

ieMR Downtime: Recovery Activities – Transcribe Medication Administration

Quick Reference Guide

Medications administered during an ieMR Downtime need to be transcribed once the ieMR is accessible.



Remember: await notification prior to accessing ieMR post a Downtime

Scheduled Medications



Scheduled medications that were administered during an ieMR Downtime need to be transcribed in the MAR once ieMR is accessible

- Medications that were scheduled to be administered during an ieMR Downtime will appear red as an overdue task on the MAR

Scheduled	75 mg Not previously given	75 mg Not previously given
atenolol 75 mg, Tablet, Oral, morning, start: 11/16/16 8:00:00 AEST, Indication: HTN		

- Click on correct administration task to open the administration window.
- Change the *Performed date / time* field to reflect the time the medication was given based on the paper documentation

atenolol 50 mg Tablet: MSTEM302, Yukka

atenolol
75 mg, Tablet, Oral, start: 14-Feb-2017 02:00:00, Indication: HTN

*Performed date / time: 14-Feb-2017 0200 AEST

*Performed by: R4EDNurse, Anderson

Witnessed by:

- If the nurse who administered the medication has finished their shift, enter their details in the *Performed by* field

atenolol 50 mg Tablet: MSTEM302, Yukka

atenolol
75 mg, Tablet, Oral, start: 14-Feb-2017 02:00:00, Indication: HTN

*Performed date / time: 14-Feb-2017 0200 AEST

*Performed by: R3-Test, RN Surgical Services RN

Witnessed by:

- Click on the green tick to complete task
- Once you have completed the transcription into the ieMR you are required to cross the medication order in the Downtime Medication

Report and write *'Transcribed'* with a date, time and nurse initials

NEEDS PHARMACY TO VERIFY
Ordering Provider: PA, DH, Eleven DMC
Order Status: Pending Complete

2 g, Vial, IV, 4 hourly, start: 09-Feb-2017 22:00:00, stop: 10-Feb-2017 08:19:00, Indication: Infection

09/02/2017	10/02/2017	11/02/2017
08:00-18:59	08:00-18:59	08:00-18:59
17:22:00 Rufloxacin 2 g IV	17:02:30 2 g IV	17:08:00 2 g IV
		Transcribed D.C. 10/02/2017 04:30:45

PRN Medications



PRN medications that were administered during an ieMR Downtime need to be transcribed in the MAR once ieMR is accessible

- Find the correct administration task and click on the order to open the administration window
- Change the *Performed date / time* field to reflect the time the medication was given based on the paper documentation

paracetamol 500 mg Tablet, effervescent: M01SAAnaesAO, Ashley

paracetamol (paracetamol 500 mg oral effervescent tablet)
500 mg = 1 tab(s), Tablet, effervescent, Oral, FOUR times a day, start: 14-Feb-2017 10:36:00, PRN for pain, Indication: -

*Performed date / time: 14-Feb-2017 0300 AEST

*Performed by: R4EDNurse, Anderson

Witnessed by:

- If the nurse who administered the medication has finished their shift, enter their details in the *Performed by* field

paracetamol 500 mg Tablet, effervescent: M01SAAnaesAO, Ashley

paracetamol (paracetamol 500 mg oral effervescent tablet)
500 mg = 1 tab(s), Tablet, effervescent, Oral, FOUR times a day, start: 14-Feb-2017 10:36:00, PRN for pain, Indication: -

*Performed date / time: 14-Feb-2017 0300 AEST

*Performed by: R3-Test, RN Surgical Services RN

Witnessed by:

- Once you have completed the transcription into the ieMR you are required to cross the medication order in the Downtime Medication Report and write *'Transcribed'* with a date, time and nurse initials

NEEDS PHARMACY TO VERIFY
Ordering Provider: PA, DH, Eleven DMC
Order Status: Pending Complete

2 g, Vial, IV, 4 hourly, start: 09-Feb-2017 22:00:00, stop: 10-Feb-2017 08:19:00, Indication: Infection

09/02/2017	10/02/2017	11/02/2017
08:00-18:59	08:00-18:59	08:00-18:59
17:22:00 Rufloxacin 2 g IV	17:02:30 2 g IV	17:08:00 2 g IV
		Transcribed D.C. 10/02/2017 04:30:45

Continuous Infusions



Infusions that have had a rate change during an ieMR Downtime need to be transcribed in the MAR once ieMR is accessible

1. Find the Pending task for the infusion and click on it to open the administration window

2. Select *Rate Change* on the top section of the administration window
3. On the bottom section of the Administration window, update the *Performed date / time* to reflect when the rate was changed
4. Enter nurse witness in the *Witnessed by* field
5. Update the *Rate (mL/hr)* to reflect the rate change

*Performed date / time: AEST

*Performed by:

Witnessed by:

*Bag #:

*Rate (mL/hr):

6. Click *Apply*
7. A pop-up warning will appear stating that the rate does not match the order. Click *Yes*, ensuring the rate matches the paper order

8. Sign rate change by clicking on the green tick
9. Once you have completed the transcription into the ieMR you are required to cross the medication order in the Downtime Medication Report and write *'Transcribed'* with a date, time and nurse initials

09/02/2017		10/02/2017		11/02/2017	
00:00-07:59	08:00-14:59	15:00-23:59	00:00-07:59	08:00-15:59	16:00-23:59
		✓ 22:00 Fluoxaciniln 2 g IV	[] 02:00 2 g IV		
					[] 06:00 2 g IV
NEEDS PHARMACY TO VERIFY Ordering Provider: PA, DH, Eleven DMG Order Status: Pending Complete					
Transcribed D.C. 10/02 04:30hrs					