eMAR Proficiency Assessment

Date of Observation:

Name of Staff Member:

Section A – eADT Admission & Pre-Admits	N/A	0	1	2
1. Check for pre-admissions				
2. Entering Client Identification details				
3. The importance of Health Card (NHS/CHI) numbers				
4. Entering Contacts (if applicable)				
5. Entering Allergies				
6. Entering Advanced Directives (if applicable)				
7. Completing the Admission Information tab and signing off an admission				
8. Uploading a resident's photograph				
9. Adding a resident's photograph review date				
10. Processing a pre-admit/admission				
Section B – eADT Updating Admission Information	**N/A**	**0**	**1**	**2**
11. Accessing resident admissions				
12. Editing a resident's information				
13. Editing a resident's health status				
Section C – eADT Internal Transfers & Bed Swaps	**N/A**	**0**	**1**	**2**
14. Performing an internal transfer				
15. Performing a bed swap				
Section D – eADT Handling Discharge & Admission History	**N/A**	**0**	**1**	**2**
16. Selecting the correct discharge type and entering the appropriate details				
17. Signing off a discharge				
18. Viewing admission & discharge history				

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Scoring Legend			
N/A Not Applicable to Role	**0** Not Completed	**1** Partially Completed	**2** Fully Completed

eMAR Proficiency Assessment

Section E –Dashboard & Hotlist	N/A	0	1	2
19. The Hotlist – Follow-ups				
20. The Hotlist – Overdue Medication/Treatment				
21. The Hotlist – Bio tests				
22. The Hotlist – PRN Protocol Review				
23. The Dashboard – Medication Follow-up				
24. The Dashboard – Medications Not Administered				
25. The Dashboard – Low Stock				
26. The Dashboard – Expiring Orders				
27. The Dashboard – Overdue Orders				
28. The Dashboard – Orders Waiting To Be Received				
29. The Dashboard – PRN Protocols				
30. The Dashboard – Resident Photos				
Section F – eReports	**N/A**	**0**	**1**	**2**
31. Printing a MAR Chart				
32. Suggested Orders				
33. Follow-up Notes				
34. Home Medication Inventory (Discontinued & Expired)				
35. Overdue report				
Section G – Add to MAR (ATM)	**N/A**	**0**	**1**	**2**
36. Selecting the resident				
37. Selecting the prescriber				
38. MAR/TAR Med Type				
39. Search drug				
40. Strength amount & unit				
41. Total dispensed amount				

Scoring Legend
N/A Not Applicable to Role   **0** Not Completed   **1** Partially Completed   **2** Fully Completed

	N/A	0	1	2
42. Frequency (PRN, Stat, Scheduled, Custom Cycle)				
43. Dose amount & unit				
44. Duration				
45. Route of administration				
46. Administration start date & time				
47. Directions (as per dispensing label)				
48. Pharmacy source				
49. Add to MAR/TAR Batch				
Section H – MAR/TAR Notes	**N/A**	**0**	**1**	**2**
50. Adding MAR/TAR Notes				
51. Adding MAR/TAR Orders				
52. Adding PRN protocols				
Section I – eMAR/eTAR	**N/A**	**0**	**1**	**2**
53. Selecting unit(s)				
54. The Round Summary screen				
55. Selecting resident				
56. Administer a medication using "Pop & Dot"				
57. Administer a medication individually				
58. Record a medication as "Not Administered"				
59. Adding bio-test results				
60. Adding a location to the body map				
61. Notes about a specific medication				
62. PRN Follow-ups				
63. Administer LOA or release LOA				
64. Witness signatures				
65. Recording waste				
66. Checking and actioning Overdues				

Scoring Legend

N/A Not Applicable to Role   **0** Not Completed   **1** Partially Completed   **2** Fully Completed

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Section J – Managing Stock	N/A	0	1	2
67. Start Dates				
68. End Dates				
69. Returned/Destroyed				
70. Brought from Prior Order				
71. Carried to Next Order				
72. How to adjust stock levels				
73. Low inventory – orange inventory button				
74. Negative inventory – red inventory button				
75. Managing Inactive Medications with Remaining Inventory (Ghost Stock). 'Return All Remaining Stock'				
Section K – Medication Profile				
76. Order Status filter				
77. Order Type				
78. Filters				
79. Resident of the Day Auditing				
Section K –Managing Orders	N/A	0	1	2
80. Editing Instructions				
81. Updating the Route				
82. Self-Admin				
83. High Alert Medication				
84. MAR/TAR				
85. Updating Schedules				
86. Put on Hold				
87. Stop – Discontinue				
88. Stop Order				
Section L – Receive Orders	N/A	0	1	2
89. Search resident				

Scoring Legend
N/A Not Applicable to Role　　**0** Not Completed　　**1** Partially Completed　　**2** Fully Completed

	N/A	0	1	2
90. Validation results				
91. Adjusting received quantities				
92. Amending start dates (if applicable)				
93. View or Edit Schedule				
94. Rejecting orders				
95. Amending stock quantities for eye drops and creams etc				
96. Setting 'High Alert' from Receive Orders				
Section M – Account/User Management	**N/A**	**0**	**1**	**2**
97. Changing your own password				
98. Re-setting another User's password				
99. Adding new Users				
100. Making Users Inactive				

Overall Score (Max 200)				
Observer's Name		**Observer's Signature**		**Date**	
Staff Member's Name		**Staff Member's Signature**		**Date**	

Additional Comments: