

CareAdmin Workflow

1. Logon to **PowerChart**.
2. Open patient **chart**.
3. Check **VS** on Iview.
4. **Review** meds on MAR, **pull** from Pyxis with instructor.
5. Bring med cart to **bedside**.
6. Open Medication Administration Wizard (**MAW**) on the toolbar.



7. Verify patient name, scan the patient's **wristband**.
8. Scan the **medication before opening the med package**. A black checkmark in the box indicates the med has been identified. A blue **checkmark** will appear and the line will be **bolded** indicating that a match has been found. 
9. Hover the mouse over the medication name to get '**last given**' information.
10. Complete any **required fields** as indicated by a blue circle with a white X by selecting the arrow in the **Result** column.
11. Review **medication details**. Look for **exact** match, ie: PRN or Scheduled.
12. **Administer** the medication to the patient.
13. Click **Refresh**, scan the next medication.

Note: Student nurse documentation will be 'Pending Validation' on the MAR, until the instructor validates the meds given.

The Wristband will not scan

1. Make sure **Caps Lock** is not active on your keyboard.
2. Try scanning a **different place** on the wristband, Aztec barcodes encircle the wristband.
3. Verify the correct **Encounter Number**.
4. Best practice: **Replace** Wristband and begin again.

If the Wrong Patient is Scanned

1. Click **OK** to acknowledge the message 'The scanned patient does not match the open chart.'
2. **STOP!**
3. Open the correct patient **chart**.

Multiple Ingredients

1. Scan the **first** ingredient.
2. Prompt will pop up to scan **additional** ingredient.
3. Scan the **additional** med (or diluent).
4. Click **OK**.

Overdose

1. You scanned a dose **larger** than ordered; a warning appears. 'Scanned med is more than ordered amount.' Click **OK** to continue.
2. The entire order/task turns **RED**.
3. Double click the **Results** column of the order sentence.
4. The charting window opens; enter the dose ordered and given in the **required** field.



5. Task is checked and no longer RED.

Note: you cannot sign for an overdose, it must be corrected.



Underdose

1. You scanned a dose **smaller** than the ordered dose.
2. **RED** triangle left side of task appears.
3. Scan the **remaining** doses.
4. Notice that the dose should now be correct on the med charting window.

Note: you may sign for an underdose with a reason, ie: 'full dose makes patient nauseous.'

If the Dosage form is not Compatible

1. Click **OK** to acknowledge the message 'The form of the medication scanned is not compatible with the route of administration.'
2. Check the order, **contact** the Provider.
Note: Form/route conflicts require a new order, ie: topical vs. oral.

If the Med Scanned has a Different Form

1. Click **OK** to acknowledge the message 'The form of the medication scanned is different from the ordered form.'
2. Contact pharmacy or the provider for a new order.
Note: Form/form conflicts require a new order, ie: capsule vs. tablet.

Scanning Multi-dose Vials

1. The med will be identified by its **full** contents.
2. An alert indicates the scanned product **exceeds** the ordered amount.
3. Double click the details in the **Result** column.
4. Enter the dose **ordered** in the required field.

Note: use the 'Flag' labels sent from pharmacy on the syringe, so the syringe can be scanned at the bedside, ie: regular insulin.

Chart Medication as Not Given

1. Scan the **medication**.
2. Open the **charting window**.
3. Select the **Not Given** option box.
4. Enter a **reason** (required field, ie: patient refused).

Begin IV bag

1. Scan the **IV bag**. The Begin Bag window will pop up.
2. Instructor must document **'Witness.'**
3. Click **OK**.

Note: rate change, bolus, site change, infuse volume will have to be documented on the MAR.

Nurse Witness Medication Administration

1. For medications that need to be witnessed, enter the Instructor's **name** in the witness box.
2. Click **OK**, and then the instructor must enter their password.

3. Click **OK** and complete medication administration.

Note: CLIPS drugs (calcium, lanoxin, insulin, potassium and sodium 3%, PCA and PCEA) must be witnessed.

PRN Response

Document on **eMAR**.

Med Barcode will not Scan

1. Verify the medication **details** (Manual **5 Rights** verification: Right patient, right drug, right dose, right frequency and right route).
2. Select the **option box** next to the med.
3. **Override** med scan process.
4. **Instructor to notify pharmacy** using the Med Request feature on the MAR. Scan the med into the Comments box.

CareAdmin Tips

- **Cleaning:** Use antimicrobial wipes available on unit to clean device.
- **Charging:** Replace device in base when not in use. Make sure RIC is charged.
- **Scanning Bar Codes:** Scan the bar code to start 4-6" from the bar code, then slowly pull away. Make sure the scanner covers the bar code.

Department of Clinical Transformation

444-6952/1338

1/21/15

Stony Brook Medicine



CareAdmin Documentation for Student Nurses



Quick Reference Guide

See your Champion for
Additional help using
PowerChart

OR

Call the **HELP** desk
At 4-HELP (444-4357)