

PA GUIDELINES FOR QUICKMAR

NOT FOR INSULIN OR G TUBE MEDICATIONS

MAR

1. You are required to print a paper MAR on the first day of each month.
2. We cannot have any blank spaces in QuickMAR. If a staff member gave a regular med, but forgot to record it, record it at the time the issue was realized and pick the exception "see UI/MUI". Have staff complete a UI, complete an in-service form with that staff and put it in the employee folder. Late med passes without RN approval are considered a UI.
3. Once something is documented in QuickMar, it cannot be changed. Notes can be added. If you feel there is a special circumstance, fill out a nursing ticket with details.
4. If a vital sign or weight is ordered by the Physician, make sure there are clear parameters (eg. greater than and less than a specific number ALSO what to do if above or below the numbers given). If any further clarification is needed, you must contact the Physician (the nurse cannot alter physician orders).
5. If the PA has contacted Hutcheson and they have not resolved the problem, complete a nursing ticket with details.

QUICKMAR

6. PA can transcribe medication to QuickMar using the medication bottle or bubble pack (not for G Tube or Insulin).
7. All medications must have an intact pharmacy label EXCEPT OTC Musculoskeletal medications and OTC topicals for cleansing, comfort and care of the hair, nails, skin and teeth. These medications must be documented and staff must have the stand alone training for the appropriate type of medication. PA's can teach the OTC Topical training (found on the DODD website under Medication Administration).
8. If QuickMar is not working, use a paper MAR and call customer service (1-888-340-9866 ext. 2). This also applies to user issues (eg; passwords, user profile authorities, etc.) This number can also be found at the bottom of QuickMar once logged in.
9. Vitals that are taken on a day of the week that is determined by PA and/or staff can be taken on a different day if the client is unavailable at the listed time. This is not a UI.
10. If a med pass is not completed within the 2 hour window, staff must call Pharmacy to see if it is still safe to pass and if the next dose should be given on time. This would be recorded as a late med (add a note to the MAR with pharmacist's name and write a UI). If it is after hours and pharmacy cannot be contacted, call the on call Nurse. **Nursing recommends starting all med passes 1 hour before the med pass time to prevent late med passes.**
11. PRN medications must be resulted within 1 hour of giving (if giving pain meds, check on client in 30 minutes). Effective and Not Effective are not appropriate results. Med passer must document what is observed at the time of follow up.

PACKAGING MEDICATIONS

12. If using manilla envelopes to give to family; The manilla envelope must include the clients first and last name, medication name, dose, directions, date and time to be given. Each medication must be in its own envelope. Do not send bubble packs with the family.
13. If Family will be picking up a client for a visit and there are meds to be dispensed during that visit, Staff will:
 - a. Print physician orders
 - b. Package medications appropriately
 - c. Add to PO how many of each med was given to family
 - d. Have family sign PO at the bottom
14. If the PA does not want to use manilla envelopes, they may request empty, labeled medication bottles from Hutcheson. The 6 rights and instructions must be listed.
15. FunOne staff passing medication: a client is leaving to go on a community outing with FunOne, and meds are being packaged to give to FunOne staff, then FunOne staff must document the med pass when they bring the client home. Use Exception "given on time but out of facility". The staff that packaged the medication does not document the med pass.
Only the person who administered the medication shall document the med pass.

SUSPENDING MEDS TEMPORARILY

16. If a client is in the hospital or in rehab, medications on QuickMar can be suspended by the PA. Choose resident orders, choose the correct client, click on the top medication, at the bottom of the screen click suspend. Choose the appropriate dates and click suspend "all resident orders". To unsuspend medications once they are home, use the same process. Once you choose suspend you can change the end date and click "all resident orders" then save.
17. If a client goes on a lengthy vacation and no one will be in the home to record exceptions on QuickMar, medications can be suspended for that time period. Just remember to put a note in the suspend section that client is on vacation.

CONTROLLED MEDS

18. PA's can correct a controlled count if it is off by 1 or 2 numbers and it is clear that the issue was simply a mis count.
19. If controlled count is off by more than 2 numbers, put in a nurse ticket for assistance.
20. If staff gave a controlled medication, but forgot to record it, the PA may record the count once they have verified the actual count.
21. If staff document the wrong number of pills on a controlled medication, PA may record the appropriate number if not off by more than 2 numbers. Again, verify the actual count (pictures of med/count are ok for verification as long as the label is included). If off by than more than 2 numbers or PA feels there are other issues, submit a nursing ticket and nursing will assist.
22. If there is nowhere to record a controlled count in QuickMar, the number may be recorded under notes and a nursing ticket will be submitted requesting a controlled count box. PA's may add the box if they know how.

23. If a controlled medication was given to family to give to the client during a visit, staff record the “given to family” exception and the number of pills that are in the home at the time of med pass.

EXCEPTIONS

24. **Refused:** If a client refuses medication, staff have a two hour window to pass medications. Staff must ask the client three times during the 2 hour window. One minute after the med pass time, use the exception “refused” and indicate that the refused verbally or , if non-verbal, what the client did to refuse the medication. Inform the PA and write a UI.
25. **Ok to give late per RN:** If calling the nurse in advance to give medication late, record in the notes why the med needed to be late. If a med is passed late or not recorded timely and permission is given by a nurse to pass them, **this is not the exception to use.**
26. **See UI/MUI:** If a med is passed late by staff due to staff error or not recorded timely, write a UI and use this exception. Also other UI’s could require this exception.
27. **Meds not yet received by Pharmacy:** If Hutcheson does not deliver medications on time, use this exception. Call Hutcheson if medication is not received the next business day. If not received by 3 days, put in a nursing ticket for assistance with the pharmacy. Write a UI for each day the medication is not received from pharmacy.
28. **Given on time but out of facility:** Staff may pass meds in the community. Meds should be packaged individually in manilla envelopes and passed withing the 2 hour window. If client gets home before the med pass time, no exception will be necessary.
29. **Given to family to give later:** Medications can be packaged as in #11, or if the visit/vacation is known far enough in advance, staff may ask Hutcheson for a separate bubble pack or bottle with labels.
30. If staff pick the wrong exception, this is a documentation error. Write a UI, complete an in service with the employee and file the in service form in the employee folder. Put in a nursing ticket for RN to assist with the issue.