

eMAR Functional Proficiency Assessment – Agency Staff Sign Off	Date:
	Name of Agency Staff Member:
	Name of Care Home Staff Member:

Section A – Logging On and Off	Signature of Agency Staff	Notes
1. Log on to eMAR – set them up with a unique User Name and Password. Ensure they do not share this with anyone. **Remember to set the User to “Inactive” once they have finished working at the Home. ** Please note that Agency staff should not be granted access to any stock management or add-to-MAR functions within the system		
Section A – Completing a Medication Round	Signature of Agency Staff	Notes
1. Accessing eMAR		
2. Selecting /changing unit(s)		
3. Selecting a round		
4. Selecting a resident		
5. “Administer” or “Not Administer” a medication.		
6. “Pop and dot” functionality		
7. Second signatures for Controlled Drugs – who should they ask?		
8. Overdue medication (missing signatures/gaps)		
9. The Body Map		
10. Bio-tests		
11. The Dashboard / Hotlist		
12. PRN medication and completing Follow Ups		
13. Recording wasted medication		
Section B – Reporting	Signature of Agency Staff	Notes
1. Print a MAR chart		
Section C – Accessing Help	Signature of Agency Staff	Notes
1. “Support” function		
2. MED e-care’s helpline number: 0800 802 1230		
3. Who in the Home can they ask for help?		
4. Which residents have time-specific medication?		

Notes /Comments