Policies:

- Presumes knowledge of All Medication Administration Policies N.C.P.M. MED-01 through N.C.P.M. MED-35 and N.C.P.M. eMAR-12 eMAR Downtime Policy.
- Presume knowledge of N.C. P.M. BLD-01 Procedure For The Administration of Blood Products.
- N.C.P.M. ONC-07 Administration Of Non Vesicant Chemotherapy, N.C.P.M. ONC-01 Guidelines For Administration Of IV Chemotherapy To Oncology Patients On Low Volume Units, N.C.P.M. ONC-06 Injection Of Subcutaneous Capsule (Zoladex), N.C.P.M. ONC-08 Administration Of Intraperitoneal Chemotherapy Via Implanted Port, N.C.P.M. ONC-13 Administration Of Recombinant Vaccinia/Fowlpox Vaccine, N.C.P.M. ONC-16 Policy For The Administration Of Chemotherapy(Adult Services) – N.C.P.M. ONC-18 Administration Of Vesicant Chemotherapy.

1. This policy applies to only those areas where eMAR is being implemented.
2. All policies contained in N.C.P.M. BLD-01 Procedure For The Administration of Blood Products apply to the administration of blood products. Blood products do not have a bar code and cannot be scanned. This policy refers only to the documentation of blood products in the eMAR. Clotting factors will not pass to eMAR and will need to continue to be documented on a paper MAR.
3. Bar Code Scanning and the eMAR are not intended to replace the clinical judgments of the clinicians administering medications but to add an additional safety feature to decrease the incidence of medication errors.
4. All patient orders must be entered in Computer Physician Order Entry to appear in the patient’s medication profile on the eMAR.
5. The 24-hour clock will be utilized for documentation of medication administration, e.g. midnight 00:00, noon 12:00.
6. Bar code scanning will be used for the administration of all medications and the identification of all patients. The following are the ONLY patient situations where will it not be required to scan medications or the patient bracelet at the time of administration:
   - Codes- Medication administered during a code will be documented on the Cardiopulmonary Resuscitation Record.
   - Patient emergency- During a patient emergency when any delay may further deteriorate the patient’s already compromised clinical status, the nurse may bypass scanning the medication and the patient’s ID bracelet. Utilizing eMAR manual entry, the nurse may post document the time the medication was administered, the reason for not scanning the medication and the patient’s ID bracelet at the time of administration.
• **IVCS**- Medication administration will be documented on the IVCS paper records.

• **Chemotherapy**- If a patient receives chemotherapy (exceptions are the certain doses of the oral forms of Cytoxan, Hydroxyurea, and Methlytrexate) at anytime during the current hospital admission, all medication administrations will be documented on the blue and green medication sheets and **not** in the eMAR. See N.C.P.M. [eMAR-11](#) regarding Chemotherapy Orders.

• **Systems Downtime** In the event of a network shutdown all medication administration will go on paper. (See N.C.P.M. [eMAR-12](#) eMAR Downtime Policy)

• **Absent or unreadable barcode**- Any medication or patient ID bracelet that does not have a readable bar code will need to be documented using Manual Entry. In the event that a bar coded medication does not scan, the pharmacy will be notified. In the event that all patient ID bracelets are not readable, admitting will be contacted for a new set of bracelets.

7. The work flow for the administration of medications using bar code scanning and the eMAR will be as follows:
   - Shutdown and restart laptop computer at start of shift
   - Log on as a new user
   - Replace scanner battery with fully charged battery. Place depleted battery into charging unit and confirm that the battery is receiving charge.
   - Associate scanner to laptop
   - Activate ID badge
   - Assign patients to RN
   - Check for pending orders and take off orders.
   - Reconcile medication orders when a discrepancy is present.
   - Shift check for all orders.
   - Check the eMAR for medications that are due or overdue and patient allergies.
   - Obtain the medications from the Omnicell, patient medication drawer, floor stock, or refrigerator.
   - Visually check for right drug, dose, time and route then bar code scan each medication to validate. Green check marks confirm the correct medication.
   - Check for right patient by asking patient’s name or reading ID bracelet on patient’s extremity and then bar code scan the bracelet to validate.
   - Confirm validation of correct patient and medications to be administered on the Scratchpad.
   - Administer medications to patient.
   - Scan employee ID badge or enter secure password to electronically document the administration.

8. All continuous IV infusions (titrated drips, TPN, and Patient Controlled Analgesia) as well as CVVH will be bar code scanned and documented in the eMAR every 4 hours (0000, 0400, 0800, 1200, 1600 and 2000, unless the IV infusion is stopped). IV solutions that have no bar code will be documented using manual entry.

9. All laptops will be plugged into an AC outlet when not in use.

10. The bar code scanner and laptop must have matching device numbers.
11. In the event that a bar code scanner or laptop malfunctions the nurse will immediately put a call to the help desk (2-5927) to report the broken equipment.

12. The nurse will document administration of medications in eMAR by either entering his/her BICS password or by scanning his/her ID badge. In the event that the nurse loses his/her ID badge, he/she will inactivate the ID badge in eMAR.

13. A nurse can edit only those medication administrations that he/she has administered and documented. Nurse managers can edit any eMAR at any time.

14. The bar code scanner and laptop are cleansed with the hospital-approved disinfectant when used with a patient on precautions.

**EXPOSURE:** Blood, chemotherapy

**PROTECTIVE EQUIPMENT:** Gloves when accessing the vascular access, Chemo gloves for Chemotherapy infusions.

**PATIENT EDUCATION MATERIALS:** N/A

**EQUIPMENT:**
eMAR Compatible laptop
eMAR compatible Bar Code Scanner
Bar-Coded Medication Packages
Bar Coded Patient Bracelet
Bar Coded Employee ID Badge
Laptop Cart

N.C.P.M. eMAR-01 Equipment
N.C.P.M. eMAR-02 Functions Performed from the “OE” Pod Monitor Screen
N.C.P.M. eMAR-03 Functions Performed from the Take Off Screen
N.C.P.M. eMAR-04 Functions Associated with Medication Administration
N.C.P.M. eMAR-05 Functions Associated with Reconcile
N.C.P.M. eMAR-06 Editing Medication Administration
N.C.P.M. eMAR-07 Manual Entry (Unable to scan medication or patient bracelet)
N.C.P.M. eMAR-08 Documentation of Blood Product Administration in eMAR
N.C.P.M. eMAR-09 Printing Reports
N.C.P.M. eMAR-10 Viewing Medication Administration History
N.C.P.M. eMAR-11 Chemotherapy Orders
N.C.P.M. eMAR-12 eMAR Downtime Policy
DOCUMENTATION: Paper Medication Administration Record for Chemotherapy, IVCS Flow Sheet, Code Record, Coagulation Factor Transfusion Record

CCL’S: eMAS Hardware, eMAR and Barcode Scanning

REFERENCES:
Partner’s Information Systems eMAR On Line Help Guide
Hewlett Packard Maintenance and Service Guide
Hewlett-Packard nc 6000 Business Notebook
Copyright 2003, 2005 Hewlett Packard Development Company, L.P.

Code Reader 2.0 User Manual
Copyright 2005, Code Corporation.

For intervening approved/revised/reviewed dates refer to archived copies.

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