91.48 % 0.2	2 % 3	.03 %	1.01 %	0.45 %	1.46 %		0.11	% 2.24 %							
-																		
	Per Resident																	
	Resident Name	Preferred Nar	me DOB	% Dosed	% Omitted	% Refu	ised % W	ithheld %	Absent 9	SA %	No Stock	6 Ceased	% Other	Administer	d be	Notes (Outcomes	
														Outside Wi	ndow			
1	Abbott, Jill	N/A	09/07/1951	79.57 %	1.08 %	5.3	8 %	2.15 %	7	.53 %			4,30 %		13 %	Y	Y	
		N/A	13/07/1931	88.96 %		3.6	8 %	0.61 %	1.23 % 3	.07 %			2.45 %		2.%	N	Y	
	Adams, Donnelly	11//25											7.04.04					
	Adams, Donnelly Beahan, Zachary	N/A	12/12/1925	87.32 %				1.41 %	1.41 %		1.41.%	1.41 %	7.04 %		8 %	Y	Y	
	Adams, Donnelly Beahan, Zachary Berge, Marianne	N/A N/A	12/12/1925 27/02/1956	87.32 % 95.12 %		2.4	14 %	1.41 %	1,41 %	.81 %	1,41.%	1,41 %	7.04 %		8 % 5 %	Y	Y	
	Adams, Donnelly Beahan, Zachary Berge, Marianne Breitenberg, Lesch	N/A N/A Larry	12/12/1925 27/02/1956 08/11/1953	87.32 % 95.12 % 96.91 %		2.4	14 %	1.41 % 1.63 % 3.09 %	1,41 %	1.81 %	1,41 %	1,41 %	7.04 %		8 % 5 % 30 %	Y N	Y V N	

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
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Jser: acility	y: Blitzm Te	nge Driver F Renee Watson est Facility 1	age		Primary Filters	Admin From: To: 01/12/2021 21/02/20	Wing 22 All	Resident Name	Admin Status	Admin Staff Member	Clea	r Filters
Filters	Per Win	g										
Celini	Wing		% Short Course %	Regular Continuo	us. % When Required							
Sago	 BZ1 - Blit Total 	izm Test Ward 1		100.00 100.00	% %							
	Syringe	Driver Adm	inistrations									
	Date	Administered Ti	me Prescribed Time	Administered Drug Id	Resident Name	Preferred Name	DOB	Staff Member Name	Admin Status	Drug Name	Strength	Drugik
	17/02/2022	15:08	15:00	11882609	Hanson, Michael	N/A	06/12/1952	Peta Jones	Withheld	MORPHINE SULFATE	10mg/mL	AMP
	17/02/2022	11:42	12:00	11882578	Sweeney, Hope Willow	v N/A	24/11/1950	Thai Ho	Dosed	MORPHINE SULFATE	15mg/mL	AMP
	15/02/2022	07:45	08:05	11882502	Russell, Kurt	N/A	20/12/1959	Rachael Maharaj	Dosed	MORPHINE SULFATE	10mg/mL	AMP
	14/02/2022	17:54	18:00	11882498	Sweeney, Hope Willow	v N/A	24/11/1950	Rachael Maharaj	Refused	MORPHINE SULFATE	15mg/mL	AMP
>	11/02/2022	08:21	08:05	11882465	Russell, Kurt	N/A	20/12/1959	Thai Ho	Dosed	MORPHINE SULFATE	10mg/mL	AMP
1	10/02/2022	14-20	15-00	11003443	Manson Michael	N176	06/11/1051	Karon Mertinek	Darad	MANDOLINE CITIEATE	10mm/ml	ANAD
	Syringe I	Driver Obse	rvations									
	Date	Administered D	rug Id Observed Tir	ne Resident Nar	ne Preferred Name S	taff Member	Check I	ine Clamp Battery Pe	ercentage Line Stat	us Comment Site Pos	ition Site S	tatus 💊
	23/12/2021	118	77659 11:04	Russell, Kurt	N/A S	yncStream Nurse Us	er Ves		100.00 % 100	N/A 100	100	
	23/12/2021	118	77660 11:04	Russell, Kurt	N/A S	yncStream Nurse Us	er Yes		100.00 % 100	N/A 100	100	
	23/12/2021	118	77661 11:04	Russell, Kurt	N/A S	yncStream Nurse Us	er Ves		100.00 % 100	N/A 100	100	
	23/12/2021	118	77662 11:04	Russell, Kurt	N/A S	yncStream Nurse Us	er Yes		100.00 % 100	N/A 100	100	
	23/12/2021	118	77663 11:04	Russell, Kurt	N/A S	yncStream Nurse Us	er Yes		100.00 % 100	N/A 100	100	
	23/12/2021	118	77664 11:04	Russell, Kurt	N/A S	yncStream Nurse Us	er Yes		100.00 % 100	N/A 100	100	10
	23/12/2021	118	77665 11:04	Russell, Kurt	N/A S	yncStream Nurse Us	er Yes		100.00 % 100	N/A 100	100	×
	23/12/2021	118	77666 11:04	Russell, Kurt	N/A S	yncStream Nurse Us	er Ves		100.00 % 100	N/A 100	100	
	23/12/2021	118	77667 11:04	Russell, Kurt	N/A S	yncStream Nurse Us	er Yes		100.00 % 100	N/A 100	100	×
	23/12/2021	118	77668 11:04	Russell, Kurt	N/A S	yncStream Nurse Us	er Ves		100.00 % 100	N/A 100	100	1
	55 /23 /3632	110	77654 11.02	Durrall Port	51/A S	uneStream Nurre Lie	or Voc		100.00 % 100	NVA 100	100	.Y

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.



User: Renee Facility: Blitzm Test Fac	Watson citity 1			24/11/20	121 21/02/2022 Air	~ All	~ 40	- AI	. (Clear Filters
Per Resident						1.1	1.00			
Resident Name	Preferred Name	DOB N	otes					Note Type All		eject 🗸
Crews, Terry	N/A	15/07/1965	Y.							
Green, Rachael	N/A	02/02/1970	V							
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							
Total			Y							
Date Time Re	esident Name	Preferred Na	ime DOB	Staff Member	Note Type	Subject				Comment 🔥
Date Time Re 18/02/2022 10:34 G	esident Name reen, Rachael	Preferred Na N/A	amo DOB 02/02/1970	Staff Member Thai Ho	Note Type PRN/NIMs Comment	Subject PRN - Dosed - SYST/	ANE BALANCE N/A E	EYE-DRP		Comment A
Diate Time Re 18/02/2022 10:34 Gi 18/02/2022 10:33 Gi	esident Name reen, Rachael reen, Rachael	Preferred NJ N/A N/A	omo DOB 02/02/1970 02/02/1970	Staff Member Thai Ho Thai Ho	Note Type PRN/NIMs Comment PRN/NIMs Comment	Subject PRN - Dosed - SYST/ PRN - Self Administe	ANE BALANCE N/A I red - TENSIG 50mg	YE-DRP TAB		Comment A right eye a b self administ
Date Time Rt 18/02/2022 10:34 Gr 18/02/2022 10:33 Gr 18/02/2022 09:03 Gr	reen, Rachael reen, Rachael reen, Rachael reen, Rachael	Proferred N. N/A N/A N/A	amo DOB 02/02/1970 02/02/1970 02/02/1970	Staff Member Thai Ho Thai Ho Rachael Maharaj	Note Type PRN/NIMs Comment PRN/NIMs Comment PRN/NIMs Comment	Subject PRN - Dosed - SYST/ PRN - Self Administe PRN - Dosed - EUTR	ANE BALANCE N/A I red - TENSIG 50mg OXSIG 200mcg TAB	EYE-DRP TAB		right eye a b self administ administered
Date Time Re 18/02/2022 10:34 Gr 18/02/2022 10:33 Gr 18/02/2022 09:03 Gr 18/02/2022 09:03 Gr 18/02/2022 09:03 Gr	reen, Rachael reen, Rachael reen, Rachael reen, Rachael reen, Rachael	Proferred N. N/A N/A N/A N/A	amo DOB 02/02/1970 02/02/1970 02/02/1970 02/02/1970	Staff Member Thai Ho Thai Ho Rachael Maharaj Rachael Maharaj	Note Type PRN/NIMs Comment PRN/NIMs Comment PRN/NIMs Comment PRN/NIMs Outcome	Subject PRN - Dosed - SYSTJ PRN - Self Administe PRN - Dosed - EUTR PRN - Dosed - EUTR	ANE BALANCE N/A I red - TENSIG 50mg OXSIG 200mcg TAB OXSIG 200mcg TAB	EYE-DRP TAB		right eye a b self administ administered Sample 10:4
Date Time Ri 18/02/2022 10:34 Gi 18/02/2022 10:33 Gi 18/02/2022 09:03 Gi 18/02/2022 09:03 Gi 18/02/2022 09:03 Gi 17/02/2022 14:20 Ci	esident Name reen, Rachael reen, Rachael reen, Rachael reen, Rachael iews, Terry	Proferred N. N/A N/A N/A N/A N/A	amo DOB 02/02/1970 02/02/1970 02/02/1970 02/02/1970 15/07/1965	Staff Member Thai Ho Thai Ho Rachael Maharaj Rachael Maharaj Development User	Note Type PRN/NIMs Comment PRN/NIMs Comment PRN/NIMs Comment PRN/NIMs Outcome PRN/NIMs Comment	Subject PRN - Dosed - SYST/ PRN - Self Administe PRN - Dosed - EUTR PRN - Dosed - EUTR PRN - Dosed - PANA	ANE BALANCE N/A I rred – TENSIG 50mg OXSIG 200mcg TAB OXSIG 200mcg TAB IMAX 500mg TAB	eye-DRP TAB		comment right eye a b self administ adminstered Sample 10:4 wdewdwe
Date Time Re 18/02/2022 10:34 Gi 18/02/2022 10:33 Gi 18/02/2022 09:03 Gi 18/02/2022 09:03 Gi 17/02/2022 14:20 Cr 17/02/2022 14:20 Cr	esident Name reen, Rachael reen, Rachael reen, Rachael reen, Rachael rews, Terry rews, Terry	Proferred N. N/A N/A N/A N/A N/A N/A	amo DOB 02/02/1970 02/02/1970 02/02/1970 02/02/1970 15/07/1965 15/07/1965	Staff Member Thai Ho Thai Ho Rachael Maharaj Rachael Maharaj Development User Development User	Note Type PRN/NIMs Comment PRN/NIMs Comment PRN/NIMs Comment PRN/NIMs Coutcome PRN/NIMs Coutcome	Subject PRN - Dosed - SYST/ PRN - Self Administe PRN - Dosed - EUTR PRN - Dosed - EUTR PRN - Dosed - PANA PRN - Dosed - PANA	ANE BALANCE N/A I Ired – TENSIG 50mg OXSIG 200mcg TAB OXSIG 200mcg TAB IMAX 500mg TAB IMAX 500mg TAB	YE-DRP TAB		comment right eye a b self administ administered Sample 10:4 wdewdwe 9:31 AM
Date Time Ri 18/02/2022 10:34 Gi 18/02/2022 10:33 Gi 18/02/2022 09:03 Gi 18/02/2022 09:03 Gi 17/02/2022 14:20 Ci 17/02/2022 14:20 Ci 17/02/2022 13:08 Ci	esident Name reen, Rachael reen, Rachael reen, Rachael reen, Rachael rews, Terry rews, Terry rews, Terry	Proferred N. N/A N/A N/A N/A N/A N/A	amo DOB 02/02/1970 02/02/1970 02/02/1970 02/02/1970 15/07/1965 15/07/1965	Staff Member Thai Ho Thai Ho Rachael Maharaj Rachael Maharaj Development User Development User Development User	Note Type PRN/NIMS Comment PRN/NIMS Comment PRN/NIMS Comment PRN/NIMS Outcome PRN/NIMS Outcome PRN/NIMS Comment	Subject PRN - Dosed - SYSTJ PRN - Self Administe PRN - Dosed - EUTR PRN - Dosed - EUTR PRN - Dosed - PANA PRN - Dosed - PANA PRN - Dosed - PANA	ANE BALANCE N/A I rred - TENSIG 50mg OXSIG 200mcg TAB OXSIG 200mcg TAB MAX 500mg TAB MAX 500mg TAB MAX 500mg TAB	EYE-DRP TAB		Comment right eye a b self administ administered Sample 10:4 wdewdwe 9:31 AM test
Date Time R 18/02/2022 10:34 Gi 18/02/2022 10:33 Gi 18/02/2022 09:03 Gi 18/02/2022 09:03 Gi 18/02/2022 09:03 Gi 17/02/2022 14:20 Ci 17/02/2022 14:20 Ci 17/02/2022 13:04 Gi 17/02/2022 13:04 Gi	esident Name reen, Rachael reen, Rachael reen, Rachael reen, Rachael rews, Terry rews, Terry rews, Terry reen, Rachael	Profested N/ N/A N/A N/A N/A N/A N/A N/A N/A	amo DOB 02/02/1970 02/02/1970 02/02/1970 02/02/1970 15/07/1965 15/07/1965 02/02/1970	Staff Member Thai Ho Thai Ho Rachael Maharaj Rachael Maharaj Development User Development User Thai Ho	Note Type PRN/NIMS Comment PRN/NIMS Comment PRN/NIMS Outcome PRN/NIMS Outcome PRN/NIMS Outcome PRN/NIMS Comment PRN/NIMS Comment	Subject PRN - Dosed - SYST/ PRN - Self Administ PRN - Dosed - EUTR PRN - Dosed - EUTR PRN - Dosed - PANA PRN - Dosed - PANA PRN - Dosed - PANA PRN - Withheld - EU	ANE BALANCE N/A I ered - TENSIG 50mg OXSIG 200mcg TAB OXSIG 200mcg TAB MAX 500mg TAB MAX 500mg TAB TROXSIG 200mcg TA	EYE-DRP TAB AB		Comment right eye a b self administ administered Sample 10:4 wdewdwe 9:31 AM test not required
Date Time Fit 18/02/2022 10:34 GI 18/02/2022 10:33 GI 18/02/2022 10:33 GI 18/02/2022 10:33 GI 18/02/2022 10:33 GI 18/02/2022 10:30 GI 17/02/2022 14:20 CI 17/02/2022 14:20 CI 17/02/2022 14:30 GI 17/02/2022 14:30 GI 17/02/2022 13:04 GI 17/02/2022 13:04 GI	esident Name reen, Rachael reen, Rachael reen, Rachael reen, Rachael rews, Terry rews, Terry reen, Rachael reen, Rachael	Protected NA N/A N/A N/A N/A N/A N/A N/A N/A N/A	emo DO8 02/02/1970 02/02/1970 02/02/1970 02/02/1970 15/07/1965 15/07/1965 02/02/1970 02/02/1970	Staff Member Thai Ho Thai Ho Rachael Maharaj Rachael Maharaj Development User Development User Development User Thai Ho Thai Ho	Note Type PRN/NIMs Comment PRN/NIMs Comment PRN/NIMs Comment PRN/NIMs Coutcome PRN/NIMs Coutcome PRN/NIMs Comment PRN/NIMs Comment PRN/NIMs Comment PRN/NIMs Comment	Subject PRN - Dosed - SYST/ PRN - Self Administ PRN - Dosed - EUTR PRN - Dosed - EUTR PRN - Dosed - PANA PRN - Dosed - PANA PRN - Dosed - PANA PRN - Withheld - EU PRN - Withheld - EU	ANE BALANCE N/A I ered - TENSIG 50mg OXSIG 200mcg TAB OXSIG 200mcg TAB MAX 500mg TAB MAX 500mg TAB MAX 500mg TAB TROXSIG 200mcg TJ TROXSIG 200mcg TJ	EYE-DRP TAB AB AB		Comment right eye a b self administ administered Sample 10:4 wdewdwe 9:31 AM test not required pain relieved
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Eate Time Fit 18/02/2022 10:34 G G 18/02/2022 10:33 G G 18/02/2022 10:33 G G 18/02/2022 0:34 G G 18/02/2022 0:803 G G 17/02/2022 14:20 C C 17/02/2022 13:04 G G 15/02/2022 13:05 G G 15/02/2022 11:56 G G	esklent Name reen, Rachael reen, Rachael	Proferred N/ N/A N/A N/A N/A N/A N/A N/A N/A N/A N	Imp DQB 02/02/1970 02/02/1970 02/02/1970 02/02/1970 02/02/1970 15/07/1965 15/07/1965 15/07/1965 02/02/1970 02/02/1970 02/02/1970 02/02/1970 02/02/1970 02/02/1970 02/02/1970 02/02/1970 02/02/1970 02/02/1970 02/02/1970 15/07/1965 20/12/1970 15/07/1965	Staff Member Thai Ho Thai Ho Rachael Maharaj Development User Development User Thai Ho Thai Ho Thai Ho Thai Ho Thai Ho Pranshu vaishya Pranshu vaishya NW RN NW RN	Note Type PRN/NIMS Comment PRN/NIMS Comment PRN/NIMS Comment PRN/NIMS Comment PRN/NIMS Comment PRN/NIMS Comment PRN/NIMS Comment PRN/NIMS Comment PRN/NIMS Comment Nursing Note PNN/NIMS Comment	Subject PRN - Dosed - SYST, PRN - Self Administe PRN - Dosed - EUTR PRN - Dosed - EUTR PRN - Dosed - PANA PRN - Dosed - PANA PRN - Osed - PANA PRN - Withheld - EU PRN - Dosed - COLC	ANE BALANCE N/A red – TENSIG 50mg CXSIG 200mg TAB CXSIG 200mg TAB MAX 500mg TAB MAX 500mg TAB TROXSIG 200mg TA TROXSIG 200mg TAB S0mg TAB S0mg TAB	EYE-DRP TAB AB AB g/8mg TAB		Comment A right eye a b self administ administered Sample 10:4 wdewdwe 9:31 AM test pain relievec not required pain relievec not required test-2 17/2/22 test Test sync Done
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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
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User:	Detaile	d Admi	nistratio	ns										Ø	Clear Filters
Facility: B	litzm Test Fa	acility 1			Drug F	eatures		Stat	ff	Adr	min Status	Date		OL	
Cornerate Name	LUCC	Perident Nam		Generic Name	Drugi	Category		Prescriber		Admin St	tatus	LARIE			
corporate name		Nesioen nan						1				01/01/2021	21/02/2022		
All	Ŷ	All	Ý	All Drug Name	v	All	~	All Staff Member	· · · ·	All Latest St	~ ~				
Pacility Name				or og manne		Succasegos	/			Catest at	Care				
All			Ŷ	All	Y	All	~	All		All	~				
Wing		DOB		Med Type		Ad Hoc Typ		Second Sign							
,All	\sim	All	4	All	V	All	~	All	~						
				Drug Form		Route									
				All	~	.All	~								
_		_	_			-				_					-
Date	Administ	ered Time	Prescribed	Time ID	Residen	it Name	Preferred Name	DOB	Corporate N	lame	Facility Name	Wing		Staff Member	Generic Na
-	+														
18/02/2022	13:57		14:00	118828	Hanson	, Michael	N/A	06/12/1952	Blitzm Test F	Facility 1	Blitzm Test Facili	ty 1 BZ1 - Blit	zm Test Ward 1	Renee Watson	Oxycodone
18/02/2022	13:56		14:30	118828	Green, f	Rachael	N/A	02/02/1970	Blitzm Test F	Facility 1	Blitzm Test Facili	ty 1 BZ1 - Blit	zm Test Ward 1	Renee Watson	Oxycodone
18/02/2022	13:56		13:00	118828	Green, I	Rachael	N/A	02/02/1970	Blitzm Test F	facility 1	Blitzm Test Facili	ty 1 BZ1 - Blit	zm Test Ward 1	Renee Watson	Levothyrox
18/02/2022	13:56		13:30	118828	Green, I	Rachael	N/A	02/02/1970	Blitzm Test F	acility 1	Blitzm Test Facili	ty 1 BZ1 - Blit	zm Test Ward 1	Renee Watson	Letrozole
18/02/2022	13:56		14:30	118828	Tanner,	Bruce	N/A	15/05/1970	Blitzm Test F	Facility 1	Blitzm Test Facili	ty 1 BZ1 - Blit	zm Test Ward 1	Renee Watson	Entecavir
18/02/2022	13:56		13:30	118828	Tanner,	Bruce	N/A	15/05/1970	Blitzm Test F	facility 1	Blitzm Test Facili	ity 1 BZ1 - Blit	zm Test Ward 1	Renee Watson	Metformin
18/02/2022	13:56		13:00	118828	Tanner,	Bruce	N/A	15/05/1970	Blitzm Test F	Facility 1	Blitzm Test Facili	ty 1 BZ1 - Blit	zm Test Ward 1	Renee Watson	Letrozole
18/02/2022	13:55			123	Fraser, S	Sam	N/A	05/06/1926	Blitzm Test F	Facility 1	Blitzm Test Facili	ty 1 BZ1 - Blit	zm Test Ward 1	Renee Watson	Vitamins +
18/02/2022	13:50			118828	Green, I	Rachael	N/A	02/02/1970	Blitzm Test F	Facility 1	Blitzm Test Facili	ty 1 BZ1 - Blit	zm Test Ward 1	Renee Watson	Levothyrox
18/02/2022	13:47		14:00	118828	Russell,	Kurt	N/A	20/12/1959	Blitzm Test F	facility 1	Blitzm Test Facili	ty 1 BZ1 - Blit	zm Test Ward 1	Renee Watson	Buprenorpl
18/02/2022	10:34			118828	Green, I	Rachael	N/A	02/02/1970	Blitzm Test F	Facility 1	Blitzm Test Facili	ty 1 BZ1 - Blit	zm Test Ward 1	Thai Ho	Propylene
18/02/2022	10:33			118828	Green, I	Rachael	N/A	02/02/1970	Blitzm Test F	Facility 1	Blitzm Test Facili	ty 1 BZ1 - Blit	zm Test Ward 1	Thai Ho	Atenolol
18/02/2022	09:03			118828	Green, F	Rachael	N/A	02/02/1970	Blitzm Test F	facility 1	Blitzm Test Facili	ty 1 BZ1 - Blit	zm Test Ward 1	Rachael Maharaj	Levothyrox
18/02/2022	09:03			118828	Green, I	Rachael	N/A	02/02/1970	Blitzm Test F	facility 1	Blitzm Test Facili	ty 1 BZ1 - Blit	zm Test Ward 1	Rachael Maharaj	Levothyrox
17/02/2022	15:10		15:00	118826	Travolta	i, John	Terl	02/07/1964	Blitzm Test F	Facility 1	Blitzm Test Facili	ty 1 BZ1 - Blit	zm Test Ward 1	Peta Jones	Text Instruc
17/02/2022	15:09		15:00	118826	Tanner,	Bruce	N/A	15/05/1970	Blitzm Test F	Facility 1	Blitzm Test Facili	ty 1 BZ1 - Blit	zm Test Ward 1	Peta Jones	Insulin Asp
17/02/2022	15:09		14:30	118826	Tanner,	Bruce	N/A	15/05/1970	Blitzm Test F	Facility 1	Blitzm Test Facili	ity 1 BZ1 - Blit	zm Test Ward 1	Peta Jones	Entecavir
17/02/2022	15:09		13:30	118826	Tanner,	Bruce	N/A	15/05/1970	Blitzm Test F	Facility 1	Blitzm Test Facili	ty 1 BZ1 - Blit	zm Test Ward 1	Peta Jones	Metformin,
17/00/0000			+ 1.00	110000	O.Lean II.	60.1-A	AT/A		DEAnna Tank P	Paulita	Oliver Test Pault	L	. In Task Idland +	Bata lance	Bimmana anal

14.6 Cytotoxic Report

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

Reporting ~ Registered Nurse **Facility Manager** = Menu Cytotoxic Report C To: From: Citar Titte Ranna Winner 10 nistered Cytotoxic % of Residents Administered Reside 39 2 5.13 % Administered Cylos Sel De -----Aug-27 Month Year (MMM+ YY

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

Antipsychotic Report To: max. 0 LARC ARCHEVED Banad Hotasred An % of Resi Regidents A ents Administered 39 15.38 % 6 άú. 214 B of Residents Adm ent Tren er C

Figure 131 – Antipsychotic Report

14.9 Polypharmacy Report

Displays resident on 9 or more medications

Figure 132 - Polypharmacy Report

enti Te:	çiner Destan Dimpor Sychog Seren Mandaung Residenting Age		Clier F
38	ts Administered 9 or more Medi 5	tations % of Residents Administered	
		Wing Comparison	
ESE - Grean Myacons - Seauling			82
	27	Residents Administered 9 or more Medications	
6 <i>4</i>			110

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

	← Reporting	Registered Nurse	Facility Manager	Corporate	MPS Menu
Fr T	Image: Antimicrobial Report Image: To: Ming Unit: 007/2023 31/12/2023 4e ✓ Faulty:	Anstabele Smith MellSpinze Training			Clear Filters
Res	sidents Residents Administer	6 Antimicrobial % of Residents Administe	o contraction of the second seco		
		Wing Comparison			포 (전 ····
	MSUAT5 - MissiSphere (JAT 5				22.22.W
	MSI/AT3 - Mee/Sphere UAT 5				21.74 =
a	MSUAT2 - Medisphere DAT 2	9.02 %			
d Nar	MSDAT4 - MediSphere UAT 4	6.06%			
War	MSUAT4 - MediSphwe UAT 4 - FAD	6.06.%			

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)
 - o Facility i.e. Home, Site...
 - Ward i.e. Wing, Area, Section, Building...
 - o 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

REDOCESSES NIMS SECOND CH	ECK USERS						
Patches							
tow often are nurses required to sig	ht 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							
limit to start rounds within a time	period before and after the	round time					
2 hours		+	0.5 hours				
			1 hour 1.5 hours				
Labelling			2.5 hours 3 hours				
Configure the facility labeling in the	olural form	-					
Facility Label	War	d Label	Resident Label				
Facility	w	/ard	Resident				
ncidents							
Configure the incident URL							
Incident URL							

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 <u>Add</u> button

Figure 136 – NIM feature - Search field

← Settings - MediSph	ere UAT					
PROCESSES NIME SECOND CHECK	USERS					
NIMS					Search NIM In add	ADD
NAME	DOSE	ROUTE	FREQUENCY	INDICATIONS		
PANADOL TAB 500mg	1-2 tabs	PO	bd	pain	SEE RESIDENTS	Ξ 1
COLOXYL TAB 50mg	1-2	PO	bd	constipation dfghik,i	SEE RESIDENTS	D 1

Figure 137 - NIM - Selecting item

- Settings - MediSphere U	TAT					
PROCESSES NINKS SECOND CHECK USERS						
NIMS					nitrol	AD
NAME	DOSE	ROUTE	FREQUENCY	INDICATIONS	NITROLINGUAL SL-SPRY 400mcg NITROLINGUAL PUMP 5L-SPRY 400mcg	
PANADOL TAB 500mg	1-2 tabs	PO	bd	pain	SEE RESIDENTS	
COLOXYL TAB 50mg	1-2	PO	bd	constipation dfghjk,I	SEE RESIDENTS	0 /
ATROVENT NASAL FORTE NAS-SPRY 44mcg (42mcg anhyd)	2puffs	GARG	fghjál	fg	SEE RESIDENTS	

6.

Enter the following information:

- Dose
- Route select from list
- Frequency
- Indications

Figure 138 - NIM - Adding instructions

	Dose	Route	Frequency	
.0 +	1.2	SL (Sublingual)	PRN	
Original Pack	Indications			
NITROLINGUAL PUMP SL-SPRY 400mcg	Cancea prosection - Celesci Fan Max 3 sprays / 24hours Maximum Duration - 24 hours Refer to protocol for use of Gly	or cerol trinitrate"		Ť.
		ADD		

7. Click the <u>Add</u> 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 <u>SEE RESIDENTS</u> link

Figure 139 - NIM - See Residents

iearch Resid	lent	Q	SRECT ALL
	est Patient	B21 - Bistem Test Ward 1 Rm 345	С
9 T	om Hanks	BZ1 - Bitzm Test Ward 1 Rm 234	С
•	urt Russell	BZ1 - Bitzm Test Ward 1 Rm 456	С
🗿 н	ohn Travolta	BZ1 - Bitzm Test Ward 1 Rm 567	С
	erry Crews	BZ1 - Bitzm Test Ward 1 Rm 123 ABC	С
() ·	ruce Tanner	BZ1 - Bitzm Test Ward 1 Rm 6	С
	lope Willow Sweeney	BZ1 - Bitzm Test Ward 1 Rm	С
	achael Green	B21 - Biltam Test Ward 1 Rm 2b	C

- 2. Click the select
 - All button to select all residents once selected message will appear
 - Individually select resident required

Figure	140 -	NIM -	Sel	ect	all
--------	-------	-------	-----	-----	-----

NITR	OLINGUAL PUMP SL-SPRY 400mcg		All resident(s) have been added
Search F	Resident	Q	UNSELECT AL
	Test Patient	RZ1 - Bitzm Test Ward 1 Rm 345	\bigcirc
	Toro Hanks	821 - Bitzın Test Ward 1 Rm 234	\bigcirc
-	Kert Russell	821 - Blitzm Test Ward 1 Rm 456	\bigcirc
1	John Travolta	821 - Blitzm Test Ward 1 Rm 567	\bigcirc
٢	Terry Crews	BZI - Blitzm Test Ward 1 Rm 123 ABC	\bigcirc
٢	Bruco Tanner	BZ1 - Blitzm Test Ward 1 Rm 6	\bigcirc
	Hope Willow Sweeney	621 - Bitzm Test Ward 1 Rm	0
10	Rachael Green	BZ1 - Blitzm Test Ward 1 Rm 2b	\bigcirc



GLU	LUCAGEN HYPOKIT SYRNG 1iu SET		Test Patient has been added
Search	ch Resident Q		Kart Russelt has been added
	Test Patient	821 - Biltom Test Ward 1 Am 345	Terry Geers has leavn added 😽
	Tom Hanks	BZ1 - Biltzm Test Ward 1 Rm 234	Terry Crows has been removed 🗶
-	Kurt Russell	BZ1 - Birtzm Test Ward 1 Rm 456	<u> </u>
4	John Travolta	BZ1 - Bilitzm Test Ward 1 Rm 567	0
۵	Terry Crews	BZ1 - Bitzm Test Ward 1 Rm 123 ABC	0
1	Bruce Tamer	BZ1 - Bitzm Test Ward 1 Rm 6	0
	Hope Willow Sweeney	BZ1 - Bitzm Test Ward 1 Rm	0
-	Rachael Green	BZ1 - Bitzm Test Ward 1 Rm 2b	0

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 orat the Drug level. Controlled Drugs are automatically configured to trigger a second check.

Figure 142 - Second Check

← Settings - Blitzm Test Facility 1	
HIMS SECOND CHICK USERS	
Routes	400
TEM TD (Transdermal)	
SID (Subcutaneous Infusion Device)	0
Drugs	ADD
ITEM	
No Items	

15.3.1 Adding a medicine to be Second Checked

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

Figure 143 - Adding Second Check

Add route to second check	×	Add drug to second check	×
PEG (Percutaneous Endoscopic Gastrostomy)	*	CLEXANE PFS INJ 100mg/1mL	
CANCE	ADD	CANCEL AD	Þ

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



← Settings - MediSphere UAT		
PROCESSES HIMS SECOND CHECK USERS		
Routes		ADO
ITEM		
PEG (Percutaneous Endoscopic Gastrostomy)		σ
S/IM (Subcutaneous / Intramuscular Injection)		ō
EYE (Ocular)	Are you sure you want to remove	a
SC (Subcutaneous Injection)	WARFARIN DOSE AS PER INR TEXT	D
Drugs	CANCEL CONFIRM	ADD
ITEM		
WARFARIN DOSE AS PER INR TEXT		

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

Settings -	MediSphere UAT					
HROCESSES NIMES	SECOND CHECK USERS					
FILTER BY BOLE	*	FER BY USEN TYPE				ADD USERS
NAME	EMAIL		STATUS	USER TYPE	ROLES	ACCESS
RN Blitzm	blitzm.registered.nurse@sigmahealthcareb2c.onmicrosoft.com		Accepted	Local	Registered Nurse	End Access
Blitzm RN2	blitzm.registered.nurse.2@sigmahealthcareb2c.onmicrosoft.com		Accepted	Local	Registered Nurse	End Access
FM Blitzm	blitzm.facility.manager#sigmahealthcareb2c.on	Accepted	Local	Facility Manager	End Access	
Blitzm RN2	blitzm.registered.nurse.2#sigmahealthcareb2c.	onmicrosoft.com	Accepted	Local	Facility Manager	End Access

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

Settings -	MediSphere UAT					
PROCESSES NIMS	SECOND CHECK USERS					
NUT IN A DOLL		to by case type				_
		*			-	INPORT USERS
NAME	EMAIL		STATUS	USER TYPE	ROLES	ACCESS
RN Blitzm	blitzm.registered.nurse@sigmahealthcareb2c.onmicrosoft.com		Accepted	Local	Registered Nurse	End Access
Blitzm RN2	blitzm.registered.nurse.2/#sigmahealthcareb2c.onmicrosoft.com		Accepted	Local	Registered Nurse	End Access
FM Blitzm	blitzm.facility.manager@sigmahealthcareb2c.onmicrosoft.com		Accepted	Local	Facility Manager	End Access
Blitzm RN2	blitzm.registered.nurse.2@sigmahealthcareb2c.onmicrosoft.com		Accepted	Local	Facility Manager	End Access
Nolan UAT	nolanedwardwhite@gmail.com	Accepted	Local		And Armen	
Juby John	juby.john@mpsconnect.com.au	Accepted	Local			

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

ccess			
RST NAME	FAMILY NAME		
Aary	Jones		
AL	DESIGNATION		
sary@orangecounty.com	RIN		
	* 24/11/2022 01:37 PM	 dd/mm/yyyy	10
	hanner	CHARGE CATT	
Agency Nurse			
arer indorsed Eurolled Nume			
nrolled Nurse acility Admin			
acity Manager aceptionist			
legistered Nurse lecond Chicker			
NUMERAL STREAMEN			

15.4.2 Removing Users

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

Figure 148 – Ending/Removing access

Mariana Ferreira	mariana.ferreira ampsconnect.com.au	×	Facility Manager	End Access
Lilly Turner	My turner wmpsconnect.com.au	Are you sure you want to remove access	Facility Manager	End Access
Kylie Jones	kylie.jonesiiimpsconnect.com.au	pressing (pressing)	Registered Nurse, Facility Manager	End Access
Karen McGurk	karen.mcgurk#mpsconnect.com.au		Registered Nurse, Carer	End Access
Lilly Turner	IBytumer@mpsconnect.com.au	Accepted 550		-0.0

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 <u>SAVE</u> button

Figure 149 – Reactivating Users

EMAR		
Wity turner is implicant	ect.com.au.	
DESIGNATION		
START DATE	EXPIRY DATE	
* 11/07/2022 08:54 P	M 🗄 24/11/2022 12:00 AM	2
START DATE	EXPIRY DATE	
* 24/11/2022 01:58 PT	dd/mm/yww	0
	EMAIL Wystameriampotoon DESIGNATION START DATE * 10/07/2022 08:54 P START DATE	EMAR. BityJammersimpleconnect.com.au DESIGNATION START DATE EONer DATE 10/07/2022 06:54 PM II 24/10/2022 12:00 AM START DATE ENPRY DATE

16. User Permissions

Multiple Roles

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

- 1. Click Add Additionl role
- 2. Fill in details
- 3. Click save

Figure 150 - Setting - User

OLE		START DATE 05/05/2022 11:31 AM	6	EXPIRY DATE dd/mm/yyyy:	
Facility Manager		05/05/2022 07:50 AM		dd/mm/yyyy:	
OLE		START DATE		EXPIRY DATE	
Registered Nurse		01/01/0001 10:12 AM		31/12/9999 10:00 AM	
OLE		START DATE		EXPIRY DATE	
Roles					
1 January 0001		(RN/FM)			
ATE ADDED	DESIGNATION				
Peta Jones(RN).	Peta.Jones.registered.nurse@sigmafiealthcareb2ctest.onmicrosoft.com				
AME		EMAIL			

For training assistance please contact one of our friendly team 1800 003 938 or email <u>info@mpsmedica.com.au</u>



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