Top Tips for Nursing Staff

Personalise your log-in page. When you log-in to HEPMA click on Your Account. Click on User Personalisation. Scroll down Default Landing Page to Select Ward. Select your ward and Save. HEPMA will now always automatically open at your ward.

You can select Change Ward if you move to a different ward.

On the Administration page drugs are presented in bold with tablet strength, e.g. Paracetamol 500mg tablets. Beneath, in smaller print, is the actual dose to be given, e.g. 1000mg.

Remember to check carefully the actual dose to be given. It may be more than one tablet.

If your patient is fasting for a procedure, and you will want to give their oral drugs later, then do not chart non-administration due to nil-by-mouth. If you do this, the drug will disappear and will need to be re-prescribed to give later.

Click on Defer and go to next and the drug will remain on your chart to give later.

When giving a PRN drug, please remember to check when the drug was last given by accessing the PRN tab. Or on Quick Chart where there is a tiny grey “i” [information] icon to the right of administration time; hover over this with your mouse for last dose given.

PRN drugs will show on the drug administration pages whether they are due or not.
Please remember to scroll to the end of the PRN section to check for prescribed STAT drugs

When giving IV drugs be sure to check drug and dose before asking another nurse to witness.

When the witness types in their username and password the drug will disappear from HEPMA as though it has been given.

If you are not sure how to give a drug, look in the Clinical Drug Administration tile.

If your patient is leaving the ward to go for a procedure or to transfer to a different ward or hospital you must print the MAP (Medicines Administration Profile) and the MAC (Medicines Administration Chart) to go with the patient.

The MAC is a paper Kardex which can be used to give drugs. Click on the Reporting tile to print these.

If your patient is not allocated to a group for administration, click on Monitoring and Assessment, then Assign Patient to a Group, then Patient Group Allocation. There is a drop-down list A, B, C, D.

If your patient is being transferred to another ward, when the bed manager “greens” the bed it will cause your patient to come out of their group.

You will need to re-allocate them to group, as above, if you need to administer any further medications.
If not completed, complete your patient’s **Height** and **Weight**. Some drug prescriptions require this information.

If your patient has **Oxygen** prescribed in the **PRN** section please chart if this is being given or not at each drug round. This is being audited.

**Always** remember to **logout** from **HEPMA** when you are finished [top right of page].

**Discharge** your patient from **HEPMA** as soon as possible. 
You **do not need to wait for IDL** before doing this.
Click on the patient on **Admission / Discharge / Transfer** tile.
The options on the left-hand side of page include **Discharge**.