



# '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 LTHT, to improve the safe use of medicines within the Trust.

Clinical staff working for LTHT 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

| com+                     |   | Pa                                | tlent • 0024866       | ٩  |                 | The Leeds Teaching Hospitals            |
|--------------------------|---|-----------------------------------|-----------------------|--|-----------------|---|
|                          | 9 <u>2</u> O  |                                   |                       |  |                 |   |
| Actions O                | Home Patient Search ×   | EMEDSTEST NEW, Thirteen )         |                       |  |                 |   |
| View Patient Details     | EMEDSTEST NEW, Thirteen (<br>Patient currently on ward Ward 8 ( | (Mr)<br>SJUH)                     |                       |  |                 | Born 23-Dec-1948 (67y) Gender Male NHSN |
| Chaical Record Tuner     | Address St. James's Universi,                                   | Phone                             |                       | 6P Details MADDY, Paul James (Dr)          | PAS No. 0024866 | 1 Allergies not recorded                |
| EMEDISTEST NEW, Thirteen | Hospital  |                                   |                       |  |                 |   |
| (Mr)                     | Filter Events   | Show Booked and Delivere          | Patient Alerts        |  |                 |   |
| All                      | Summary   | Add -                             | Date                  | Name                                       | Description     |   |
| Allergies                | 2016  |                                   |                       |  |                 |   |
| eMeds Allergies 🛛 📽      | 6-Feb-2016 Ward Stay 8 (  | St James's University Hospital),  | High Priority Alerts  |  |                 |   |
| Tracking                 | 15-Feb-2016 Admission Mo  | oore M,                           | No High Priority Ale  | arts are currently recorded in the system  |                 |   |
| Clinical Documents (0+)  | 15-Feb-2016 Ward Stay 91  | (St James's University Hospital), | Clinical Alerts       |  |                 |   |
| Dictation (EPRO)         |   |                                   |                       |  |                 |   |
| Jounters/Events (3)      |   |                                   | Clinical alerts are n | ot currently recorded in the system        |                 |   |
| Medications              |   |                                   | Administrative Alerts | i  |                 |   |
| eMeds Medications        |   |                                   | No Administrative A   | Nerts are currently recorded in the system |                 |   |

### **Patient Summary Screen**



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.

| eMeds - EMEDSTEST NEW, Thirteen (Mr), Born 23-Dec-194                       | A key to the symbols   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|
| MedChart<br>LTH Test 1  | Prescribing Medication Chart - EMEDSTEST NEW, THIRTEEN (MR) Gareth Bate  |  |  |  |  |  |  |  |
| Close View Print Reference ⊻iewer   | Help Lock Logout   |  |  |  |  |  |  |  |
| EMEDSTEST NEW, THIRTEEN (MR) , PAS No:<br>BSA:Unknown                       | : 0024866, NHS No: Unrecorded, DOB:23-Dec-1948, Age:67 years, Weight:Unknown, BMI:Unknown, 📃 ! 📎                               | be displayed by  |  |  |  |  |  |  |
| Allergies: Product Allergy to IDOTALSEEN (Generic Manu                      | uff, Non-Drug Allergy to Elastoplast - Raph Add  | selecting the question   |  |  |  |  |  |  |
| Meds On Adr Scheduled Variable Dos  | se PRN Stat Discharge Summary  | mark icon  |  |  |  |  |  |  |
| Cease Prescribe Quick List Protocol Withhol                                 | Ad Discharge Transfer From Transition Reconciliation Edit Administer Time Resupply Comment Request Review Select All Clear All |  |  |  |  |  |  |  |
| Medication  | Time 5 Feb 2015 0 Etails   | Scheduled Legend   |  |  |  |  |  |  |
| amiodarone hydrochloride Tablet<br>DOSE: 200 mg Oral Once a Day (08:00)     |  | Scheduling         A dose is scheduled for this time, but is not yet due.           This dose is due now.         This dose is overdue now.           This date and time is before the medication  |  |  |  |  |  |  |
| 29-Feb-2016 Gareth Bate   |  | commences.   |  |  |  |  |  |  |
| son aspirin 75mg Dispersible Tablet     DOSE: 75 mg Oral Once a Day (06:00) | 06:00 V V  Source Net Assigned  New Mediation Order  Ceased 18-Feb-2018 10.46 by   | complete or after it has been ceased.<br>A dose is not due at this date and time.<br>Today's date.<br>Unused lines.<br>Chick to change the start date for the administration   |  |  |  |  |  |  |
| 15-Feb-2016 Gareth Bate   |  | period.  |  |  |  |  |  |  |
| DOSE 1 mg (0.2mg) Subcutaneous Once a Day (09:00)     for 2 doses           | 0%00   | Administration     √ The dose was administered.     ✓ The dose was administered late (and the order was     designated time chical).     W1 Withheld: W1-Patient away from the ward.     W2 Withheld: W2-Patient could not take dose.     W2 Withheld: W2-Patient could not take |  |  |  |  |  |  |
| 16-Feb-2016 Gareth Bate   | 9  | W3 Withheid: W3-Patient relused.   |  |  |  |  |  |  |
| DOSE: 1 mg (1ml) Intramuscular Once a Day (09:00)                           | DOSE. 1 mg (tmg) Intramuscular Once a Day (00:00)  |  |  |  |  |  |  |  |
| Allergies: Product Allergy to IBUPROFEN (G                                  | Seneric Manuf), Non-Drug Alleen to Elastoplast - Rash Add  |  |  |  |  |  |  |  |
| Meds On Adm Scheduled   | Variable Dose PRN Stat Discharge Summary   |  |  |  |  |  |  |  |
| Cease Prescribe Quick List Protocol   | Discharge Transity From Transition Reconciliation Edit Administer Time Resupply Comment Request Review Select All Clea         | r All  |  |  |  |  |  |  |
| Medication  | Date Time Dose Route   |  |  |  |  |  |  |  |
| ANUSOL cream<br>Cream Rectal When Required (10:38)                          | 16-Feb-2016         10.44         PR         Source Not Assigned           New Medication Order         New Medication Order   |  |  |  |  |  |  |  |

|      | Cream Rectal When Required (10:38)            |             |       |        |   | New Medication Order        |
|------|---|-------------|-------|--------|---|-----------------------------|
|      | up to 4 doses per day                         |             |       |        |   | Ceased 16-Feb-2016 10:46 by |
|      | 15-Feb-2016 Gareth                            | Bate        |       |        |   |                             |
| E 85 | tramadol hydrochloride 50mg Capsule           | 16-Feb-2016 | 10:44 | 100 mg | 0 | Source Not Assigned         |
|      | DOSE: ou to 100 mg Oral when Required (10:37) |             |       |        |   | New Medication Order        |
|      | up to 400 mg per day                          |             |       |        |   | Ceased 16-Feb-2016 10:46 by |
|      | 15-Feb-2016 Gareth                            | Bate        |       |        |   |                             |
|      |   |             |       |        |   |                             |

| Allergies: Product Allergy to IBUPROFEN (Generic Manuf), Non-Drug Allergy to Elastophet Add  |   |                        |                               |                       |                        |            |   |  |  |
|--|---|------------------------|-------------------------------|-----------------------|------------------------|------------|---|--|--|
| Meds On Adm Scheduled Variable Dose  | PRN   | Stat                   | Discharge                     | Summary               |                        |            |   |  |  |
| Cease J Prescribe Quick List Protocol J Discharge  | Transfer From Transit   | ion Reconciliation     | Edit <u>A</u> dminister Time  | Resupp <u>ly</u>      | Comment Request Review | Select All | Clear All   |  |  |
| Medication   | Date/Time Due Route   | Dose Date/             | Fime Given                    |                       |                        | etails     |   |  |  |
| piperacillin 4g + tazobactam 500mg Infusion<br>DOSE: 4.5 g Intravenous Once Only (10.28)<br>In 50mL sodium chloride 0.9% over 30 minutes<br>Indication: Animal or Human Bites - prophylaxis<br>15-Feb-2016 Gareth Bate | This information<br>is not available<br>because<br>administration is<br>not being<br>recorded in<br>MedChart. | This information is no | t available because administr | ation is not being re | corded in MedChart.    |            | Source Not Assigned<br>New Medication Order<br>Clinical Review (Gareth Bate, 18-Feb-2016)<br>Intravenous antibiolic review required after 48 hours<br>Ceased 16-Feb-2016 10.46 by |  |  |

## 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.