







## eMAR Checklist - Explanatory Notes

Ref #	Daily Checks	
D1	You have no Overdue medication on the MAR and TAR. (Hotlist, Dashboard or Round Summary Screen).	Check the Hotlist, Dashboard or Round Summary Screen for any Overdue medication. These are the equivalent of gaps / missing signatures and are not acceptable. All medication should be recorded as either "administered" or "not administered" at shift handover and/or at the end of the day, or the medication's start date should be adjusted to reflect the actual date the medication was started.
D2	All PRN follow-ups have been completed. (Hotlist, Dashboard).	Check the Hotlist or Dashboard for any overdue follow ups. Follow ups must be completed on the system to record the outcome of PRN medication administration. (TIPS: Users should un-tick the "Follow up Required" box if they do not want to schedule a follow-up for a particular medication. The time and date of follow-ups can be adjusted at the point of PRN administration to be more meaningful and person-centred.)
D3	"Resident of the Day" audit(s) have been completed.	Review each resident's Medication Profile, check: 1) Review Notes and Orders - are the correct and up to date? 2) Stock amounts match physical stock 3) Check and manage any "ghost" stock (See Notes in M1 for further details)
D4	Low Stock Dashboard Widget checked and actioned.	Check the widgets for any low stock, order as required or correct the on-hand figure in eMAR. Note, some items are <i>meant</i> to be low stock, for example some dressings or B12 injections.
D5	Check the Expiring Orders Dashboard Widget. (are all end dates correct and expected).	By default, medication in eMAR does not have an end date unless it is a short-course medication such as an antibiotic. Any medication that has been given an end date will appear in this widget. Check that the end date is correct and expected for that resident. Adjust the end date on the Medication Profile if required or select "No End Date".
D6	Receive Orders is clear - all medication has been either received or rejected.	Medication should be received in Receive Orders as soon as it arrives at the home. Orders that are incorrect or no longer required should be rejected from Receive Orders.
D7	The Medication Not Administered Dashboard Widget has been reviewed.	Review to understand <i>why</i> residents have not taken their medication. Can changes be made to support them to take it, for example could you adjust the time of a administration if the reason "Client Sleeping" is used frequently?
D8	CD Stock on-hand spot-checks (CD book v physical stock v eMAR on-hand).	The physical amount in the CD cupboard must match the amount recorded in your CD register AND the on-hand figure on the eMAR system.
<b>Monthly Checks</b> (At least once per medication cycle)		
M1	Review each resident's Medication Profile, check: 1) Review Notes and Orders - are the correct and up to date? 2) Stock amounts match physical stock 3) Check and manage any "ghost" stock	1) Are any person-centred Notes or Orders still applicable and up to date? 2) Do the Stock amounts in eMAR match the physical stock held? Adjust the quantities in eMAR if required (check the resident has no Overdue Medication or Orders Waiting To Be Received BEFORE making any stock adjustments) 3) The on-hand figure for all Discontinued and Ended orders should be zero. To check this go to: Medication Profile > Order Status = Discontinued Orders and Ended Orders > Click the "Stock" column header to bring the highest stock amounts to the top of the list. Click "Manage" and enter the stock amount into the "Returned/Destroyed" box.
M2	Check PRN Protocol Dashboard Widget. 1) do all PRNs have a protocol in place? 2) Have they been reviewed as per the home's policy?	Check PRN Protocol Dashboard Widget. 1) do all PRNs have a protocol in place? 2) Have they been reviewed as per the home's policy, for example every three months?
M4	Check Resident Photos Dashboard Widget. 1) Do all residents have a photo uploaded? 2) Have they been reviewed as per the home's policy?	Check Resident Photos Dashboard Widget. 1) Do all residents have a photo uploaded? 2) Have they been reviewed as per the home's policy, for example every six months?
M5	Home Medication Inventory report run for Discontinued and Expired orders to check for "ghost" stock.	This checks the whole home for "ghost" stock (Discontinued and Expired orders that still show a positive on-hand figure). These should be written off as "Returned/Destroyed".
M6	Review the Returned/Destroyed and Wasted reports	Review both the Returned / Destroyed and Wasted reports.
M7	Review the On Hold, LOA and Discontinued report	Review any medication that has been placed on-hold or discontinued on the system. Review any residents that have been put on a Leave of Absence on the system. Are these correct and expected?
<b>Annual Checks</b>		
A1	eMAR Proficiency Assessment for all staff that administer medication	Complete the eMAR Proficiency Assessment for each member of the team that administers medication. The assessment can be found and printed from the Support Zendesk by searching for "eMAR Proficiency Assessment"