

'Read only' access to eMeds - Training Guide

eMeds is an electronic prescribing and medicines administration system that is being introduced across inpatient and outpatient settings at LTH, to improve the safe use of medicines within the Trust.

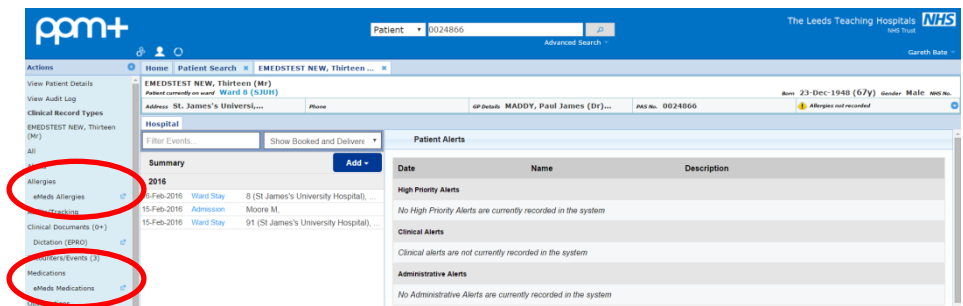
Clinical staff working for LTH who have a PPM+ account will be given 'read only' access to eMeds automatically. This will allow users to view medications and allergies for patients that have been seen on an eMeds ward, but not prescribe, administer or reconcile medications. As the eMeds system is rolled out across the Trust, users will have the relevant level of access given to them following role specific training.

This training guide is designed to teach users how to access eMeds via PPM+, locate a patient and view medications and allergies recorded for that patient.

Access PPM+ & search for a patient

Access to the eMeds system is via PPM+:

1. Log in to PPM+ using your Trust network username and password. Further information about logging into PPM+ and PPM+ functionality is available in the PPM+ training section on the Trust intranet
2. Use the search bar at the top of the screen to find a patient. Select "Patient" and enter the patient's name or PAS number in the text field
3. Select the correct patient from the search results
4. In the patient's Single Patient View (SPV) select "eMeds Medications" or "eMeds Allergies" from the left hand "Actions" pane



Patient Summary Screen

Patient allergies and intolerances are shown at the top of the Patient Summary

A statement will be displayed to indicate if the patient has any medications on admission

Inpatient medications are grouped by: "Scheduled Medications", "PRN" & "Stat"



To open the medication chart, click the chart icon



Alerts are displayed on the right hand side

You may need to scroll down the page to view all inpatient medications

Medication Chart

Inpatient medications are grouped into tabs. Tabs that are displayed in **bold** contain medication information. The number displayed on the tab is the number of active medications in that group.

This will show you a history of the patient's prescriptions and administration up to the point of transfer out of the eMeds ward. All current medication should have been transcribed onto a paper medication chart. Please be vigilant when checking what medication has already been given.

A key to the symbols used on the chart can be displayed by selecting the question mark icon

Logging out

To log out of eMeds and return to PPM+, select "Logout" on the top right of the screen or "Close" on the top left of the screen.