

Top Tips for Nursing Staff

Personalise your log-in page. When you log-in to **HEPMA** click on **Your Account**. Click on **User Personalisation**. Scroll down **Default Landing Page** to **Select Ward**. Select your ward and **Save**. **HEPMA** will now always automatically open at your ward.

You can select **Change Ward** if you move to a different ward.

On the **Administration** page drugs are presented in **bold** with tablet strength, e.g. **Paracetamol 500mg tablets**. Beneath, in smaller print, is the actual dose to be given, e.g. **1000mg**.

Remember to check carefully the actual dose to be given. It may be more than one tablet.

If your patient is **fasting for a procedure**, and you will want to give their oral drugs later, then do **not** chart non-administration due to nil-by-mouth. If you do this, the drug will disappear and will need to be re-prescribed to give later.

Click on **Defer and go to next** and the drug will remain on your chart to give later.

When **giving a PRN drug**, please remember to check when the drug was last given by accessing the **PRN** tab. Or on **Quick Chart** where there is a tiny grey "i" [information] icon to the right of administration time; hover over this with your mouse for last dose given.

PRN drugs will show on the drug administration pages whether they are due or not.

Please remember to scroll to the **end** of the **PRN** section to check for prescribed **STAT** drugs

When giving **IV drugs** be sure to check drug and dose **before** asking another nurse to **witness**.

When the **witness** types in their username and password the drug will disappear from **HEPMA** as though it has been given.

If you are not sure how to give a drug, look in the **Clinical Drug Administration** tile.

If your patient is leaving the ward to go for a procedure or to transfer to a different ward or hospital you must print the **MAP** (Medicines Administration Profile) and the **MAC** (Medicines Administration Chart) to go with the patient.

The **MAC** is a paper Kardex which can be used to give drugs. Click on the **Reporting** tile to print these.

If your patient is not allocated to a **group** for administration, click on **Monitoring and Assessment**, then **Assign Patient to a Group**, then **Patient Group Allocation**. There is a drop-down list **A, B, C, D**.

If your patient is being **transferred** to another ward, when the bed manager "**greens**" the bed it will cause your patient to **come out** of their group.

You will need to re-allocate them to group, as above, if you need to administer any further medications.

If not completed, complete your patient's **Height** and **Weight**.

Some drug prescriptions require this information.

If your patient has **Oxygen** prescribed in the **PRN** section please chart if this is being given or not at each drug round. This is being audited.

Always remember to **logout** from **HEPMA** when you are finished [top right of page].

Discharge your patient from **HEPMA** as soon as possible.

You **do not need to wait for IDL** before doing this.

Click on the patient on **Admission / Discharge / Transfer** tile.

The options on the left-hand side of page include **Discharge**.

