

Standard Operating Procedure: Closed Loop Medication Administration in isolated patients - APPROVED BY IPCN

Drug Administration for an Isolated patient:

1. Take a Bluetooth scanner on a computer on wheels, medication cart or medication trolley to outside the patient's room.
2. Log in to Powerchart. Click to open the CareCompass page. Click on the List drop down arrow at the top of CareCompass to select the ward location of the patient to continue. Click on the Establish Relationships button to activate the functions on the page. Select the patient to be associated with the user by ticking the check button beside each patient. Click on the Ok button to continue. Click on the patient's name from CareCompass to open the patient record and continue.
3. Select the Drug Summary section.
4. Check what medication has been prescribed and when it was previously been administered.
5. Check for drug sensitivity / allergies from the banner bar.

Option 1: If using bedside lockers

6. The nurse will decontaminate their hands and don PPE according to the latest infection and prevention and control guidance.
7. The nurse will enter the side room with only the Bluetooth Scanner, leaving the cart at the door, keyboard/laptop facing inwards and identify the patient: Scan the patient's ID wrist band and make a verbal positive identification of the patient if possible against the details given on the electronic patient record. If the nurse was unable to scan the patient's wristband, e.g damaged wristband, click NEXT without scanning the wristband and select an appropriate override reason – e.g Unable to scan barcode. *Reprint a wristband as soon as possible after the drug administration.*
8. Check for drug sensitivity / allergies again with the patient if possible.
9. Assess the patient can have the medication
10. The nurse gets the medication from the bedside locker and places it on the front of the cart.
11. Check that the prescriptions are clear and valid.
12. Select the relevant medication and scan the linear barcode on the medication packaging. If correct, the medication task matching the scanned medication is marked as complete in the list and goes bold in black.
 - *Higher dose:* Repeat scanning the barcode until the barcode has been scanned as many times as the prescribed number of tablets/drops/sprays etc. If more than 4 scans needed to complete the dose, scan the medication barcode once to display the underdose screen. Double click on the intended medication in the task box which will revert back to original list of medication scheduled but the scanned medication will be bold in black. Single click on the result section of the intended medication or the small black triangle to the far right and adjust the dose accordingly.
 - *Lower dose:* If the medication task is flagged red in the list after scanning the medication box and shows overdose which is expected but a dose adjustment is planned as only part of the medication is being given, click on the small black down arrow at the far right of the medication task or single click on results section of the intended medication. Change the administered dose to match the prescribed dose. Click OK.

- *No Barcode*: If the medication does not have a barcode, click inside the tick box to the left of the task, select appropriate override reason – e.g., Unable to scan medication. Click OK.
 - *Patient Administered*: Right click inside the tick box to the left of the task, select record details and click on appropriate patient self administered drop down – unwitnessed or prompted. Click OK.
 - *Double checkers*: Single click on the results section of the intended medication or click on the black triangle to the far right of the medication. Click on the search icon next to the "Witnessed by field". Select another user other than the user currently logged in, click OK. Enter password for the named witness. Click OK.
 - Medication not given: Hover the mouse over the empty tick box to the far left of the task. Right click and click on record details. Tick the 'Not Given' box towards the bottom of the window. Select an appropriate reason for not giving the medication from the list. Click Ok
13. Take the medication to the patient to administer.
 14. Once completed, remove the PPE and decontaminate their hands.
 15. Take the cart completely outside of the room before using a Clineall wipe to clean the front of the cart and a PDI SaniCloth 70% wipe to clean down the scanner and the keyboard.
 16. Decontaminate their hands again.
 17. Record the administration - Click Sign button.

Option 2: If using bedside locker within a negative pressure isolation room

6. The nurse will decontaminate their hands and don PPE according to the latest infection and prevention and control guidance.
18. The nurse will enter the side room with the cart, close the door and identify the patient: Scan the patient's ID wrist band and make a verbal positive identification of the patient if possible against the details given on the electronic patient record. If the nurse was unable to scan the patient's wristband, e.g damaged wristband, click NEXT without scanning the wristband and select an appropriate override reason – e.g Unable to scan barcode. *Reprint a wristband as soon as possible after the drug administration.*
7. Check for drug sensitivity / allergies again with the patient if possible.
8. Assess the patient can have the medication
9. The nurse gets the medication from the bedside locker and places it on the front of the cart.
10. Check that the prescriptions are clear and valid.
11. Select the relevant medication and scan the linear barcode on the medication packaging. If correct, the medication task matching the scanned medication is marked as complete in the list and goes bold in black
 - *Higher dose*: Repeat scanning the barcode until the barcode has been scanned as many times as the prescribed number of tablets/drops/sprays etc. If more than 4 scans needed to complete the dose, scan the medication barcode once to display the underdose screen. Double click on the intended medication in the task box which will revert back to original list of medication scheduled but the scanned medication will be bold in black. Single click on the result section of the intended medication or the small black triangle to the far right and adjust the dose accordingly.
 - *Lower dose*: If the medication task is flagged red in the list after scanning the medication box and shows overdose which is expected but a dose adjustment is

planned as only part of the medication is being given, click on the small black down arrow at the far right of the medication task or single click on results section of the intended medication. Change the administered dose to match the prescribed dose. Click OK.

- *No Barcode*: If the medication does not have a barcode, click inside the tick box to the left of the task, select appropriate override reason – e.g., Unable to scan medication. Click OK.
- *Patient Administered*: Right click inside the tick box to the left of the task, select record details and click on appropriate patient self administered drop down – unwitnessed or prompted. Click OK.
- *Double checkers*: Single click on the results section of the intended medication or click on the black triangle to the far right of the medication. Click on the search icon next to the "Witnessed by field". Select another user other than the user currently logged in, click OK. Enter password for the named witness. Click OK.
- Medication not given: Hover the mouse over the empty tick box to the far left of the task. Right click and click on record details. Tick the 'Not Given' box towards the bottom of the window. Select an appropriate reason for not giving the medication from the list. Click Ok

12. Take the medication to the patient to administer.
13. Once completed, remove the PPE and decontaminate their hands.
14. Take the cart completely outside of the room before using a Clineall wipe to clean the front of the cart and a PDI SaniCloth 70% wipe to clean down the scanner and the keyboard.
15. Decontaminate their hands again.
16. Record the administration - Click Sign button.

Option 3: If using a drug trolley

6. The nurse will decontaminate their hands and don PPE according to the latest infection and prevention and control guidance.
7. The nurse will enter the side room with only the Bluetooth Scanner, leaving the cart at the door, keyboard/laptop facing inwards and identify the patient: Scan the patient's ID wrist band and make a verbal positive identification of the patient if possible against the details given on the electronic patient record. If the nurse was unable to scan the patient's wristband, e.g damaged wristband, click NEXT without scanning the wristband and select an appropriate override reason – e.g Unable to scan barcode. *Reprint a wristband as soon as possible after the drug administration.*
8. Check for drug sensitivity / allergies again with the patient if possible.
9. Assess the patient can have the medication
10. Remove the PPE, decontaminate their hands and use a PDI Sanicloth 70% wipe on the scanner before decontaminating their hands again.
11. Outside the room, check that the prescriptions are clear and valid.
12. Select the relevant medication from the drug's trolley and scan the linear barcode on the medication packaging. If correct, the medication task matching the scanned medication is marked as complete in the list and goes bold in black.
 - *Higher dose*: Repeat scanning the barcode until the barcode has been scanned as many times as the prescribed number of tablets/drops/sprays etc. If more than 4 scans needed to complete the dose, scan the medication barcode once to display the underdose screen. Double click on the intended medication in the task box

which will revert back to original list of medication scheduled but the scanned medication will be bold in black. Single click on the result section of the intended medication or the small black triangle to the far right and adjust the dose accordingly.

- *Lower dose*: If the medication task is flagged red in the list after scanning the medication box and shows overdose which is expected but a dose adjustment is planned as only part of the medication is being given, click on the small black down arrow at the far right of the medication task or single click on results section of the intended medication. Change the administered dose to match the prescribed dose. Click OK.
- *No Barcode*: If the medication does not have a barcode, click inside the tick box to the left of the task, select appropriate override reason – e.g., Unable to scan medication. Click OK.
- *Patient Administered*: Right click inside the tick box to the left of the task, select record details and click on appropriate patient self administered drop down – unwitnessed or prompted. Click OK.
- *Double checkers*: Single click on the results section of the intended medication or click on the black triangle to the far right of the medication. Click on the search icon next to the "Witnessed by field". Select another user other than the user currently logged in, click OK. Enter password for the named witness. Click OK.
- Medication not given: Hover the mouse over the empty tick box to the far left of the task. Right click and click on record details. Tick the 'Not Given' box towards the bottom of the window. Select an appropriate reason for not giving the medication from the list. Click Ok

13. The nurse will decontaminate their hands and don PPE according to the latest infection and prevention and control guidance.
14. Take the medication to the patient to administer.
15. Once completed, remove the PPE and decontaminate their hands.
16. Record the administration - Click Sign button.