eMAR Functional Proficiency	Date of Observation:
	Participant:

Please complete an assessment for each participant

Section A – Add to MAR/TAR	-2	-1	0	1	2
1. Selecting Resident					
2. Selecting GP					
3. Search medications					
4. Amount (make sure the Unit of the Amount matches the Unit of the Dosage)					
5. Frequency (Stat, PRN, Scheduled, Custom Cycle)					
6. Dosage (Match the Unit of the Amount)					
7. Form of administration					
8. Route of administration					
9. MAR or TAR					
10. Add a medication to the eMAR – Verify Amount and Dosage in same units, Set Number of Days to "0" so medication do not drop off, understanding Start Date and Time					
11. Entering Home Remedies					
12. Using MAR/TAR notes					
13. Managing Standing Orders (Add a Medical Directive)					
Section B – Completing Round or Med Pass	-2	-1	0	1	2
14. Opening eMAR					
15. Selecting Unit(s)					
16. Selecting Round/Pass					
17. Selecting Resident					
18. Access the eMAR and administer or not administer, self-administer to be found in 'Not administered' box					
19. Hot List Follow-up, Bio-test, Overdue Medication, Treatments					
20. Administer LOA or release LOA					
21. PRNs, Adding, Creating Follow up Notes					
22. Checking Waste - Confirming					

Scoring Legend

-2 Not Completed   -1 Partially Completed   0 Moderately Completed   1 Almost Completed   2 Fully Completed

eMAR Functional Proficiency	Date of Observation:
	Participant:

Section C – Managing Stock (where applicable)	-2	-1	0	1	2
23. Manage the stock levels for a given order- Start Date and Time, End Date, Setting End so it does not drop off MAR, Quantities, Notes					
24. Medication Inventory Review					
25. Destroyed / Returned					
26. Brought Forward					
27. Carried Forward					
28. Unexplained Extras or Shortages					
29. How to adjust stock level Unaccounted, Carry to Next, Brought From Prior					
30. When to bring a medication stock from a prior order to the current order					
31. How and when to indicate a stock is carried to the next order from a prior order					
Section D – Managing Orders	-2	-1	0	1	2
32. Placing On Hold					
33. Removing from Hold					
34. Correct a duplicate medication					
35. What must be done if there are missing medications					
36. How to manage medications On HOLD and when to remove from hold and how to report Holds					
37. How to discontinue a medication and when do you discontinue a medication					
38. How to find an order that has dropped from MAR the due to a stated Expiry Date					
39. What to do if a medication has dropped from MAR Profile and is not on current day's MAR					
Section E – Reporting	-2	-1	0	1	2
40. Run the necessary reports – Overdue set Unit, Date, and Shift					
41. Medication Profile					
42. Inventory					
43. Overdue					
44. MAR sheets					

Scoring Legend				
-2 Not Completed	*-1 Partially Completed*	*0 Moderately Completed*	*1 Almost Completed*	*2 Fully Completed*