

Criteria for eMARx Management & Core Competence

Date:

Care Home:

Competency Statement: The practitioner can:	Performance Criteria	Outcome Criteria	Y/N
Demonstrate the use of all the functions within Check In	Check in monthly, interim medication.	<ul style="list-style-type: none"> Explain the traffic light system i.e. Red (not checked in) Amber (begun check-in or changes required) Green (completed) 	
	Use of the scan icon to check barcode is correct	<ul style="list-style-type: none"> Correct use of the scan icon each time a medication is checked in, referring any bar code issues back to the pharmacy 	
	Selecting storage location correctly or make medication as pharmacy owing	<ul style="list-style-type: none"> Demonstrate putting medication into stock Demonstrate medication as an owing Recognise the light change 	
	Body map	<ul style="list-style-type: none"> Able to plot the body map Demonstrate the adding and removing of plots Demonstrate use of the note's ability Demonstrate print functionality 	
	Marking a controlled drug or setting up a double signature	<ul style="list-style-type: none"> Enable the CD tick Explain why marking as a CD affects the medication round 	
	Deleting a medication	<ul style="list-style-type: none"> Demonstrate deletion of medication before and after it has been checked in 	
	Marking DO NOT show on Meds Round	<ul style="list-style-type: none"> Enable the tick on do not show meds round and save. Explain what items would utilise these functions i.e. barrier creams 	
	Dosage interval	<ul style="list-style-type: none"> Set times between dosages Demonstrate which medication you would apply this too i.e. paracetamol 	
	Edit round times (PRNs/MDUs)	<ul style="list-style-type: none"> Demonstrate edit round times function 	
	Interval dosing (i.e. Alendronic acid)	<ul style="list-style-type: none"> Plot the INT calendar Demonstrate the verification process 	
	Medication without a barcode (blue bottling)	<ul style="list-style-type: none"> Demonstrate how to add manual medication Demonstrate search and creation of pharmacy and medication Demonstrate how you would manually add a regular does and PRN dose for the same medication. 	
	Merging a duplicate medication	<ul style="list-style-type: none"> Demonstrate the check-in of the new medication Demonstrate the deletion of the old medication and merging of the new 	

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	Composite and TBC Dosing	<ul style="list-style-type: none"> Plot the COM calendar Demonstrate the verification process Demonstrate how to plot a TBC calendar 	
	Service user notes	<ul style="list-style-type: none"> Demonstrates how to add a service user note 	
	Printing a mar chart	<ul style="list-style-type: none"> Demonstrate how to print a MAR 	
	Residents Photo	<ul style="list-style-type: none"> Demonstrate how to upload a resident's photo 	
	Warfarin	<ul style="list-style-type: none"> Ensure checking of latest INR results Demonstrate the plotting of the dosage amount and marriage to dates 	
	Syncing	<ul style="list-style-type: none"> Can demonstrate the synchronising process Explain when this syncing needs to take place and why (before and after a meds round and before and after a check-in) Demonstrate how to enable/disable auto-sync 	
Demonstrate the use of the functions within: Medication Round	Administering a medication	<ul style="list-style-type: none"> Can demonstrate how to administer a medication Demonstrate the traffic light system i.e. Red (medication not given) Amber (medication started but not completed) Green (all medication given for that round) 	
	Marking a med as refused, not required, waste etc.	<ul style="list-style-type: none"> Demonstrate how to select options other than 'administered' Demonstrate the comments box 	
	Body map	<ul style="list-style-type: none"> Demonstrate how to view the body map Demonstrate how to record where a patch has been applied. 	
	Administering a controlled drug	<ul style="list-style-type: none"> Demonstrate how to administer a controlled drug Use of CD book outside of the eMARx system Demonstrate the second signature function 	
	Editing a MAR chart	<ul style="list-style-type: none"> Demonstrate the editing of a MAR chart Demonstrate how to view the edited information 	
	Warfarin	<ul style="list-style-type: none"> Demonstrate administration of Warfarin Demonstrate the reading and application of recommend dosage combination 	
	Go back to a previous round	<ul style="list-style-type: none"> Demonstrate how to access a previous round 	

Competency Statement: The practitioner can:	Performance Criteria	Outcome Criteria	Y/N
	Syncing data	<ul style="list-style-type: none"> Demonstrate how to sync if auto sync is disabled. Explain why this is done (update on the server and the dashboard) 	
Demonstrate the use of the functions within: Medication Round	Administering a medication	<ul style="list-style-type: none"> Can demonstrate how to administer a medication Demonstrate the traffic light system i.e. Red (medication not given) Amber (medication started but not completed) Green (all medication given for that round) 	
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	Administering a controlled drug	<ul style="list-style-type: none"> Demonstrate how to administer a controlled drug Use of CD book outside of the eMARx system Demonstrate the second signature function 	
	Editing a MAR chart	<ul style="list-style-type: none"> Demonstrate the editing of a MAR chart Demonstrate how to view the edited information 	
	Warfarin	<ul style="list-style-type: none"> Demonstrate administration of Warfarin Demonstrate the reading and application of recommend dosage combination 	
	Go back to a previous round	<ul style="list-style-type: none"> Demonstrate how to access a previous round 	
	Syncing data	<ul style="list-style-type: none"> Demonstrate how to sync if auto sync is disabled. Explain why this is done (update on the server and the dashboard) 	
	Hibernating	<ul style="list-style-type: none"> Demonstrate the use of the hibernate button Recognise when this needs to be utilized 	
Demonstrate the use of all the functions within Vitals	Add a vital	<ul style="list-style-type: none"> Demonstrate how to add a vital Explain why this would be used 	
	Select a vital	<ul style="list-style-type: none"> Demonstrate how you can view recorded vitals on the system 	
	Print a vital	<ul style="list-style-type: none"> Demonstrate how to print a vital Explain when this may be used 	

Competency Statement: The practitioner can:	Performance Criteria	Outcome Criteria	Y/N
Demonstrates the use of all the functions within: Stock control	Adding Stock	<ul style="list-style-type: none"> Demonstrate adding stock Demonstrates how to add stock using the adjust stock add new stock function 	
	Adjusting stock levels	<ul style="list-style-type: none"> Demonstrate +/- of stock levels Demonstrate comments box 	
	Non-reducing item	<ul style="list-style-type: none"> Demonstrate how to manage stock for a non-reducing item 	
	Moving stock	<ul style="list-style-type: none"> Demonstrate moving stock When might you need to move stock? 	
	Stock Carry Forward	<ul style="list-style-type: none"> Demonstrate how to enable/disable auto carried forward (needs to be done on all devices). 	
	Stock Audit	<ul style="list-style-type: none"> Demonstrate how to perform a stock audit for a resident 	
Demonstrate the use of all the functions within: Office	Adding a service user	<ul style="list-style-type: none"> Demonstrate how to add a service user Demonstrate how to add an NHS / KI number Demonstrate how to upload a photo Demonstrate where to fill in notes or allergies Demonstrate how to select a unit and room number Demonstrate when to select respite 	
	Editing a service user	<ul style="list-style-type: none"> Demonstrate how to edit a service user Demonstrate how to upload a photo Demonstrate how to select a unit and room number Demonstrate when to use the other homes feature 	
	Editing a service user status	<ul style="list-style-type: none"> Demonstrate how to edit a service users' status 	
	Adding a system user	<ul style="list-style-type: none"> Demonstrate how you would add a system user 	
	Editing a system user	<ul style="list-style-type: none"> Demonstrate how you would edit a system user 	
	Daily Reporting	<ul style="list-style-type: none"> Demonstrate how to set up daily reporting for a system user. 	

Competency Statement: The practitioner can:	Performance Criteria	Outcome Criteria	Y/N
	Resetting a system users' password	<ul style="list-style-type: none"> Demonstrate how you would reset a system users' password 	
	Changing a system users' permissions	<ul style="list-style-type: none"> Demonstrate how you would change a system users' permissions 	
	Discharging a service user	<ul style="list-style-type: none"> Demonstrate how you would discharge a service user 	
	Carry forward of meds	<ul style="list-style-type: none"> Demonstrate what to select when carrying forward medication Demonstrate how to select different units 	
	Homely Remedies	<ul style="list-style-type: none"> Demonstrate how to add a homely remedy Demonstrate how to edit a homely remedy 	
	Service user homely remedy	<ul style="list-style-type: none"> Demonstrate how to assign a homely remedy to a resident 	
	Dashboard	<ul style="list-style-type: none"> Demonstrate how to access the dashboard Demonstrate how to use the dashboard drop down options i.e. meds administered, meds remaining, meds not administered 	
	Medication Protocols	<ul style="list-style-type: none"> Demonstrate how to create new medication protocols for a resident Demonstrate how to edit an existing medication protocol 	
Demonstrate the use of all functions within: Reports section	Access the 24hr admin report	<ul style="list-style-type: none"> Can demonstrate how to access the 24hr admin report Demonstrate the service user selection 	
	Access a MAR Chart	<ul style="list-style-type: none"> Can demonstrate how to access a MAR Chart Demonstrate how to show comments 	
	Access rounds not completed report	<ul style="list-style-type: none"> Can demonstrate how to access rounds not complete 	
	Access service user status	<ul style="list-style-type: none"> Can demonstrate how to access service user status Demonstrate the use of filters to view individual status' 	
	Access user activity report	<ul style="list-style-type: none"> Can demonstrate how to access the user activity report Demonstrate unit split filter Demonstrate system user filter 	

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	Access not administered report	<ul style="list-style-type: none"> Can demonstrate how to access not admin report Demonstrate unit split filter 	
	Access stock summary report	<ul style="list-style-type: none"> Can demonstrate how to access stock summary report 	
	Access stock order chart	<ul style="list-style-type: none"> Can demonstrate how to access and complete a stock order chart. 	
	Stock Audit	<ul style="list-style-type: none"> Can demonstrate how to access a stock audit 	
	Access stock returned report	<ul style="list-style-type: none"> Can demonstrate how to access stock returned report 	
	Stock History Report	<ul style="list-style-type: none"> Can demonstrate how to access the stock history report 	
Demonstrate the use of all functions within: Support Section	Quick Reference Guides	<ul style="list-style-type: none"> Demonstrate how to access a Quick Reference Guide 	
	Support tickets	<ul style="list-style-type: none"> Demonstrate how to raise a support ticket 	

Management & Core Competencies Complete?	Yes	No	Assessor	Employee	Date of Completion
	<input type="checkbox"/>	<input type="checkbox"/>			