Switching on eTAR in eMAR

eTAR Pre-Preparation

1. Ensure you have a suitable number of devices for the carers to use to administer from the eTAR
   - Setup the devices with the MED e-care link
   - Device setup guide is available through the 'Support' button on your home screen

   - o Search for – "Device setup guide"

2. A nominated person in the home to create logins for all carers that are required to administer from eTAR
   - Setting up new user guide is available through the 'Support' button on your home page
     - o Search for – "How do I add a new user"
   - The carers 'user role' to be selected as 'Carer'
   - If you already have the carers setup with logins with the user role 'Second Signature Only' then just also select the 'Carer' role

Please contact MED e-care support if the carers have access to parts of the system you do not require them to have e.g. eMAR

3. Upskill the Carers to be able to use eTAR
   - Show them the 'Dashboard' and how to filter to eTAR

4. Change all topical medication required on eTAR
   - Navigate to eMAR/Orders/Medication Profile (New)
   - Select a resident
   - Review the residents active & future medications
   - When you identify a medication that is required on eTAR
   - Click 'Manage' & 'Edit'
   - Change the status flag of MAR to TAR as the picture below

   - You will need to 'Save' and a 'Witness' to sign

5. Run the report 'Physician Review'
   - Deselect 'All' on 'Order Type' and select 'TAR' as per below screenshot

   - Then 'Run' report
   - Check that all required and expected topical medications are on the report
   - Send a copy to the pharmacy to allow them to update their records ready for the next monthly cycle

6. Updated the pharmacy monthly with any changes to the medications required on eTAR
   - MED e-care reports that can be used to support the monthly ordering communication with the pharmacy
     - Physician Review
     - Suggested Order
     - Both these reports can be split into MAR & TAR medications

Booking in from Receive Orders

Receive Orders will allow you to identify which orders have been sent to appear on the MAR and which orders have been sent on the TAR. (see example TAR flag below)

	Resident	Medication	Instructions	Schedule	Dispensed Date	Quantity	Validation Results
☐	**Clayton, Linda** Bed: **Room: 47** Chart #: **40**	Aqueous cream APPLICATION (90mg/gram | 150mg/gram | 60mg/gram) DIN : 14607911000001101 Rx : ATM1758	Apply to the affected areas TWICE daily Route: TP Alert Medication: ☐	TAR 0800 - 1 1600 - 1 Start: July 09, 2020 ☑ View or Edit Schedule	July 09, 2020 1531	Unit: APPLICATION Shipped: 500 Received: 500	☑ Order Details Mismatch

Once all the required medications have been edited to be on the TAR (as per Point 4 above), then 'Validation' will identify any orders that come across from the pharmacy on the MAR and enable you to edit them as required.

These will be identified as 'Order Details Mismatch'