

## **SOP: Barcode Replicator**

### **Rationale**

The Barcode replicator is to be used for medication where it is not practical or safe to take the medication boxes to the patient bedside to complete the closed loop medication process. Examples could be medication needing aseptic preparation in the Drug Room ( e.g IV antibiotics/infusions), controlled drugs, or large or uncommon medication which there is only one available on the ward for everyone to use.

### **Rules of using the Barcode Replicator**

- Only use the replicator to administer medication to one patient at a time.
- No patient details should be written on the sticker.
- The sticker must be stuck to the relevant medication container- cup/syringe/bag.
- The medication must be taken to the patient bedside to be administered as soon as finished its preparation.
- Any additional stickers printed as an accident must be discarded immediately and the surrounding area kept clear
- The Replicator must stay in the Drug's Room.
- If the replicator is not working, it must be reported immediately to Service Desk ext 21000

**PLEASE SEE END OF DOCUMENT FOR SCOPE OF USE ON ABOVE RULES**

### **Drug Administration of a Controlled Drug from a computer on wheels using a barcode replicator:**

1. With a second nurse, take the computer on wheels, medication cart or medication trolley to the Drug Room and 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.
2. Select the Drug Summary section.
3. Check for drug sensitivity / allergies.
4. Locate the medication needed.
5. Check that the prescription is clear and valid.
6. Check when the last dose has been administered.
7. Retrieve the relevant medication containers from the locked cupboard and count the number of medication out. Scan the medication box barcode using the barcode replicator scanner and put the printed sticker on the syringe/pot. Count the medication back into the locked cupboard, with both nurses signing the CD book register.
8. Both Nurses take the computer on wheels and medication to the patient bedside.
9. Click on the Medication Administration wizard button from the toolbar.

1. 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 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.*
10. Assess the patient can have the medication.
11. Check for drug sensitivity / allergies with the patient again if possible.
12. Scan the linear barcode sticker from the replicator. 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.
13. Administer the drug.
14. Record the administration – *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.
15. Click Sign

**Drug Administration of IV Medication and IV infusions using the barcode replicator:**

1. With a second nurse, take the computer on wheels, medication cart or medication trolley to the Drug Room and 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.
2. Select the Drug Summary section.
3. Check for drug sensitivity / allergies.
4. Locate the medication needed.
5. Check that the prescription is clear and valid.
6. Check when the last dose has been administered.
7. Retrieve the relevant medication, prepare the medication as required and Scan the medication box barcode of the **main ingredient only** using the barcode replicator scanner and put the printed sticker on the syringe/pot/bag.
8. Both Nurses take the computer on wheels and medication to the patient bedside.
9. Click on the Medication Administration wizard button from the toolbar.

2. 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 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.*
10. Assess the patient can have the medication.
11. Check for drug sensitivity / allergies with the patient again if possible.
12. Scan the linear barcode sticker from the replicator. If correct, the medication task matching the scanned medication is marked as complete in the list.
  - *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.
13. Administer the drug.
16. Record the administration – *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.
17. Click Sign

### Scope of Use

If the barcode is only on the outside packaging (for example, cardboard box) and not on the receptacle containing the medication, the nurse can use the barcode replicator to scan the barcode from the outside packaging and place the sticker on the receptacle as long as it adheres fully to an appropriate material, for example glass or plastic, and does not cover any information from manufacturer, the Pharmacy instruction or patient label sticker. If the sticker becomes damaged, wet or starts to peel off, it must be removed and replaced as soon as possible.

It must **not** be used to affix barcode replicator stickers to strips of medication.

