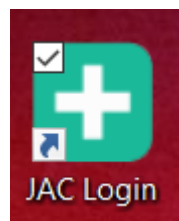


# Read-Only Access JAC EPMA User Guide v2018

For video tutorials please visit our intranet page. This can be accessed by searching 'EPMA' in the search bar or following the menu: Digital > Our Clinical Staff and Digital > Electronic Prescriptions & Medicines Administration (EPMA).



For day-to-day support please contact your ward pharmacist. For any EPMA related queries please contact [elft.epma@nhs.net](mailto:elft.epma@nhs.net).

For training requests, please 'Raise a Request' through the IT Service Desk Portal. Select 'Clinical Systems Training' and then 'JAC' from the appropriate dropdown menu.

## JAC EPMA User Guide – Read-Only Access



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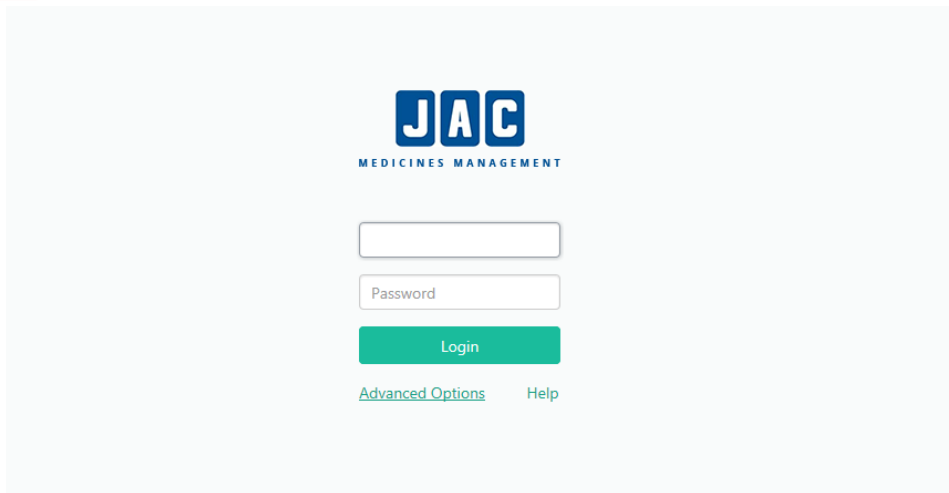
1	<a href="#">Logging On</a>
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# JAC EPMA User Guide – Read-Only Access

## 1. Logging On

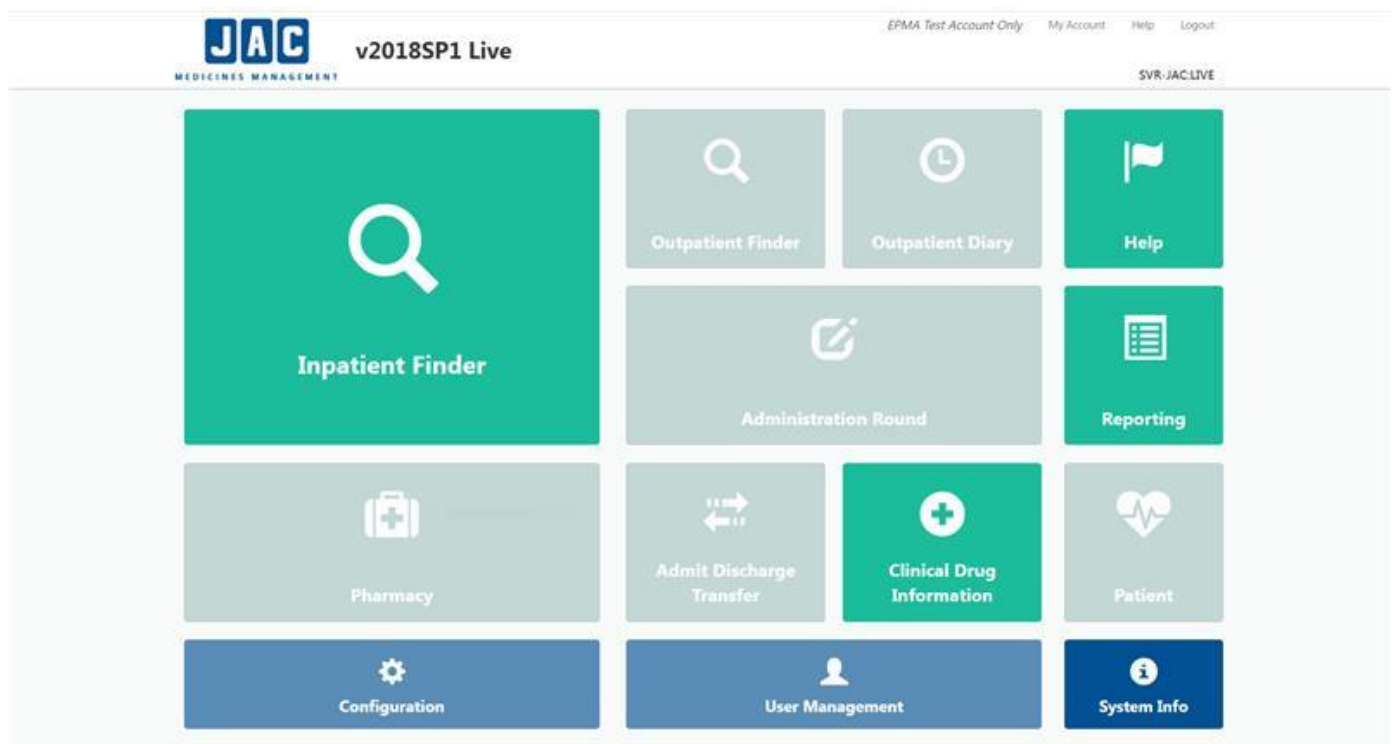
- To access JAC double click the JAC web link icon on your desktop.
- Enter your unique username and password (case sensitive).

 **Do not share your password with anyone** 



**\*Refer to instructions in login detail email and password reset guide for further information\***

You are now logged in and will see the screen below:



## JAC EPMA User Guide – Read-Only Access

### 2. Patient Selection

Select Inpatient finder, then use any of the following identifiers to select the correct patient. If you are searching by Patient Name you should type in their surname.

Home Inpatient Finder v2018SP1 Live Alan Henry My Account Logout

**Inpatient Finder**

Patient name  National number

Hospital ward  Hospital number

[Search](#) [Clear](#) [Advanced search](#) [Help](#)

Please enter search criteria to find a patient.

Patient Name	Date of Birth	National No.	Hospital No.	Ward	Consultant
--------------	---------------	--------------	--------------	------	------------

- Select the patient.

**NB:** JAC will warn you if patients with similar names are on the same ward. You should always check that the patient's date of birth and NHS number are correct to ensure you have selected the correct patient.

Home Inpatient Finder v2018SP1 Live Alan Henry My Account Logout

**Inpatient Finder**

Patient name  National number

Hospital ward  Hospital number

[Search](#) [Clear](#) [Advanced search](#) [Help](#)

1-1 from 1 results returned.

Patient Name	Date of Birth	National No.	Hospital No.	Ward	Consultant
TEST, Testman	26-Mar-1985 (37 y)		26031985	Z *Test Ward* (PHM)	ACCOUNT ONLY, EPMA T...

- Only patients currently admitted to an inpatient ward/HTT with EPMA will appear.
- If the patient does not appear when searching please contact your ward pharmacist or the Duty Senior Nurse out of hours.
- See below for an overview of the chart.

## JAC EPMA User Guide – Read-Only Access

### Communication Bar:

Will show alerts and any outstanding actions e.g. allergy status, complete STL/TTA

### Monitoring & Assessment:

Any outstanding actions can be actioned through this tab.

### Conflict Log:

To see warnings and suppressed warnings about allergies, interactions, and duplicate medicines.

The screenshot displays the JAC EPMA system interface for a patient named TEST, Testman. At the top, there are navigation links for Home, Inpatient Finder, and v2018SP1 Live. The patient's details include Born 26-Mar-1985 (37 y), Gender Male, and National No. The address is Hospital No. 26031985, and the Allergy Status is Recorded allergies. The consultant is ACCOUNT ONLY, EPMA TEST, and the ward is Z \*Test Ward\*. The patient's weight is 76 kg and height is 108 cm. Below the patient information, there are tabs for ADD DRUG, ALL ORDERS, PREVIOUS CARE EPISODE, DRUG CLINICAL INFORMATION, PATIENT NOTES, and HELP. The main navigation bar includes Inpatient Rx, Discharge Rx, Short Term Leave Rx, Discontinued Rx, Monitoring & Assessment, Conflict Log, and Administration. The Inpatient Rx tab is selected, showing a list of medications with columns for REGULAR, NOTE, and dates from 05-SEP-2022 to 11-SEP-2022. Two medications are listed: \*Medicine not on JAC and CLOZAPINE (CLAZARIL) 100 mg Tablets. The interface also shows sorting options and a legend.

### Discharge Rx:

To create or view a discharge prescription

### Short Term Leave (STL) Rx:

To create or To see warnings and suppressed

### Discontinued Rx:

To view medicines which have been stopped

Displays any recent administration activity (within 7 days)

### Inpatient Rx:

To view current chart and used for prescribing

**Administration:** To view the last 24 hours of administrations or last month view of administrations.

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### 3. Viewing Allergy Status

- Allergy status will be recorded in the Allergy status bar.
- Brand new patients may have an allergy status of 'Unknown'. The allergy status will need to be updated to allow any prescriptions to be made.

<b>TESTING, Molly</b>		Born <b>01-Jan-1934 (84 y)</b>	Gender <b>Female</b>	National No.
Address <b>ZZ99</b>		Hospital No. <b>0000011</b>	Allergy Status <b>No known drug allergies</b>	
Consultant <b>WHYTE, SEAN</b>	Ward <b>Test Ward</b>	Body Surface Area <b>1.89 sqm</b>	Weight <b>78 kg</b>	Height <b>170 cm</b>

Communication zone

<b>TEST, One</b>		Born <b>01-Mar-1956 (62 y)</b>	Gender <b>Female</b>	National No.
Address <b>61 GLENBURNIE ROAD LONDON SW17 7DJ</b>		Hospital No. <b>0000017</b>	Allergy Status <b>Recorded allergies</b>	
Consultant <b>DOCTOR, INPATIENT</b>	Ward <b>Test Ward</b>	Body Surface Area <b>1.92 sqm</b>	Weight <b>78 kg</b>	Height <b>173 cm</b>

Communication zone

ADD DRUG ALL ORDERS PREVIOUS CARE EPISODE DRUG CLINICAL INFORMATION PATIENT NOTES HELP

Inpatient Rx Discharge Rx Short Term Leave Rx Discontinued Rx Monitoring & Assessment Conflict Log Administration

Sort items by: Order Add/Modify date A-Z BNF Chapter Order start date Order Type View: [icon]

REGULAR

Consent To Treatment Form

Dose 1 Form Rx on 02-Nov-2018 13:24 Route No Route Required Directions Night

IRREGULAR HIGH ALERT MODIFIED ORAL ANTI-COAGULANT PROTOCOL

03-NOV-2018 | 04-NOV-2018 | 05-NOV-2018 | 06-NOV-2018 | 07-NOV-2018 | 08-NOV-2018 | 09-NOV-2018

Recorded Allergies  
• ramipril (Cough)

Allergies/Sensitivities will appear here as a notification when entering the record. It will remain there until the 'X' is clicked on the notification

- When an item is listed as an allergy the prescriber will not be able to prescribe that item, however when listed as a sensitivity the prescriber will receive a warning which can be overridden for the item to be prescribed.

### 4. Viewing Inpatient Charts

- Prescriptions on the inpatient tab can be ordered by type to separate Regular and PRN medication by selecting 'Order Type'
- Regular medication will appear as per example below with a 7-day view of administrations
- PRN medication, as per example below, will show the last administration date and time on the item, for a full administration history the 'Administration History' link will need to be selected.
- Patient Notes will automatically display when entering a drug chart where there are notes attached to a patient's drug chart. Where there are multiple notes recorded, notes can be selected from the left-hand side to view in more detail. Any notes that have been suppressed will appear by selecting the 'Suppressed Notes' button, these are usually notes that are no longer relevant to the patient and have been suppressed by a member of the multidisciplinary team. Once these have been seen they can be closed. To re-access patient notes at any point select the 'PATIENT NOTES' button.

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Home Inpatient Finder v2018SP1 Live Alan Henry My Account Logout

**BLOGGS, Joe** Born 31-Oct-1989 (32 y) Gender Male NHS No. 223 344 4744

Address: 34 Tree road London E1 8YU Hospital No. 364 475 4738 Allergy Status No known drug allergies

Consultant: ACCOUNT ONLY, EPMA TEST Ward Z \*Test Ward\* Body Surface Area Weight Height 180 cm

You have successfully created the order.

ADD DRUG ALL ORDERS PREVIOUS CARE EPISODE DRUG CLINICAL INFORMATION **PATIENT NOTES** HELP

Inpatient Rx Discharge Rx Short Term Leave Rx Discontinued Rx Monitoring & Assessment Conflict Log Administration

Sort items by: Order Add/Modify date A-Z BNF Chapter Order start date **Order Type** View: Legend

**REGULAR**

**REGULAR**

PROCYCLIDINE 5 mg Tablets 29-AUG-2022 30-AUG-2022 31-AUG-2022 01-SEP-2022 02-SEP-2022 03-SEP-2022 04-SEP-2022

Dose 5 mg Rx on 01-Sep-2022 16:44 Route Oral Directions Twice Daily - Morning and Evening

**PRN**

**PRN**

LORAZEPAM 1 mg Tablets Last administration <none> PRN order with no defined frequency

Dose 1 mg Rx on 01-Sep-2022 16:44 Route Oral Administration History

### 5. Viewing the Latest Short Term Leave (STL) Prescription

When in the selected patient's record, click on Short Term Leave Rx tab. If there is a current STL prescription the items and dates for the STL will be viewable here, example below.

Home Inpatient Finder v2018SP1 Live Alan Henry My Account Logout

**BLOGGS, Joe** Born 31-Oct-1989 (32 y) Gender Male NHS No. 223 344 4744

Address: 34 Tree road London E1 8YU Hospital No. 364 475 4738 Allergy Status No known drug allergies

Consultant: TESTDOCTORCONSULTANT, TE... Ward Z \*Test Ward\* Body Surface Area Weight Height 180 cm

You have successfully changed the order verification status.

FUTURE STL STL LETTER EDIT STL SEND PATIENT ON STL DRUG CLINICAL INFORMATION PATIENT NOTES HELP STL OVERVIEW HELP

Inpatient Rx Discharge Rx **Short Term Leave Rx** Discontinued Rx Monitoring & Assessment Conflict Log Administration

Sort items by: Order creation date

COMPLETED: Sent to Pharmacy on 01-Sep-2022 @ 15:34. Estimated departure on 02-Sep-2022 @ 09:30 and return on 05-Sep-2022 @ 09:30

**REGULAR**

MULTIVITAMIN Tablets Dose 1 Tablet Frequency Morning

Route Oral Rx on 01-Sep-2022 15:34 Verification status Verified Prescriber Alan Henry BNF Multivitamin preparations

**REGULAR**

ALOGLIPTIN 12.5mg / METFORMIN 1g Tablets Dose 1 Tablet Frequency Twice Daily - Morning and Evening

Route Oral Rx on 01-Sep-2022 15:34 Verification status Verified Prescriber Alan Henry BNF Drugs used in diabetes

- When a patient is going on leave again, the STL tab can be reused by the prescriber to do the next prescription.

### 6. Viewing the Discharge (TTA) Prescription

- These prescriptions should be reserved for the point of discharge.
- Select 'Discharge Rx' tab, if there is a prescription the items will be viewable here with the date the medication was ordered, example below

## JAC EPMA User Guide – Read-Only Access

Home Inpatient Finder v2018SP1 Live Alan Henry My Account Logout

**BLOGGS, Joe** Born 31-Oct-1989 (32 y) Gender Male NHS No. 223 344 4744

Address 34 Tree road London E1 8YU Hospital No 364 475 4738 Allergy Status No known drug allergies

Consultant TESTDOCTORCONSULTANT, TE... Ward Z \*Test Ward\* Body Surface Area Weight Height 180 cm

You have successfully changed the order verification status.

DISCHARGE LETTER EDIT DISCHARGE PREVIOUS CARE EPISODE DRUG CLINICAL INFORMATION PATIENT NOTES HELP

Inpatient Rx **Discharge Rx** Short Term Leave Rx Discontinued Rx Monitoring & Assessment Conflict Log Administration

Sort items by: Order Add/Modify date A-Z BNF Chapter Order date

Discharge Prescription is COMPLETED. The discharge was sent to pharmacy on 01-Sep-2022 @ 15:37

REGULAR		
MULTIVITAMIN Tablets	Dose 1 Tablet	Frequency Morning
Route Oral	Rx on 01-Sep-2022 15:36	Verification status Verified
	Prescriber Alan Henry	BNF Multivitamin preparations

REGULAR		
ALOGLIPTIN 12.5mg / METFORMIN 1g Tablets	Dose 1 Tablet	Frequency Twice Daily - Morning and Evening
Route Oral	Rx on 01-Sep-2022 15:36	Verification status Verified
	Prescriber Alan Henry	BNF Drugs used in diabetes

### 7. Viewing Clinical Drug Information

- By selecting 'Clinical Drug Information' on the home page, you can view clinical information of any drug. This can also be found on the inpatient chart.

### 8. Viewing Conflict Logs

- When in a patient's record, Conflict Log functionality allows you to see warnings, suppressed warning, allergies, interactions, and duplicate therapies that occur at the point of prescribing.

**TEST, One** Born 01-Mar-1956 (62 y) Gender Female National No.

Address 61 GLENBURNIE ROAD LONDON SW17 7DJ Hospital No 0000017 Allergy Status Recorded allergies

Consultant DOCTOR, INPATIENT Ward Test Ward Body Surface Area 1.92 sqm Weight 78 kg Height 173 cm

Communication zone

DRUG CLINICAL INFORMATION PATIENT NOTES HELP

Inpatient Rx Discharge Rx Short Term Leave Rx Discontinued Rx Monitoring & Assessment **Conflict Log** Administration

Filters:  Warnings  Suppressed Warnings  Allergies & Sensitivities  Interactions  Duplicate Therapy  Exact Duplicate From dd-MMM-yyyy to dd-MMM-yyyy

There are no conflicts available to display

The system is set up in a way that will only show significant warnings. These are reviewed regularly by the EPMA team.

### 9. Viewing & Interpreting Medication Administrations

- The medication chart is available on the Inpatient Rx page of the patient's record which shows the administration details of each drug for the past 3 days, current day and proceeding 3 days. You can use the Legend tab to see the meaning of each administration symbol.



## JAC EPMA User Guide – Read-Only Access

ADD DRUG ALL ORDERS PREVIOUS CARE EPISODE DRUG CLINICAL INFORMATION PATIENT NOTES HELP

Inpatient Rx Discharge Rx Short Term Leave Rx Discontinued Rx Monitoring & Assessment Conflict Log Administration

Sort items by: Order Add/Modify date A-Z BNF Chapter Order start date Order Type View: Legend

REGULAR HIGH ALERT  
Oxycodone 10mg Modified Release Tablets  
Dose 10 mg Rx on 05-Oct-2018 11:40 Route Oral: Witness  
Directions Twice Daily - Lunch and Evening

REGULAR HIGH ALERT  
Methadone Sugar Free 1mg in 1ml Oral Solution  
Dose 40 mg Rx on 05-Oct-2018 11:32 Route Oral: Witness  
Directions Midday

Administration Chart

- For a view of the full administration chart, select Administration on the patient chart and choose either the 24hr charting period or 30 day charting period.

ADD DRUG ALL ORDERS PREVIOUS CARE EPISODE DRUG CLINICAL INFORMATION PATIENT NOTES HELP

Inpatient Rx Discharge Rx Short Term Leave Rx Discontinued Rx Monitoring & Assessment Conflict Log Administration

Sort items by: Order Add/Modify date A-Z BNF Chapter Order start date Order Type View: Legend

REGULAR  
Consent To Treatment Form

Monitoring & Assessment Conflict Log Administration

View: 24h 30 day Legend

24hr View 30 day View

- Select either of the views as shown above and the following screens will appear for each view of the chart.

Inpatient Rx Discharge Rx Short Term Leave Rx Discontinued Rx Monitoring & Assessment Conflict Log Administration

Last 24h Prescriptions with Administrations in last 24h 06-Nov-2018 07-Nov-2018 View: 24h Legend

PRN NON STOCK  
Lorazepam 1mg Tablets  
Dose 1 mg Rx on 04-Oct-2018 13:47 Route Oral  
Directions Twice Daily - Morning and Evening

16 17 18 19 20 21 22 23 00 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19

24hr view shows the administrations that occurred by greying out the times of administration

## JAC EPMA User Guide – Read-Only Access

You can cycle through each 30 day period using the arrows here.

30 day view will appear as shown, administrations will be shown by numbers of administration which occurred in one day

- For details of administration for a medicine, once in the administration page as shown earlier, click on any of the administration boxes on the drug and the following screen will appear.

Select Administration History, can be found in 2 places.

- You can now see full details of the administration which includes name of nurse, date, time, dose and administered as show below

### Administration History: Aripiprazole 5mg Tablets

Date & Time	Dose / Rate Administered	Dose / Rate Administered	Non-Administered Reason	User Responsible
05-Oct-2018 @ 11:17(sch. 05-Oct-2018 @ 12:00)	5 mg	1 Tablet		Mr Mohammed Ahmed
04-Oct-2018 @ 12:26(sch. 04-Oct-2018 @ 12:00)			Self-Administered	Mr Mohammed Ahmed

- Non-admin reasons will display as an exclamation mark (!) – various sub reasons can be entered as a non-admin reason i.e. patient declined, Other reason record on Rio notes, patient Self-Administered. These exact reasons can be found by hovering your mouse over any exclamation marks on the administration tab.

## 10. Consent to Treatment

- Current JAC functionality does not allow electronic Consent to Treatment forms (T2/T3) and Community Treatment Orders (CTO1/CTO11/CTO12). Therefore, there is a “dummy medicine” called Consent to Treatment Form which must be prescribed for all relevant patients.
- An order note is attached onto this dummy drug to state the type of form in the title i.e. T3, date of form and where the original can be found to refer to it. No medicine details should be entered here as this is just a reminder. This note is viewable under ‘Patient Notes’.

## JAC EPMA User Guide – Read-Only Access

### 11. High Dose Antipsychotic Therapy (HDAT)

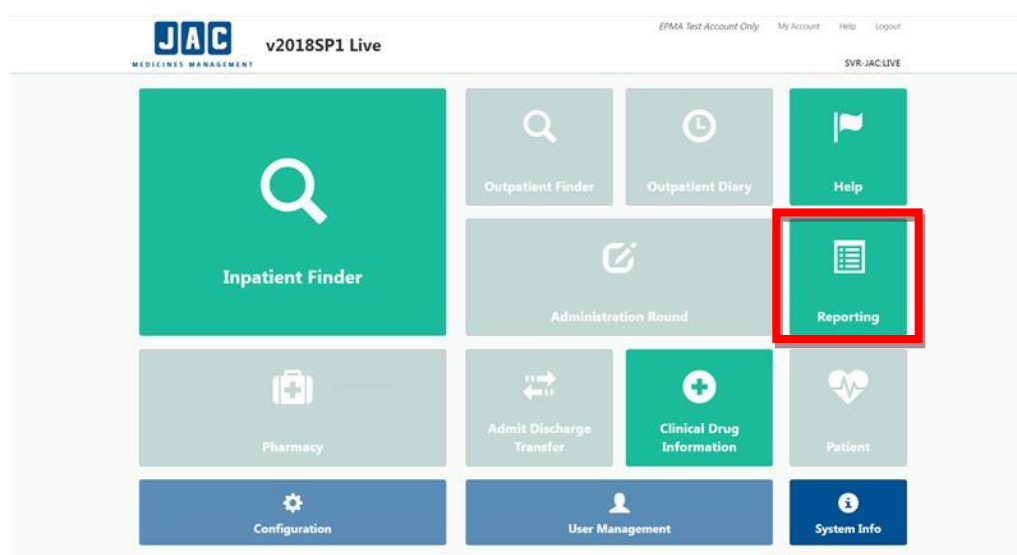
- Added onto the drug chart as a reminder that the patient requires additional monitoring.

### 12. Blister Pack (Compliance Aid)

- For patients already established on a dosette box in the community.
- Added onto the drug chart as a reminder that the patient usually receives their medication as a dosette box.
- This item should be added on to any STL or discharge TTA where medication is required in a dosette box.

### 13. Printing Medicines Charts

- To print medicine charts from EPMA select the '**Reporting**' tile from the home screen



- The **Medicines Administration Chart (MAC)** report is a chart for the next 7 days which can be printed. It is usually printed by nurses and used as a paper chart until the system is available during network or WIFI downtimes.
- The **Medicines Administration Profile (MAP)** report shows all medicines previously administered. You can select whether you wish to look back at the last day, last 7 days or from the beginning of the admission.

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MAC report:

The screenshot shows the 'Print MAC Report' page. On the left, a sidebar menu has 'MAC Report' and 'MAP Report' highlighted with a red circle. A red arrow points from a green box containing the text 'Choose type of report needed.' to this menu. Below it, another green box says 'You can choose to print for either a specific patient or for all patients on the ward.' with a red arrow pointing to the 'Patient' radio button in the 'MAC Options' section, which is also circled in red. The 'MAC Options' section includes a 'Find Patient' button, a search input field, a 'Discharged' checkbox, and a 'Ward' dropdown menu. The 'Printing Options' section includes a 'Document Name' field with 'AHM181005164616' and 'Output' options for 'Paper' (selected) and 'Save without printing'. The 'Clinical Notes Options' section has checkboxes for 'Patient Notes' (checked) and 'Order Notes'.

The screenshot shows a printed MAC report for 'TEST-Patient3\_FORTRA'. At the top, there is a toolbar with a 'Save a copy' button circled in red. A green box with the text 'You can save or print the MAC/MAP report (An example of printing an MAC report is shown here)' has a red arrow pointing to this button. The report header includes 'Hospital No: 1111 063', 'Requested by: newelaf01', 'Printed: 25-Oct-2019 at 13:14', 'Page 1 of 5', 'DOB: 10-Jan-1990', 'Dr Test/Doctor/Consultant Test/Do', and 'Ward: Traan FORENSIC'. The main content is a table titled 'CLINICAL SCHEDULED MEDICATIONS' with columns for 'Month', 'October', and '2019', and rows for 'Day' and 'Time'. The table lists medications: 'APINE 20 mg Tablets' (Lunchtime, Oral, Start date: 25-Oct-2019 13:00), 'APINE 5 mg Modified-Release Tablets' (Lunchtime, Oral, Start date: 25-Oct-2019 13:00), and 'RAMIPRIL 10 mg Capsules' (Lunchtime, Oral, Start date: 25-Oct-2019 12:23). A legend at the bottom explains symbols for medication status.

# JAC EPMA User Guide – Read-Only Access

MAP report:

Print MAP Report

Communication zone

HELP

Paper  Save without printing

**MAP Options**

Consultant

Ward

Group

Discharged

**MAP Options (Patient Filter)**

All Patients

Selected Patient

**Clinical Notes Options**

Patient Notes  Order Notes

**Charting Period (today, including)**

Previous Day  Previous 7 Days  Admission

Cancel

Patient notes and Order notes from EPMA can be ticked where also required to be printed.

Select discharged option if you are looking for a discharged patient

Chose the charting period: (how many days administration history)

Print MAP Report

Communication zone

HELP

Paper  Save without printing

**MAP Options**

Consultant

Ward

Group

Discharged

**MAP Options (Patient Filter)**

All Patients

Selected Patient

**Clinical Notes Options**

Patient Notes  Order Notes

**Charting Period (today, including)**

Previous Day  Previous 7 Days  Admission

Cancel

Save As

File name: PdfFile

Save as type: Adobe PDF Files (\*.pdf)

Save Cancel

Medication	19-Oct-2019	20-Oct-2019	21-Oct-2019
SELANAPROLE 20 mg Tablets			
50 mg			
Oral			
PARO-18			
500 mg			
Oral			
Start Date/Time	25-Oct-2019 22:00		
OMEPRAZOLE 20 mg Capsules			
20 mg			
Oral			
PARO-18			
500 mg			
Oral			
Start Date/Time	25-Oct-2019 09:00		
METFORMIN 500 mg Tablets			
500 mg			
Oral			
PARO-18			
500 mg			
Oral			
Start Date/Time	25-Oct-2019 09:00		
PROMETHAZINE 25 mg Tablets			
25 mg			
Oral			
PARO-18 PPN			
Apiximolactam QDS - 100mg to 24hrs			
500 mg			
Oral			
Start Date/Time	22-Oct-2019 17:00		

Chose where to save the file (An example of printing a MAP report is shown here)