e-TAR Guide

This guide contains everything you need to know to manage
MED e-care's e-TAR application

SUPPORT

MED e-care support is available 24/7

How to reach us

Phone: 0161 232 4576
Freephone: 0800 802 1230
Email: support@mede-care.com

Remote Assistance

To access our REMOTE SUPPORT for screen sharing, simply click the BLUE TeamViewer icon on your computer's desktop when asked by a support agent to do so.

Online Help Manuals

To access our help manuals:

1. Click "**SUPPORT**" in the top right-hand corner of the software and search our database for help articles:

2. Click "**Need Support**" on the log-in page
3. Visit support.mede-care.com

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MED e-care e-TAR REFERENCE GUIDE

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LOGIN

YOUR LOGIN ON e-TAR REPLACES SIGNATURES ON A PAPER MAR CHART

To login to MED e-care, click on the desktop shortcut that says "**MED e-care**" or "**eCare IV**", this will bring you directly to the login page

The first time that you login, it is helpful to type in a "**Short Name or Alias**" so that that computer will remember your **User Name** next time you log on.
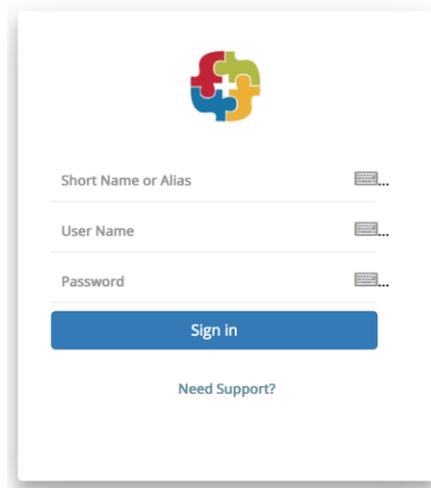
My User Name is: _____

Your User Name and Password combination act as your **signature** in MED e-care, **keeping them private is very important**. Do not share these with anybody.

To Change Your Password:

1. Click "**My Account**" on the **Green Bar**

2. Enter your new password twice
3. Click "**Apply Changes**"

TOPICAL/TREATMENT ADMINISTRATION RECORD (e-TAR)

e-TAR is used to record the administration of topical medication

MED e-care — Your Care, Our Mission — Z1 MED E-CARE TRAINING 2

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MAR is your MEDICATION Administration Record.

TAR is the TOPICAL/TREATMENT Administration Record.

The e-MAR and e-TAR system work in the same way.

The **type** of medication you will see on the TAR will be different to the MAR. The **TAR** is for medications without active ingredients, such as emollient creams for example. These treatments can be applied by care staff. The administration of these is usually a delegated task from a Nurse or Senior Carer. The **MAR** is for medication that contains active ingredients. These would be administered by a Nurse or Senior Carer with appropriate training.

The TAR Round Summary Screen:

Medication Rounds for Tuesday, 4 December 2018

Grey bar = Completed meds round
Green bar = The round in progress
Yellow = Future meds rounds
Red = Overdue meds (missing signatures)

How to Record Medication as 'Administered' or 'Not Administered'

1. Go to the Round Summary Screen (as above)
2. Click the "**Scheduled**" button for the current round
3. Select the Resident you wish to give medication to by clicking on their photo. You will see a list of all medications due for your resident during this round

4. Once you have attempted to give the medication to your resident, you can mark as "Administered" or "Not Administered" by clicking in one of the boxes to the right of your resident's medication

5. If you clicked "Administered" the box will turn **Green**

6. If you clicked "Not Administered" the box will turn **Red**, if this is the case, select the reason for not administered from the drop-down menu available

PLEASE NOTE: Each medication given is deducted from your inventory. If you need to record wasted medication, enter the quantity in the **WASTE** field on either "Administered" or "Not Administered" button

The inventory amount is displayed on the medication screen in **blue**. If the Inventory button is **orange**, you have less than three days stock left. If the Inventory button is **red** your on-hand figure has gone negative. Users must take action to count their stock and correct the on-hand figure in the system. You may also need to order more stock if you are running low.

How to Record PRN Medication as Administered

From within a medication round to the resident you are giving scheduled meds to:

1. Click the blue "**Available PRNs**" button at the top of the resident's medication screen. This will expand the list of available PRNs at the bottom of the screen.

2. Click the button "**Click to administer PRN**" beside the medication you want to give

3. Add the quantity of medication given, give a reason for administration and confirm the scheduled time for PRN follow-up. If you do not

want to follow-up on this med, remove the tick from the "Follow-up Required" box.

4. Click "**Save"**

From the Round Summary Screen, or for residents that don't have scheduled medication:

1. Click the blue "**Available PRNs for All Clients**" button

 Available PRNs for All Clients

2. Select your resident from the list of available residents
3. Follow the "How to Administer PRN Medication" instructions from above to complete

Special Instructions

There are 4 icons to pay attention to within the TAR rounds for your residents; these icons represent **Pop and Dot, Notes**, **Bio-tests** and the **Body Map**.

Pop and Dot: The circle icon it represents Pop and Dot. To mark an item as popped, click in the circle. This can be done for all meds for a resident, you can either then mark medications as administered or not administered. The **blue** "**Administer All Popped Items"** button can be used to mark all of the popped meds as "Administered".

Notes: Notes are represented with a **note pad icon**. This is where you can read and record notes regarding a specific medication. When adding a note, you also have the option of adding a follow-up to ensure that the actions addressed are being followed.

Icons without Special Instructions

Icons with Special Instructions
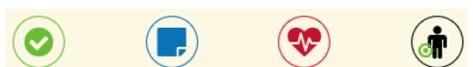
Bio-test: Bio-tests are measurements taken from the body and are represented in e-TAR with a **heart icon**. By clicking on this icon, you can record results for existing tests or set up new ones. When the heart is **Red**, it means you have a test to complete.

Examples of bio-tests are height, weight, temperature, pulse, blood pressure etc.

Body Map: The **man icon** represents the Body Map. After you have administered topical medications, pain patches, gels or injections you can click on the icon to record the location of application. You must record the medication as administered on the system before marking the location on the body map. You will be able to see the last 5 administration locations.

Legend: ● Current Administration ●●● Historical Administrations
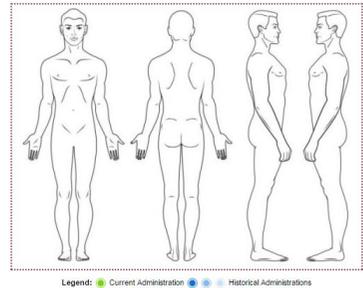
DASHBOARD
MANAGE YOUR e-MAR/e-TAR SYSTEM AT A GLANCE

Configure Widgets: Click on "Dashboard" on the Green Bar.
Click "Configure Widgets"

Suggested Widgets:
Medication Follow-up – PRN Follow-ups that need to be completed on the system.
Overdue Orders – Gaps/Missing signatures. These are not acceptable and should be signed off as either "Administered" or "Not Administered".

You must review the Dashboard with the appropriate Nurse/Senior Carer at the end of your shift to ensure that there are no Overdue medications on the TAR.

A Nurse/Senior Carer should complete any PRN medication follow-ups from the TAR with you.

NOTES

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