MED E-CARE

eMAR Proficiency Assessment - UK

Date of Observation/Assessment:

Name of Staff Member:

Section A – eADT Admission & Pre-Admission	**N/A**	**0**	**1**	**2**
1. Check for pre-admissions				
2. Entering Client Identification details				
3. The importance of the Health Card Number (NHS/CHI number				
4. Entering Contacts (if applicable)				
5. Entering Allergies or NKA on the Client Health Status tab				
6. Entering Advanced Directives (if applicable)				
7. Completing the Admission Information tab				
8. Complete/Sign an Admission				
9. Uploading a resident's photograph				
10. Adding a photograph review date				
11. Processing a pre-admission (if applicable)				
Section B – eADT Updating Admission Information	**N/A**	**0**	**1**	**2**
12. Accessing Current Admissions				
13. Re-admitting a previously Discharged resident				
14. Updating a resident's information				
Section C – eADT Internal Transfers & Bed Swaps	**N/A**	**0**	**1**	**2**
15. Performing an internal transfer				
16. Performing a bed swap				
Section D – eADT Managing Discharges	**N/A**	**0**	**1**	**2**
17. Selecting the correct discharge type and entering the appropriate details				
18. Signing off a discharge				
19. Viewing admission & discharge history				

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Scoring Legend

N/A Not applicable to their role | **0** Not Proficient | **1** Partially Proficient | **2** Fully Proficient

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

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45. Dose amount & unit				
46. Duration				
47. Route of administration				
48. Administration start date & time				
49. Directions (as per dispensing label)				
50. Pharmacy source				
51. Add to MAR/TAR Batch				
Section H – MAR/TAR Notes	**N/A**	**0**	**1**	**2**
52. Adding MAR/TAR Notes				
53. Adding MAR/TAR Orders				
54. Adding PRN Protocols				
Section I – eMAR/eTAR	**N/A**	**0**	**1**	**2**
55. Selecting unit(s)				
56. The Round Summary screen				
57. Selecting a resident				
58. Administer a medication using “Pop & Dot”				
59. Administer a medication individually				
60. Record a medication as “Not Administered”				
61. Recording Waste				
62. Notes about a specific medication				
63. Adding bio-test results				
64. Adding location(s) to the body map - dots				
65. Adding location(s) to the body map – larger areas				
66. Witness signatures				
67. Adding a new Leave of Absence (LOA)				
68. Editing a Leave of Absence (LOA)				
69. Releasing from a Leave of Absence (LOA)				
70. Setting PRN Follow-ups				
71. Completing PRN Follow-ups				

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72. Checking and actioning Overdues				
Section J – Managing Stock	**N/A**	**0**	**1**	**2**
73. On Hand / Inventory amount				
74. Returned/Destroyed				
75. Brought from Prior				
76. Carried to Next				
77. Low inventory – orange inventory button				
78. Negative inventory – red inventory button				
79. 'Return All Remaining Stock' Managing Inactive Medications with Remaining Inventory (Ghost Stock).				
80. Stock Audit – All Items				
81. Stock Audit – Selected Items				
Section K – The Medication Profile				
82. Resident Search				
83. Admission Status – Admitted / Discharged residents				
84. Order Status filter				
85. Order Type				
86. Filters – Controlled Drugs, PRN Protocols, High Alert, Self Admin, Mandatory Body Map				
Section K – Managing Orders	**N/A**	**0**	**1**	**2**
87. Editing Instructions				
88. Updating the Route				
89. Self-Admin				
90. High Alert Medication				
91. Body Map Required				
92. MAR/TAR				
93. Updating Schedules				
94. Put on Hold				
95. Stop – Discontinue				
96. Stop Order				

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97. Schedule Preview				
Section L – Receive Orders	**N/A**	**0**	**1**	**2**
98. Search resident				
99. Validation results – 'Matched'				
100. Validation results – 'New Order – Review'				
101. Validation results – 'Custom Cycle Review'				
102. Validation Results – 'Order Details Mismatch'				
103. Validation Results – 'Potential Duplicate'				
104. Adjusting received quantities - general				
105. Adjusting received quantities of drops				
106. Adjusting received quantities of topicals				
107. Amending start dates				
108. Adding/amending an End Date (if applicable)				
109. Rejecting orders				
110. Setting 'High Alert' from Receive Orders				
111. Setting 'Body Map Required' from Receive Orders				
Section M – Account/User Management	**N/A**	**0**	**1**	**2**
112. Changing your own password				
113. Re-setting another user's password				
114. Adding new users				
115. Making users Inactive				

Overall Score (Max 230)					
Observer's Name		**Observer's Signature**		**Date**	
Staff Member's Name		**Staff Member's Signature**		**Date**	

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Additional Comments/Notes:

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