

Go-Live Preparation Guide



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To log into the CareMeds portal, simply navigate to **cm2.CareMeds.co.uk** from your Google Chrome browser application on your PC/Laptop.



So long as we have your Static IP address of your location, you should then be greeted with this login screen.

Log in		
Username		
Password		
Remember me		
Log in		
Forgot your password?		

Now use the username beginning with cp- and password that our support team will have provided. This is now your permanent login details to the CareMeds System.

You can change your password at any time by navigating to the users section from within the **actions** menu on the portal. (Assuming you have access permissions) Otherwise, this can be done from within the Android App. (Instructions to follow)





To begin personalising your eMAR settings, firstly go to Actions > My Care Provider



The first group of settings to consider are **Care Units**. If you'd like to split your residents into different floors, units, wings, units etc, Here is where you can add/amend and remove these.

Check your **MAR keys** are correct. MAR keys refer to refusal codes. So thank about the reason as to why your residents might refuse meds. You will see the standard codes from our default settings.

Measurement Types. Simply tick the measurement type that you would like the system to be able to record. Certain measurement types may not be applicable to your care setting, or you may already have a care plan system that takes these recordings.









Lastly, You need to personalise the eMAR settings tab. This will determine how some of the notifications and dashboard will work.

My Care Provider		
General Reports Time	Slots Care Units MAR Keys Measurement Types eN	1ar Settings
Overdue admin delay	120 mins	How many minutes AFTER the round starts would you like to be notified of a late/missed medication
Checkin witness		Would you like the system to force a witness signature when checking in medication
Admin witness		Would you like the system to force a witness. Signature when administering ALL medication
Time allowance warning delay	30 mins	How many minutes BEFORE the round starts would you allow the nurse to begin the round, without a warning.
Low stock warning	20 %	At what percentage of stock remaining would you like to receive a warning?
Checkin days warning	7 days	How many days before the cycle start would you like the system to prompt check-in of the new cycle meds?
Session timeout	30 mins	After How many minutes of none-activity would you like the system to time- out?
Allow offline mode	2	Would you like the system to allow activity when there is no wifi access (recommended)
Force Digoxin reading		If your staff administer Digoxin, would you like the system to force a pulse reading as part of the administration?

Once you have changed and amended your setting as desired - make sure you save your settings by pressing **Update Care Provider**





When you've logged into the CareMeds Portal. Navigate to the Actions option on the top menu bar, then click Manage User Classes.

Actions -	Reports -	Help 🗸		
Home				
Messages				
Patients				
Reorder Me	edications			
Manage Reorders				
Absences				
Audits				
Medication	Protocol Temp	lates		
My Care Provider				
Users				
Manage Us	er Classes			
Care Units				

You will have 3 user classes already set for you, its now up to you to decide what your staff group have access to. Here you can create, amend and delete certain user classes.

To check and amend an existing user class, simply click on the User Class name, and you can then amend access rights from the screen on the right.

User Classes		×
Name	Edit User Class	
Auditor	Name	Objected
Managar	Name	Standard
Standard	Description	Standard User
	Inheritable Permissions	✓ absence_manager (Can manage patient absences)
		auditor (Can perform medication stock audits)
		emar_user (Can log into eMAR devices)
		full_administrator (Can administer all medications)
		Imited_administrator (Can only administer selected medications)
		✓ log_viewer (Can view CareMeds audit trail logs)
		medication_manager (Can add and edit patient medications)
		medication_protocol_manager (Can manage Medication Protocols and Templates)
		override_offline_mode (Allows user to override offline mode on eMar device supplied by server)
		✓ patient_manager (Can create and edit Patients)
		✓ reporter (Can produce patient reports)
		stock_controller (Can check in and return medications)
		user_manager (Can manage your organisations users)
		web_user (Can log into the CareMeds web system)
		W witness (Can witness administrations)
+ New User Class		
	🛓 Update User Class	
Remove User Class		
C Close		

To add a new user class, simply click New User class, Give it a name, a description if necessary and give it the access you decide on.



Once our user classes are set. We then need to give our staff accounts to allow them to access the relevant parts of the CareMeds System. Navigate again to the actions section on your menu, and choose **Users**

CareMeds V2	Actions -	Reports -	Help 🚽		
	Home				
	Messages				
Patients	Patients				
Care Unit	Reorder Me	edications			
	Manage Re	orders			
Include inact	Absences				
	Audits				
Surname	Medication Protocol Templates				
lanas	My Care Provider				
Jones	Users				
Sirrell	Manage User Classes				
Bisby	Care Units				

At this point you will be able to add, amend and deactivate user accounts. To add a new user account, simply click +**New User** and complete the options on the right hand side of the screen.

New User	
Username	cp-3-
Email	
Name	
User class	Please Select \$
Locale	en 🗘
Password	
Confirm Password	
Inactive	
Trained on	
Next review	
Care Unit Rights	First Floor
	Ground Floor
± Create User	

- The start of the username will be already set as cp-(number) and will be the same for everybody in that location. Then simply add the first name in the text box
- Every user on CareMeds must have an individual email address. This can either be a work, or personal email address and is used for password resets, and messaging system alerts.
- Enter the staff member's full name (Firstname/ Surname)
- Choose their user class from the dropdown
 menu
- · Leave the locale as "en"
- Enter and confirm the staff members password.
 This must be at least 8 characters, including an upper case letter and number.
- If you have enabled Care Unit partitioning, give them access to these in the tick boxes at the bottom
- Click +Create User

To add a new user class, simply click New User class, Give it a name, a description if necessary and give it the access you decide on.



On your Android device, if it hasn't been downloaded already, navigate to the Google Play Store and download the CareMeds eMAR Application.



Ensuring your device is connected to your wifi, use the same username and password as the CareMeds Portal.

Click LOGIN



Once you've successfully logged in, your device will start to download all the data from the live Pharmacy system, and should start to look something like the below image.



The **NEW** marker against each resident signifies that a prescription has been added to the medication profile, (either by the pharmacy or Care Home) and therefore needs to be checked in.

Select a resident, then confirm that its the correct resident by clicking **CLOSE**.

You will instantly be given an alert to remind you that medication needs to be checked in. Click **OK**

Alert!

You have medications that need to be checked in.





Checking-in your monthly meds (Cont)

Select the Checkin tab (far left) and you will be presented with the medication that needs checking in for your new cycle.

	Barry H	orsefall			¢ :
CheckIn	Meds	Admin	Returns	Measure	e Notes
Alendro FROM: 2 DISP: 4	onic acid 7 25 Nov 2019 CHKIN: 0	0mg table TO: 22 Dec STOCK: 0	ets 2019		~
Amitrip FROM: 2 DISP: 84	tyline 25m 25 Nov 2019 CHKIN: 0	ng tablets TO: 22 Dec STOCK:	c 2019 0		~
Donepe FROM: 2 DISP: 28	ezil 10mg t 25 Nov 2019 3 CHKIN: 0	ablets TO: 22 Dec STOCK:	c 2019 0		~
Ferrous FROM: 2 DISP: 84	s sulfate 20 5 Nov 2019 CHKIN: 0	00mg tabl 70: 22 Dec) STOCK:	ets 2019 0		~
Metfori FROM: 2 DISP: 11	min 500mg 25 Nov 2019 2 CHKIN:	g modified) TO: 22 Dec 0 STOCK	l-release 2019 :: 0	tablets	~
÷	Barry H	orsefall			Ø :
CheckIn	Meds	A dura in			
		Admin	Returns	Measure	e Notes
Alendro FROM: 2 DISP: 4	onic acid 7 5 Nov 2019 CHKIN: 4	Omg table TO: 22 Dec STOCK: 4	ts 2019	Measure	e Notes
Alendro FROM: 2 DISP: 4 Amitrip FROM: 2 DISP: 84	onic acid 7 5 Nov 2019 CHKIN: 4 tyline 25m 5 Nov 2019 CHKIN: 8	Omg table TO: 22 Dec STOCK: 4 Ig tablets TO: 22 Dec	2019 2019 2019 284	Measure	e Notes
Alendro FROM: 2 DISP: 4 Amitrip FROM: 2 DISP: 84 Donepe FROM: 2 DISP: 28	onic acid 7 5 Nov 2019 CHKIN: 4 tyline 25m 5 Nov 2019 CHKIN: 8 zzil 10mg t 5 Nov 2019 CHKIN: 2	Admin Omg table TO: 22 Dec STOCK: 4 Ig tablets TO: 22 Dec 4 STOCK ablets TO: 22 Dec 28 STOCK	2019 2019 2019 2019 2019 2019 2019 2019	Measure	e Notes
Alendro FROM: 2 DISP: 4 Amitrip FROM: 2 DISP: 84 Donepe FROM: 2 DISP: 28 Ferrous FROM: 2 DISP: 84	Diric acid 7 5 Nov 2019 CHKIN: 4 tyline 25m 5 Nov 2019 CHKIN: 8 22il 10mg t 5 Nov 2019 CHKIN: 2 Sulfate 20 5 Nov 2019 CHKIN: 8	Admin Omg table TO: 22 Dec STOCK: 4 Ing tablets TO: 22 Dec A STOCK ablets TO: 22 Dec B STOCK	2019 2019 2019 2019 2019 2019 22019 28 2019 28 2019 28	Measure	e Notes
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Select the tick icon against the first medication.

Check In Stock		
Alendronic acid 70mg tablets	3	
Take ONE weekly		
Quantity 4		
	CANCEL	CONFIRM

If the drug, strength, instructions and quantity are correct, select **CONFIRM**

Repeat this step for each medication until each item's DISP, CHKIN & STOCK quantity are the same.

Once you're happy that all of your medication has been checkin in correctly, select **SAVE**

Your Checkin screen should now be completely empty.

Bringing forward existing Stock

When going live on eMAR - There will, in many circumstances be stock already held in the CareHome that

÷	Barry H	orsefall			¢	:
CheckIn	Meds	Admin	Returns	Measure	e Not	es
Alendro FROM: 2 DISP: 4	onic acid 7 25 Nov 2019 CHKIN: 0	0mg table TO: 22 Dee STOCK: 0	ets c 2019		~	/
Amitrip FROM: 2 DISP: 84	tyline 25m 25 Nov 2019 CHKIN: 0	g tablets TO: 22 Dee STOCK:	c 2019 0		~	/
Donepe FROM: 2 DISP: 28	ezil 10mg t 25 Nov 2019 3 CHKIN: 0	ablets TO: 22 Dec STOCK:	c 2019 0		~	/
Ferrous FROM: 2 DISP: 84	s sulfate 20 25 Nov 2019 CHKIN: 0	00mg tabl TO: 22 Dec STOCK:	lets c 2019 0		~	/
Metfori FROM: 2 DISP: 11	min 500mg 25 Nov 2019 2 CHKIN:	g modified TO: 22 Dec 0 STOCK	d-release c 2019 K: 0	tablets	~	/
÷	Barry H	orsefall			¢	:
← CheckIn	Barry H	orsefall _{Admin}	Returns	Measure	O Not	: es
Checkin Alendro FROM: 2 DISP: 4	Barry H Meds onic acid 70 5 Nov 2019 CHKIN: 4	orsefall Admin Omg table TO: 22 Dec STOCK: 4	Returns ets c 2019	Measure	O Not	es
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CareMed

MAR

Select the tick icon against the first medication.

Check In Stock		
Alendronic acid 70mg tablets	5	
Take ONE weekly		
Quantity 4		
	CANCEL	CONFIRM

If the drug, strength, instructions and quantity are correct, select **CONFIRM**

Repeat this step for each medication until each item's DISP, CHKIN & STOCK quantity are the same.

Once you're happy that all of your medication has been checkin in correctly, select **SAVE**

Your Checkin screen should now be completely empty.



Administering/refusing Medication

Once your cycle date arrives and you have completed all the previous steps, you'll be in a position to administer your first medication round on eMAR.

Your home screen should now look something like this:



The information you now have is the MAR chart for that day. Feel free to scroll up and down to see the rounds applicable for that resident. All items will be presented as; Drug name, Strength, type and instructions.

The number on the right is the dosage you need to administer. This will reflect the number of tablets, MIs, Puffs,, units etc of that drug.

Select the resident that you'd like to administer meds for, then confirm that you've chosen the right resident as before,

Your App should take you directly to the **ADMIN** Tab in the middle.

÷		Barry H	orsefall			¢	:
Che	eckIn	Meds	Admin	Returns	Measur	е	Notes
I	MORI	N					
A Ta	lendro ake Ol	nic acid 7 NE weekly	0mg tablet	S		~	1 ×
D Ta	onepe ake Ol	zil 10mg t NE in the r	ablets norning			~	1 ×
F(T)	errous ake Of	sulfate 20 NE three ti	00mg table mes a day	ets		~	1 ×
M ta Ta	1etforr ablets ake TV	nin 500mg VO twice d	g modified- laily	release		~	2 ×
I		N					
F(Ta	errous ake Ol	sulfate 20 NE three ti	00mg table mes a day	ets			1





Administering/refusing Medication (Cont)

To start administering medication. Simply tap the Tick icon on the right hand side



Repeat this step with all items until you have all Green Ticks. Then tap on the **SAVE** Button.

You should be now given Green Smile faces to advise you that the round is complete for that resident. You'll also

÷	Barry H	lorsefall			¢ :
CheckIn	Meds	Admin	Returns	Measure	Notes
MOF	RN				
Alendr Take (08:15	onic acid 7)NE weekly Kristian Ba	0mg tablet de DOSE:1	s TAKEN:1		0
Donep Take (08:15	ezil 10mg t DNE in the r Kristian Ba	ablets norning de DOSE:1	TAKEN:1		0
Ferrou Take (08:15	s sulfate 2)NE three ti Kristian Ba	00mg table mes a day de DOSE:1	ets TAKEN:1		0
Metfor tablets Take T 08:15	rmin 500mg WO twice o Kristian Ba	g modified- daily de DOSE:2	release TAKEN:2		0
NOO	N				
Ferrou Take C	s sulfate 2)NE three ti	00mg table mes a day	ets		1 / ×

When the "5 Rights" confirmation appears, simply enter the correct dose into the Dose Given box, and click **CONFIRM**



FYI:

If you'd like to see more information about each item, you can click on the medication name and it will advise you of some other useful information.

If you try to administer a HIGHER dose that that is prescribed, the system will not allow you to carry on and will give you an error message.



Administering/refusing Medication (Cont)

If Any medication is refused, for any reason, simply tap the cross icon..

When the Confirmation screen appears, tap on the Reason and select from the list.



Now choose **CONFIRM** to save the refusal

Once you have refused or Administered your medication, Choose SAVE as per usual to Sign your MAR chart.

If you would like to refuse the Medication at that time, but still be able to offer it at a later time (for sleeping residents, or just to try again later. Use the "Delayed" reason from the dropdown menu.

This will report it as refused, but allow you to offer it again later.

You must then tell the system what you plan to do with that particular stock item (Retain, Waste/ Destroy)

Confirm the amount, if necessary

Then add a note to the refusal to give more information.

Mary Bell Clenil Modulite 100micrograms/dose inhaler			
Reason	Nausea		
Stock	Retain		
Notes	Feeling Sick		
	CANCEL CONFIRM		





Once you have finished your medication round(s) your home screen should start to look like this.

The rounds that have been completed with no further action required should now have a coloured outline to them. This signifies that the round, for that resident has been completed.

÷	Ground Floor Patien	Q	¢	:
	Mr Roy Jones - 01			
	Mr Roger Sirrell - 02			
	Barry Horsefall - 03			
	Mary Bell - 04			
	Mrs Lynn Ward - 05			
	Leonard Gordon - 06			

Pre Go-Live Checklist

Logging In to CareMeds Portal

Setting up user classes

Setting up staff user accounts

Downloading and loggin

Downloading and logging into the CareMeds eMAR app		
Checking in your monthly Meds		
Bringing forward other stock		
Administering/refusing Medication		
Post Go - Live		
PRN/Medication Protocols		
Adding Residents		
Adding Medication		
Reordering Stock		

Returning/Carry Forward Stock