

UW Medicine

INFORMATION TECHNOLOGY SERVICES

CLINICAL APPLICATIONS

PARTICIPANT WORKBOOK

Barcode Medication Administration

UW Medicine

Version 1

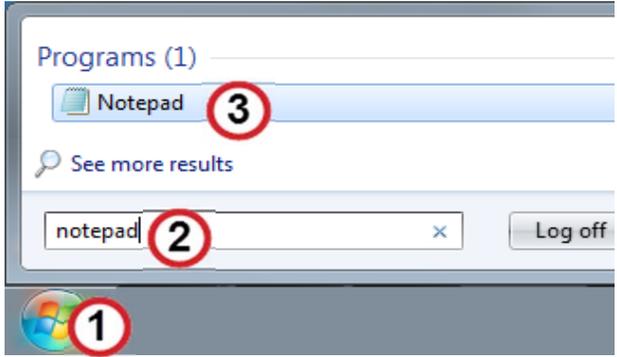
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Hands-on Scanner Activity

Exercise: Open Notepad and Scan

Instructions: The following activity is an opportunity to use scanners and get a feel for how scanners function.

Step	Action	Additional Details
1.	<ul style="list-style-type: none"> Go to the Windows Start button*. <p>*Note: If you have an older version of Windows, go to step 7 to access Notepad.</p>	
2.	<ul style="list-style-type: none"> Type <i>Notepad</i> in Search field. 	
3.	<ul style="list-style-type: none"> Select Notepad from list. 	
4.	<ul style="list-style-type: none"> Scan various barcodes. 	<ul style="list-style-type: none"> Scan your UW Medicine ID barcode. Scan barcodes on Tent Cards. Scan barcodes on page 5.
5.	<ul style="list-style-type: none"> Scan barcodes at different angles and distances. 	<p>Scanner tip:</p> <ul style="list-style-type: none"> Start with scanner about 3 inches from barcode and slowly pull back until barcode is scanned.
6.	<ul style="list-style-type: none"> Close Notepad display. 1. Click on Windows close button. 2. Select Don't Save. 	

Step	Action	Additional Details
7.	<ul style="list-style-type: none"> Some workstations may have an older version of Windows, open Notepad as follows: <ol style="list-style-type: none"> Click on Windows Start button. Click on Run. Type <i>Notepad</i>. Click OK. 	<ul style="list-style-type: none"> See step 6 to close Notepad.

This exercise is complete.

Exercise: Scanner Configuration

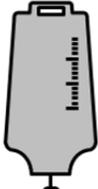
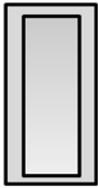
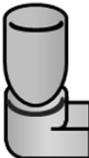
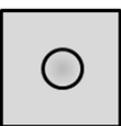
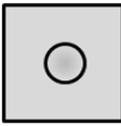
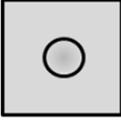
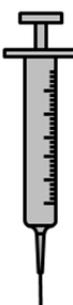
Clinicians can adjust scanner volume and vibration settings.

- Volume/vibration settings are changed by scanning the corresponding barcodes.
- Laminated cards with volume/vibration barcodes and troubleshooting steps will be located at workstations.

Step	Action	Additional Details
1.	<ul style="list-style-type: none"> Aim scanner at barcode. 	<ul style="list-style-type: none"> Beep on HIGH 
2.	<ul style="list-style-type: none"> Aim scanner at barcode. 	<ul style="list-style-type: none"> Beep on Low 
3.	<ul style="list-style-type: none"> Aim scanner at barcode. 	<ul style="list-style-type: none"> Vibrate Only 

This exercise is complete.

Sample Barcodes

	 Sodium chloride 0.9% 1000mL 00338004904		 Nitroglycerin 2% oint 30g 00281032630
	 Sodium chloride 0.9% 250mL 00338004902		 Lisinopril 10mg tab 51079098220
	 Albuterol cfc free (HFA) 90 mcg/inh aerosol 00173068224		 Hydrochlorothiazide 25 mg tab 00172208310
	 Albuterol 2.5mg/3mL 0.83% inhalation 00378699091		 Morphine Sulfate 2mg/mL 2 mL Carpujet 0100304091890015
	 Aspirin 325mg tab 00904200940		 Warfarin 2.5mg tab 00056017675
	 Nitroglycerine 0.4mg sublingual tab 00071041813		 Warfarin 5mg tab 00056017275
			 Influenza virus vac *PF* 0.5mL inj 49281001250

BCMA Workflow Overview

Instructions: Reference table below during the instructor led demonstration.

You have reviewed the patient's orders, retrieved medications from the Pyxis and have returned to the bedside workstation.

BCMA start-to-finish workflow can be simplified into TEN easy steps.

1. You are at the patient's bedside. From the workstation, open the eMAR and review the patient's chart.
2. Click on the Medication Administration button located on the toolbar to open the MAW .
3. Scan the patient's wristband.
4. Review MAW and <i>self-check the 5Rs</i> .
5. <i>Prep all medications at the patient's bedside.</i>
6. Scan medication <i>prior</i> to administration.
7. Administer medication to patient.
8. Click Sign or Refresh in the MAW .
9. Click Refresh in eMAR .
10. Review eMAR .

BCMA Participant Hands-On Practice Scenario

Exercise: Practice Patient #1

Scenario:

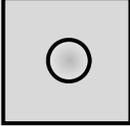
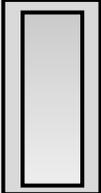
Patient: 58yo female admitted for Chest Pain.
 History: Hypertension, A-Fib and Asthma.
 Medications: Albuterol, Lisinopril and Coumadin.
 Allergies: Penicillin.

Instructions:

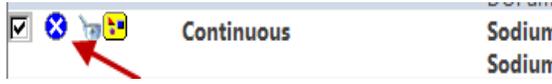
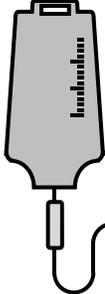
Follow the steps below to complete tasks associated with opening the MAW display, scanning the patient wristband, scanning medications, managing alerts and documenting medication administration.

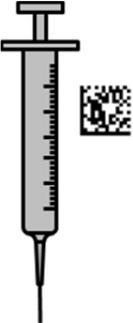
Step	Action	Additional Details & Hints
1.	Log onto Train Domain .	1. Click on Train PowerChart icon on desktop and go to step #3 or 2. Click on Citrix icon in lower right corner of desktop. a. Hover over ORCA . b. Hover over TRAIN . c. Click TRAIN Powerchart . 3. User Name and Password is located on your Tent Card.
2.	Search for and Open: <ul style="list-style-type: none"> • Practice Patient #1. • Type MRN into Search box. 	Practice Patient #1's name, barcode and MRN is located on your Tent Card.

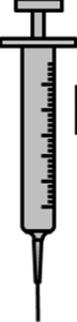
Step	Action	Additional Details & Hints
3.	<ul style="list-style-type: none"> Initiate PowerPlan BCMA – ILT 2. 	<p>Please assist RCPs with Initiate.</p> <p>Steps to Initiate orders:</p> <ol style="list-style-type: none"> Click on Orders. Right click on BCMA – ILT 2 PowerPlan. Click Initiate. Select Written – No Cosign. Click OK. Click Orders for Signature. Click Sign. Click Refresh.
4.	<p>Best Practice.</p> <ul style="list-style-type: none"> Review eMAR. <ul style="list-style-type: none"> Reconcile overdue tasks. Anticipate possible Med Request. 	<p>Reminder:</p> <ul style="list-style-type: none"> You can launch the MAW from anywhere in the patient’s chart. Best Practice recommendation is to launch the MAW from eMAR, after chart review.
5.	<p>Open the MAW display.</p> <ul style="list-style-type: none"> Click the Medication Administration button on the toolbar. 	 <ul style="list-style-type: none"> MAW display opens to page 1.
6.	<ul style="list-style-type: none"> Scan Practice Patient #1 barcode to identify the patient. <ul style="list-style-type: none"> MAW display opens to page 2. 	<ul style="list-style-type: none"> Patient name, barcode and MRN is located on Tent Card.
7.	<p>The patient is wheezing.</p> <ul style="list-style-type: none"> Scan Albuterol 2.5mg nebulizer barcode. 	  <p>Albuterol 2.5mg/3mL 0.83% inhalation 00378699091</p> <p>Blue check = med task scan complete.</p> <ul style="list-style-type: none"> Administer medication.

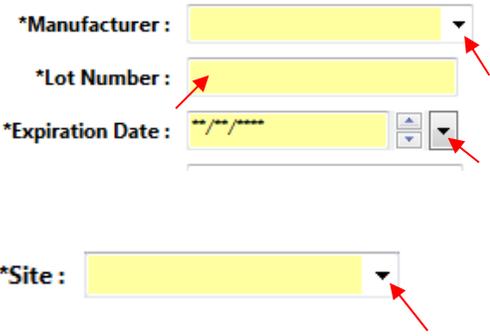
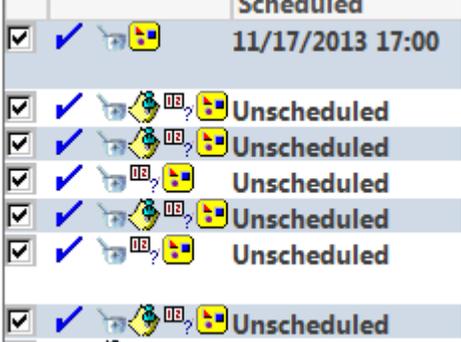
Step	Action	Additional Details & Hints
8.	<p>The patient is complaining of chest pain.</p> <ul style="list-style-type: none"> Scan Aspirin 325mg barcode. 	 <p>Aspirin 325mg tab 00904200940</p> <p>Blue check = med task scan complete.</p> <ul style="list-style-type: none"> Administer medication.
9.	<p>The patient continues to have chest pain.</p> <ol style="list-style-type: none"> Scan Nitroglycerin .4mg SL barcode. See Additional Details & Hints. Click OK. 	 <p>Nitroglycerine 0.4mg sublingual tab 00071041813</p> <ul style="list-style-type: none"> Warning displays “medication is not within the MAW task list”. Initial Order was for NTG <i>SL</i>, order was dc’d sometime between Pyxis and bedside. Now, Order is for Nitroglycerine <i>paste</i>. Secure or administer other medications, return to Pyxis and retrieve this medication in the correct form/route (paste).
10.	<ul style="list-style-type: none"> Scan Nitroglycerin paste barcode. 	 <p>Nitroglycerin 2% oint 30g 00281032630</p> <p>Blue check = med task scan complete.</p> <ul style="list-style-type: none"> Administer medication.

Step	Action	Additional Details & Hints
11.	<p>The patient has orders for Lisinopril 30mg. You return to the bedside with Lisinopril 10mg x3 tabs.</p> <ol style="list-style-type: none"> 1. Scan Lisinopril 10mg tab barcode. 2. See Additional Details. <p>Best Practice:</p> <ul style="list-style-type: none"> • Scan each individual tab to ensure BCMA safety function (5Rs). • Do not scan one tab multiple times. 	 <p>Lisinopril 10mg tab 51079098220</p> <ul style="list-style-type: none"> • Underdose alert icon noted.
12.	<ol style="list-style-type: none"> 1. Scan next Lisinopril 10mg tab. 2. See Additional Details. <p>Why is underdose alert icon still present? Answer: _____ _____</p>	 <p>Lisinopril 10mg tab 51079098220</p> <ul style="list-style-type: none"> • Underdose alert icon still noted. • Orders are for 30mg and only two 10mg tabs have been scanned.
13.	<ul style="list-style-type: none"> • Scan last Lisinopril 10mg tab. 	 <p>Lisinopril 10mg tab 51079098220</p> <p>Blue check = med task scan complete.</p> <ul style="list-style-type: none"> • Administer medication.

Step	Action	Additional Details & Hints
14.	<p>The patient has orders for Sodium Chloride IV infusion at 100ml/hr.</p> <ol style="list-style-type: none"> Scan Sodium Chloride 0.9% 1000ml barcode. A Qualified Task display appears. <ol style="list-style-type: none"> Select continuous 100ml/hr task. Verify correct task is in bold type. Click OK.  <ol style="list-style-type: none"> Blue X icon indicates need for further documentation. 	  <p>Sodium chloride 0.9% 1000mL 00338004904</p> <ul style="list-style-type: none"> Qualified Task display appears when there is a choice between similar meds. <ul style="list-style-type: none"> Confirm correct med task is selected in bold type. <p>Best Practice for IV maintenance and bolus documentation:</p> <ul style="list-style-type: none"> New “begin bag” is scanned in the MAW. Subsequent bolus <i>from the same bag</i> is documented in eMAR.
15.	<ol style="list-style-type: none"> Click the yellow Results field. <ol style="list-style-type: none"> Display for Sodium Chloride appears. Complete the required field: <ol style="list-style-type: none"> Site: Antecubutial LEFT. Click OK. 	 <p>ion, 1000 mL, Start... 1,000 mL, IV Infusion, 100 mL/hr</p> <ul style="list-style-type: none"> All yellow fields require documentation.

Step	Action	Additional Details & Hints
16.	<p>The patient continues to have chest pain. There is an order for Morphine 2-4mg IV PRN.</p> <ol style="list-style-type: none"> 1. Scan Morphine Sulfate barcode. 2. See Additional Details. 3. Click OK. 	 <p>Morphine Sulfate 2mg/mL 2 mL Carpujet 0100304091890015</p> <ul style="list-style-type: none"> • Warning “free text dose alert” appears because order is written as a range dose.
17.	<p>Display for Morphine appears. Yellow fields require documentation. You administered 2mg of Morphine.</p> <ol style="list-style-type: none"> 1. Type 2 in the first yellow box. 2. Press Tab on keyboard for second yellow box. 3. Type <i>mg</i> (milligrams). 4. Press Enter on keyboard <i>or</i> 5. Click OK. 	 <ul style="list-style-type: none"> • PRN Med Response is documented in eMAR.
18.	<p>The patient has orders for Warfarin 7.5mg. You return to the bedside with Warfarin 5mg tab and Warfarin 2.5mg tab.</p> <ol style="list-style-type: none"> 1. Scan Warfarin 2.5mg tab. 2. See Additional Details. 3. Scan Warfarin 5mg tab. <p>Why is it important to scan each individual tab? Answer: _____ _____</p>	 <p>Warfarin 2.5mg tab 00056017675</p> <ul style="list-style-type: none"> • Underdose alert icon appears. <p>Warfarin 5mg tab 00056017275</p>

Step	Action	Additional Details & Hints
19.	<p>The patient has orders for Hydrochlorothiazide 12.5mg. You return to bedside with HCTZ 25mg tab.</p> <ol style="list-style-type: none"> 1. Scan HCTZ 25mg tab barcode. 2. See Additional Details. 3. Click OK. 	  <p>Hydrochlorothiazide 25 mg tab 00172208310</p> <ul style="list-style-type: none"> • Warning display indicates wrong dose.  <ul style="list-style-type: none"> • Overdose alert icon appears and med task is red.
20.	<ol style="list-style-type: none"> 1. Click on HCTZ Results field of med task to enter the correct dose. <ol style="list-style-type: none"> a. HCTZ display appears. 2. Click in dose field and change 25 to 12.5. 3. Click OK. 4. Split medication and administer. 	<p>Results field is in the far right column of the medication task.</p> <ul style="list-style-type: none"> • Best Practice: Scan, split and administer before scanning next medication.
21.	<p>An Influenza screening for vaccine PowerForm has been completed. The patient has an order for Influenza vaccine.</p> <ol style="list-style-type: none"> 1. Scan Influenza Virus Vaccine barcode. 2. Click yellow Results field to document further. 	  <p>Influenza virus vac *PF* 0.5mL inj 49281001250</p>  <ul style="list-style-type: none"> • Blue X icon indicates need for further documentation.

Step	Action	Additional Details & Hints
22.	<p>Influenza virus vaccine display appears. Yellow fields require documentation.</p> <p>Complete the required fields.</p> <ol style="list-style-type: none"> Manufacturer – GlaxoSmithKline. Lot Number - 12345 Expiration Date – One year from today. Site - Deltoid LEFT. Click OK. 	
23.	<p>Medication tasks are complete.</p> <ol style="list-style-type: none"> Click Sign. MAW closes automatically. Click Refresh in eMAR. Review eMAR. Close the patient's chart. 	

This exercise is complete. Please capture any unit specific workflow questions on your BCMA Readiness Checklist.

BCMA Participant Hands-On Practice Scenario

Exercise: Practice Patient #2

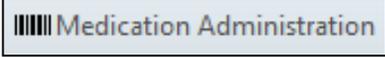
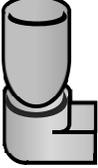
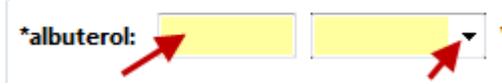
Scenario:

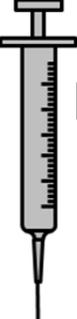
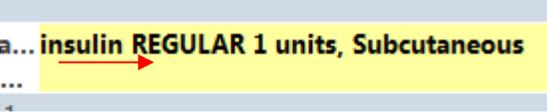
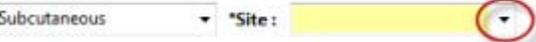
Patient: 58yo female admitted for uncontrolled Diabetes, COPD and Sepsis.
 History: Diabetes, Hypertension, COPD, and Decubitus Ulcers.
 Medications: Albuterol, Lisinopril and Insulin.
 Allergies: Penicillin.

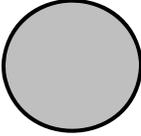
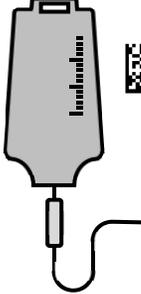
Instructions:

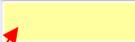
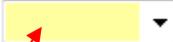
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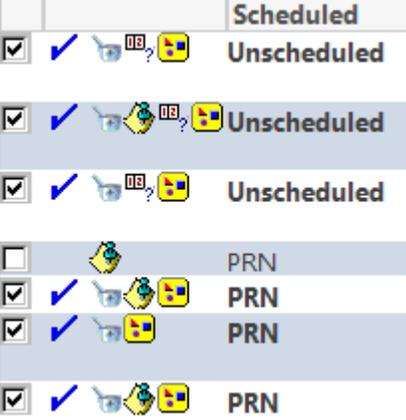
Step	Action	Additional Details & Hints
1.	Participants should still be logged into the Train Domain.	
2.	Search for and Open: <ul style="list-style-type: none"> • Practice Patient #2. • Type the MRN into the Search box 	Patient name, barcode and MRN is located on Tent Card.
3.	Initiate PowerPlan BCMA – ILT 3. Best Practice Reminders: <ul style="list-style-type: none"> • Review chart in eMAR. <ul style="list-style-type: none"> ▪ Reconcile any overdue tasks. ▪ Anticipate possible Med Requests. ▪ Then open MAW. 	Please assist RCPs with Initiate. Steps to Initiate orders: <ol style="list-style-type: none"> 1. Click on Orders. 2. Right click on BCMA – ILT 3 PowerPlan. 3. Click Initiate. 4. Select Written – No Cosign. 5. Click OK. 6. Click Orders for Signature. 7. Click Sign. 8. Click Refresh.

Step	Action	Additional Details & Hints
4.	Open the MAW display. <ul style="list-style-type: none"> Click the Medication Administration button. 	 <ul style="list-style-type: none"> MAW display opens to page 1.
5.	Wrong Patient <ol style="list-style-type: none"> Intentionally scan your neighbor's patient barcode. Review Warning. Click OK. <p>Note: Warning indicates you are either scanning in the wrong patient chart or scanning the wrong patient.</p>	 <ul style="list-style-type: none"> Warning display indicating patient could not be identified.
6.	Scan correct Practice Patient #2 barcode from your Tent Card. <ul style="list-style-type: none"> MAW display opens page 2. 	<ul style="list-style-type: none"> Patient name, barcode and MRN is located on Tent Card.
7.	Your patient is wheezing and has orders for Albuterol MDI 4-8 puffs. <ol style="list-style-type: none"> Scan Albuterol MDI. Review the Warning. Click OK. <p>Why does the warning appear? Answer: _____ _____</p>	 <p>Albuterol cfc free (HFA) 90 mcg/inh aerosol 00173068224</p> <ul style="list-style-type: none"> Warning "free text dose alert" appears. Order is written as a range dose.
8.	Albuterol display appears. Your patient will receive 4 puffs. Complete the required fields. <ol style="list-style-type: none"> Type 4. Choose puff(s). Click OK. 	

Step	Action	Additional Details & Hints
9.	Your patient has orders for Chlorhexidine swish and spit. <ul style="list-style-type: none"> Scan Chlorhexidine 0.12 % 10ml. Did you get a blue check? Answer: _____	  Chlorhexidine 0.12% oral top liq 10 ml 100522
10.	Patient has a diabetic history and has orders for 10 units of Insulin. <ol style="list-style-type: none"> Scan Insulin. Yellow fields require further documentation. <ul style="list-style-type: none"> Note: With certain types of Insulin, the barcode profile is programmed to "1 Unit". This will require Dose field to be updated to reflect dose administered. 	  Insulin REGULAR inj U-100 3mL vial 300028215173  <ul style="list-style-type: none"> Blue X icon indicates need for further documentation.
11.	<ol style="list-style-type: none"> Click on yellow Results field. Update the Dose field. What will happen if you don't update the Dose field? Answer: _____ _____ <ol style="list-style-type: none"> Enter the correct dose administered. Fill in Site information. Click OK. 	   <p>Best Practice:</p> <ul style="list-style-type: none"> Always self-check 5Rs, Insulin expiration date is hand written on bottle and not included in barcode profile.

Step	Action	Additional Details & Hints
12.	You have received an order to place a Fentanyl patch on your patient. <ul style="list-style-type: none"> Scan Fentanyl 50mcg/hr. 	  Fentanyl 50mcg/ hr patch 60505700302
13.	Patient has infected decubitus ulcer and orders for Bacitracin. <ul style="list-style-type: none"> Scan Bacitracin ointment. 	  Bacitracin oint 14.2g 00168001135
14.	Sodium Chloride IV infusion at 100ml/hr is ordered. <ol style="list-style-type: none"> Scan Sodium Chloride 0.9% 1000ml barcode. A Qualified Task display appears. <ol style="list-style-type: none"> Select continuous 100ml/hr task. Verify correct task is in bold type. Click OK.  <p>What does the blue X mean? Answer: _____ _____</p>	  Sodium chloride 0.9% 1000mL 00338004904 <p>Reminder:</p> <ul style="list-style-type: none"> New “begin bag” is scanned in the MAW. Subsequent bolus <i>from the same bag</i> is documented in eMAR.

Step	Action	Additional Details & Hints
15.	<p>Your patient is running a fever and has orders for Tylenol 650mg. Tylenol is dispensed as 325mg tab from Pyxis.</p> <ul style="list-style-type: none"> Scan Tylenol 325mg tab. <p>Which alert icon appears? Answer: _____</p>	  <p>Acetaminophen 325 mg tab 00904198261</p>  <ul style="list-style-type: none"> Underdose alert icon appears.
16.	<ul style="list-style-type: none"> Scan second Tylenol 325mg tab. <p>What if this patient needed Tylenol elixir? Best Practice</p> <ul style="list-style-type: none"> Anticipate route/form changes (i.e. tablet to elixir). Send Med Request to Pharmacy or call Practitioner/Pharmacy. RN can no longer obtain new form from Pyxis without an Order. 	  <p>Acetaminophen 325 mg tab 00904198261</p>
17.	<p>Patient requires wound care and has orders for Fentanyl 25-100mcg.</p> <ol style="list-style-type: none"> Scan Fentanyl 100mcg/2ml amp Click OK. 	  <p>Fentanyl 100mcg/ 2mL amp 00641602725</p> <ul style="list-style-type: none"> Warning “free text dose alert” appears.
18.	<p>Fentanyl display opens. Yellow fields require documentation.</p> <ul style="list-style-type: none"> You are giving 25mcg. <ol style="list-style-type: none"> Fill in required fields. Click OK. Administer medication Click on Refresh. Select Yes. 	<p>*fentanyl:  </p> <ul style="list-style-type: none"> Reminder: The Refresh button allows you to “Sign” for medication without closing out the MAW.

Step	Action	Additional Details & Hints
19.	Wound care continues and patient requires another 50mcg bolus of Fentanyl. 1. Scan Fentanyl 100mcg/2ml amp 2. Click OK .	  Fentanyl 100mcg/ 2mL amp 00641602725 <ul style="list-style-type: none"> Warning “free text dose alert” appears.
20.	Fentanyl display opens. Yellow fields require documentation. 1. Fill in required fields. 2. Click OK . 3. Administer medication. 4. Click Sign . What is the difference between Refresh and Sign ? Answer: _____ _____	 <p>*fentanyl:</p> <p>Best Practice: Multi bolus medications:</p> <ul style="list-style-type: none"> Scan vial before each administration, document and give medication. PRN Med Response is documented in eMAR.
21.	Medication tasks are complete. 1. MAW display is closed. 2. Click Refresh in eMAR. 3. Review eMAR . 4. Review Med Admin Summary . 5. Close patient’s chart.	

This exercise is complete. Please capture any unit specific workflow questions on your BCMA Readiness Checklist.

Review Questions

1. Where should medication preparation take place?

2. Why is BCMA important to the clinician?

3. Name the different warnings that can fire when medications are scanned.

4. How do you ask Pharmacy for a different form of medication that has been ordered?

5. Name two important things to check at patient hand-off?

6. What is the recommended method to clean the scanner?

7. What is the optimal distance the scanner should be from the barcode?

8. What barcode do you need to cover on the patient wristband when scanning?

9. What colored light confirms that the scanner is seated in the charging station?

10. If a patient is off unit when medication needs to be administered how should it be documented?

11. How do you tether the scanner to the workstation?

12. Should Self-Administered Medications (SAMs) be scanned?

13. When should IV bags be scanned?

14. Should dialysis meds be scanned?

15. If a scanner has a full charge and the wireless icon is glowing, but it does not scan, what should a clinician try next?

16. If the patient is off unit and a medication has been administered by someone else and you have confirmed the administration. How and where should the administration be documented?

17. When is it acceptable to bypass patient wristband scanning?

18. What button in the toolbar allows nurses and respiratory therapists to share a patient chart and workstation?

19. How does a clinician communicate with the Pharmacy when a medication barcode does not scan?

20. If a patient needs an elixir rather than a tab, what should be done?

21. If the clinician has scanned a medication and the patient has refused, what should be done?

22. What are the three key steps to BCMA?

If you have additional questions about BCMA please email them to caed@uw.edu.

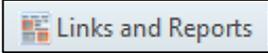
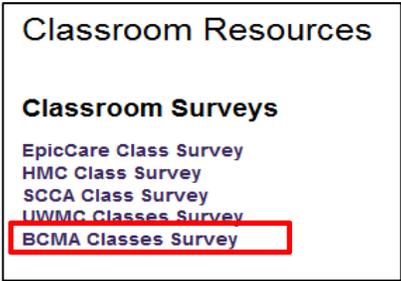
Answers to BCMA FAQs can be found at:

https://intranet.uwmedicine.org/BU/ClinApps/Pages/ORCAProjects_BCMA.aspx

ITS Clinical Applications website, BCMA Frequently Asked Questions can be found under Project Tool Kit, Resources.

Classroom Survey

Please take a few minutes and give us some feedback on the class so that we can improve!

Step	Action	Additional Details & Hints
1.	Click on Links and Reports in the task bar.	
2.	Under Support Links, click on Clinical Applications Education .	
3.	Under ORCA EHR Home, click on Resource Library	
4.	Click on Classroom Resources on the far right-hand side of page.	
5.	Choose BCMA Classes Survey from the list below Classroom Surveys .	
6.	After completing the survey, close the window and use the Exit icon to log out of the training application.	

Medication Administration Wizard (MAW) Icons

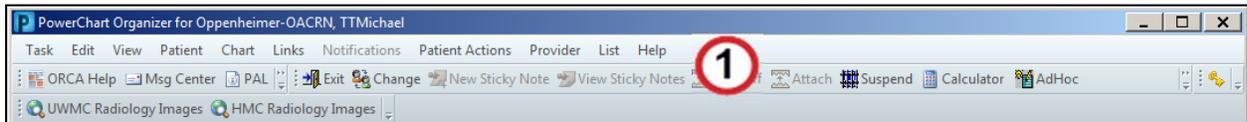
Icon	Definition
	Scan complete. Medication is ready to be administered.
	STAT medication
	"Underdose" warning
	"Overdose" warning
	Missing detail icon. There is documentation that has not been completed on the medication task.
	Additional Charting Elements are available for documentation.
	The Inactive Order icon is displayed on a task associated to an order that is in one of the following statuses: <ul style="list-style-type: none"> • Cancelled • Pending Completed • Discontinued • Transfer/cancelled • Suspended
	Overdue Task
	Pharmacy Comment
	Nurse Review
	Indicates the order has not been verified by pharmacy.
	Pharmacy has reviewed and rejected the order.
	View Alert History (shows any type of alert, i.e. drug interaction)
	Indicates one order is linked to another order.
	Task is not associated to the current encounter.
	Indicates the task is unscheduled.
	Associated to an order generated as part of a PowerPlan.
	This icon displays on the medication charting window if the system, for any reason, cannot evaluate the medication interval for the warning.

PLACING ICONS ON THE TOOLBAR

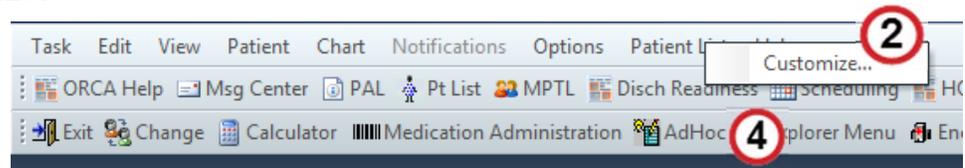
Adding Medication Administration and Change User Icons to the Toolbar

Icons can be rearranged on the Task and Links Toolbar so that most commonly used icons are prominent.

1. Right click in the Toolbar.



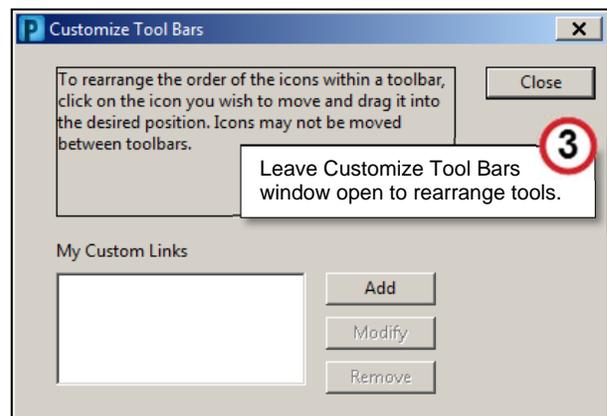
2. Select **Customize**.



3. The **Customize Tool Bars** window displays. Do not close. It must remain open while placing icons on the Toolbar.

To Rearrange the Icons:

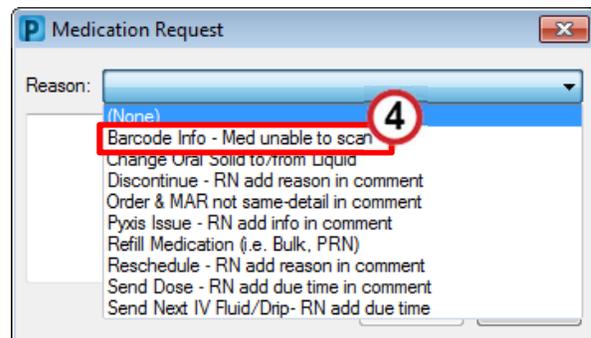
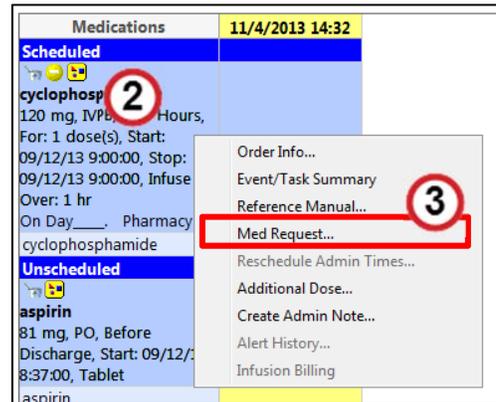
4. Click and drag the most commonly used icons on the Task Toolbar to the far left side of the toolbar. The following order is suggested.
 - Exit Door
 - Change User
 - Calculator
 - Medication Administration
 - Ad Hoc
5. Release the click when the marker (which looks like an "I") is located where you want the icon to be placed.
6. Repeat until finished.
7. Click **Close** in the Customize Tool Bars window.



MED REQUEST - MEDICATION BARCODE SCAN FAILURE

Use **Med Request** in eMAR to communicate with Pharmacy when a medication barcode fails to scan:

1. Click on **eMAR**.
2. Right-click on the medication name.
3. Select **Med Request**.
4. In the **Reason** field, select **Barcode Info – Med Unable to Scan**.

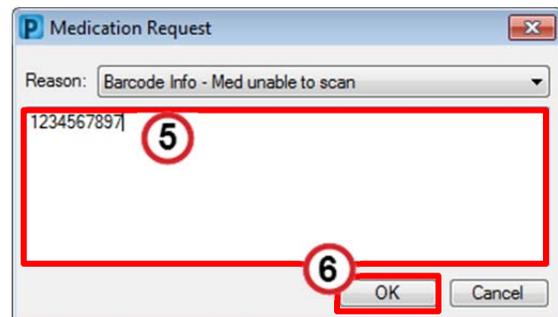


5. Scan or type the medication barcode into the open text field and include any other information Pharmacy should know.

① The barcode may still scan, even if it did not scan in the MAW.

① Type in the barcode number if it does not scan.

6. Click **OK**.



BCMA Course Objectives

The course learning objectives are the recognized knowledge and skills associated with BCMA functionality. Please check-off the objective upon completion.

By the end of this course, you will be able to:

- Recognize units and staff in scope at UWMC and HMC
- Enhance patient safety with the use of BCMA technology
- Launch and navigate the MAW display
- Scan the patient wristband
- Scan medications prior to administration
- Document medication administration within the MAW
- Manage BCMA medication administration warnings
- Support Best Practice recommendations
- Refresh, Sign and close the MAW
- Identify eMAR documentation opportunities
- Configure and maintain the scanner
- Troubleshoot hardware and system errors

Name: _____

Unit: _____

Questions	Answer	Ready?
1. Does BCMA eliminate the need to do the "Five Rights" before giving medications?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more
2. Will BCMA be used if your patient is off the unit?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more
3. How do you find the MAW (Medication Administration Wizard)?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more
4. Where do you have to be in ORCA to launch the MAW?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more
5. When scanning the patient wrist band: what does this error message mean? "The scanned patient does not match the open chart"		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more
6. What do you do if you are unable to scan the patient wrist band (scanner is working but wristband is corrupted)?	<i>Hint: ORCA labels don't work for BCMA.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more
7. When and where should medications be scanned?	<i>Hint: never in the med room</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more
8. What is best practice if you have to give multiple pills to equal a total dose of a medication?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more
9. Every administration of a medication should be scanned, with a very few exceptions. What are the exceptions?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more
10. Your patient has a feeding tube and medications must be crushed – what are the steps for BCMA?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more
11. Under what circumstances should you back chart by proxy? (Provides continuity of care and removes overdue tasks)		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more
12. How do you chart medications given in the OR?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more

13. How do you respond to POC alerts in the MAW?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more
14. What do you do with non-medication tasks on the eMAR? E.G. Patch removal; PRN Response; Dialysis Day Task.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more
15. What is Best Practice for eMAR review?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more
16. What are some tips on how to maintain and configure the scanner?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more

RT Specific

Questions	Answer	Ready?
1. Multi-dose vials must be scanned every time a dose is given. How will you make sure the vials are available for scanning?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more
2. How do you document medications you administered when a nurse has a patient chart open?	<i>Hint: the MAW must be closed before Change User</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more
3. Does every dose of medication administered have to be scanned?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more

Pediatric Specific

Questions	Answer	Ready?
1. How will the second signature for narcotic double check be documented?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more
2. Does BCMA change anything else about pediatric med administration?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more

Bedside Procedure

Questions	Answer	Ready?
1. Can you keep the MAW open when needing to scan and chart for incremental dosing?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more
2. What step needs to happen before drugs given by a provider, during a procedure, can be scanned?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more
3. Once a syringe is drawn up, what is one of the most important steps before leaving the med room?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more