safeMedicate

# Administrator's User Guide 2022

Be competent
Be safe

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## Using this Administrator's Guide

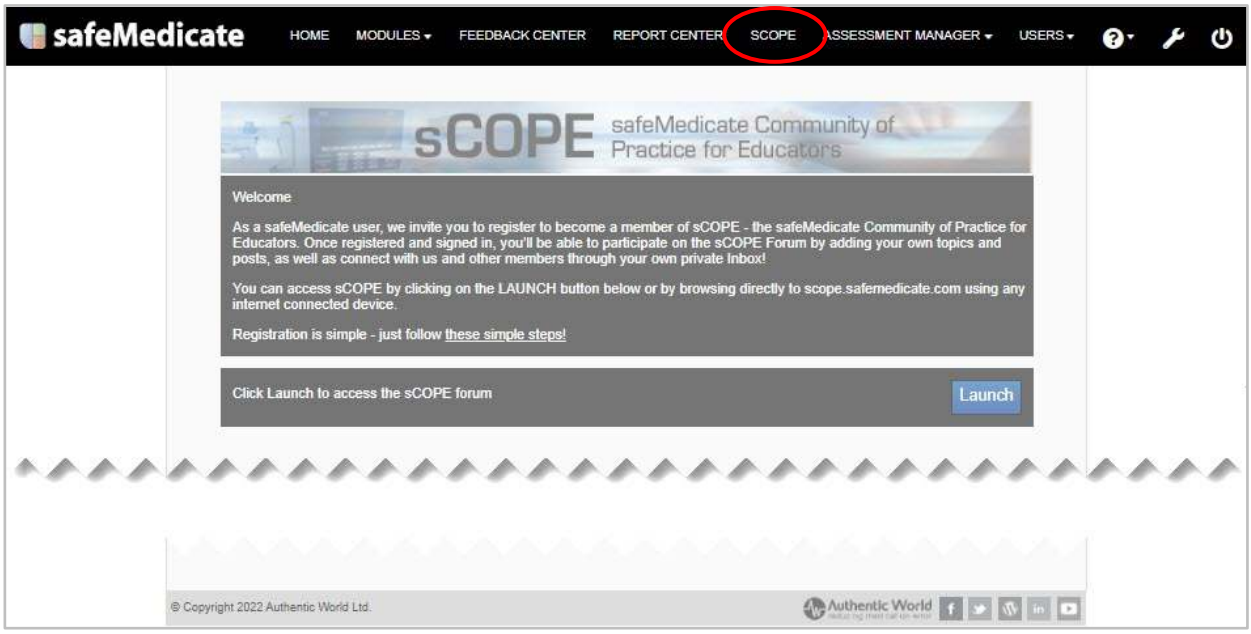
This Administrator's Guide covers the newest release of **safeMedicate**, which includes the Future Nurse Suite. With the introduction of the Future Nurse Suite, the earlier modules have been enhanced and the ability to customize assessments has been expanded. Beginning in August 2020, the earlier modules (i.e., Essential Skills 2018, Advanced Skills Pediatric Bodyweight-Based Calculations, and Advanced Skills) were no longer included with safeMedicate licenses.

In the Future Nurse Suite, the Assessment Builder has been replaced by the Focused Assessment Builder, and all Preset assessments created with the Assessment Builder remain available only to those still using the earlier modules.

We always recommend a 45-minute online training webinar to supplement this Administrator's Guide. To schedule a webinar, send an email to info@safemedicate.net

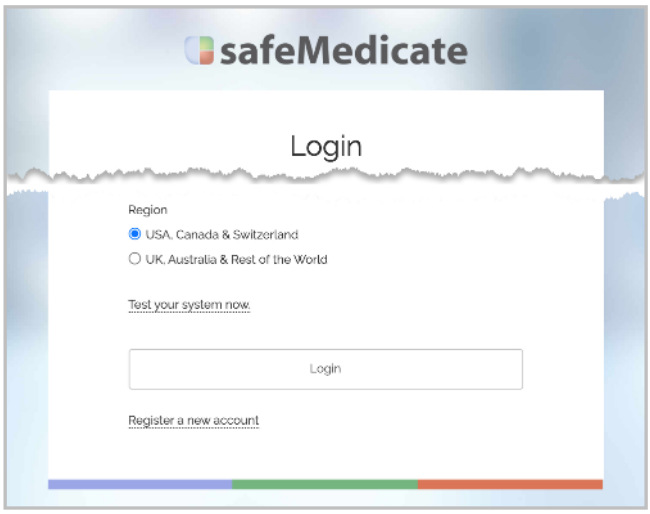
## SCOPE

Additional support for administrators is available through the SCOPE link on the Home page.




sCOPE, the safeMedicate Community of Practice for Educators, contains several downloadable resources that can be used as quick reference guides and student handouts. In addition, sCOPE offers links to video tutorials covering a range of topics and a forum to communicate with other safeMedicate administrators as well as the safeMedicate development team.

## Specifications

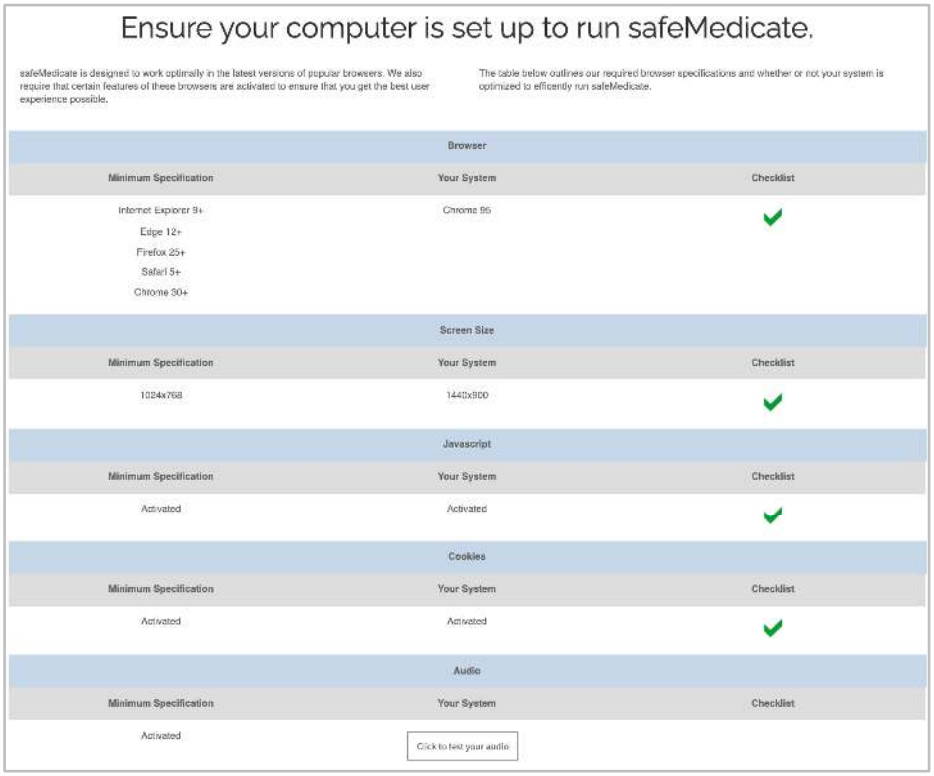



**safeMedicate** is designed to run on any Internet connected computer, including tablet devices such as iPad and smartphones.

If you're having trouble logging in to **safeMedicate**, you may need to make some minor adjustments to your settings or updates to the browser on your computer.

To check your system's compatibility, click the **Test your system now** link on the Sign In page.

A page appears with a checklist for the minimum specifications. Most currently configured machines should have green checkmarks in the column on the right.



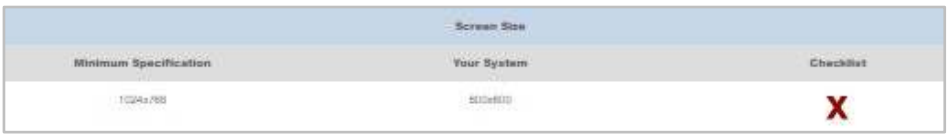
Ensure your computer is set up to run safeMedicate.

safeMedicate is designed to work optimally in the latest versions of popular browsers. We also require that certain features of these browsers are activated to ensure that you get the best user experience possible.

The table below outlines our required browser specifications and whether or not your system is optimized to efficiently run safeMedicate.

| Browser | | |
|---|---|---|
| Minimum Specification | Your System | Checklist |
| Internet Explorer 9+<br>Edge 12+<br>Firefox 25+<br>Safari 5+<br>Chrome 30+ | Chrome 96 | ✔ |
| **Screen Size** | | |
| Minimum Specification | Your System | Checklist |
| 1024x768 | 1440x900 | ✔ |
| **Javascript** | | |
| Minimum Specification | Your System | Checklist |
| Activated | Activated | ✔ |
| **Cookies** | | |
| Minimum Specification | Your System | Checklist |
| Activated | Activated | ✔ |
| **Audio** | | |
| Minimum Specification | Your System | Checklist |
| Activated | Click to test your audio | |

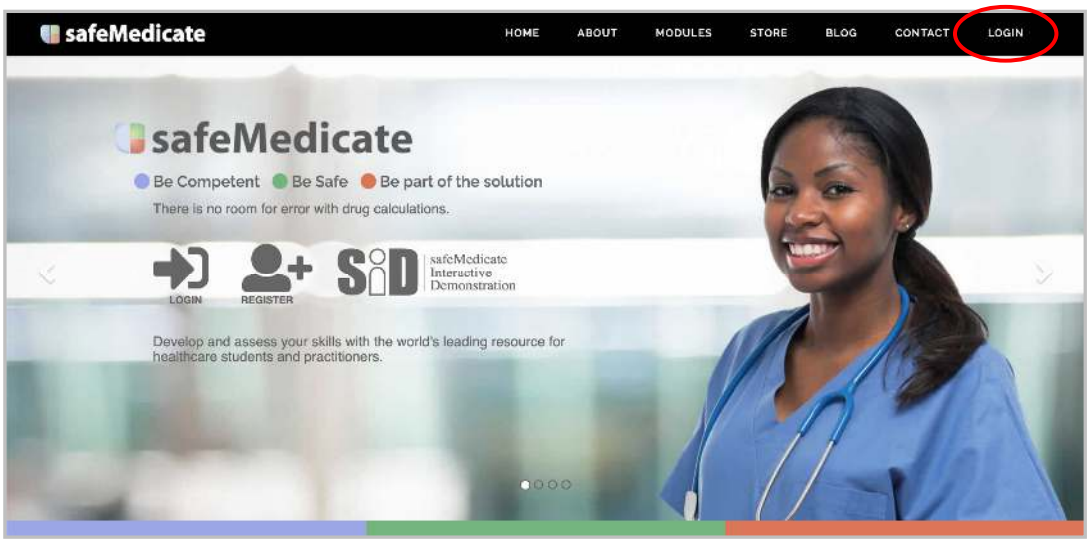
If a red **X** appears in the checklist, instructions are displayed under **Your System** that allows you to update your system to run **safeMedicate**.



| Screen Size | | |
|---|---|---|
| Minimum Specification | Your System | Checklist |
| 1024x768 | 800x600 | X |

# Signing In

**safeMedicate** is accessible from any Internet connected computer, including tablet devices such as iPad and smartphones. Open a web browser and go to the Home page at **www.safemedicate.net**.



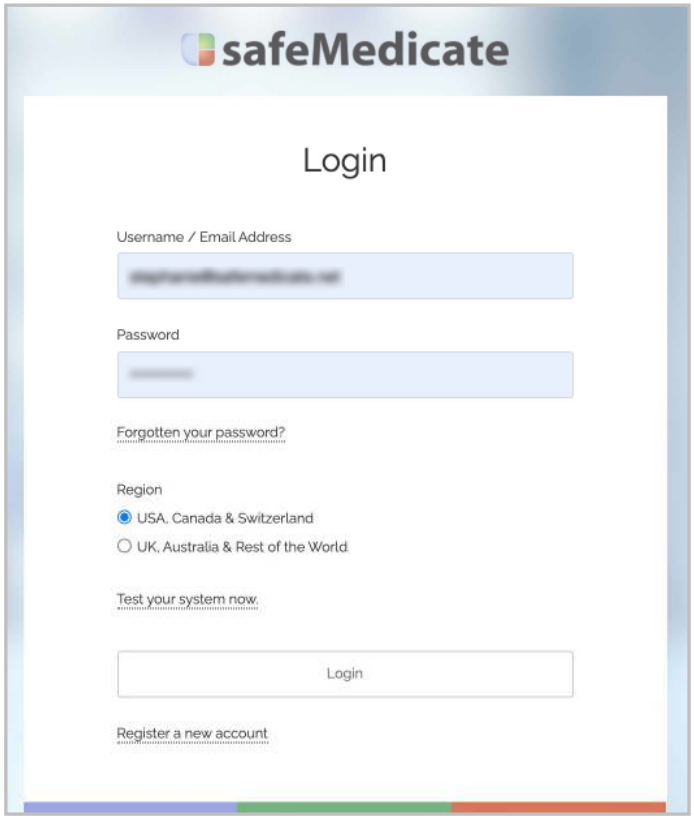

Click **Login** to get started.

The Welcome page appears showing you've selected the site for the **USA & Canada**. (If the **UK, Australia & Rest of the World** is selected, you've incorrectly gone to the .COM site.)

Enter the sign in information:

1. Your **Username** or **Email Address**
2. Your **Password**

Click **Login**.




**NOTE** that **safeMedicate** can be open in only one browser window on your device. If you attempt to open a second iteration of **safeMedicate**, you'll receive a warning that opening a second window logs you out of the first.

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The **safeMedicate Administration** Home page appears, displaying the Main Menu at the top, links to resources in the center column, and an **Assessment Calendar** with **Upcoming Assessments** on the right.

In the center column, the links under **User Guides** and **Resources** provide helpful references. The **Terms & Conditions** can be reviewed using the links at the bottom of the column.

On the right, the **Assessment Calendar** provides you with the schedule for any existing assessments, and those that are occurring in the future are listed under **Upcoming Assessments**. The current date is shaded in blue and other days with scheduled assessments appear in green.

You can navigate the calendar by clicking the arrows to the right and left of the month displayed.

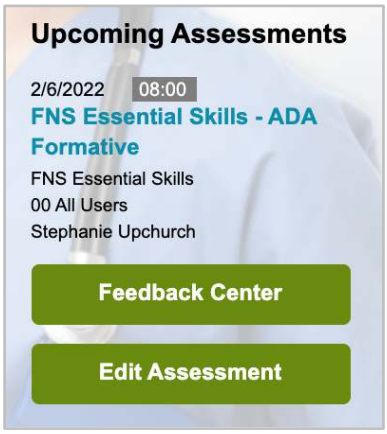
Clicking on a date displays any assessments scheduled that day beneath the calendar.

**NOTE**: the calendar is set up at the Normal (100%) view setting. Depending on your browser, zooming in or out may distort the dates, but this does not affect the assessment schedule.

The Upcoming Assessment list displays up to three assessments scheduled for the selected month after the current date.

The list shows the assessment date and time, the associated module and assessment type (e.g., FNS Essential Skills - AA) and whether the assessment was set up to be Summative or Formative.

Clicking on the assessment name opens a menu for that assessment that enables you to open the **Feedback Center** for completed assessments or to open the **Assessment Manager** by clicking the **Edit Assessment** button to make changes to an assessment that has not yet occurred.



The **Feedback Center** and **Assessment Manager** are also accessible from the main menu. See the *Viewing Assessment Feedback* and *Assessment Manager* sections below.

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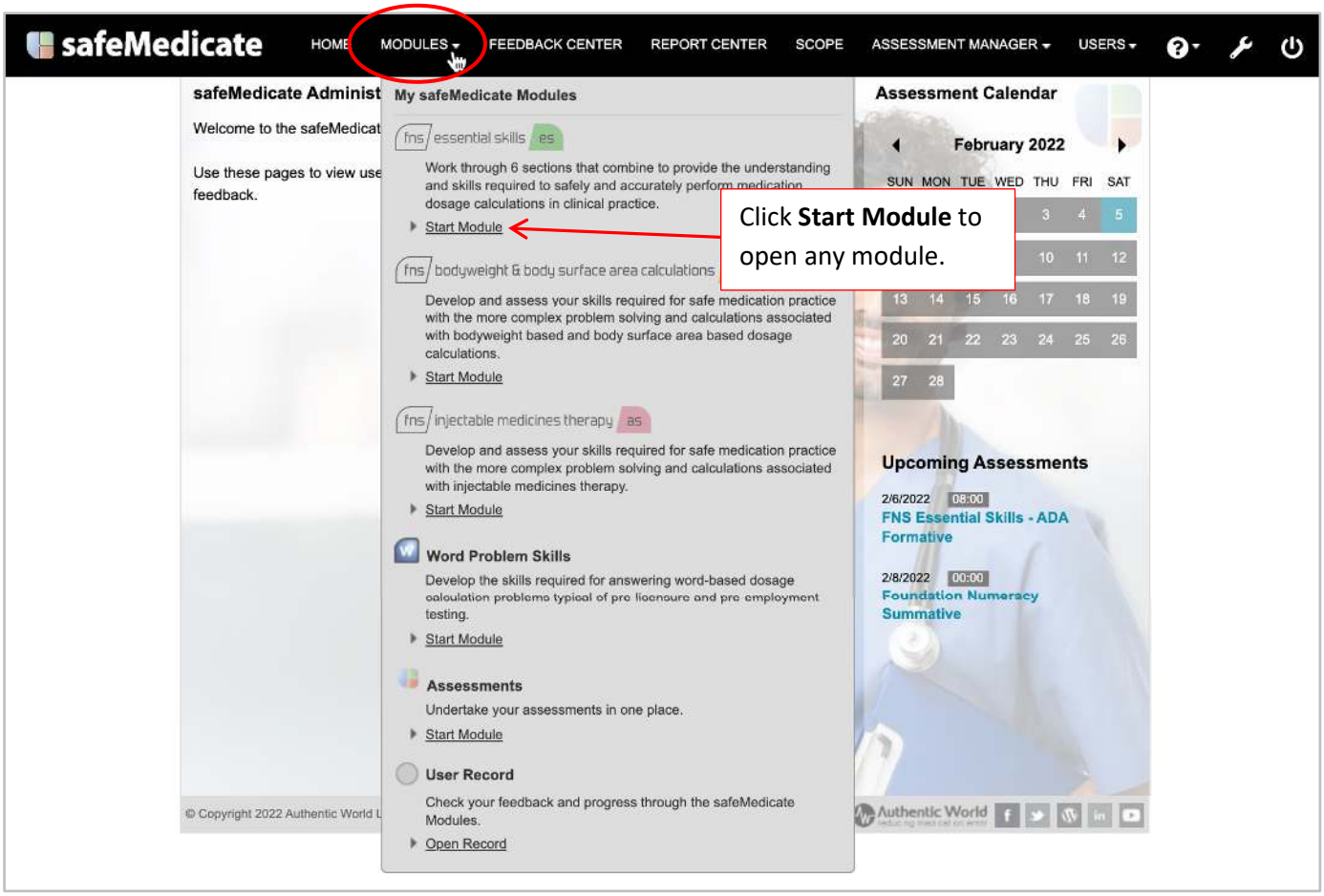
# Modules

Selecting **Modules** from the Main Menu displays a list of your **safeMedicate** modules. This menu is the same for Administrator and Learner (User) licenses.



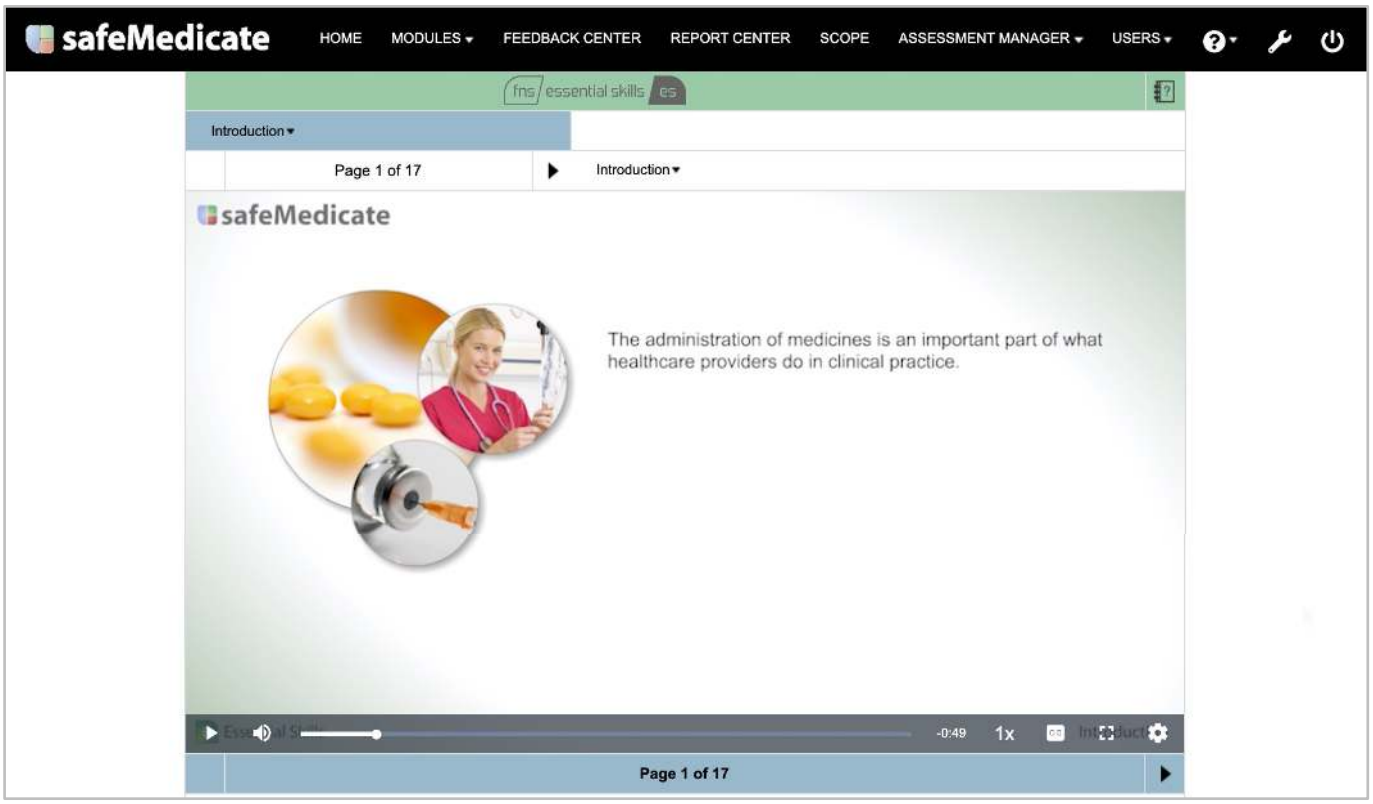

To open any module, click on the **Start Module** link located beneath the module's name and description.

The first four modules (i.e., FNS Essential Skills, FNS Bodyweight & Body Surface Calculations, FNS Injectable Medicines Therapy, and Word Problem Skills) comprise the learning environment.

Opening the Assessments module provides you with access to any assessments you may have created for the Administrators group. All Administrators are assigned to the year and cohort of 2003A.

Opening the Open Record module displays your User Record, which contains Your Details as well as information on your logins and any progress you've made using the application.

Each learning module opens to a video player that begins automatically in the first chapter with the first topic for that module. A progress slider appears in the control bar at the bottom. The player can be paused and restarted using the control icons on the left of the slider. In addition, the sound can be muted and turned back on using the Sound icon toward the left and closed captioning can also be toggled on and off with the icon toward the right.

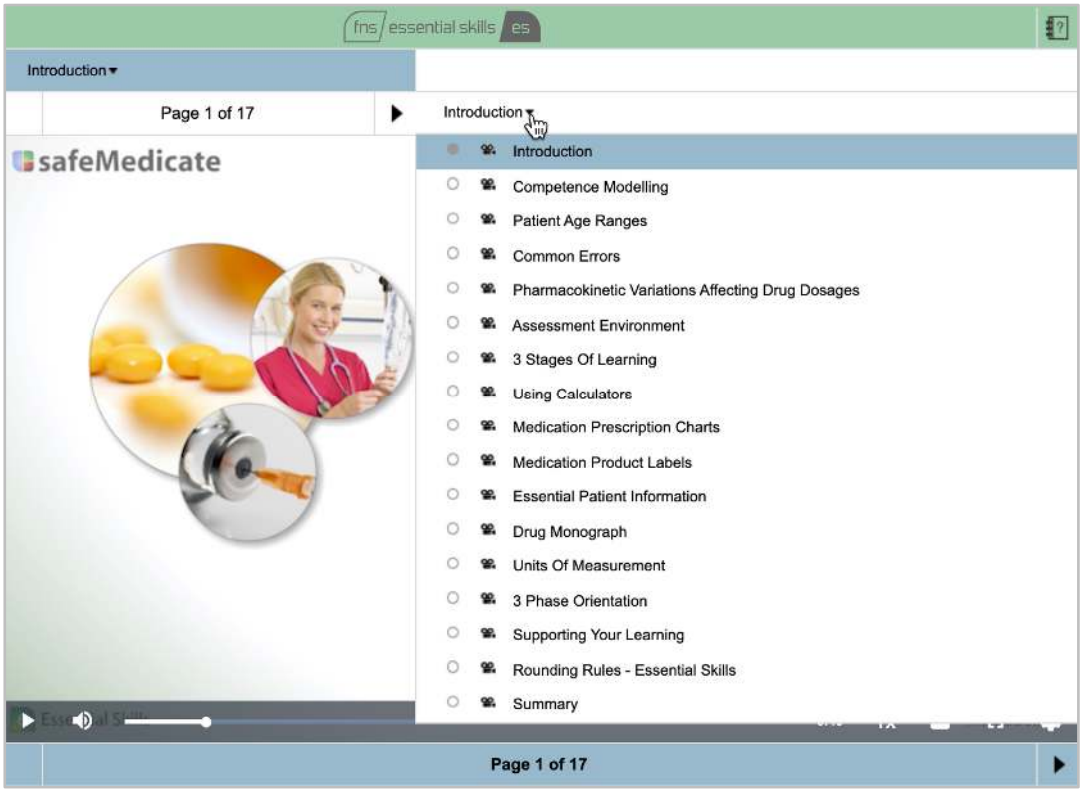



The Fullscreen icon on the far right of the slider bar can be used in conjunction with your machine's zoom feature to expand the video to fill your screen.

On the upper left of the page is a drop-down menu that displays all the chapters in the module. Selecting a chapter option takes you immediately to the first topic in the chapter.

Every learning module (i.e., FNS Essential Skills, FNS Bodyweight & Body Surface Calculations, FNS Injectable Medicines Therapy, and Word Problem Skills) has a **Practice Your Skills** chapter where learners can set up their own assessments to self-evaluate their progress.

On the upper right of the page is a drop-down menu that displays all the topics in the selected chapter. Selecting a topic option takes you immediately to that topic.



# User Administration

Under **Users**, on the Main Menu, the **User Administration** menu provides you the tools to manage individual and/or groups of learners and have access to their **safeMedicate** usage details.

## Searching for Users

On the Main Menu on the **Users** drop-down menu, select the **Search for Users** option.

You can search for users by **Individual User** or by **Groups of Users**.

### Searching for an Individual User

To search for an individual:

1. Next to **I want to search for**, select **Individual Users**.
2. Enter any portion of the user's name, email address, or Username (e.g., smmi21b111) in the text field.
3. Click **Search**.

The search results return based on your criteria. Multiple users may be returned if your search isn't carefully defined.

Click the name to access that individual's User Record.

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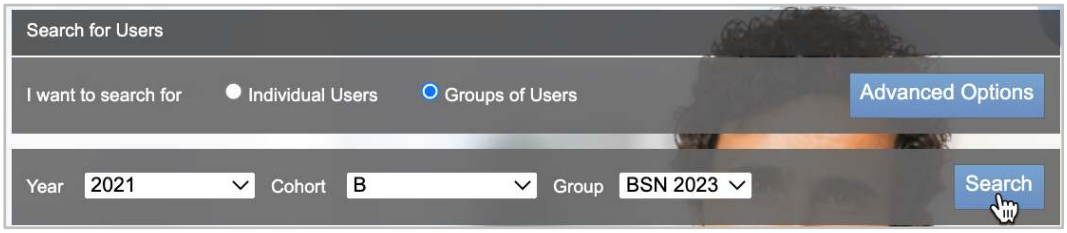
## Searching for Users by Group

To search for a group:

1. Next to **I want to search for**, select **Groups of Users**.
2. Use the drop-down menu to select the appropriate **Year**.
3. Select the appropriate **Cohort** from the drop-down menu. A list box for selecting the **Group** appears.
4. Use the drop-down menu to choose a specific group or **All Groups**.
5. Click **Search**.

See *Searching for Groups of Users* below for additional information on the management of user groups.



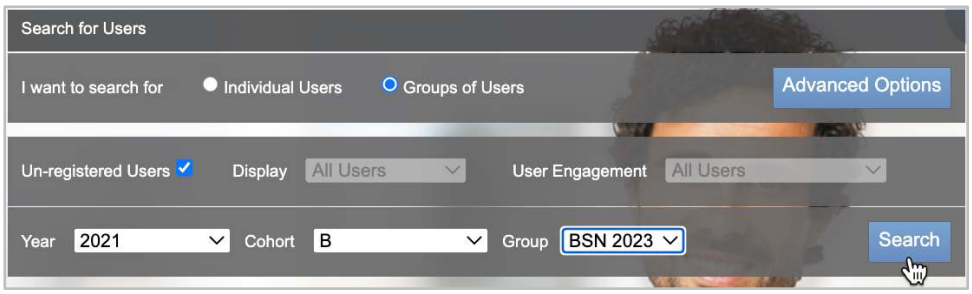

All users from the **Year**, **Cohort**, and **Group** selected are listed beneath the search criteria along with their Username and any information included in their Student Number field.

To view any individual's User Record, click the name.

When the list of users matching your search criteria is displayed, you can export the list as an Excel® (XLS) file by clicking the **Export** button.

If you choose **Advanced Options** for your search, you can limit the search to Un-registered Users, users who have been deactivated or only those that are Active, and those who've not logged into the program for the past week, month, three (3) months, or for over six (6) months.

The search for **Un-registered Users** is used exclusively by programs that provide students with their licenses (rather than having the students purchase online in the safeMedicate store or through their bookstore).




The list of **Un-registered Users** displays the Username of each open, unassigned license and any students that haven't recorded a new password after you've used the **Reset Password** function on their user record. Click on the row to open the User Record. You can then provide the user with the Username and Registration Key needed to register or re-register the license.

The **Display** field provides you with the options to limit the search to users who are active or who have been deactivated. This should seldom be used since users should almost never be deactivated.

**NOTE**: deactivating students by unchecking the Active boxes on their User Records disables their ability to access scheduled assessments. This should only be done in EXTRAORDINARY situations.

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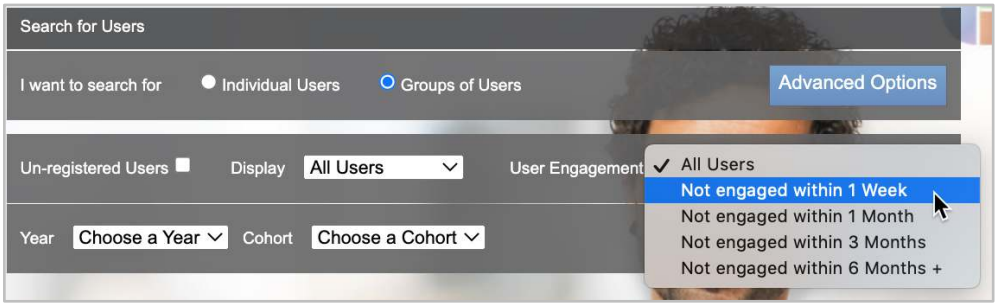
The most frequently used **Advanced Options** search involves **User Engagement**. By selecting one of the options from the drop-down menu, you can list those students in a specific Year/Cohort/Group who've not logged into their safeMedicate account for a week, a month, three (3) months, or for over six (6) months.




By monitoring user engagement, you can analyze student success as it relates to time spent in the program.

As with all **Groups of Users** searches, when the list of users matching your **Advanced Options** search criteria is displayed, you can export the list as an Excel® (XLS) file by clicking the **Export** button.

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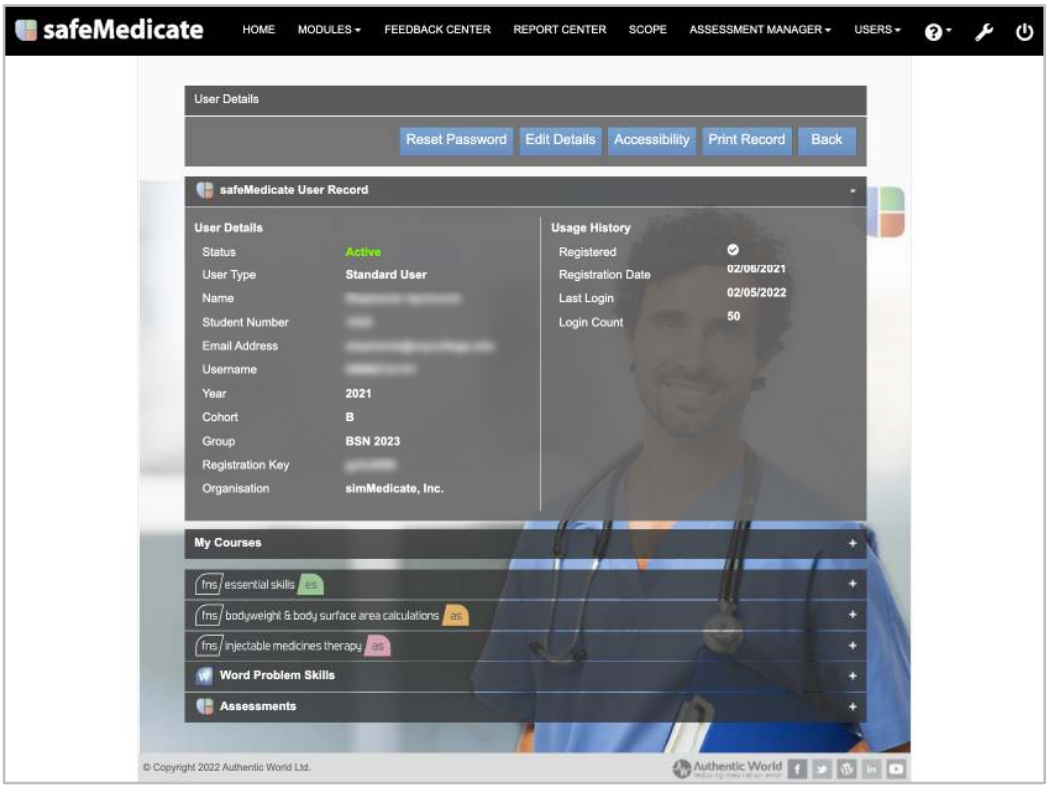
## Working with the User Record

Once you locate a user using the search options, clicking the user's name opens the **User Details** page with a toolbar with a series of buttons above the User Record.

Each user's record displays a left-hand column with details that define the user, a right-hand column that shows that user's usage of **safeMedicate**, and a series of expandable rows at the bottom representing those modules available to the user.




The **User Details** provide the administrator the opportunity to review the user's information to be certain she or he is in the correct **Year**, **Cohort**, and **Group**. You can also verify the user's **Email Address**.

**NOTE**: users without an official **Student Number** when they purchase **safeMedicate** may leave this blank. They can add (or change) their **Student Number** using the **Your Details** option under **Account Settings**.

The **Usage History** gives you a snapshot of the frequency to which the user is logging into the program by providing a **Login Count** as well as the date of the **Last Login** and the **Registration Date**.

## Expanding the Module Usage Sections

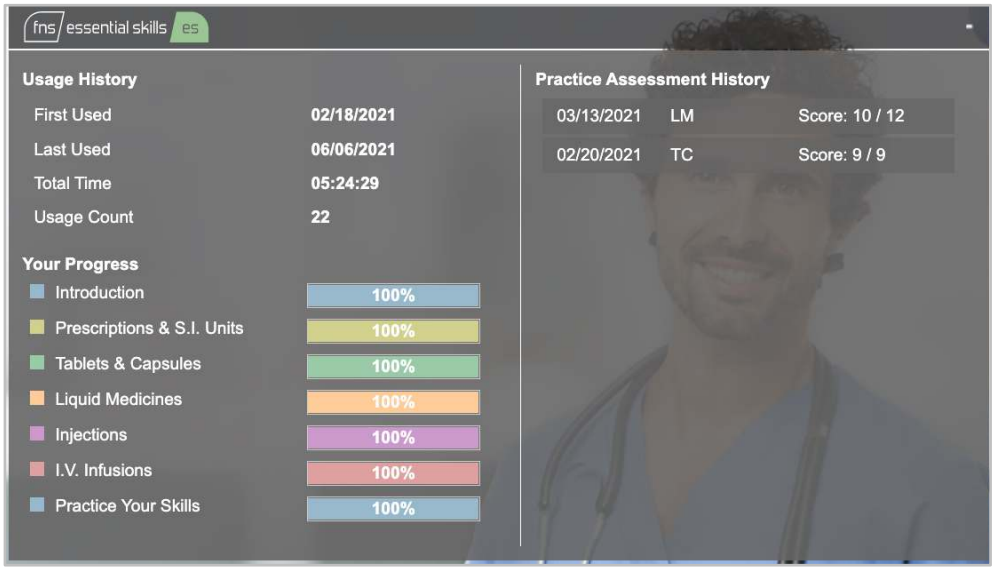
To open any of the other panels of information click the **+** symbol located to the far right of the desired panel.

Four of the modules, **FNS Essentials Skills**, **FNS Bodyweight Based Calculations**, **FNS Injectable Medicines Therapy**, and **Word Problem Skills**, provide:

A view of the **Usage History**

The user's progress shown as a percentage (%) in each of the module's chapters under **Your Progress**

An **Assessment History** in the right column listing all the self-administered (practice) assessments taken by the user in the module




Expanding the **Assessments** module lists the assessments scheduled for the user (by program administrators) by the date of the assessment and the associated module.

**NOTE:** the practice Assessment History list shows the assessment date, medication domain and score. To view any of the detailed assessment results click directly over the chosen record. The assessment results are displayed as described below in *Viewing Assessment Results and Feedback for Individual Users*.

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## Using the User Details Tools

The top section of the User Record provides a toolbar with buttons with a variety of functions.

The **Reset Password** button should rarely be used. If users wish to reset their passwords, they can do this by selecting the **Your Details** option of the **Account Settings** menu.

**NOTE:** once you click the **Reset Password** button, users will need the **Username** and **Registration Key** to re-register the account using the **Register a new account** link on the Log-In page. You'll want to supply them with this information from their **User Details**.

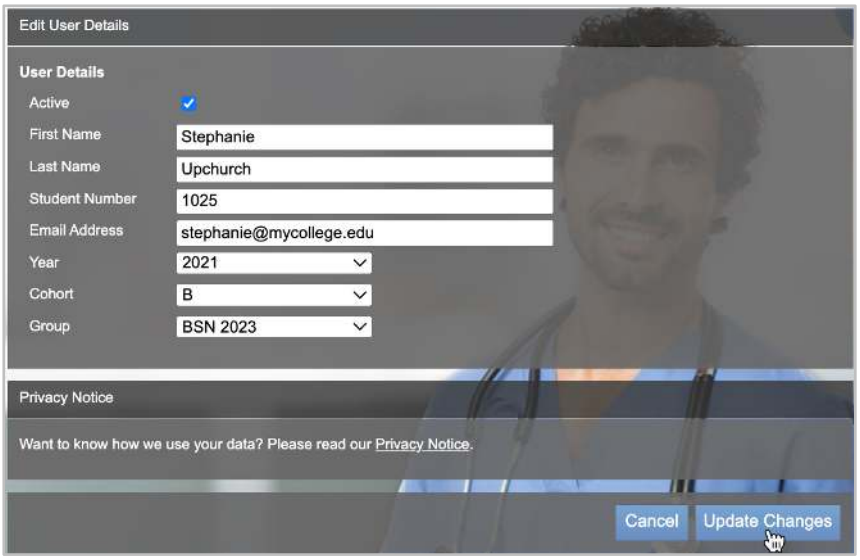
**Edit Details**, **Accessibility**, and **Print Record** options are described in more detail below.

The **Back** button is used to return to the user list generated by the original search.

### *Editing Details*

Users can change many of their own details (such as the **Group**), but administrators control access to the **Year** and **Cohort** once a user has purchased a license.

Click the **Edit Details** button to open the Edit User Details page. You can change any of the fields but remember that changing the **Email Address** requires the user to log in using the new address.




Once you've made the changes you want, click the **Update Changes** button to view a verification notice before clicking to go **Back** to the Account Settings page.

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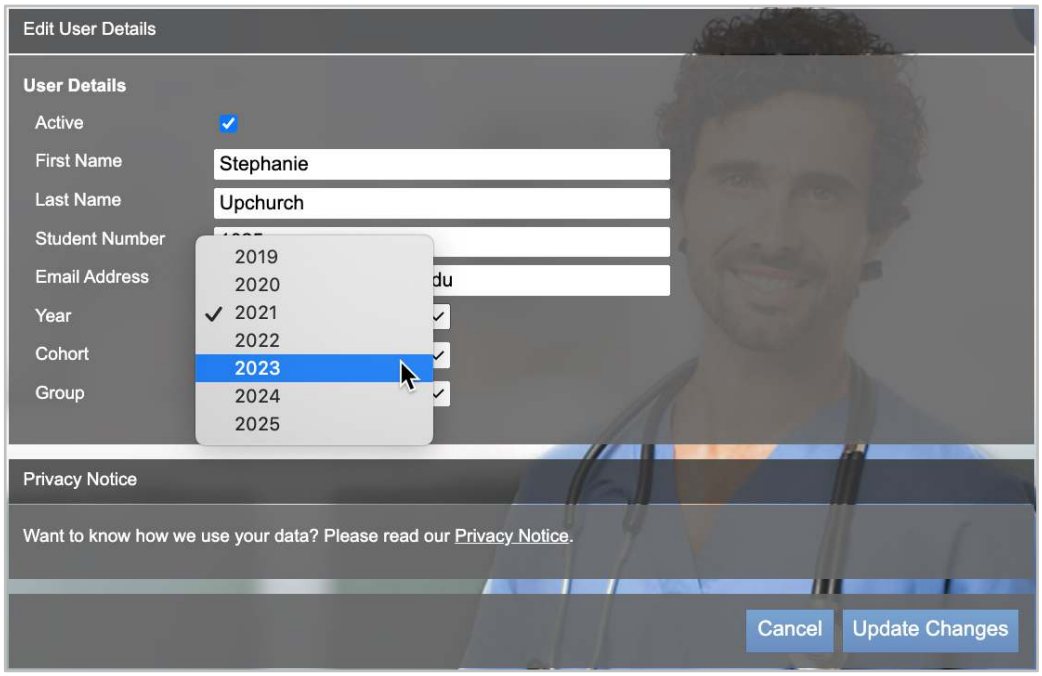
### *Adjusting the User's Year and Cohort*

When students fall out of alignment with their original year and cohort, or when they incorrectly select an incorrect year and cohort during the purchasing process, you can move them to the correct year and cohort using the Edit Details function in their User Record.

To change a Year and Cohort:

1. Locate the student with the **Search for Users** options.
2. Open the student's User Record.
3. Click **Edit Details** to open the Edit User Details page.
4. Using the drop-down menus, adjust the **Year** and **Cohort**.
5. Verify that the correct **Group** appears, or change the **Group** using the drop-down menu.
6. Click Update Changes.

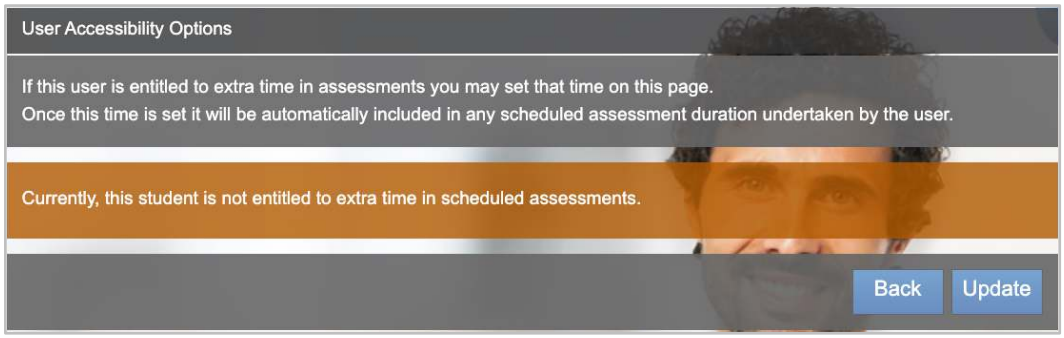


### *Modifying User Accessibility*

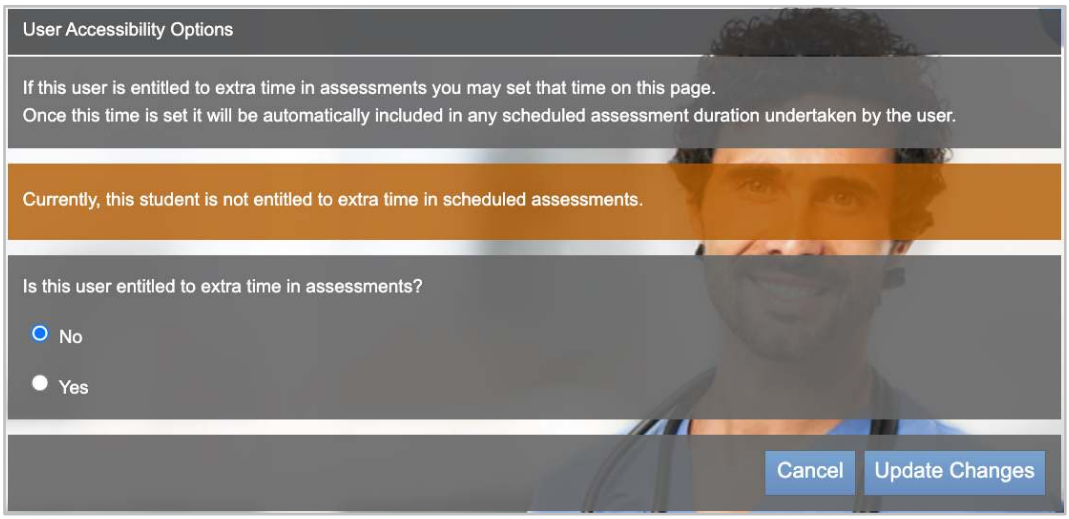
Users can individually be provided with more time to complete an assessment assigned to their cohort and group.

To accommodate users who, for reasons of accessibility, need extra time to complete scheduled assessments:

1. Click the **Accessibility** button. The User Accessibility Options page opens.
2. Click **Update** to access the extra time request.




3. Select **Yes**.
4. Click **Update Changes** to view the screen with the time settings.

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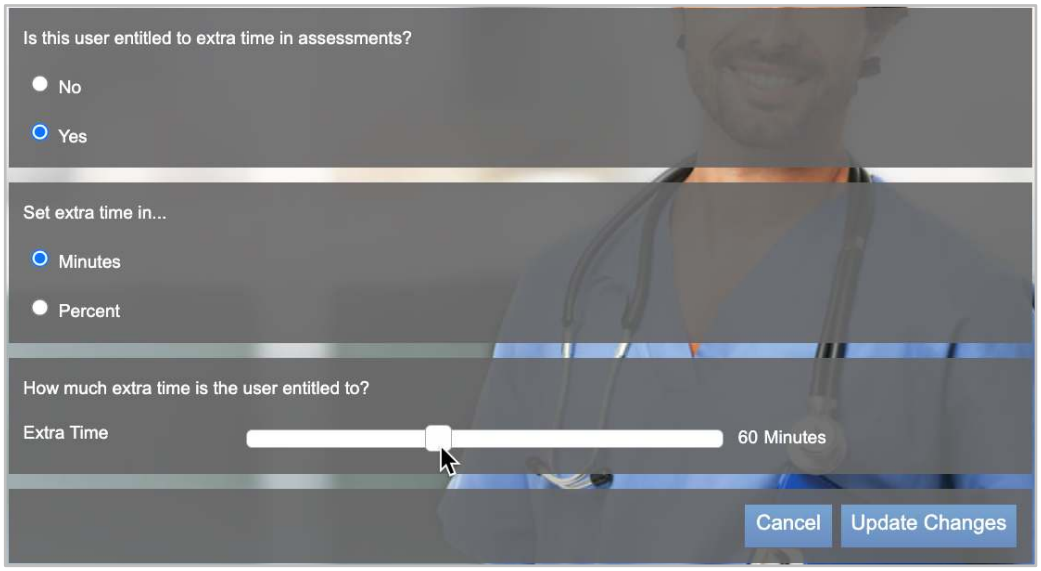
5. **Set extra time in** a fixed number of **Minutes** or as a **Percent** of the time initially allocated for the assessment. As an example, if you have an assessment with a **Duration** of 1 hour and set the **Extra Time** to 20 minutes then the total time allowed for that student will be 1 hour and 20 minutes. Alternatively, if you have an hour assessment and set the **Extra Time** to 25%, then the total time allowed for that student will be 1 hour and 15 minutes.
6. Use the slider to set a value for the **Extra Time**.
7. Click **Update Changes**.




You only need to set the **Extra Time** duration once. Once set, this **Extra Time** will be added to all subsequent scheduled assessments for the student.

### *Printing User Records*

Click the **Print Record** button to send a copy of the record to your machine's print queue. The record provides a summary of the user's engagement with each of the modules (i.e., the information provided at the bottom of the User Details page).

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# Managing Groups

To organize users, create groups associated with specific years and cohorts. Users assigned to a group can then be located and reviewed through group searches.

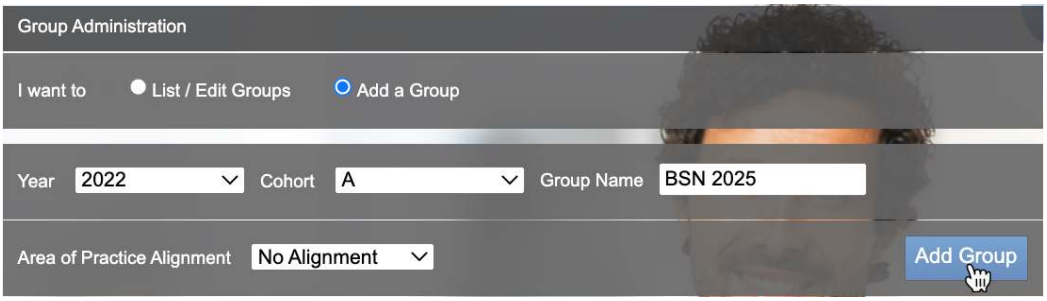
Begin by selecting **Group Administration** from the **Users** menu.

The Group Administration page appears.

## Creating a Group

To create a group:

1. Click the **Add a Group** button.
2. Select a **Year** from the drop-down list.
3. Select a **Cohort** from the drop-down list.




4. In the **Group Name** box, enter a recognizable name for the new group. Be sure to name your group in a way that is easily identified and clearly different from other groups.
5. *Optionally*, though rarely used, if the group is aligned with a specific area of practice, select that area using the **Area of Practice Alignment** drop-down list.
6. Click **Add Group**.

The new group is now available for users purchasing new licenses through the student online store. Existing users may also select this group using the **Your Details** option located under **Account Settings**.

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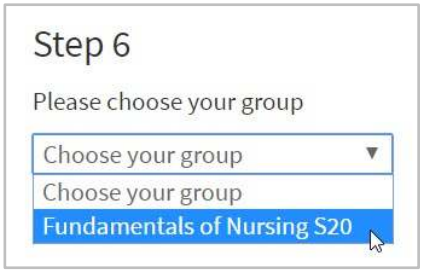
## Adding Users to Groups

Users can be added to groups as part of the registration process or after receiving their licenses using the options to update their accounts.

### Adding Users to Groups as Part of the Registration Process

The most common way to add users to a group is by having new users designate the group when they purchase their **safeMedicate** license from the online store at www.safemedicate.net.

Once new users have selected an institution and designated a year and cohort, they are prompted to select a group. Be sure to identify the group name on the Student Online Ordering Sheet provided to you at the beginning of each semester. By default, users can select **Group 1** if no other groups have been created.



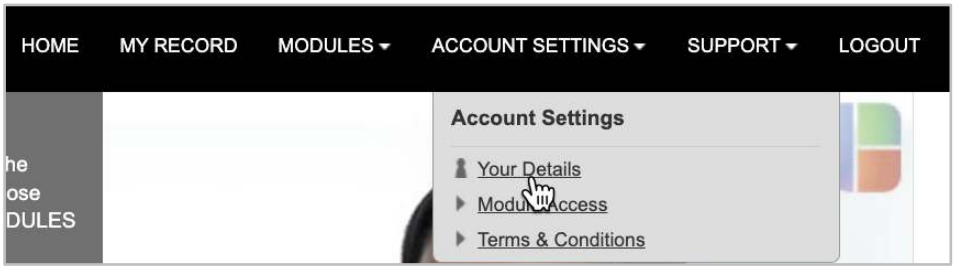

Once users have completed their purchase, they are automatically added to the group they've selected.

### Adding Users to Groups from the User's Account

If users have already registered their account before a group has been created, or if they've selected an incorrect group, they (the users) can change their group by updating their details.

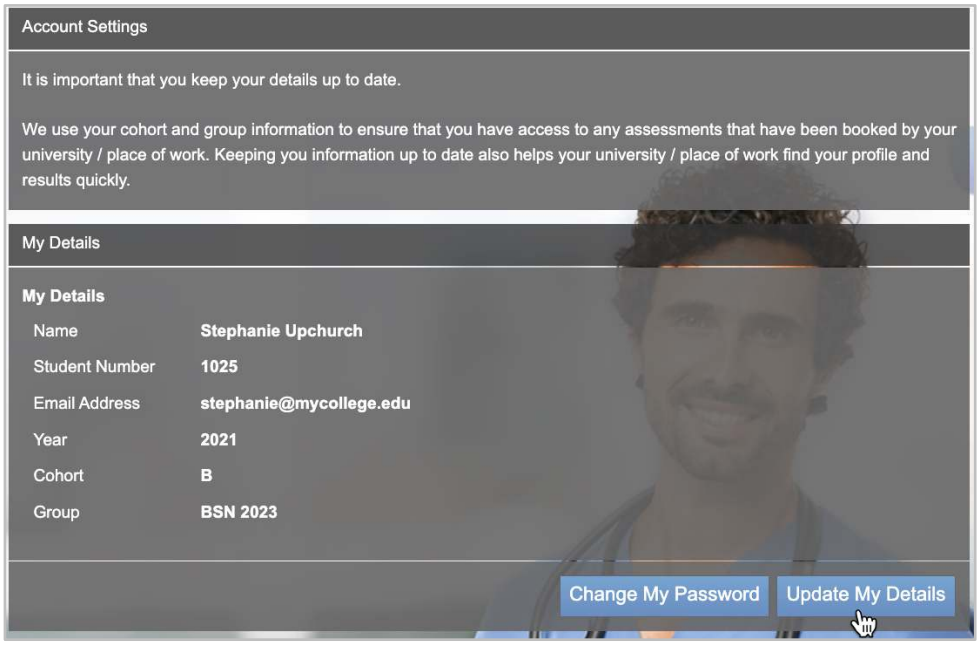
To select a new group from the user's account:

1. Click the Your Details option available on the Account Settings menu.



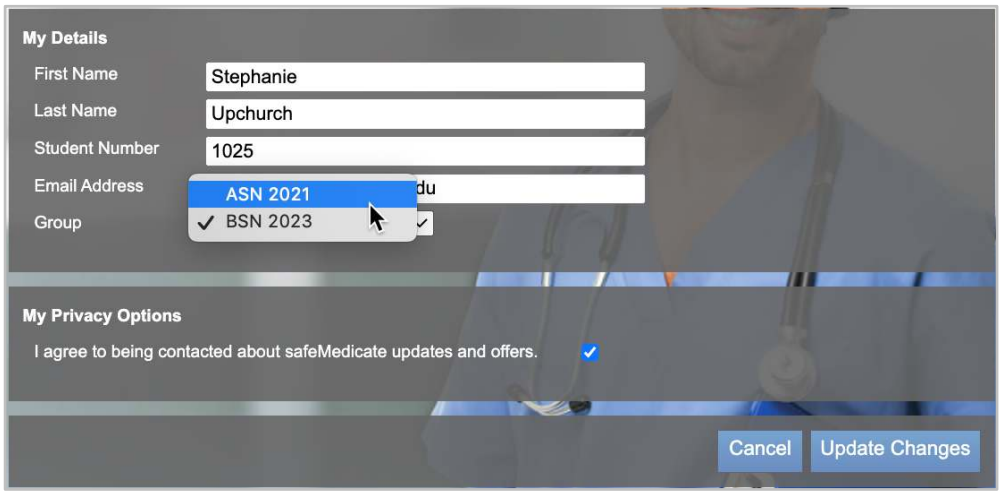

The Account Settings page appears.

2. Click the **Update My Details** button.




The fields under My Details become active.

3. Select the correct group from the **Group** drop-down list.




4. Click **Update Changes**.

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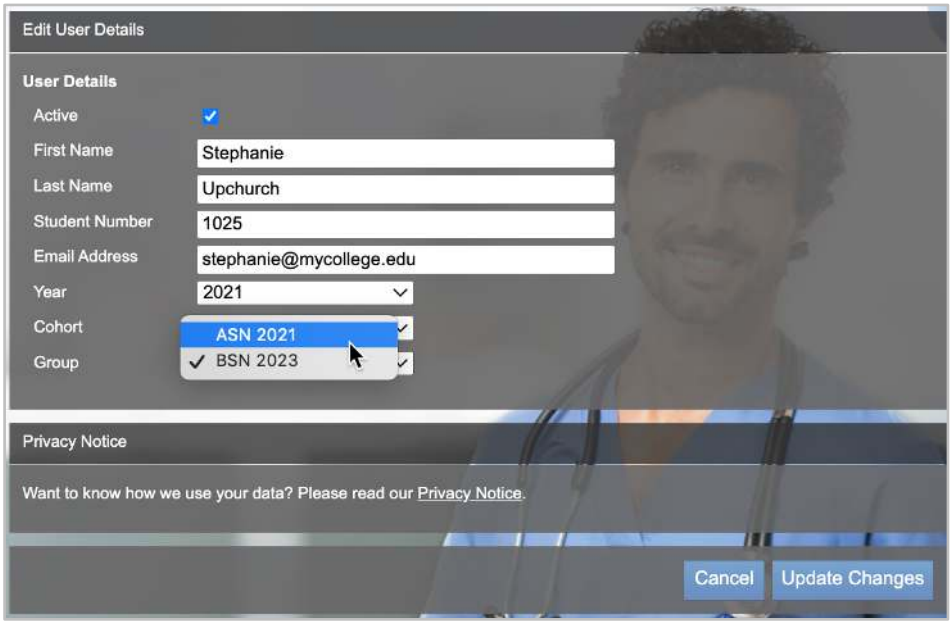
## Adding Users to Groups from the Administrator's Account

If users have already registered their account before a group has been created, or if they've selected an incorrect group, you can change their group by accessing and editing their user record.

1. Search for the user with the Search for Users page accessed by selecting the **Search for Users** option under the **Users** menu.
2. Locate and select the user to open the user's record.
3. Select **Edit Details** from the User Details menu.

4. From the Edit User Details page, select the correct **Group** using the drop-down menu.




5. Click **Update Changes**.

## Viewing a List of Groups

To see a list of the groups associated with a specific year and cohort:

1. From the Group Administration page (accessed by selecting the Group Administration option from the Users menu), click the **List/Edit Groups** button.
2. Select the **Year** from the drop-down list.
3. Select the **Cohort** from the drop-down list.
4. Click **Search**.

A list of the groups appears, displaying the names of the groups and the number of users assigned to each.

The Group's **Name** and (rarely used) **Area of Practice Alignment** can be edited by clicking on the Edit (Pencil) icon on the right.

Once you've made your edit, click **Update**.

## Deleting an Empty Group

A group <u>without any members</u> can be deleted by locating the group through the Group Administration search and clicking the Edit icon to open the Edit Group page.

Click **Delete** to start the process. A second page verifies you want to delete the group. Click **Delete**.

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## Searching for Groups of Users

To locate and identify the users belonging to a group, search for those users by selecting the **Search for Users** option from the **Users** menu.

When the Search for Users page appears:

1. Click the **Groups of Users** button.
2. Select the **Year** from the drop-down menu.
3. Select the **Cohort** from the drop-down menu.
4. Select the **Group** from the drop-down menu. You can select **All Groups** if you want to have a list of all users.
5. Click **Search**.

A list of all the users in the selected group (or all groups) appears. You can click on a user's row to open that user's record.

### Exporting a List of Users from the Group Search

Lists from the group search can be exported to an Excel® spreadsheet. Once the list has been generated, click the **Export** button to send an XLS file (i.e., user_list_export.xls) to your computer's download folder (based on your settings). The XLS file contains columns for the Student ID, Username, Registration Key, First Name, Last Name and Group.

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# Administering a Course

Most programs use Groups to organize students, but for larger programs, Courses may be needed to provide an additional level of organization.

Once a course has been created, assessments can be assigned specifically to that course and only those students subscribed to the course can see those assessments. Students are able to subscribe to multiple courses at the same time.

Setting up a course is a two-step process: you create the course, and then students are added to the course when they subscribe to the course or when you add them to a course.

## Creating a Course

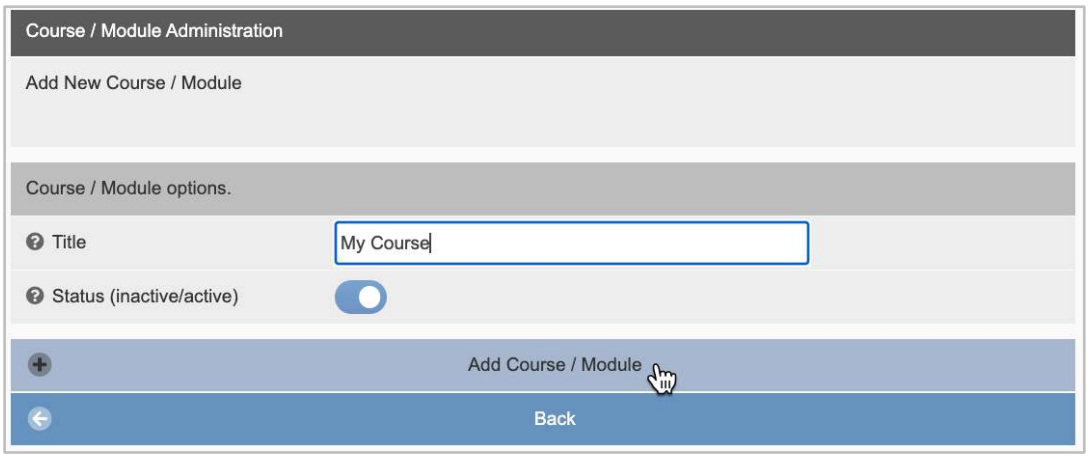
To create a course:

1. Select Course Administration from the Users menu.

   The Course/Module Administration page appears.

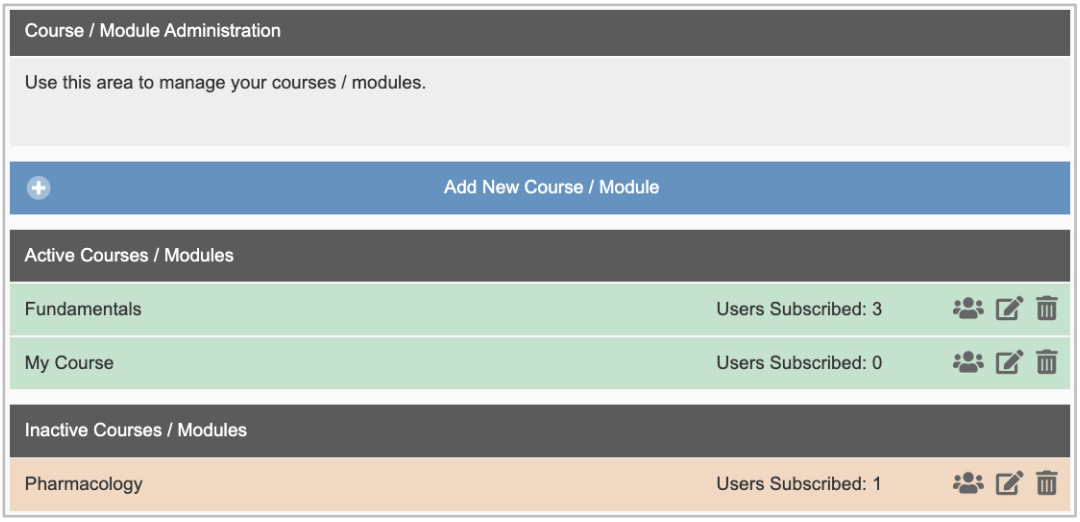
2. Click Add New Course/Module.

   A field appears for the **Name** of the course.




3. Add the **Name** and click **Add New Course/Module**. A screen appears, verifying the Course/Module was created successfully.
4. Click **Continue**.

The new course appears in the list of Active Courses/Modules.




All Active and Inactive Courses appear on this page. Using the links provided by the icons on the right of the row for the course, you're able to manage the users in the course, edit the course's name or make it active or inactive, and delete the course.

To delete the course, click the Trash Can icon. A warning page appears asking you to verify the deletion. Click Yes to delete the course or No to return to the Course/Module Administration page.

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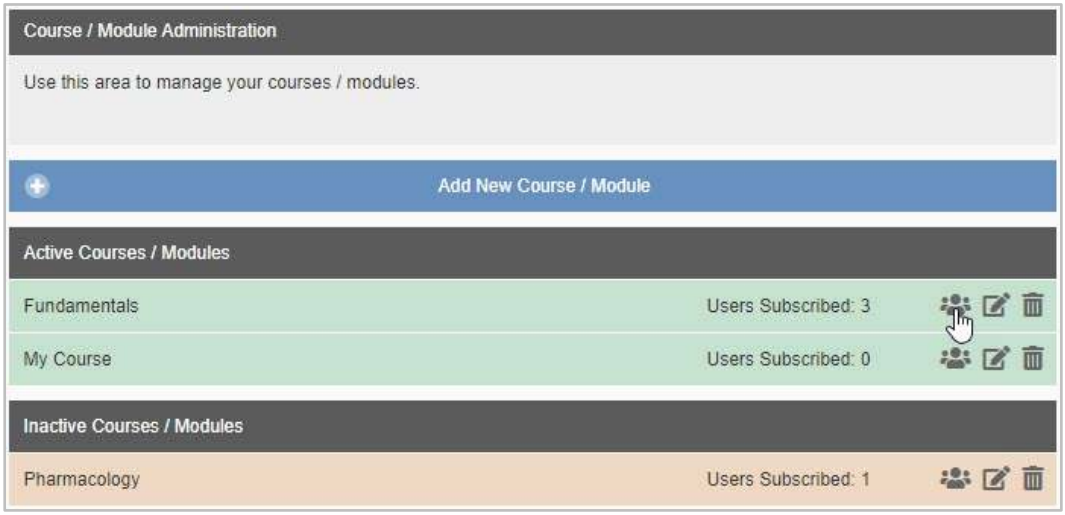
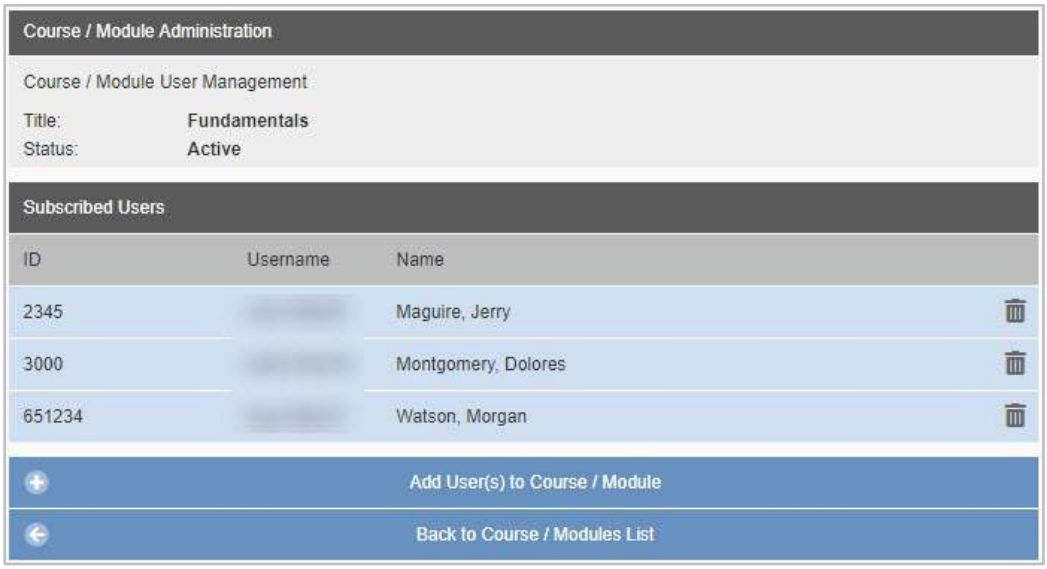
## Adding or Removing Users (Students) to or from a Course

Students from any year and cohort can be added to a course.

To add students to the course or to view the names of the students subscribed in the course, click the People icon.




The Course/Module User Management page appears, displaying the names of all the users subscribed to that course.




To unsubscribe (remove) a student from the course, click the Trash Can icon on the right of the row.

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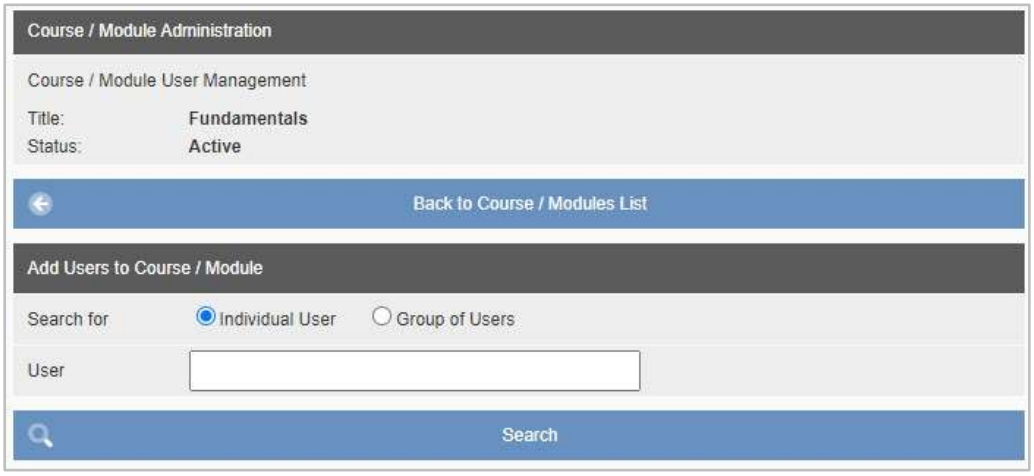
To add students to the course, click the Add User(s) to Course / Module row.

The Add Users to Course / Module panel appears, enabling you to search for the student by name as an **Individual User** or by the **Group of Users**.




Students can be added from any year, cohort, or group.

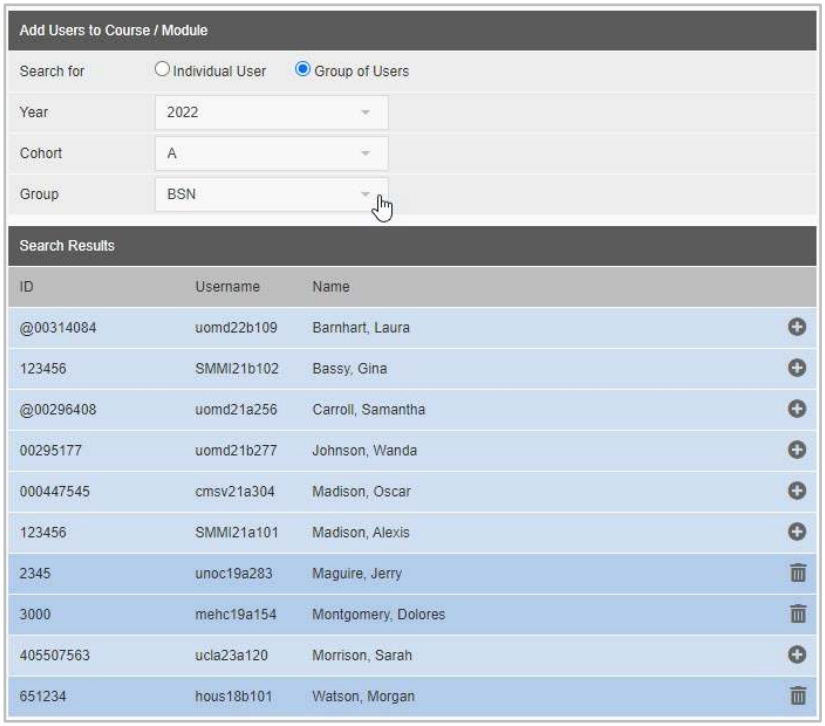
To add an Individual User, click the **Individual User** button and enter multiple characters from the student's name in the **User** field, and click **Search**. The search returns a list of all those students with the entered characters in their first or last name. As an example, if you search for "John," the search lists all those with the first name of "John" as well as those with the name "Johnson."

To add students from a group, click the **Group of Users** button and select the **Year**, **Cohort**, and **Group** where the students are assigned.

A list of the students in that group appears.

Click the Plus icon on the right to add the student to the course.

Click the Trash Can icon on the right to remove the student from the course.

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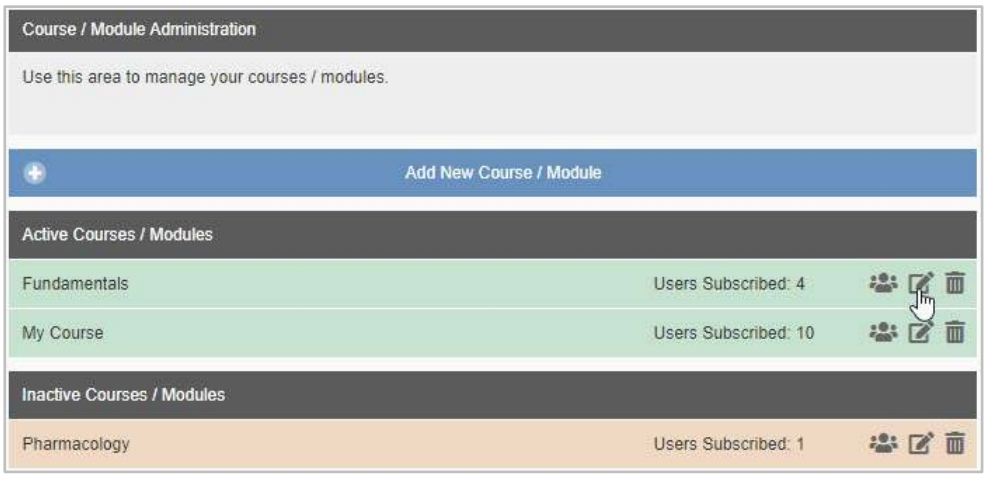
## Editing a Course Name / Making a Course Active or Inactive

To edit the course name or to make the course inactive to make it temporarily unavailable to students, click the Edit icon on the right of the row:




The Edit Course / Module page appears, providing a field where a new course Title can be entered and a button to toggle the course Status between active and inactive.

Make any changes you want and click **Save Changes** to update the course. A page appears verifying your updates have been successful. Click **Continue** to return to the Course / Module Administration page.

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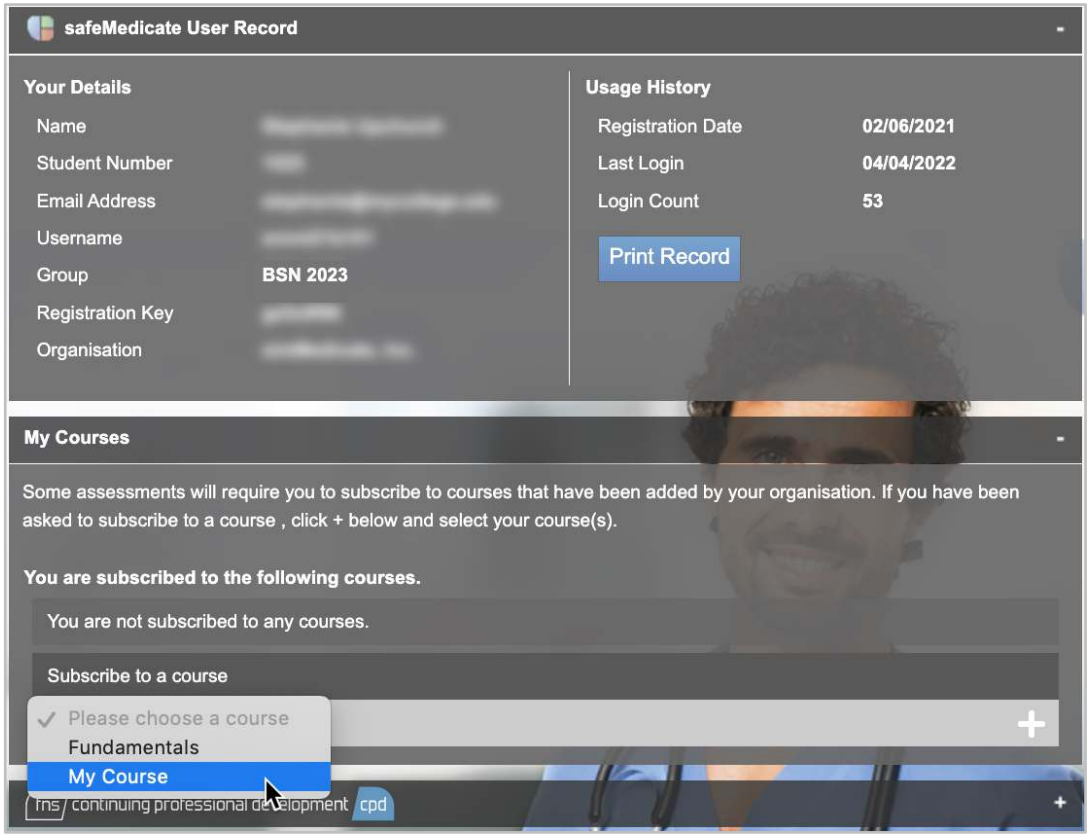
## Users (Students) Subscribing to a Course

Once you've created a course, students are able to subscribe to the course to be able to see and take any assessments scheduled specifically for that course.

To subscribe to a course, students (users) need to:

1. Click the **My Record** menu to open their User Record.
2. Open the **My Courses** panel by clicking on the Plus (**+**) sign to the right.
   A list of the available active courses appears.
3. Select the appropriate course from the **Subscribe to a course** drop-down menu.




4. After making the course selection, click the plus sign to the right of the course. A Chain icon appears to the right showing the student is subscribed to the course.

Students may subscribe to multiple courses.

To unsubscribe from a course, click the Chain icon to "break" the subscription.

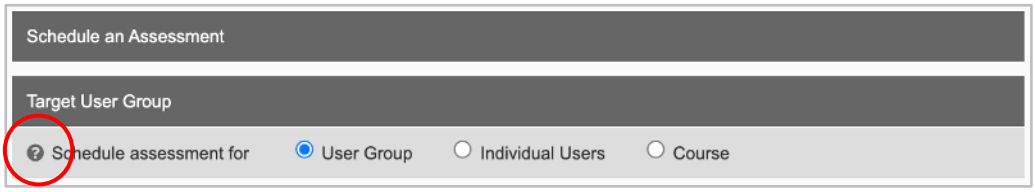
# Assessment Manager

The Assessment Manager is where you schedule a new assessment or search for and view/edit the details of an existing assessment.

## Booking a New Assessment

On the Main Menu on the **Assessment Manager** drop-down, select the **Book FNS Assessment** option.

The Schedule an Assessment page appears. As you make selections throughout the page, new options appear, guiding you through the scheduling process. If you're unsure about any of the options, simply click on the **question mark** symbol to view a pop-up explanation of what an option means.




When you book an assessment, the page prompts you through the necessary steps by opening additional fields based on your selections. To complete the page, you'll need to:

1. Choose the Target User Group (**User Group**, **Individual Users**, and **Course**)
2. Select either an assessment based on a pre-built **safeMedicate** format for a specific **Module** or one created by your program in the Focused Assessment Builder as a **FAB Preset**.
3. Provide the Assessment Details that define the learner's access:
    a. The **Title**
    b. The **Date** and **Time** the assessment opens
    c. Any schedule of repetition for the assessment (**Daily**, **Weekly**, **Monthly**)
    d. The **Duration** (the time the learner has to complete the assessment)
    e. The **Availability** (the hours from the opening of the assessment that the learner has access)
    f. The **Password** you create to keep access to your specific group
    g. The **Assessment Type** of either **Formative** (providing feedback) or **Summative** (withholding feedback until released)
    h. The Number of Attempts learners may attempt each day of the assessment
    i. The availability of feedback, the onscreen calculator, and rounding hints
4. Format any **Module** assessments being scheduled. If you're scheduling a **FAB Preset**, no additional formatting is required since this occurred when the Focused Assessment was created.
5. Finalize/Book the assessment.

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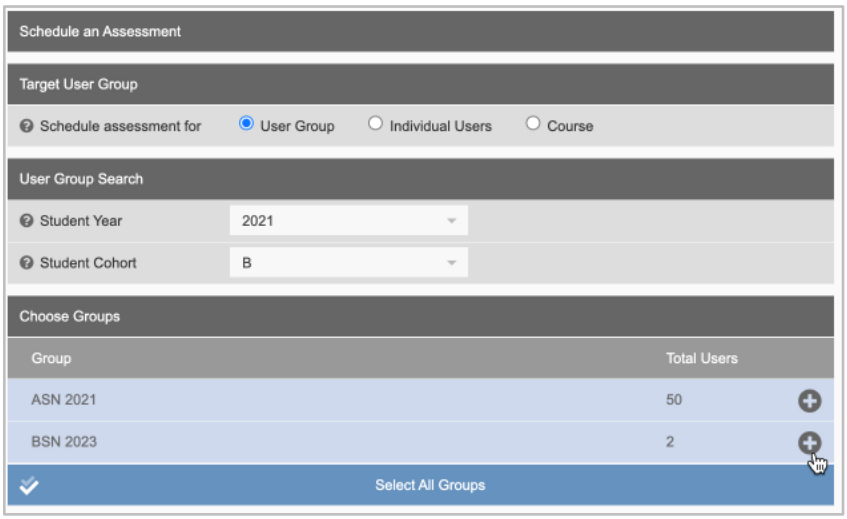
## Choosing the Target User Group

Begin by choosing the targeted **User Group**, **Individual Users,** or **Course**. You'll be able to choose one or multiple groups and individuals, but only one course can be selected for an assessment.

### Scheduling Assessments by Group

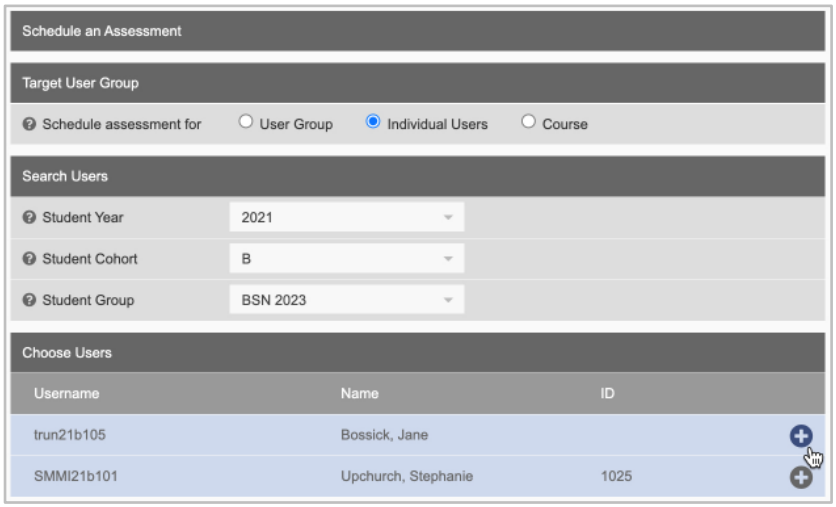
When you select **User Group** (the default selection), you'll choose a **Student Year** and **Student Cohort** to whom you're assigning the assessment. Once you make these selections, the available groups from that Year and Cohort appear. Click the **Add (⊕)** button on the right to select a group or groups or choose the **Select All Groups** option by clicking on the bar at the bottom.




As you select groups, they appear in the **Your Selected Groups** panel. You can delete a group selection or a selection of groups by clicking the **Delete (🗑)** icon or click the **Delete All Groups** bar to clear your entire selection.

### Scheduling an Assessment by Individual User

To assign an assessment to Individual Users, select the **Individual Users** option and then choose a **Student Year** and **Student Cohort** to access the **Student Group** field. Choose the group that includes the learners you want to have access to the assessment. Once you choose the Student Group, the names of the students in that group appear.




Click the **Add** (⊕) button on the right to select the student or students who will have access to the assessment.

As you select individuals, their names appear in the **Your Selected Users** panel.

You are able to add students from multiple years, cohorts, or groups by returning to the Search Users panel to make additional group selections and then adding the individual user.

You can delete an individual from the list by clicking the **Delete (🗑)** icon on the right.

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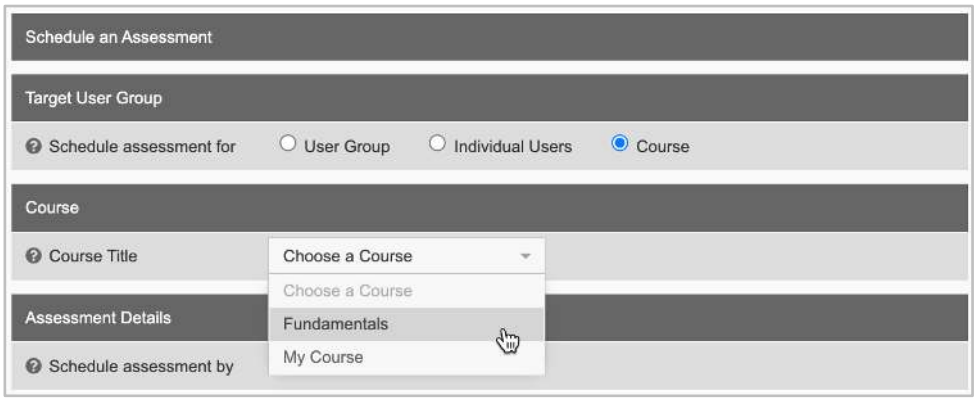
### Scheduling an Assessment by Course

When you schedule an assessment by course, select the Course option. You then need to choose the Course Title from the drop-down menu.



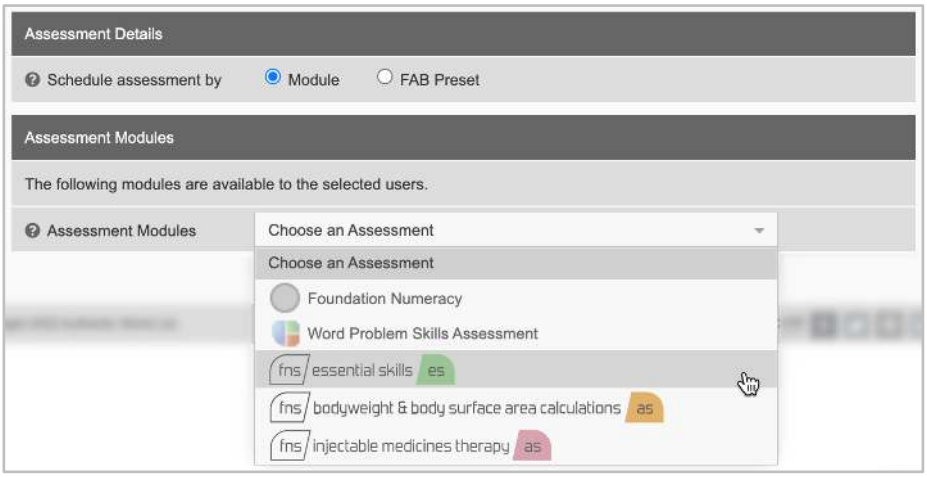

Users add themselves to a course, so courses are comprised of those students who select the course in their User Records. For more information on courses, see *Administering a Course* above.

## Choosing the Assessment Source

Once you've chosen the group(s), individual(s), or course to which the assessment is to be assigned, you need to select the type of assessment you want to administer. The Assessment Details panel appears with the option to schedule by **Module** (preformatted) or by **Fab Preset** (customized).

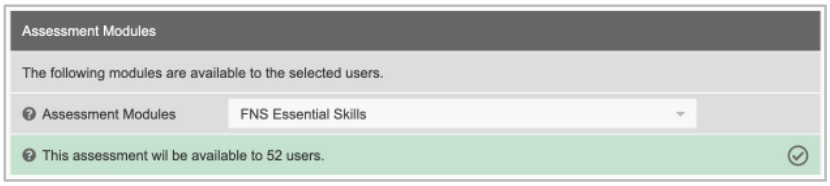
### Choosing an Assessment by Module

The **Module** option provides you with a list of the safeMedicate modules.




Once you select a module, the number of users who'll have the assessment available appears as well as additional fields used to further define the assessment.

From the **Assessment** drop-down, select the module with the assessment you wish to schedule (e.g., **FNS Essential Skills – ADA**).



### Choosing a FAB Preset Assessment

When you choose the **FAB Preset Library** option, a panel appears with a list of all assessments you've created in the Focused Assessment Builder.

From the list of My FAB Presets, choose the assessment you want by clicking the plus (**+**) sign on the right.

## Defining Your Assessment

Once you've chosen a **Module** or **FAB Preset** assessment, additional options appear for you to provide the details of the assessment. You can now schedule and further define the assessment, establishing how long learners have to take the assessment, how often they can take the assessment, and what type of feedback they receive upon completion of the assessment (after they save and log out).

### Providing a Title

Complete the **Assessment Title** field with an easily identifiable title. This title appears in the Feedback Center, in the list generated by the Search/Edit option, and on the learner's (user's) Assessments page opened from the Modules menu.

### Scheduling an Assessment

To schedule an assessment:

1. Use the calendar tool to set the **Date**.

   **NOTE**: you must use the calendar tool. Text cannot be entered in the field.

2. Choose the **Time** when the assessment becomes available by setting the sliders. The **Choose Time** sliders use a 24-hour clock (i.e., military time) format. The 00:00 default makes the assessment available at midnight. Click Done to close the dialog box.

   **NOTE**: you must use the slider bars. Text cannot be entered in the field.

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3. Use the drop-down menu if you want the assessment to **Repeat**. By default, the **Never** option is selected. You can though choose to repeat the assessment daily for up to seven additional days or weekly for a set period of weeks. You can also choose to set up a once-a-month assessment on a specific date.

Once you make your selection, a field appears in which you use the minus (**-**) and plus (**+**) buttons to enter the number of days or weeks to repeat the assessment.

**NOTE:** when a **Random** question set is selected only the assessment booking details are replicated. The questions for each assessment are randomly drawn from our extensive database of dosage problems, making each individual assessment unique.

4. Next, use the slider to set the assessment **duration**. This is the time period (in minutes) in which the assessment must be completed once started.

**Duration** can be set from 5 to 240 minutes.

5. Use the slider to set **Availability**, the number of hours the assessment remains available from the **Time** set. For example, if you set **Availability** to 4 hours with a **Time** of 10:00, the assessment may be accessed any time between 10:00 AM (10:00) and 2:00 PM (14:00).

**NOTE**: the default of **1 hour** provides the user only one hour from the **Time** to access the assessment. **Availability** can be set from 1 to 24 hours.

6. The **Visible on Homepage** box is checked by default, allowing individuals assigned the assessment the ability to see the assessment on their Home page when they log in. If you want to schedule assessments in advance and only alert individuals a little closer to the assessment date, you can uncheck this box at this stage and choose to make it visible later.

**NOTE**: this practice requires you to return to and edit the assessment and can result in confusion if you forget to do so.

## Providing a Password

Complete the **Password** field. We recommend an easy-to-remember password (such as a repeat of the Title) when scheduling practice assessments and unique passwords for high stakes assessments.

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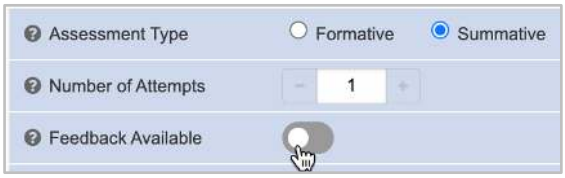
## Choosing the Assessment Type

Choose the Assessment Type of **Formative** or **Summative**.

> **Formative** gives users immediate online feedback on their performance as soon as they complete the assessment and permits multiple attempts. The **Feedback Available** option is toggled to the **On** (right/blue) position by default.
>
> **Summative** assessments are considered "high stakes." The assessment can only be taken once (per day) and the results are withheld until a date of your choice (using the **Results** list available through the **Feedback Center**). The **Feedback Available** option is automatically set to **Off** (left/gray). The **Number of Attempts** field is set at **1** and cannot be changed.

## Controlling Feedback

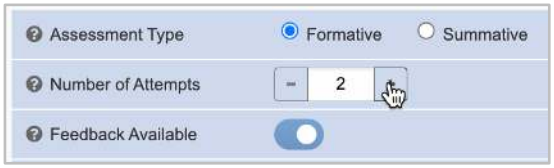
When you select an **Assessment Type**, the **Feedback Available** field automatically sets the feedback based on that choice: **Formative** is **On** and **Summative** is **Off**. However, you can choose to withhold feedback for a Formative assessment by toggling **Feedback Available** to the **Off** (left/gray) position.




**NOTE:** a **Summative** assessment automatically withholds the results upon completion of the assessment. However, you can release the results from the **Report Center** or the **Feedback Center**.

## Allowing Multiple Attempts

When you choose an Assessment Type, the **Number of Attempts** field is enabled for **Formative** but set at 1 for **Summative**. For a **Formative** assessment, you can use the **+** and **–** buttons or enter a number in the **Number of Attempts** field using your keypad to allow multiple attempts on each day of the assessment.




**NOTE:** allowing multiple attempts over multiple days complicates your review of the results, and we never recommend scheduling more than five (5) attempts per day.

## Permitting the Onscreen Calculator

The **Calculator Available** option is selected by default, making the onscreen calculator available during the assessment. If you select this option and the individual taking the assessment uses the calculator, the values and operations input by this individual are recorded.

**NOTE:** we recommend that if you are allowing the use of a calculator, you require the onscreen calculator since other calculators (especially downloaded calculator applications) can reach different results.

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## Formatting a Module Assessment

safeMedicate includes preformatted assessments for each of the program's modules.

**Foundation Numeracy** is a ONE-TIME 40-question assessment provided to learners new to dosage calculation that evaluates basic skills in mathematics.

**Word Problem Skills** 30-question assessments are used AFTER students have completed the other modules to prepare for their NCLEX examinations.

**FNS Essential Skills** assessments include 30 to 40 questions that evaluate progress with Tablet & Capsules, Liquid Medicines, Injections and (if appropriate) I.V. Infusions.

**FNS Bodyweight & Body Surface Area Calculations** assessments include from 6 to 13 questions depending on the Area of Practice(s) selected.

**FNS Injectable Medicines Therapy** assessments include from 5 to 12 questions depending on the Area of Practice(s) selected.

The **Foundation Numeracy** 40-question format includes:

8 Multiplication questions
6 Converting Fractions to Decimals questions
6 Multiple Computation questions (Integers)
6 Multiple Computation questions (Decimals)
6 Conversion of S.I. Units questions

Each question offers four choices to select from for the correct answer as well as a **Don't Know** option.

The **Word Problems Skills** 30-question format is comprised of 20 Essential Skills and 10 Advanced Skills multiple choice and fill-in-the-blank questions.

The **Foundation Numeracy** and **Word Problems Skills** assessments do not require additional formatting.

### *Formatting FNS Essential Skills*

Once you've set the details of an FNS Essential Skills assessment (e.g., target user, schedule, password, etc.), you'll complete the assessment by providing a format.

1. Choose a **Diagnostic Type** of **Authentic Diagnostic Assessment (ADA)** or **Authentic Assessment (AA)**.

The **Authentic Diagnostic Assessment** requires you to complete the calculations onscreen using the preset formulas. As the name suggests, this assessment provides you with feedback on any errors you'd make in calculating the dosage so you can diagnose any repeated problems you're experiencing. Because the ADA monitors all three competencies, three times as many points are available for these assessments.

The **Authentic Assessment** replicates a clinical situation where the calculations are performed without the onscreen aid of the preset formulas.

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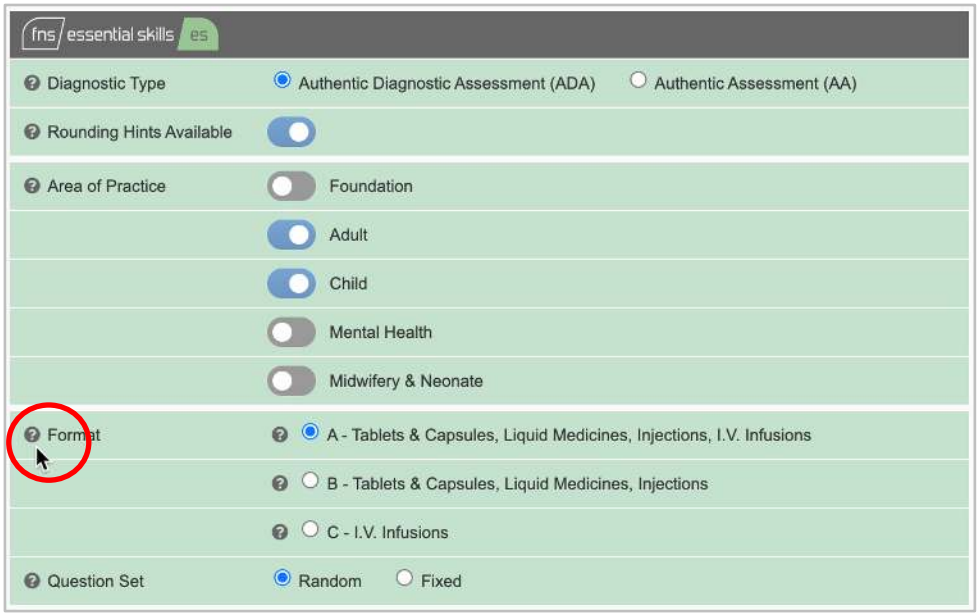
2. Optionally, you can make **Rounding Hints Available**. The **Rounding Hints Available** field is ON by default, but you can also remove the hints by toggling the field to OFF.

3. Choose one or two **Area(s) of Practice** from a drop-down list of **Foundation, Adult**, **Child**, **Mental Health**, and **Midwifery & Neonate**. This option determines the types of medications and the difficulty level of the questions in the assessment. No more than two **Areas of Practice** can be selected.

   **NOTE**: Foundation includes only basic-level questions drawn from all areas of practice and is generally only used by programs training Medical Assistants.

4. Choose a **Format** for the assessment. Remember that clicking the circled question marks provides additional information about the options.




   **Format A** – this option provides a 40-question assessment drawn from Tablets and Capsules (TC), Liquid Medicines (LM), Injections (INJ), and Intravenous Infusions (IV). An ADA in this format is worth 150 points (30 points each for TC, LM, and INJ with 60 points for IV). IV questions provide two points, one for milliliters per hour and one for drops per minute. An AA in this format is worth 50 points.

   **Format B** - this option provides a 30-question assessment drawn from TC, LM and INJ. Select this option if you DO NOT want your group to undertake the IV assessment at the same assessment sitting. An ADA in this format is worth 90 points. An AA is worth 30 points.

   **Format C** - this option provides a 10-question assessment drawn from IV. Select this option if you are scheduling a separate IV assessment for a different date/time to Option B. An ADA in this format is worth 60 points. An AA is worth 20 points.

5. The **Question Set** option allows you to have questions pulled at **Random** from safeMedicate's extensive database (while maintaining strict adherence to the rubric) or to have all learners receive the same questions by choosing **Fixed**. **Random** is the default and is recommended.

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### *Formatting FNS Bodyweight & Body Surface Area Calculations Assessments*

Once you've set the details of an FNS Bodyweight & Body Surface Area Calculations assessment (e.g., target user, schedule, password, etc.), you'll complete the assessment by providing a format.

1. Choose a **Diagnostic Type** of **Authentic Diagnostic Assessment (ADA)** or **Authentic Assessment (AA)**.

   The **Authentic Diagnostic Assessment** requires you to complete the calculations onscreen using the preset formulas. As the name suggests, this assessment provides you with feedback on any errors you'd make in calculating the dosage so you can diagnose any repeated problems you're experiencing. Because the ADA monitors all three competencies, three times as many points are available for these assessments.

   The **Authentic Assessment** replicates a clinical situation where the calculations are performed without the onscreen aid of the preset formulas.

2. Optionally, you can make **Rounding Hints Available**. The **Rounding Hints Available** field is ON by default, but you can also remove the hints by toggling the field to OFF.

3. The **Format** options are **Fixed Levels** and **Custom Levels**.

   With a **Fixed Levels** assessment, you're able to choose up to two (2) areas of practice. The number of questions in a **Fixed Levels** assessment depends on the selected area(s) of practice:

   | | |
   |---|---|
   | Adult | 6 questions |
   | Child | 13 questions |
   | Midwifery & Neonate | 6 questions |
   | Adult/Child | 13 questions |
   | Adult/Midwifery & Neonate | 7 questions |
   | Child/Midwifery & Neonate | 11 questions |

   With a **Custom Levels** assessment, you're able to choose only one area of practice. Once you choose the **Area of Practice**, you'll need to select questions based on the **Complexity Levels** available to that area of practice.

   Each **Complexity Level** provides three (3) questions for each question type.

| QUESTION TYPE | ADULT | CHILD | MIDWIFERY/NEONATE |
|---|---|---|---|
| **Single Dose** | X | X | X |
| **Daily Divided Dose** | X | X | X |
| **Single Dose – BSA** | X | X | |
| **Daily Divided Dose – BSA** | | X | |
| **Pediatric I.V. -1** | | X | |
| **Pediatric I.V. -2** | | X | |
| **Pediatric I.V. -3** | | X | |
| **Neonate I.V.** | | | X |

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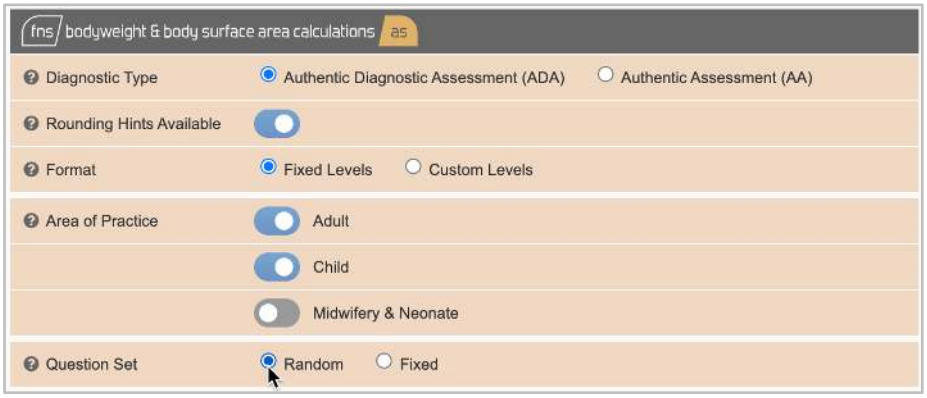
4. The **Area of Practice** is selected in coordination with the **Format**. **Fixed Levels** formats may include up to two areas of practice while **Custom Levels** formats may only include one.




5. The **Question Set** option allows you to have questions pulled at **Random** from safeMedicate's extensive database (while maintaining strict adherence to the rubric) or to have all learners receive the same questions by choosing **Fixed**. **Random** is the default and is recommended.

### *Formatting FNS Injectable Medicines Therapy Assessments*

Once you've set the details of an FNS Injectable Medicines Therapy assessment (e.g., target user, schedule, password, etc.), you'll complete the assessment by providing a format.

1. Choose a **Diagnostic Type** of **Authentic Diagnostic Assessment (ADA)** or **Authentic Assessment (AA)**.

   The **Authentic Diagnostic Assessment** requires you to complete the calculations onscreen using the preset formulas. As the name suggests, this assessment provides you with feedback on any errors you'd make in calculating the dosage so you can diagnose any repeated problems you're experiencing. Because the ADA monitors all three competencies, three times as many points are available for these assessments.

   The **Authentic Assessment** replicates a clinical situation where the calculations are performed without the onscreen aid of the preset formulas.

2. Optionally, you can make **Rounding Hints Available**. The **Rounding Hints Available** field is ON by default, but you can also remove the hints by toggling the field to OFF.

3. The **Format** options are **Fixed Levels** and **Custom Levels**.

   With a **Fixed Levels** assessment, you're able to choose up to two (2) areas of practice. The number of questions in a **Fixed Levels** assessment depends on the selected area(s) of practice:

| | |
|---|---|
| Adult | 12 questions |
| Child | 11 questions |
| Midwifery & Neonate | 5 questions |
| Adult/Child | 11 questions |
| Adult/Midwifery & Neonate | 8 questions |
| Child/Midwifery & Neonate | 7 questions |

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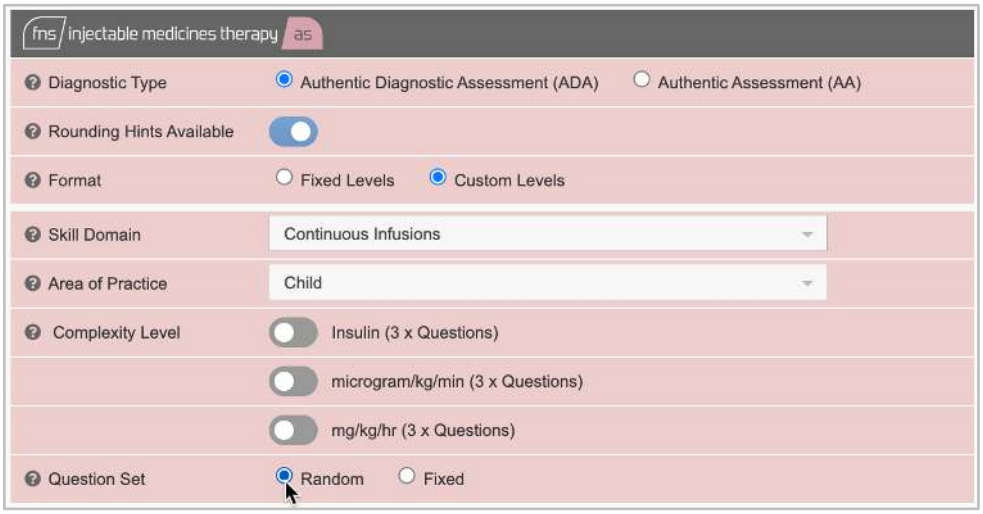
With a **Custom Levels** assessment, you'll need to choose a **Skill Domain** and an **Area of Practice**. Only one **Area of Practice** can be selected. Once you've chosen the **Skill Domain** and **Area of Practice**, you'll need to select questions based on the **Complexity Levels** available to that area of practice.

| QUESTION TYPE | ADULT | | | CHILD | | | MIDWIFERY/NEONATE | | |
|---|---|---|---|---|---|---|---|---|---|
| | Slow I.V. Injections | Intermittent Infusions | Continuous Infusions | Slow I.V. Injections | Intermittent Infusions | Continuous Infusions | Slow I.V. Injections | Intermittent Infusions | Continuous Infusions |
| Slow I.V. Injections | X | | | X | | | | | |
| Single Dose - Hours | | X | | | X | | | X | |
| Single Dose - Minutes | | X | | | X | | | | |
| Single Dose - Bodyweight - Hours | | X | | | X | | | | |
| Single Dose - Bodyweight - Minutes | | X | | | X | | | | |
| Daily Divided Dose - Bodyweight - Minutes | | X | | | X | | | | |
| Single Dose - Bodyweight – Minutes - Acetaminophen | | | | | X | | | X | |
| Insulin | | | X | | | X | | | X |
| microgram/kg/min | | | X | | | X | | | |
| Heparin – units/kg/hour | | | X | | | | | | |
| mg/kg/hr | | | X | | | X | | | |
| S.I. units/hr | | | | | | | | | X |
| Oxytocin units/min | | | | | | | | | X |

Each **Complexity Level** provides three (3) questions for each question type.




6. The **Question Set** option allows you to have questions pulled at **Random** from safeMedicate's extensive database (while maintaining strict adherence to the rubric) or to have all learners receive the same questions by choosing **Fixed**. **Random** is the default and is recommended.

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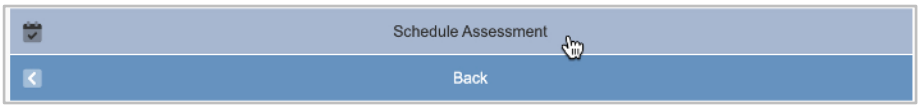
## Finalizing/Booking the Assessment

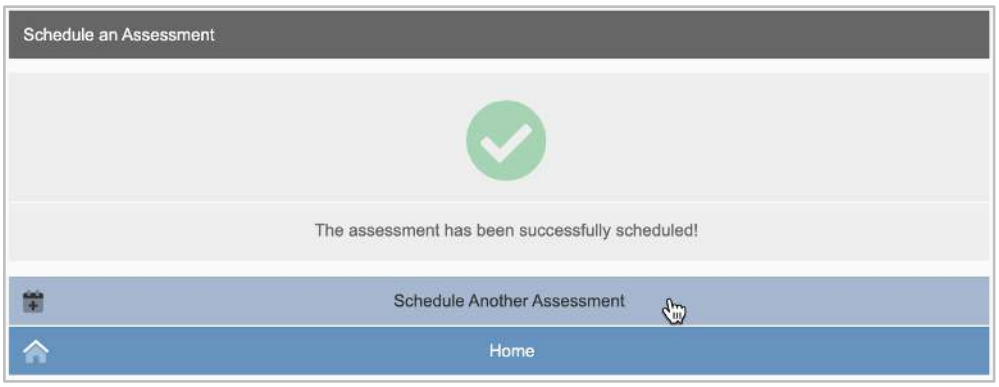
Once you've set the details and completed the format click the **Schedule Assessment** button.




If you've left a required field incomplete, a warning message appears, and the incomplete field is highlighted.

**NOTE:** clicking the **Back** button returns you to the Home Page and removes the unsaved assessment.

Once you've clicked **Schedule Assessment**, a page notifying you that your assessment has been successfully scheduled appears.




You can then click **Schedule Another Assessment** to open a new Schedule an Assessment page or click **Home** to go to the Home page.

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## Editing Assessments

On the Main Menu on the **Assessment Manager** drop-down, select the **Search/Edit Assessment** option.

**NOTE**: once a scheduled assessment has been accessed by users, or the scheduled date has passed, that assessment can no longer be edited (changed or deleted).

You can search for an assessment by **User Group, Course,** or the **Date** of the assessment.

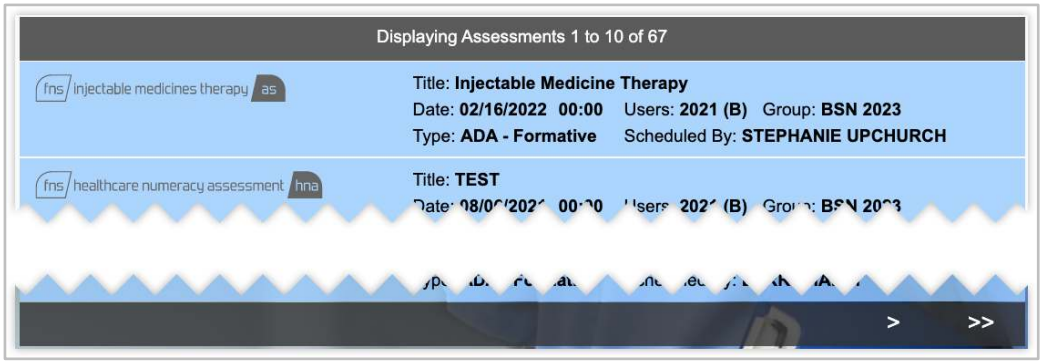
### Searching for an Assessment by User Group

To search for an assessment by User Group:

1. Next to **I want to search by**, select **User Group**.
2. Use the drop-down menu to select the appropriate **Year**.
3. Select the appropriate **Cohort** from the drop-down menu. A list box for selecting the **Group** appears.
4. Use the drop-down menu to choose a specific group or **All Groups**.
5. Click **Search**.

Clicking **Advanced Options** activates a **Display** field with drop-down menu with options to limit the search to **Past Assessments** or **Upcoming Assessments**.

A list displaying the **Title**, **Date**, **Users**, **Group**, **Type**, and the **Scheduled By** for the selected **Year**, **Cohort**, and **Group** appears beneath the search criteria.




If multiple pages exist for these search results, navigation arrows appear at the bottom of the page.

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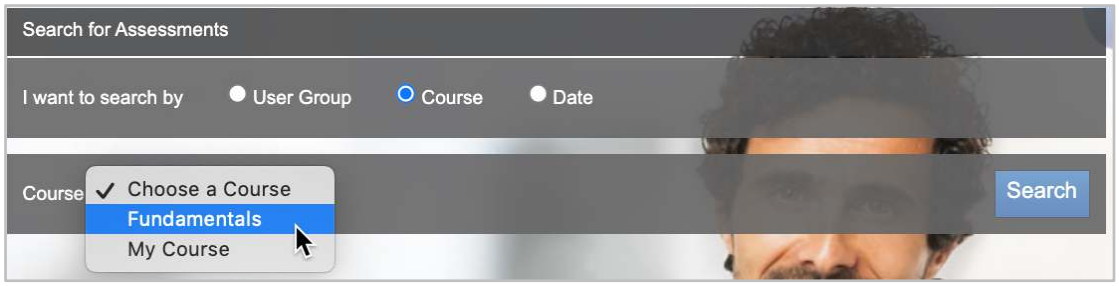
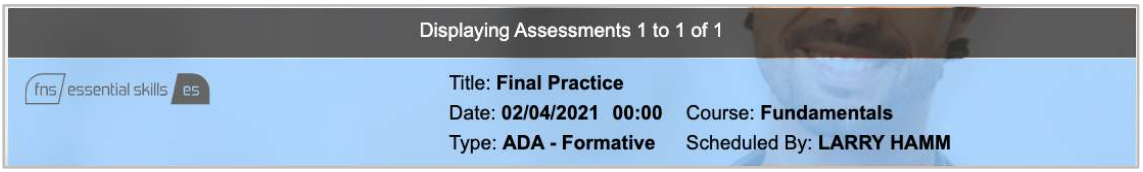
## Searching for an Assessment by Course

To search for an assessment by Course:

1. Next to **I want to search by**, select **Course**.
2. In the Course field that appears, select the course you want from the drop-down menu.
3. Click **Search**.




A list displaying the **Title**, **Date**, **Course**, **Type**, and the **Scheduled By** for the selected **Course** appears beneath the search criteria.



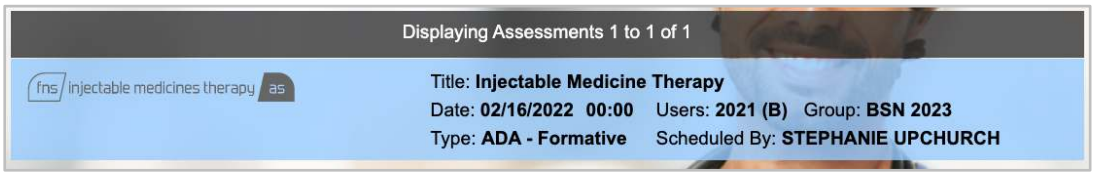

If multiple pages exist for these search results, navigation arrows appear at the bottom of the page.

## Searching for an Assessment by Date

To search for an assessment by Date:

1. Next to **I want to search by**, select **Date**.
2. Use the Calendar menu to navigate to the appropriate month.
3. Click on the desired day to select the day.
4. Click **Search**.

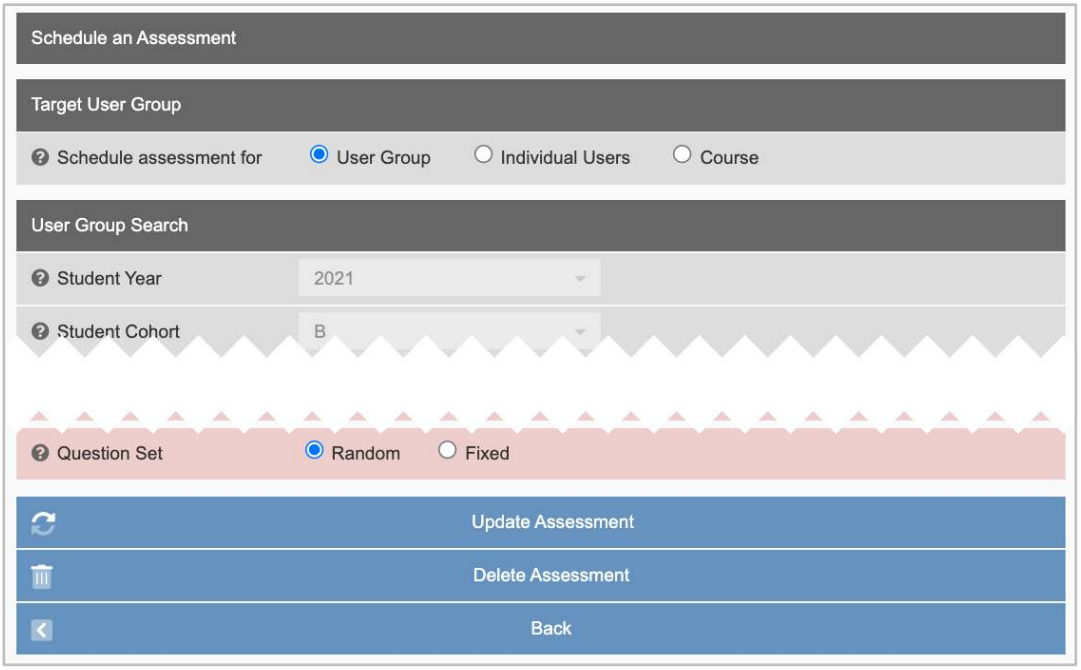
A list displaying the **Title**, **Date**, **Users**, **Group**, **Type**, and the **Scheduled By** for the selected **Date** appears beneath the search criteria.




If multiple pages exist for these search results, navigation arrows appear at the bottom of the page.

## Modifying an Assessment

Once you've located assessments fitting your criteria, click the desired assessment to open the **Schedule an Assessment** page.




Make any changes in the same way that you originally created your assessment. Click **Update Your Assessment Booking** to save the changes and receive a confirmation. Click **Back** on the message box to return to the Home page. <u>You cannot modify an assessment that has already taken place.</u>

## Deleting an Assessment Booking

From the list resulting from your search, click the desired assessment to open the **Edit your Assessment** page. Click the **Delete Your Assessment Booking** button to remove the assessment from the schedule. A message appears requesting your confirmation for the deletion. Click **Delete** to complete the process. <u>You cannot delete an assessment that has already taken place.</u>

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## Creating FAB Preset Assessments

**NOTE**: Preset assessments are not specific to any level (e.g., FNS Essentials), but they are scheduled as the selected type of **Assessment** (i.e., ADA or AA).

You can create customized assessments across the various levels of complexity from essentials to advanced, and you're also able to create a customized assessment by selecting a physiological system and choosing the medications and the questions to be included in the assessment. These customized assessments are saved and appear as options when you choose to **Schedule assessment by FAB Prese**t when booking the assessment.

To create a Preset assessment, click the **Focused Assessment Builder** option on the **Assessment Manager** menu.

**NOTE**: only a Preset assessment that has not been taken can be edited or deleted. Once a learner begins any assessment, that assessment can no longer be changed or removed from the system.

The Focused Assessment Builder appears, displaying a list of **Your Complexity Assessment Presets** and **Your System Assessment Presets** created by administrators in your program.

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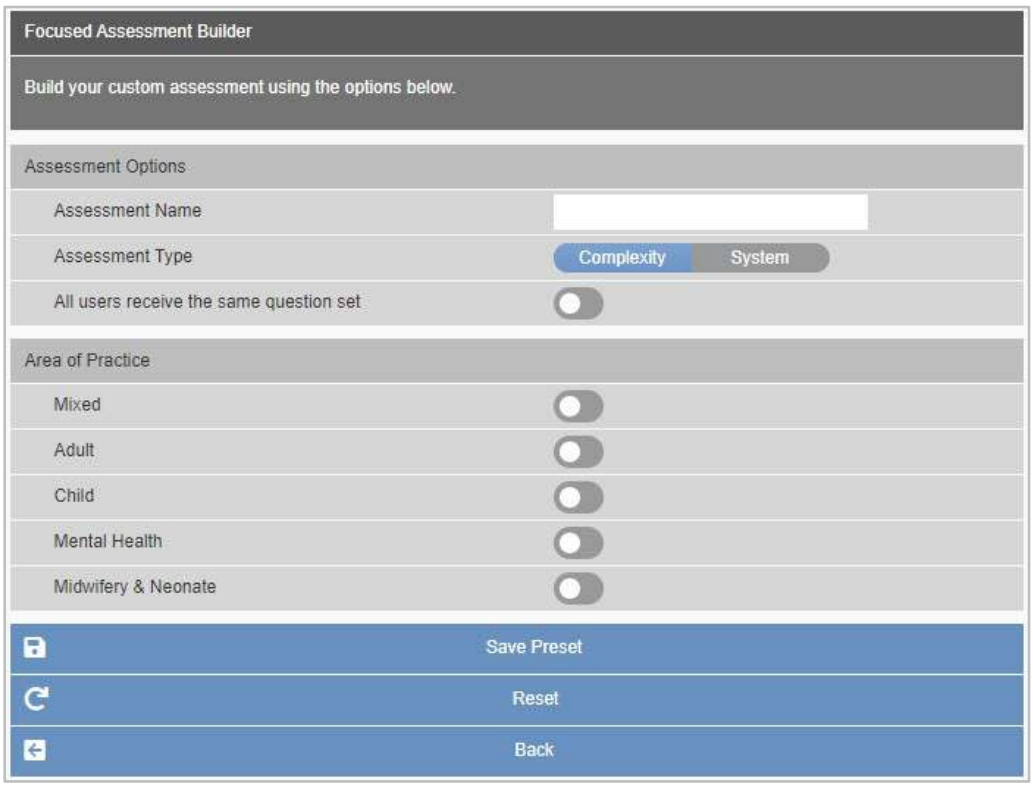
## Building a New Preset

To build a Preset assessment, click the **Build New Preset** panel.

The **Assessment Options** panel appears with the **Assessment Type** defaulted to **Complexity**.




**Complexity**-based assessments are aligned with a specific Area of Practice but can include questions from every FNS module in the program.

**System**-based assessments are aligned with a specific Area of Practice and a physiological system. With a **System**-based assessment, you choose the medication whose dosage is calculated in the question. Depending on the medications you select, questions may be drawn from every FNS module in the program.

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### *Building a Complexity-Based Preset Assessment*

Complexity-based assessments cover up to two Areas of Practice with questions that can be chosen from FNS Essentials, FNS Bodyweight and Body Surface Area Calculations and FNS Injectable Medicines Therapy.

To build a Complexity-based Preset assessment:

1. Select **Focused Assessment Builder** from the **Assessment Manager** menu, and then click the **Build Preset** option.
2. In the **Assessment Options** panel, enter the **Assessment Name**. You'll want to make this easily identifiable for reference when booking assessments.
3. For **Assessment Type**, choose **Complexity**.
4. Select one or two **Areas of Practice** from four of the options available (i.e., **Adult**, **Child**, **Mental Health**, and **Midwifery/Neonate**) from the drop-down menu.

   The **Mixed** option draws questions from all **Areas of Practice**, so selecting **Mixed** disables all the other options.

   **NOTE: Mental Health** has questions available only at the **Essentials Skills** level.

5. By default, the questions on **Complexity** assessments are chosen at <u>random</u> from the database following a strict rubric that ensures a similar difficulty level. If you wish to change this so every user's assessment is exactly the same, toggle the **All users receive the same question set** to the right. The option turns blue when active.

**NOTE**: We always recommend randomizing the assessment to allow for multiple attempts when the assessment is scheduled.

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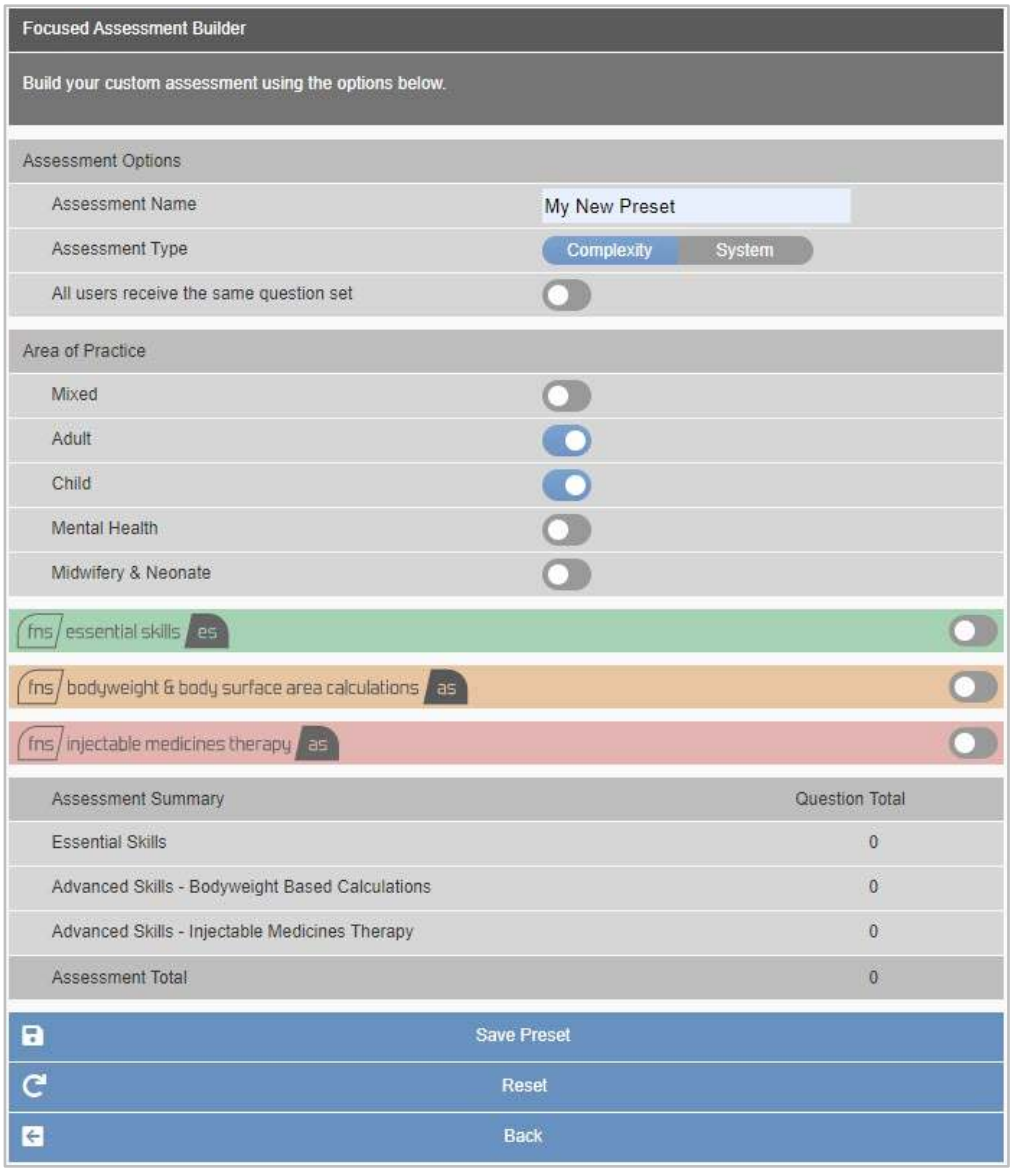
Once you choose an **Area of Practice**, the FNS modules appear in the Focused Assessment Builder.




6. Choose a level of questions, identified by their module's name (i.e., **FNS Essential Skills**, **FNS Bodyweight & Body Surface Area Calculations**, and **FNS Injectable Medicines Therapy**), for your assessment.

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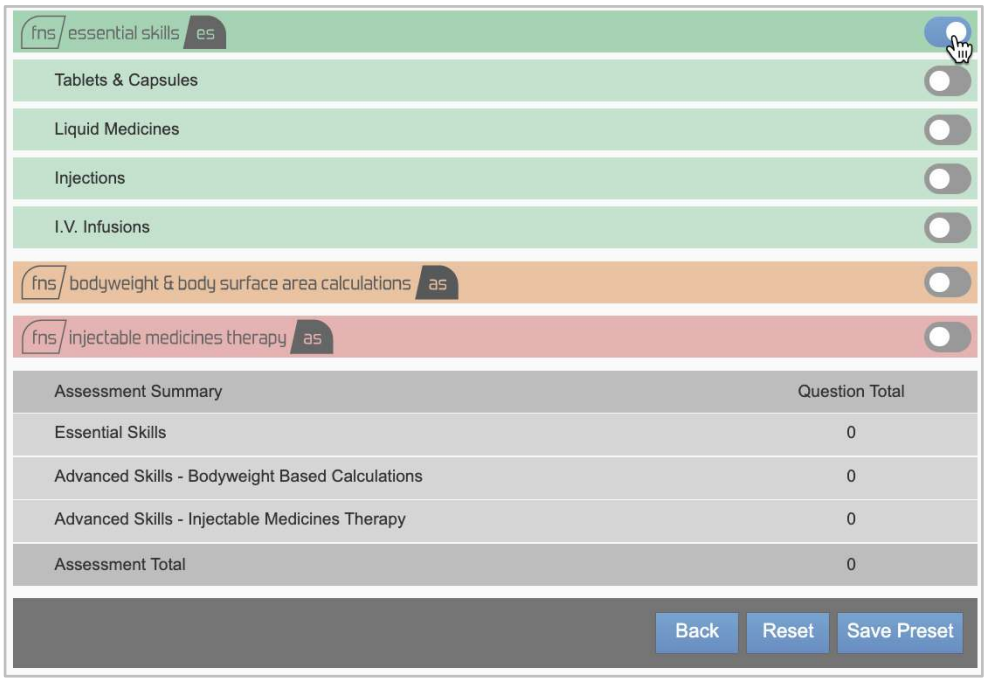
The panel expands to display the chapters included in that level (module).




Each Level has multiple chapters:

**<u>FNS Essential Skills</u>**: **Tablets & Capsules**, **Liquid Medicines**, **Injections**, and **I.V. Infusions**

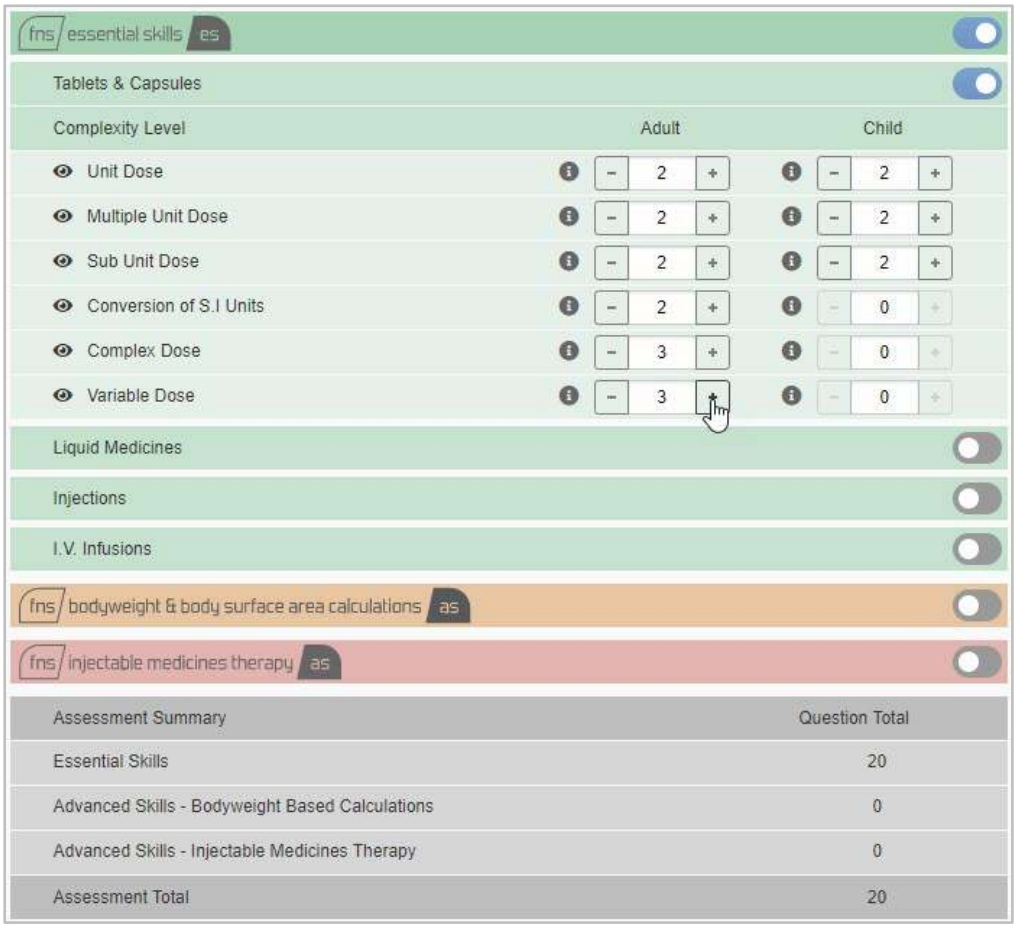
**<u>FNS Bodyweight & Body Surface Area Calculations</u>: Liquid Medicines**, **Injections**, and **I.V. Infusions**

**<u>FNS Injectable Medicines Therapy:</u> Slow Intravenous Injections**, **Intermittent Infusions**, and **Continuous Infusions**

7. Select the chapter to view the available questions, listed by **Complexity Level**. If you've chosen two areas of practice, you'll have a column of available questions for each area. Hover over the Information icon (the "circled I") to view the number of questions available for that level and area of practice.

8. Enter the number of questions you want for each **Complexity Level** in the **Add Questions** field or use the plus (+) and minus (-) buttons to set the number of questions.

The number of questions you've added appears in the **Assessment Summary** panel at the bottom, listed by chapter.




9. Continue adding questions to complete your assessment, choosing from the chapters and levels appropriate to your course. The **Assessment Total** continues to display the growing number of questions.

REMINDER: with the Focused Assessment Builder you're able to select questions from all the modules, chapters, and levels.

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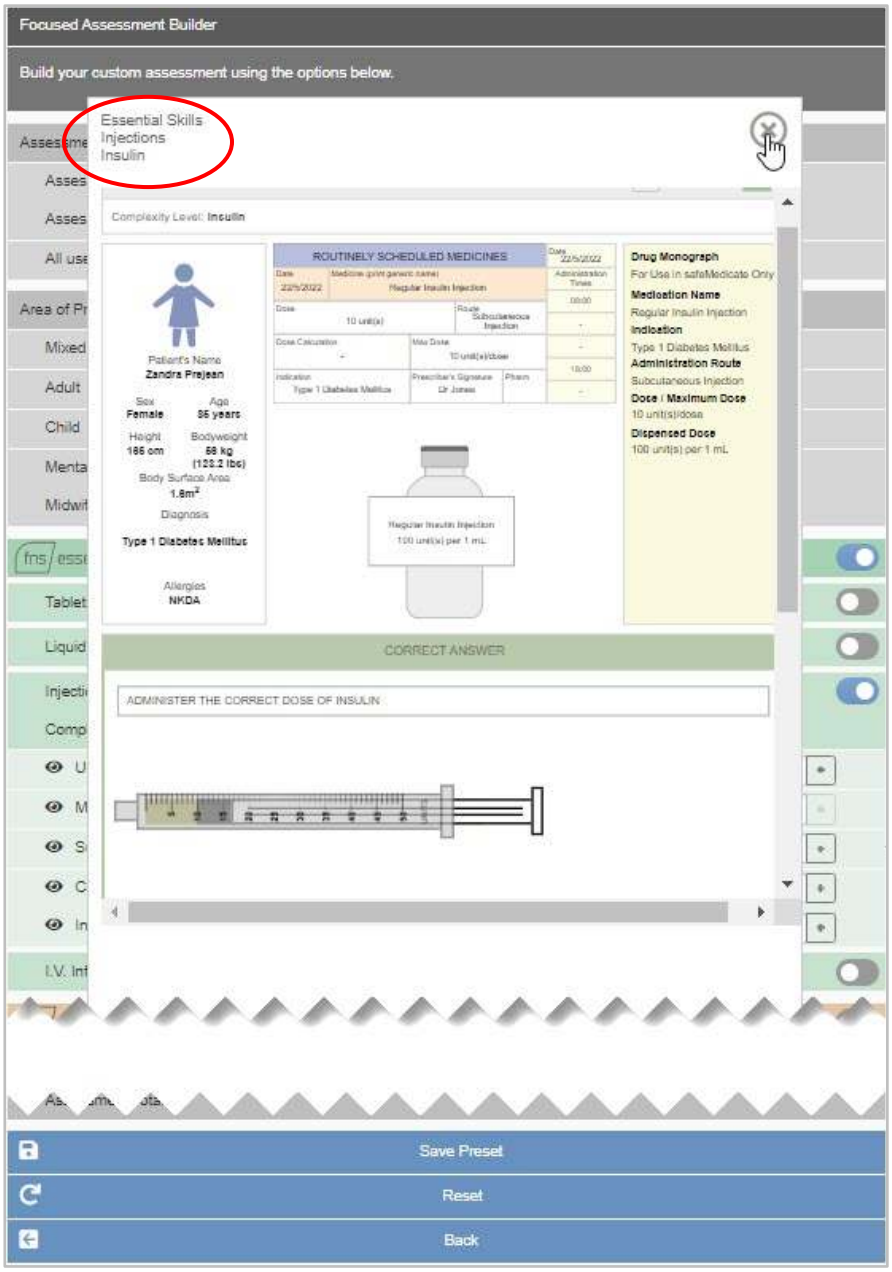
10. To view an example of specific level of question, click the View (the eye) icon to the left of the name of the **Complexity Level**.

A sample question appears above the Focused Assessment Builder. The Module, Chapter, and Complexity Level appear in the upper left of the sample question.

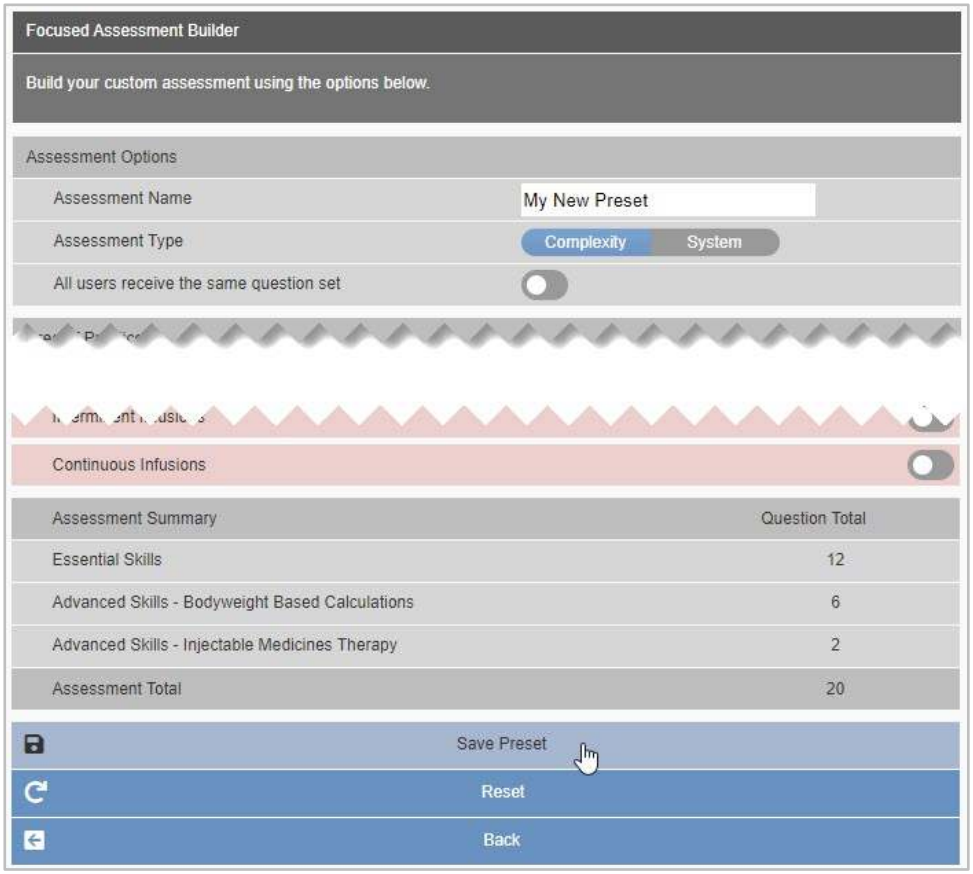
11. Click the Exit (X) button to close the example and return to the Focused Assessment Builder.



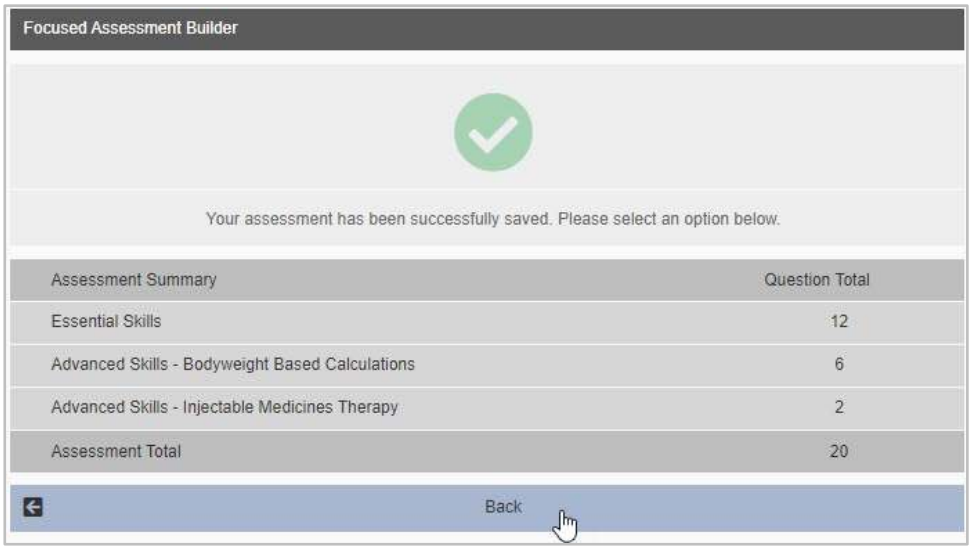

To clear the questions from the Focused Assessment Builder and start over, click **Reset**.

To return to the original screen with the list of available Preset assessments, click **Back**.

12. When you've completed your assessment, click the **Save Preset** button.




A screen appears with your summary of the successfully saved assessment. Click **Back** to return to the original screen.




Your Preset is now available as an option when you book an assessment and appears on the list of Complexity Assessment Presets viewable in the Focused Assessment Builder.

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### *Building a System-Based Preset Assessment*

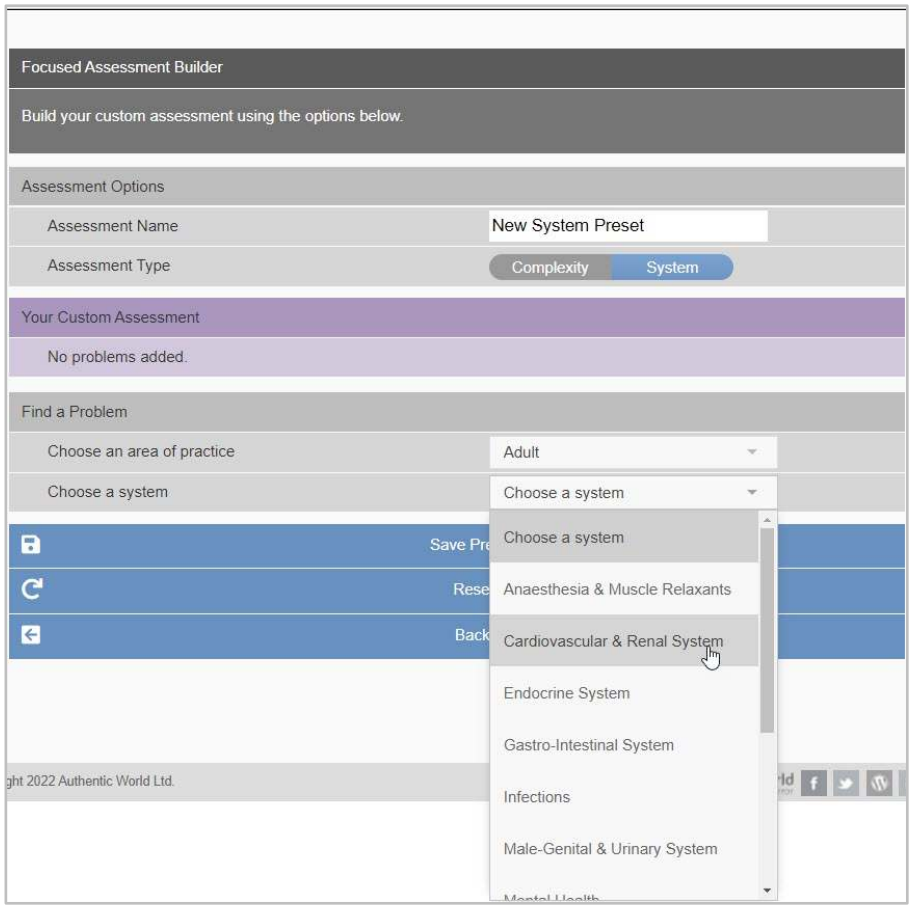
With **System**-based assessments, you select specific questions for calculations involving a medication associated with a physiological system. Depending on the medications you select, questions may appear from FNS Essentials, FNS Bodyweight and Body Surface Area Calculations and FNS Injectable Medicines Therapy. All users receive the selected questions on the assessment.

To build a System-based Preset assessment:

1. Select **Focused Assessment Builder** from the **Assessment Manager** menu, and then click the **Build New Preset** option.
2. In the **Assessment Options** panel, enter the **Assessment Name**. You'll want to make this easily identifiable for reference when booking assessments.
3. For **Assessment Type**, choose **System**. The button turns blue to indicate your choice.
4. To **Find a Problem** first **Choose an area of practice** from the four options available (i.e., **Adult**, **Child**, **Mental Health**, and **Midwifery & Neonate**) from the drop-down menu.
5. After selecting an area of practice, **Choose a system** from the drop-down menu from the scrollable list of **Anaesthesia & Muscle Relaxants**, **Cardiovascular & Renal System**, **Endocrine System**, **Gastro-Intestinal System**, **Infections**, **Male-Genital & Urinary System**, **Mental Health**, **Musculoskeletal & Joint Disease**, **Neurological and Pain**, **Nutrition, IV Fluid & Blood**, **Obstetrics & Gynecology**, and **Respiratory System**.

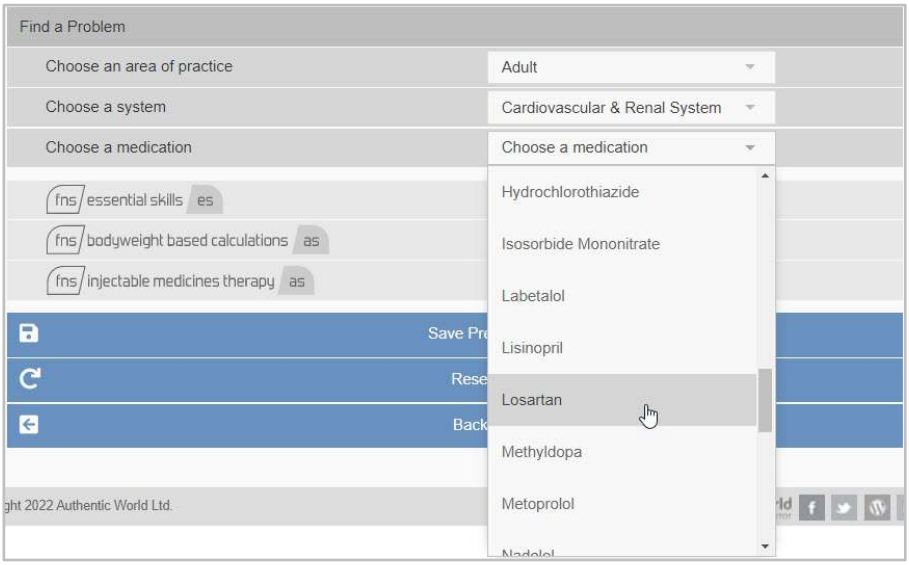
**NOTE**: The **Mental Health** area of practice is aligned on a 1:1 basis with the **Mental Health** physiological system. Medications for Mental Health are referenced entirely in this system.

Choosing an area of practice and a system limits the questions to the administration of medications used for that area of practice and system.



Once you've chosen a system, the medications associated with that system are available.

6. **Choose a medication** from the drop-down menu's scrollable list.



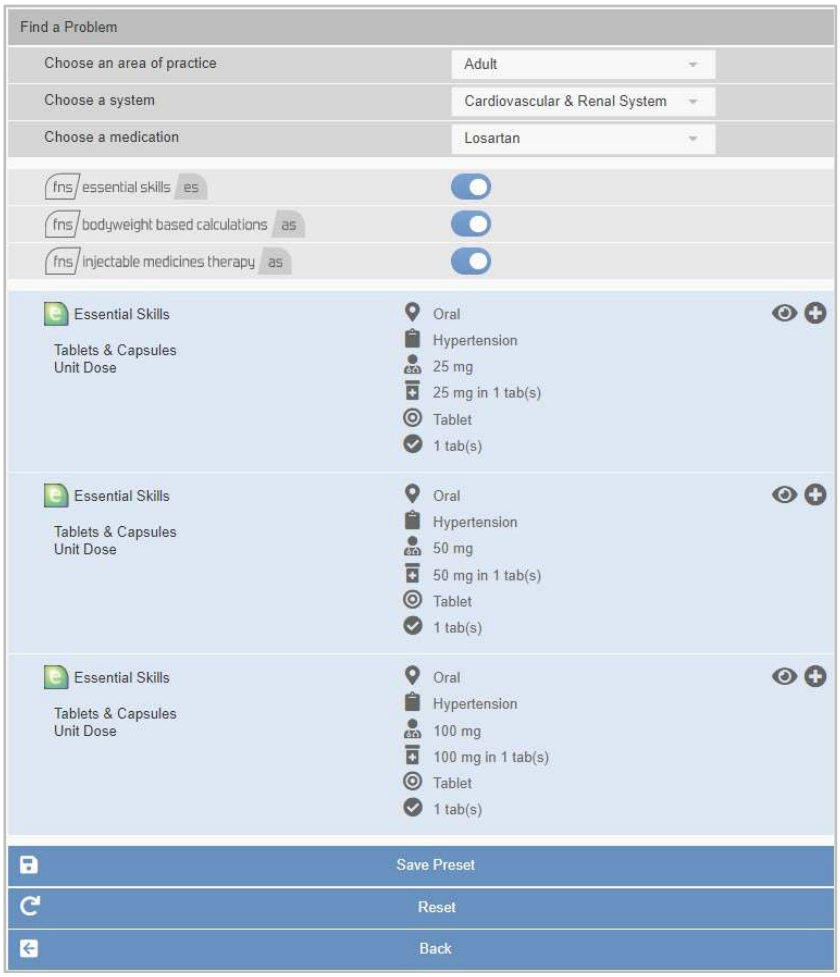

The questions associated with the chosen medication appear at the bottom of the Focused Assessment Builder.

By default, all module levels of questions are available. The option is blue when active and turns grey when inactive.

Deactivate any question levels you do not want to include by moving the toggle switch to the left.

The Module, Chapter, and Complexity Level appear to the left of the question.

In the center of the question are the Route, Indication, Prescribed Dose, Dispensed Dose, Administration Type and Answer.



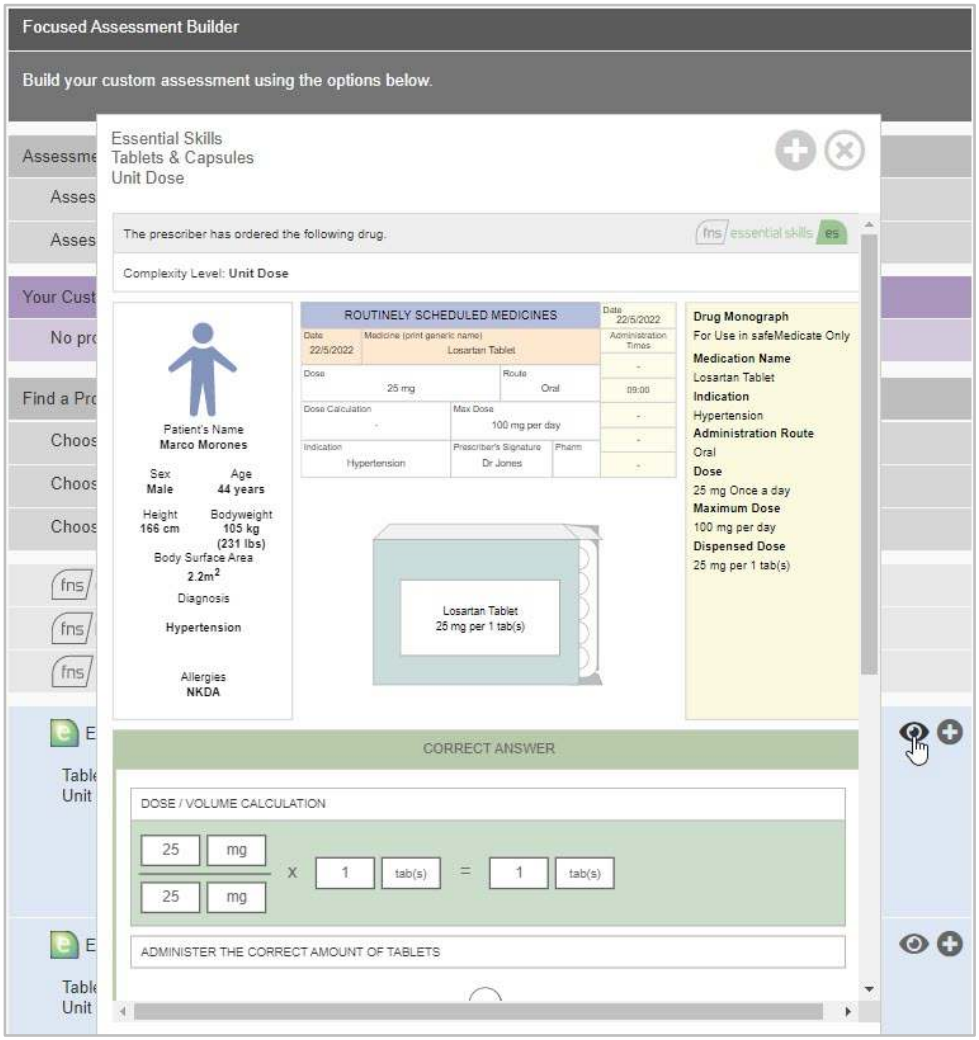
7. From the list of questions, add those you want to include in the assessment by clicking the plus sign on the right.

8. To see the actual question, click the View (the eye) icon on the right.

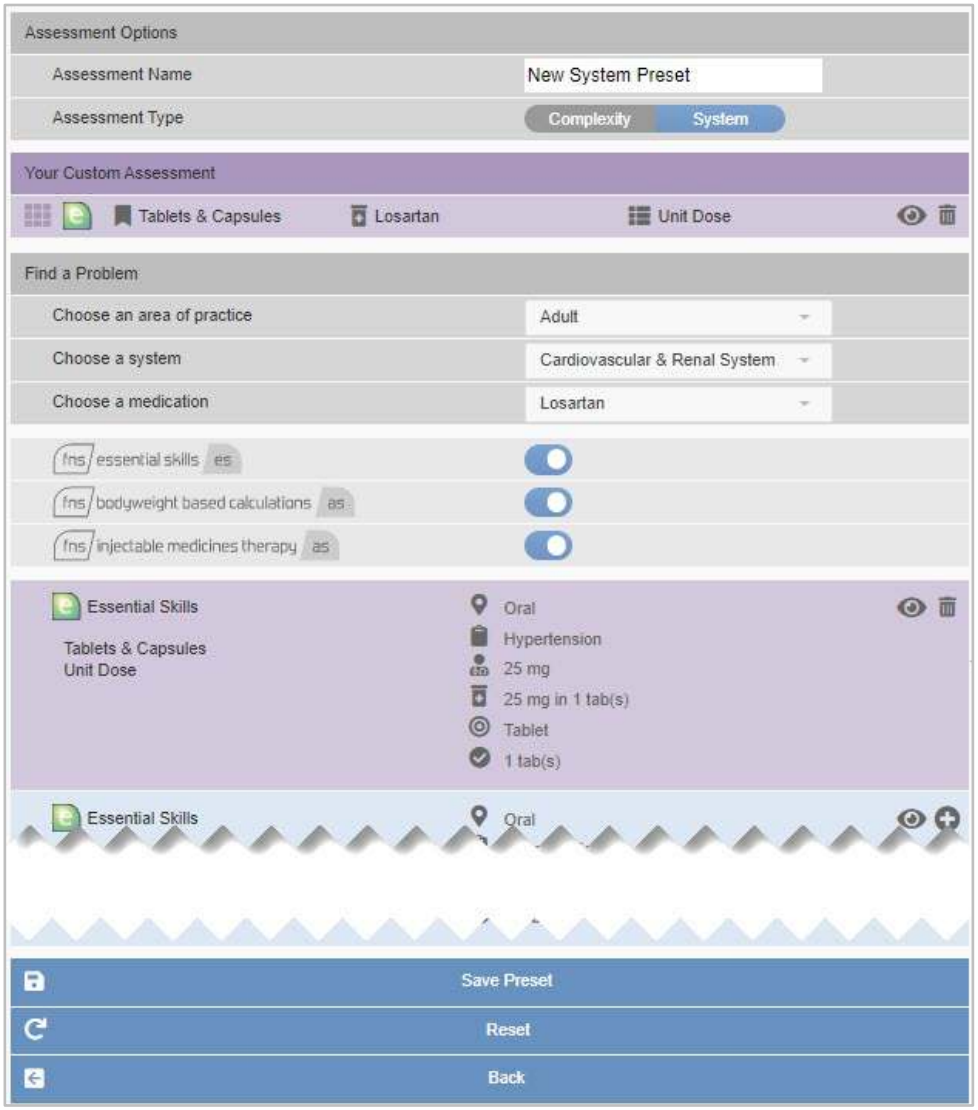
Scroll down the page to see the question and the correct results.

Click the Plus icon to add the question to the assessment.

Click the circled X to close the question and return to the question list.



Once you add a question, that question is highlighted in purple, and the Your Custom Assessment panel appears, displaying the selected question.

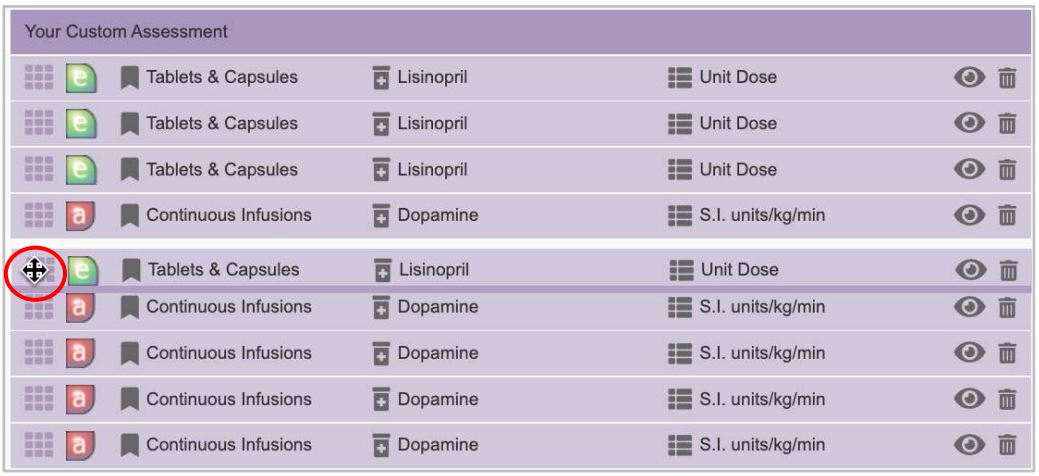



9. Continue adding questions until you've completed your assessment. The Your Custom Assessment panel displays the questions in the order they'll appear on the assessment.

**NOTE**: there are no restrictions on the additional questions. You can mix areas of practice or physiological systems.

To delete a question, click the Trash Can icon on the right of the question.

Reorder the questions in the assessment using the "nine-squares" icon on the left to drag and drop each question to get the order you want. You can see the actual question at any time by clicking the View (the eye) icon.

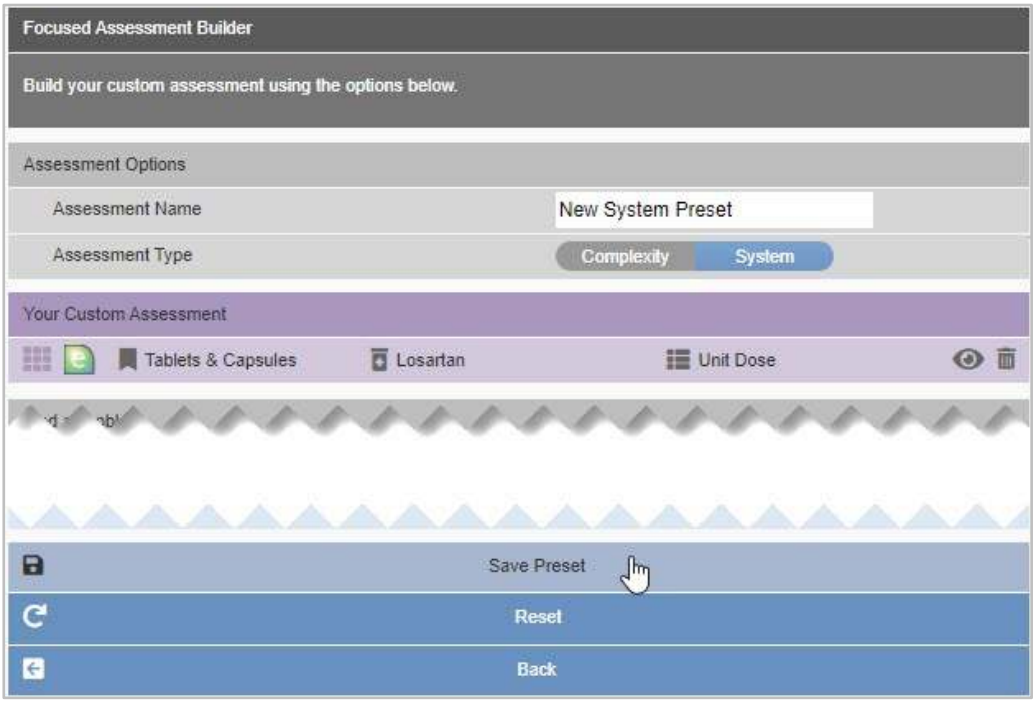



Once you've completed your assessment, you're ready to save it.

To clear the questions from the Focused Assessment Builder and start over, click **Reset**.

To return to the original screen with the list of available Preset assessments, click **Back**.

10. When you've completed your assessment, click the **Save Preset** button.



A screen appears notifying you of your successfully saved assessment. Click **Back** to return to the original Focused Assessment Builder screen, where your new assessment is displayed in the list of the FAB System Assessment Presets.

Your Preset is now available as an option when you book an assessment and appears on the list of System Assessment Presets viewable in the Focused Assessment Builder.

## Editing or Deleting an Un-booked Preset

To edit or delete an assessment that has not been booked, click the edit icon to the right of the assessment's name in the Focused Assessment Builder.

That assessment appears with the questions included in the assessment listed. To edit, make the changes you want and click **Update Preset**.

To delete the entire assessment, click **Delete Preset**.

**NOTE**: only a Preset assessment that has not been booked can be edited and deleted.

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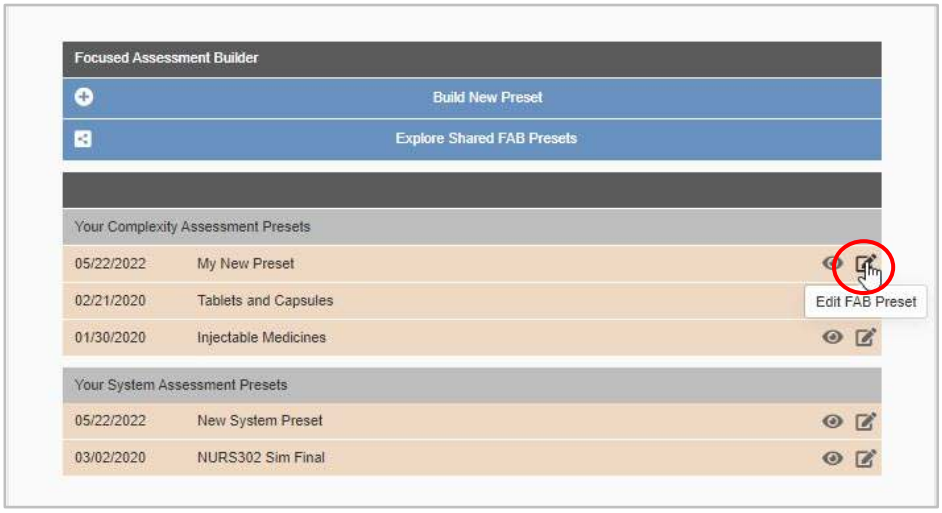
## Preset Assessment Sharing

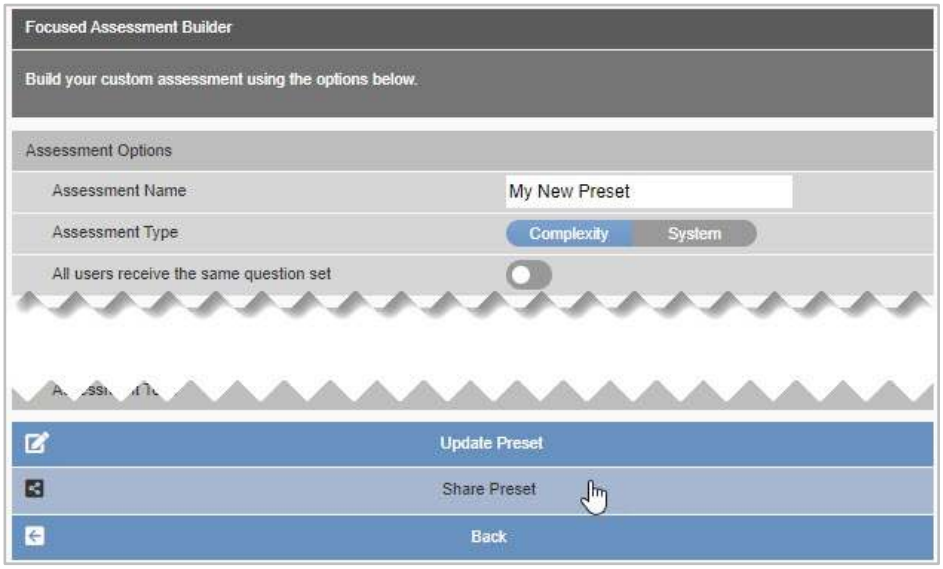
FAB Preset assessments can be shared with other programs. Once an assessment is shared, all active safeMedicate administrators can add that assessment to their FAB library. Once added to the library, shared assessments remain available unless they are not accessed and later deleted. The program sharing the assessment can stop sharing at any time.

### *Sharing a FAB Preset Assessment*

When you have a FAB Preset assessment that you wish to share with others, access the assessment you want to share by clicking the **Edit FAB Preset** option on the Focused Assessment Builder screen.

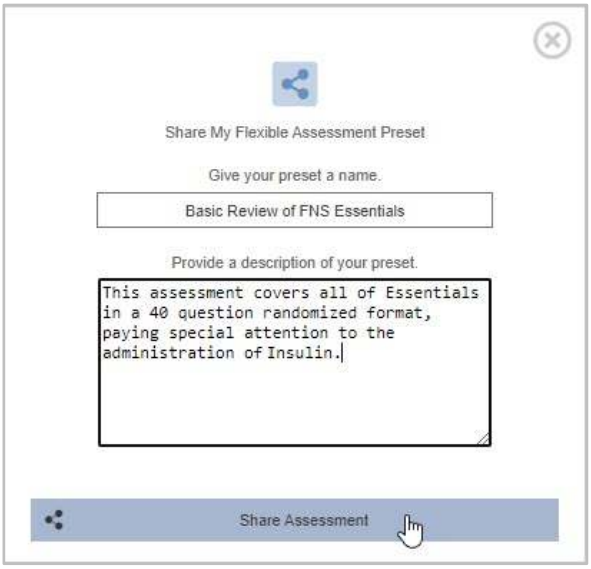



On the assessment's page, click the Share Preset bar at the bottom.




Once you've clicked Share Preset, a dialog box appears requesting that you provide a descriptive name as well as a description for your preset.

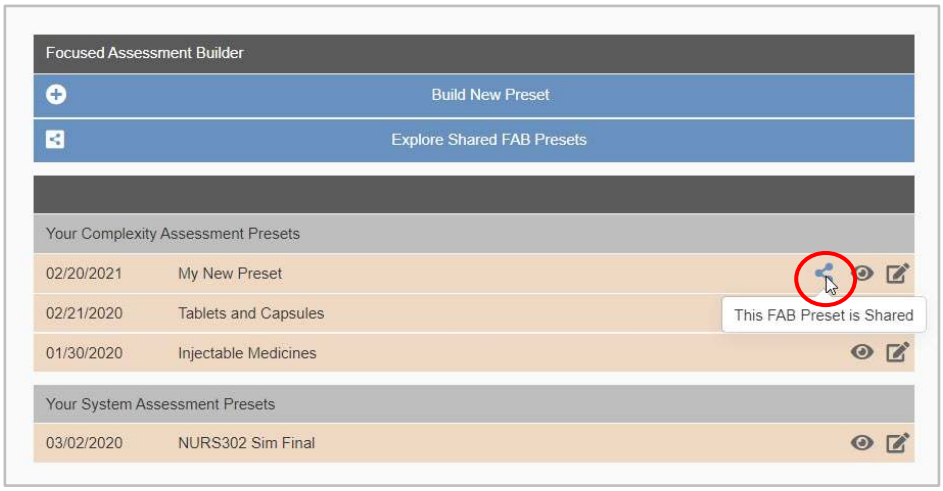
Make your description as thorough as possible, so those looking to add the assessment have a clear understanding of that assessment's scope and purpose.




When you've completed the description, click the Share Assessment bar.

An Information box appears notifying you that the assessment has been shared successfully. Close the box to return to the assessment page.

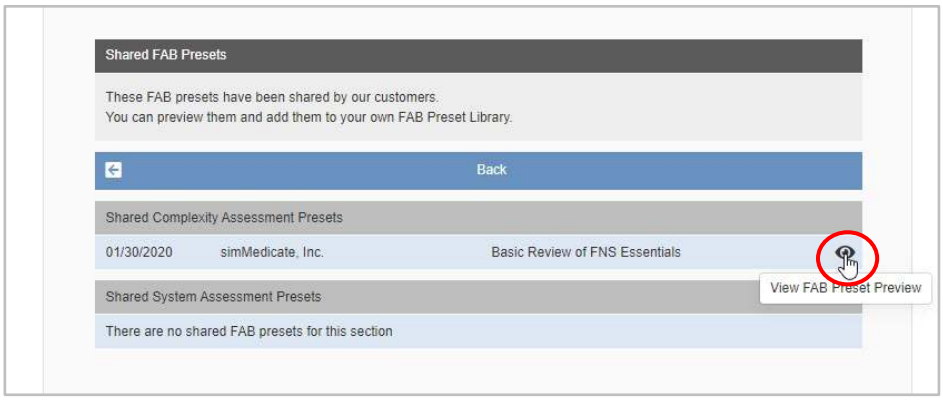
On the Focused Assessment Builder page, the assessment is now shown as shared, indicated by the Share icon on the right of the row for that assessment.



### *Adding a Shared FAB Preset Assessment*

To view the assessments shared by others, open the Focused Assessment Builder and click the Explore Shared FAB Presets bar.

The list of available presets appears, displaying the date the assessment was created, the program sharing the assessment, and the name of the assessment. Click the View (i.e., Eye) icon to the right of the row to see the question composition of the assessment.

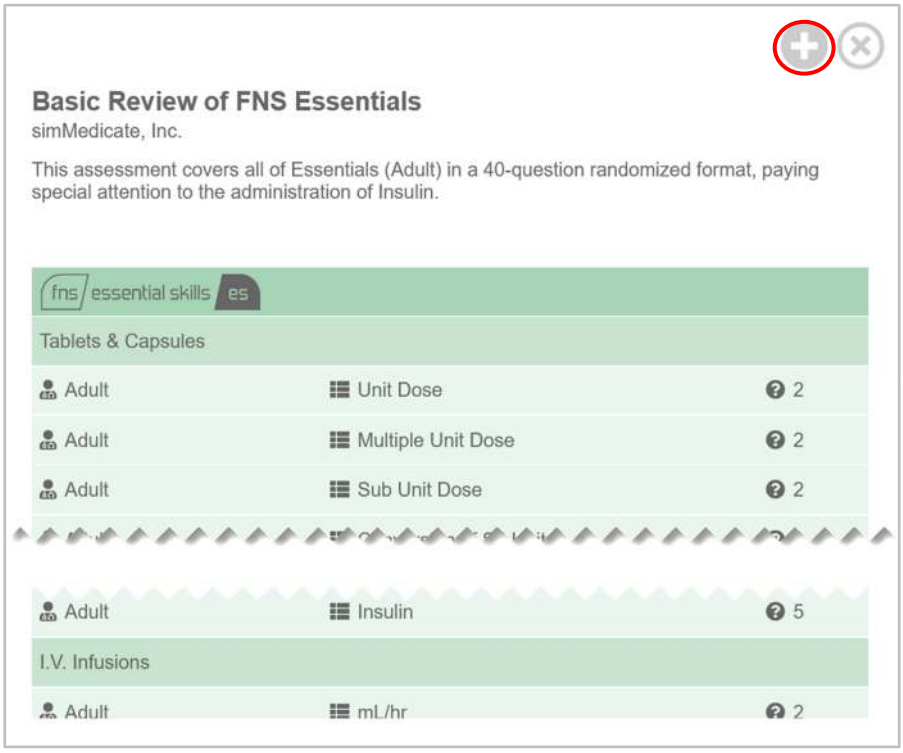



The assessment appears with the name and description at the top of the page. The modules and questions comprising the assessment are listed below.

To add this assessment, click the Plus icon on the upper right of the page.

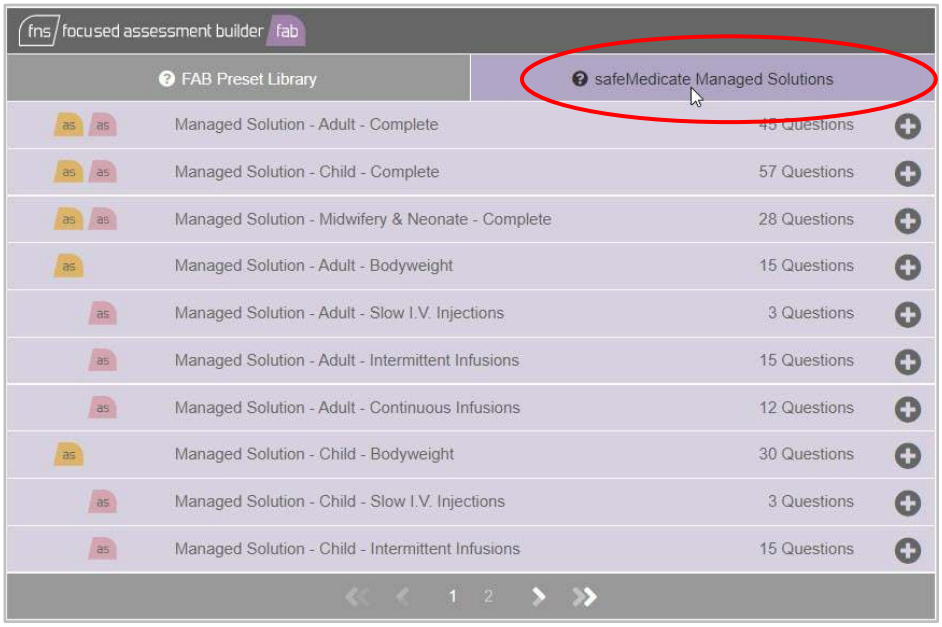
The shared assessment is added to the list of assessments on the Focused Assessment Builder's main page.

Like all FAB Preset assessments, this assessment can be edited or deleted <u>IF no one has taken the assessment</u>.



## Using Managed Solutions as FAB Presets

When you schedule an assessment, choosing **Schedule assessment by FAB Preset Library** provides the option to choose **safeMedicate Managed Solutions**, a series of assessments created with a fixed set of questions and designed to cover specific areas of practice and areas of study.




Below is a table displaying the number of questions for each Managed Solution. For a breakdown of the question levels, go to *Appendix A, Managed Solution Breakdown*.

| Managed Solutions | | |
|---|---|---|
| **Area of Practice** | **Area of Study** | **Questions** |
| Adult | Complete | 45 |
| Child | Complete | 57 |
| Midwifery & Neonate | Complete | 28 |
| Adult | Bodyweight | 15 |
| Adult | Slow I.V. Injections | 3 |
| Adult | Intermittent Infusions | 15 |
| Adult | Continuous Infusions | 12 |
| Child | Bodyweight | 30 |
| Child | Slow I.V. Injections | 3 |
| Child | Intermittent Infusions | 15 |
| Child | Continuous Infusions | 9 |
| Midwifery & Neonate | Bodyweight | 15 |
| Midwifery & Neonate | Intermittent Infusions | 4 |
| Midwifery & Neonate | Continuous Infusions | 9 |

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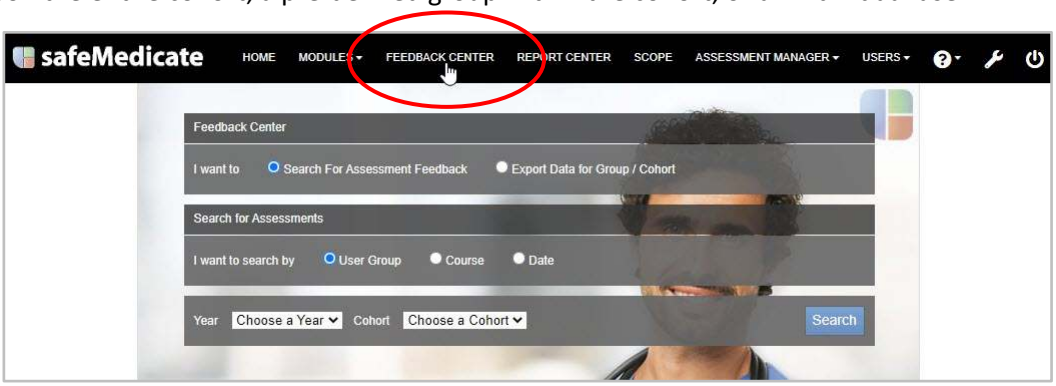
# Feedback Center

The Feedback Center provides basic information on those students taking an assessment by User Group, Course, or Date. The Report Center provides more detailed information on the assessments as well as data regarding the student's use of safeMedicate.

Selecting **Feedback Center** from the Main Menu provides you the means to search for and view the assessment results of your learners and/or export data relating to an assessment. You can view results based upon the entire cohort, a pre-defined group within the cohort, or an individual user.




You can search for assessment feedback by **User Group**, **Course,** or the **Date** of the assessment.

When you search by **User Group**, you limit your search to those assessments scheduled for the year, cohort, and group selected. However, you can search by **All Groups**, which includes all assessments assigned to the selected **Year** and **Cohort**. Assessments assigned to specific COURSES are NOT INCLUDED in this search.

When you search by **Course**, you limit your search to those assessments scheduled for the selected **Course**. No other assessments are included in this search.

When you search by **Date**, all assessments scheduled for the selected **Date** are displayed.

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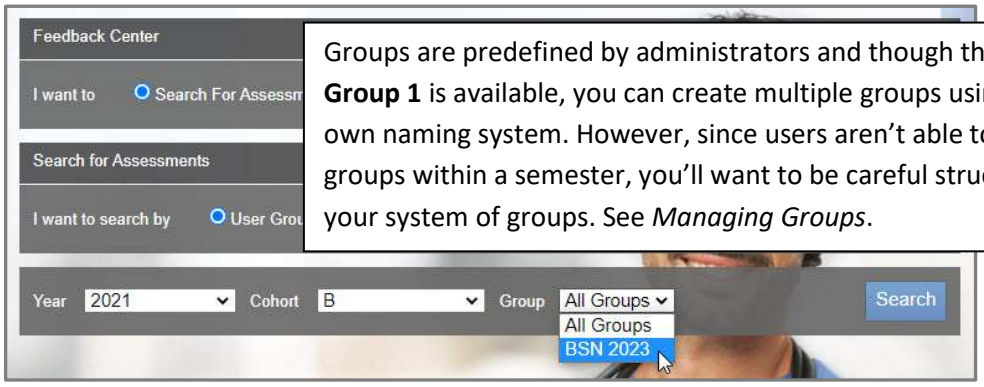
## Searching for Assessment Feedback by User Group

To search for feedback by User Group (but not Course):

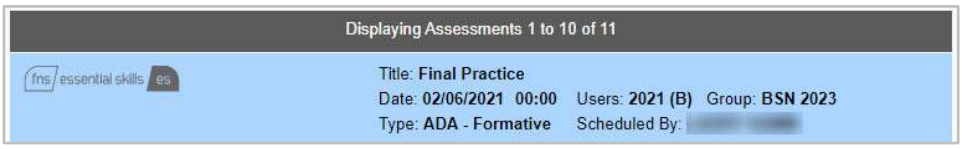
1. Check **Search for Assessment Feedback** in the Feedback Center box.
2. Under Search for Assessments, select **User Group**.
3. Use the drop-down menu to select the appropriate **Year**.
4. Select the appropriate **Cohort** from the drop-down menu. A list box for selecting the **Group** appears.
5. Use the drop-down menu to choose a specific group or **All Groups**.




Groups are predefined by administrators and though the default **Group 1** is available, you can create multiple groups using your own naming system. However, since users aren't able to switch groups within a semester, you'll want to be careful structuring your system of groups. See *Managing Groups*.

6. Click **Search**.

Assessments for groups matching the **Year** and **Cohort** you've selected appear below the search criteria.




Displayed with each listing is the **Title** you've assigned, your name (as the scheduler), the **Date**, as well as the **Type** of assessment and the Users and Group to which the assessment has been assigned.

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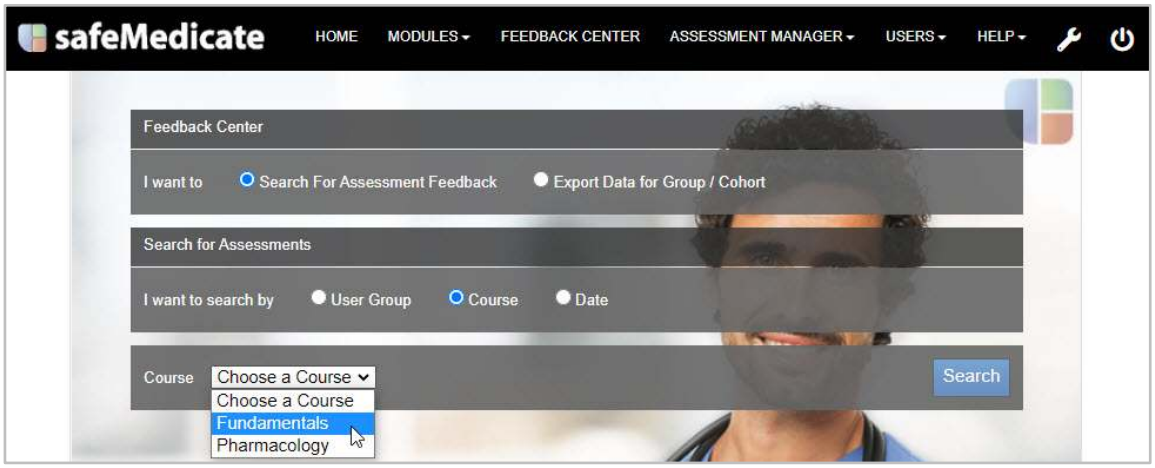
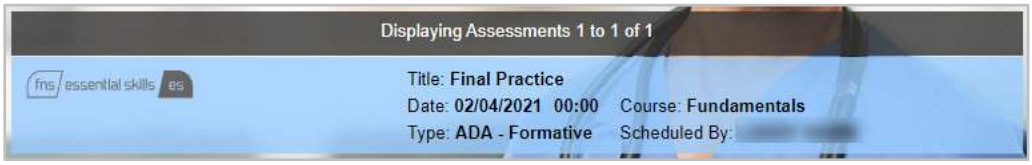
## Searching for Assessment Feedback by Course

To search for feedback by Course (but not Group):

1. Check **Search for Assessment Feedback** in the Feedback Center box.
2. Under Search for Assessments, select **Course**.
3. Use the drop-down menu to select the appropriate **Course**.




Assessments for groups matching the Course you've selected appear below the search criteria.




Displayed with each listing is the **Title** you've assigned, your name (as the scheduler), the **Date**, as well as the **Type** of assessment and the **Course** to which the assessment has been assigned.

Assessments that are assigned to specific courses do not appear on the list of assessments assigned to Groups.

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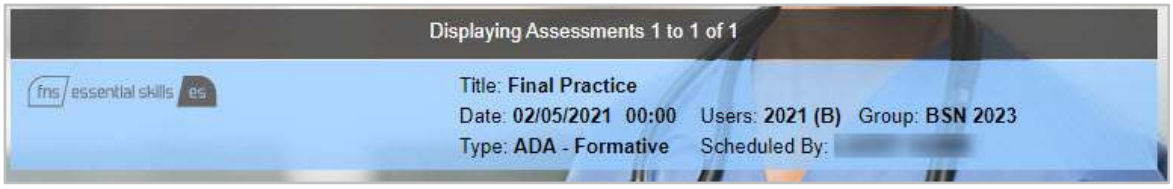
## Searching for Assessment Feedback by Date

To search for feedback by Date:

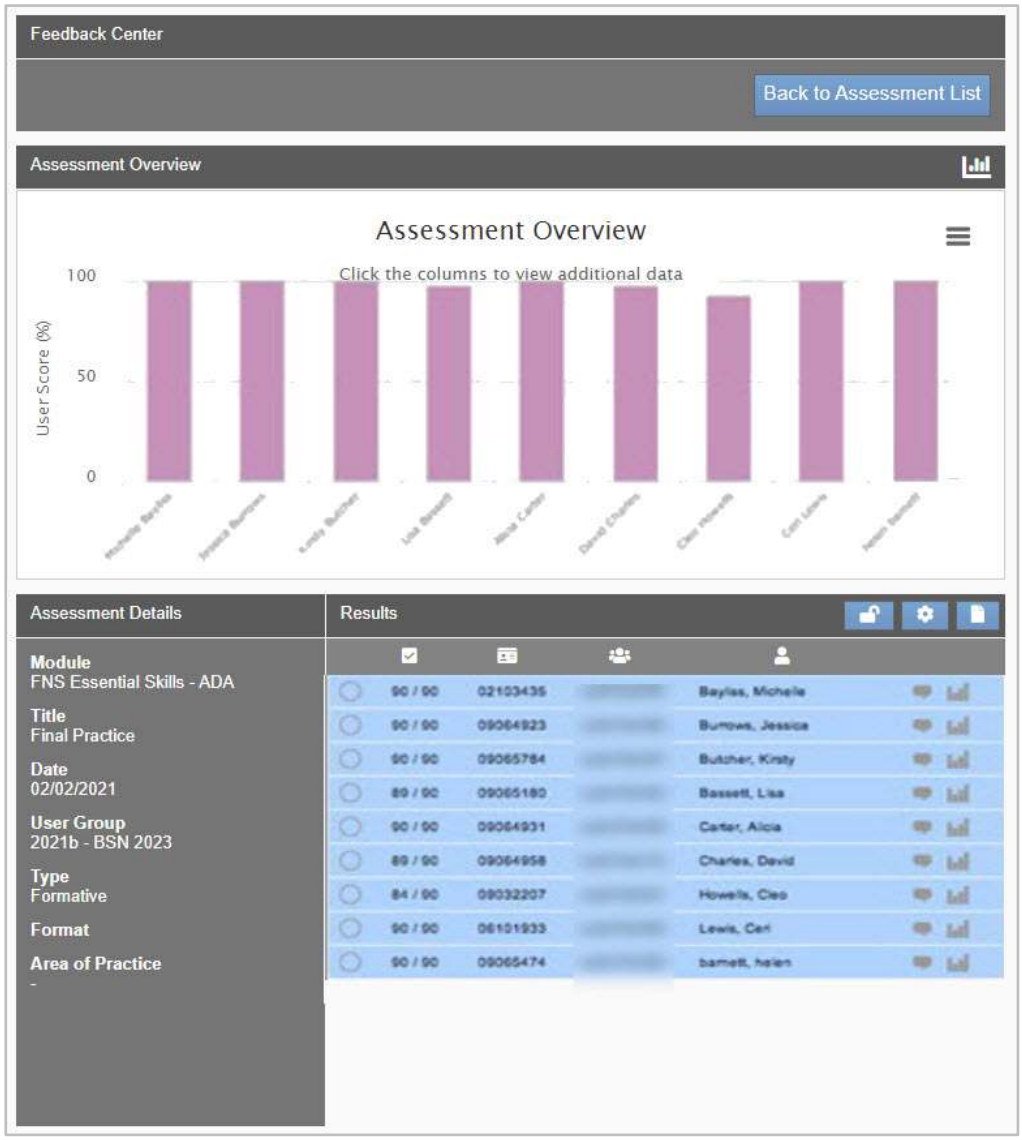
1. Check **Search for Assessment Feedback** in the Feedback Center box.
2. Under Search for Assessments, select **Date**.
3. Use the Calendar menu to navigate to the appropriate month.
4. Click on the desired day to select the day.
5. Click **Search**.

Assessments for groups matching the Date you've selected appear below the search criteria.



## Viewing Assessment Feedback

Once your search has been successful, click the assessment whose feedback you wish to view to open the Assessment Overview page, displaying three panels: a bar chart at the top, **Assessment Details** on the lower left, and a list of **Results** on the lower right.




These panels provide the tools available to view the data differently, drill a little deeper into individual results, and to print and/or export the data.

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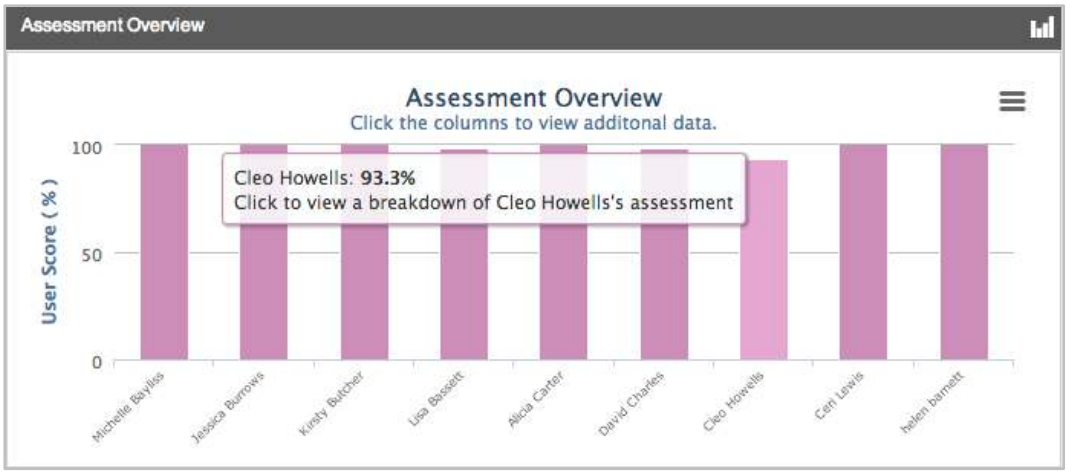
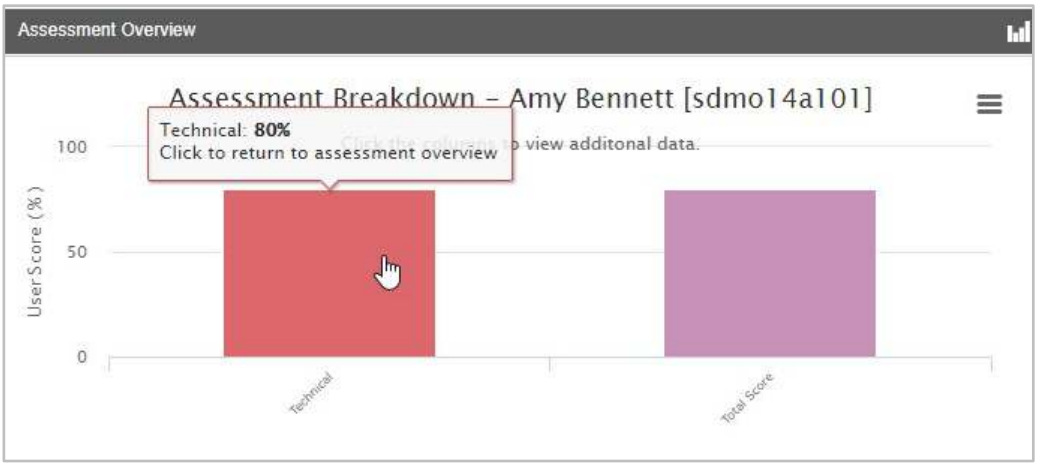
## The Assessment Overview Panel

Each column of the bar chart represents the score on the selected assessment for one individual. By default, those taking the assessment are listed alphabetically by Last Name from left to right.

Hover your mouse directly over a column/bar to get a pop-up label showing the individual's full name and percentage score.




Click directly on an individual's column to show a chart representing the assessment breakdown for that individual.




For an Authentic Assessment, only the Technical measurement and a Total Score are needed. In an Authentic Diagnostic Assessment, the first three (3) bars on the chart show percentage scores for each element of the competency model – conceptual, calculation and technical measurement. The last bar represents the total percentage score.

Hover your mouse directly over a column/bar to get a pop-up label showing the percentage score for that element.

To return to the original chart showing all results, click the Bar Chart icon at the top right of the panel.

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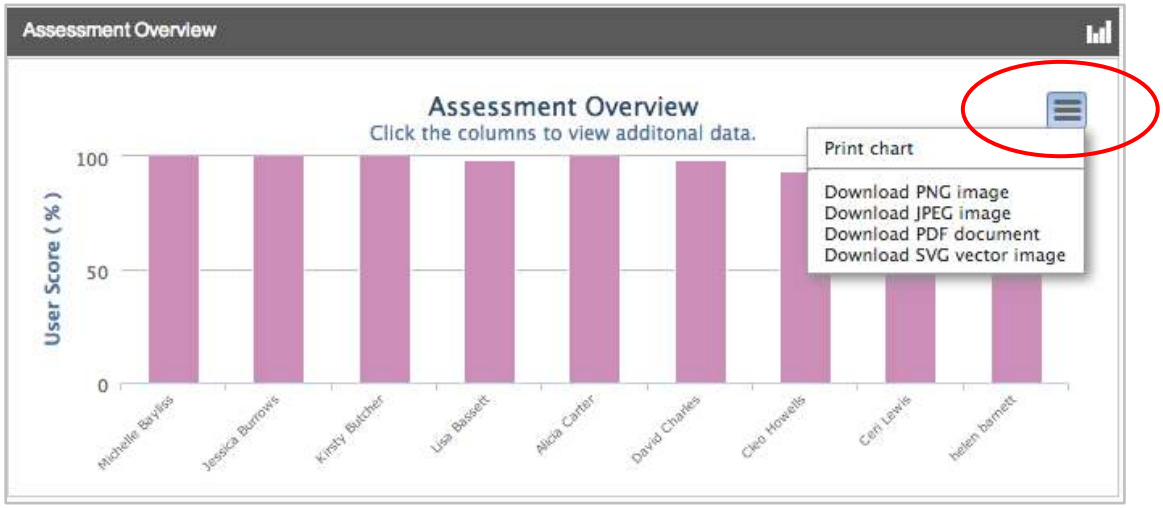
## Printing Charts

Either of the bar charts, for an individual or the group taking the assessment, can be printed or downloaded as images in a number of pre-defined formats. Open the **Print Chart** menu available on the upper right of the chart.




Selecting the **Print chart** option provides you the means to have the image of the active chart sent to any printer on your network. The other four options provide an image (or a PDF document) file that can be saved to your computer.

## The Results Panel

Each row of the list beneath the Results panel represents one of the individuals that completed the assessment. By default, individuals are ordered alphabetically from top to bottom by last name in the **Name ( )** column. Moving your cursor over the tools and columns represented by icons provides you with a textual description of that tool or column.

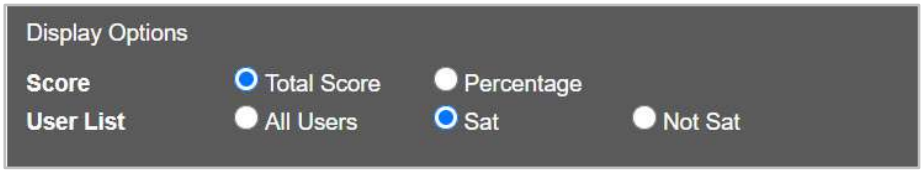
You can re-order the list by clicking the column headers for **Score ( )** or **Username ( )** or **Name ( )**. **NOTE** that this also re-orders the data in the **Chart Display** (so the bar charts in the Assessment Overview panel change as well). The **ID ( )** column cannot be used for sorting.

### *Releasing Withheld Feedback*

By default, summative assessments have results withheld from users until such time you consider it suitable for them to be released. You can also choose to withhold results for a formative assessment. To release withheld results and make them accessible to users click the **Release Feedback ( )** button.

### *Using Display Options*

Clicking the **Display Options ( )** button reveals additional options for viewing the list.




By default, the list displays the **Total Score** for all those who completed the assessment (**Sat**).

To view the **Score** as a **Percentage**, click the appropriate radio button.

To see a **User List** that has either **All Users** or those who did not take the assessment (**Not Sat**), click the appropriate radio button.

### *Exporting Results*

Click the **Export ( )** button to download a copy of the data in Excel® (XLS) format.

### *Viewing Assessment Results and Feedback for Individual Users*

To access assessment results for an individual user, click the small bubble icon to the right of the row.

An Assessment Summary page for the selected individual appears, providing the learner's **Name**, **ID**, **Submission Date** and **Time**, total **Score** and the results of each question. This page can be printed (or printed as a PDF) by clicking the Printer icon and completing the printing process for your device.

Each question lists its **Section** (e.g., Tablets and Capsules) and **Level** (e.g., Unit Dose) of complexity. The questions are also color-coded to show their associated **Module**. A key for these can be found at the bottom of the Assessment Summary page.

Click the View icon (the eye) at the end of the row to view the detailed feedback on that question.

**NOTE** that with an ADA, every question displays how three elements (i.e., conceptual, calculation and technical measurement) have been marked.

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In addition to repeating the learner's **Name**, **ID**, **Submission Date** and **Time**, and total **Score** from the Assessment Summary page, the Question page provides three (3) main elements of feedback:

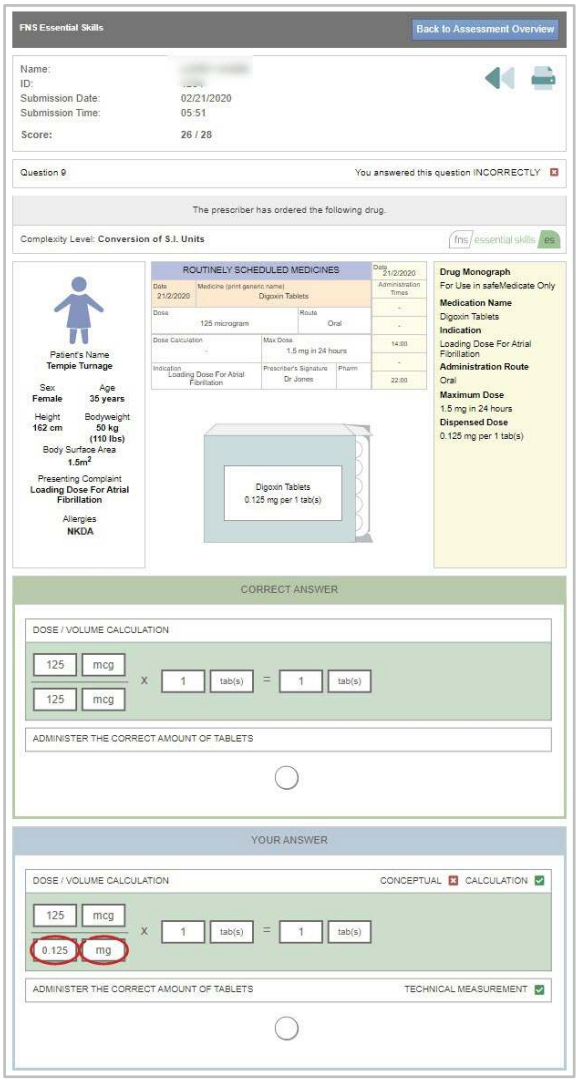
The top portion of the screen represents the key elements of the problem such as information regarding the patient and the prescribed dose.

The center portion of the screen shows the **Correct Answer** to the problem and technical measurement. **NOTE** that feedback for the AA does not include the problem setup (conceptual) and calculation components.

The lower portion of the screen shows the individual's answer to the problem and provides a comparison with that of the correct solution above.

Click the Arrow icon to return to the Assessment Summary page.

Click the **Back to Assessment Overview** button to return to the Assessment Overview page.




If you wish to see a chart for a specific individual, click the Bar Chart icon on the far right of the row with that person's results.

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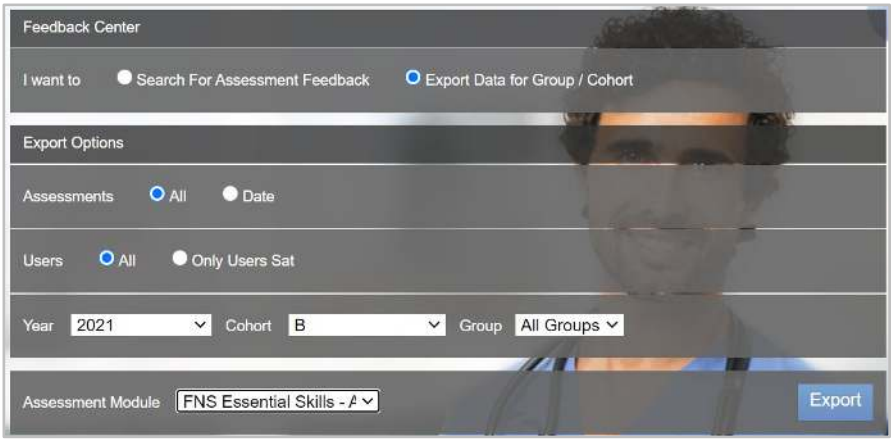
## Exporting data from the Feedback Center

In addition to viewing results on screen, the Feedback Center also provides tools to easily export the data in Excel® (XLS) format.

1. Click **Feedback Center** on the Main Menu.
2. Select **Export Data for Group/Cohort**




3. Select **All** assessments for the group or choose a specific **Date**.
4. Select **All** users to export the names of those in the group who did not take the assessment as well as those who completed the assessment or select **Only Users Sat**.
5. Choose the **Year** and **Cohort** and the relevant **Group**. You can also choose **All Groups** to export data for the entire cohort.

   The Assessment Module box becomes available.

6. Select the module whose results you wish to export (e.g., **FNS Essential Skills – AA**).
7. Click the **Export** button to download the results.

An XLS file is downloaded to your device with a summary of every assessment associated with that module for all learners in the group. If, for example, a student has taken four FNS Essential Skills ADAs as practice, you'll see the results for all four assessments on the downloaded worksheet.

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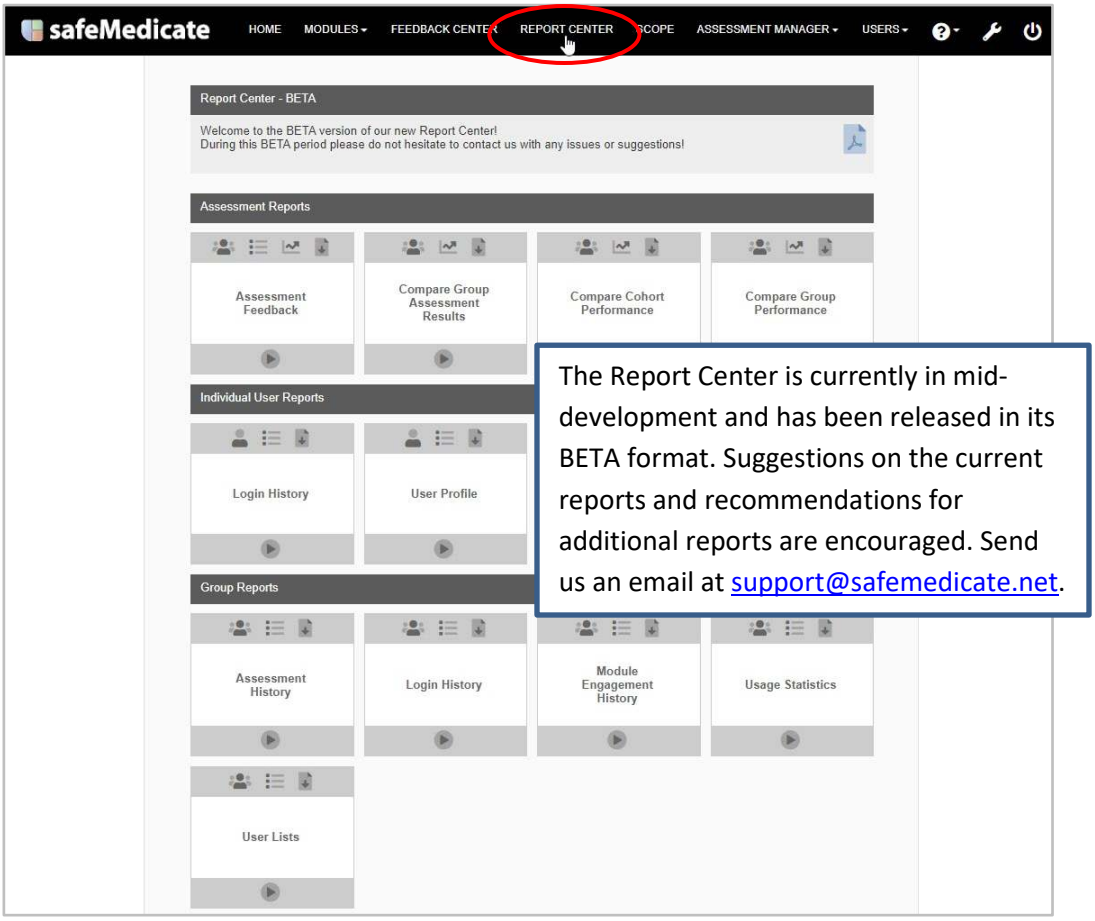
# The Report Center

The Report Center provides administrators with access to detailed reports, allowing you to monitor a learner's safeMedicate activity and results.

To navigate to the Report Center, click **Report Center** from the Main Menu.

The Report Center page appears.




There are three main report categories:

- Assessment Reports
- Individual User Reports
- Group Reports

Assessments Reports provide data on all assessments taken by learners in your program. This information can be filtered so you can choose assessments by group, course, date, or date range.

Individual User Reports provide data on a learner's use of safeMedicate as well as her or his practice and assessment attempts.

Group Reports offer a variety of feedback on assessment, login, and module engagement history, usage statistics, and list of all learners in a group or groups in a year and cohort.

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## Assessment Reports

Assessment Reports provide data on all assessments per type, module, and cohort or group.

Four Assessment Report formats are available:

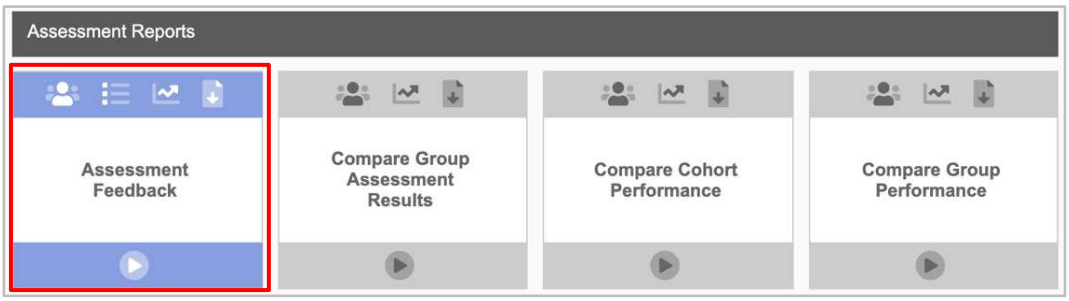
- **Assessment Feedback** – provides detailed information on learners' assessment results
- **Compare Group Assessment Results** – displays a bar chart showing group results
- **Compare Cohort Performance** – displays a line graph comparing cohort results
- **Compare Group Performance** – displays a line graph comparing group results

### Assessment Feedback

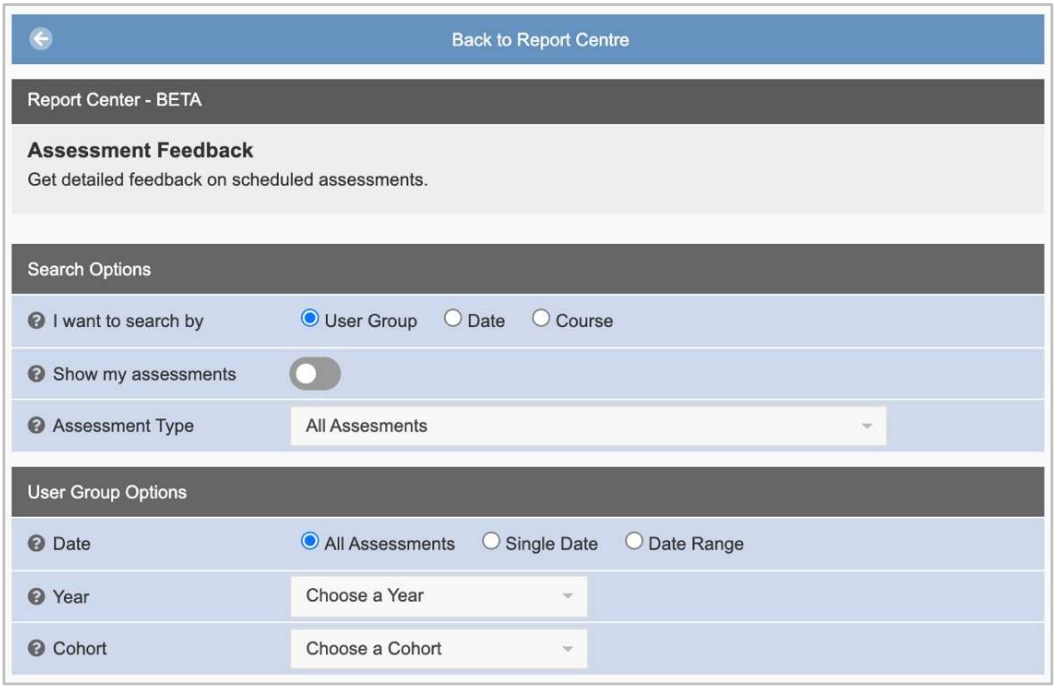
The Assessment Feedback report allows you to run a detailed report for any scheduled assessment.

To run an Assessment Feedback report,

1. Click the **Assessment Feedback** icon.




The Assessment Feedback report search screen appears.

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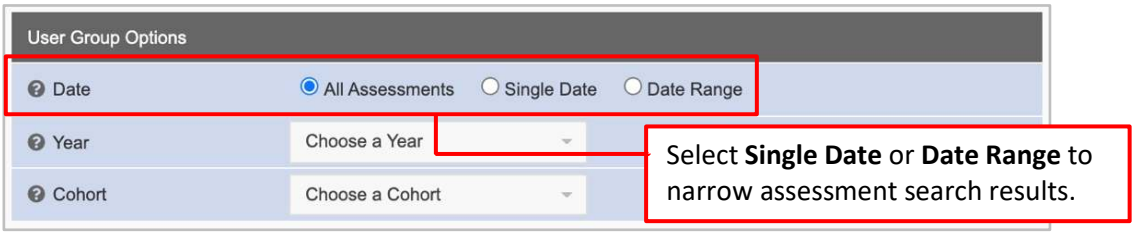
2. Search for an assessment by **User Group**, **Date**, or by **Course**.

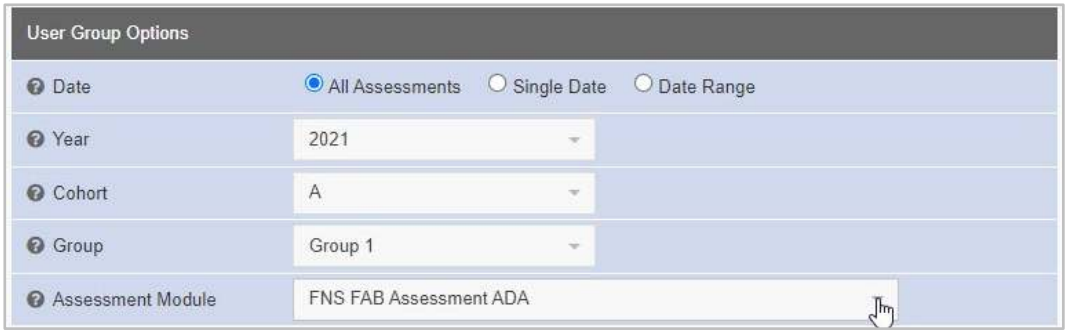
3. Toggle on **Show my assessments** to narrow your search to include only assessments you have scheduled.
4. Select an assessment type from the **Assessment Type** drop-down menu, choosing from **All Assessments**, **Summative Assessments**, or **Formative Assessments**.

When completing the desired User Group Options, **All Assessments** for all dates are chose by default for your assessment type.




Selecting **Single Date** or **Date Range** provides you with a calendar field, so you can narrow your search by entering the date or range of dates on which the desired assessment(s) took place.

5. Once you've chosen the date, select a **Year** and **Cohort**.
6. From the **Group** options that appear, choose a group, or **All Groups**, from the drop-down menu.
7. From the **Assessment Module** options that appear, choose a module, or **All Modules**, from the drop-down menu.

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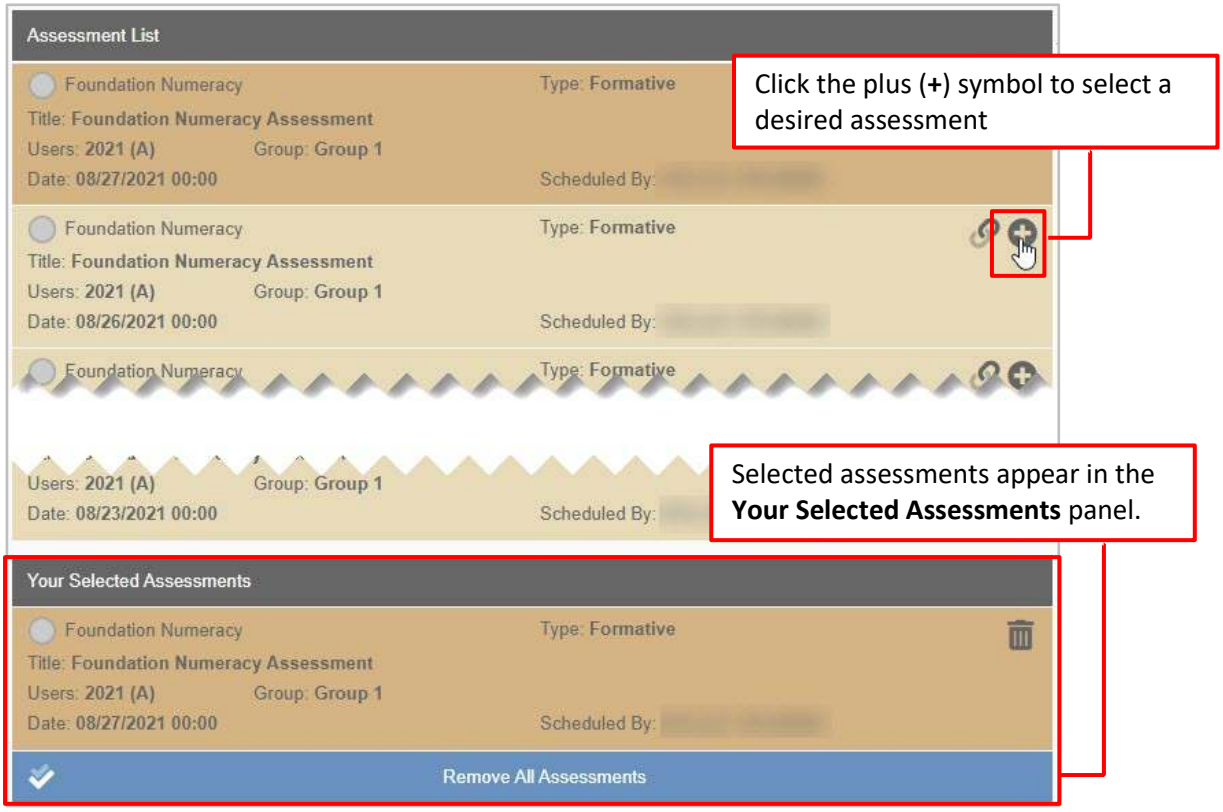
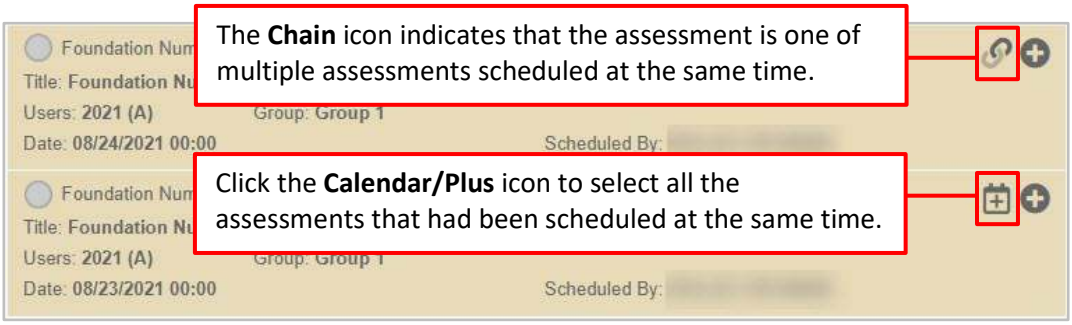
Once you have selected an assessment module, an **Assessment List** appears displaying all assessments matching the selected search criteria.

8. Select assessments by clicking the Plus (**+**) icon.

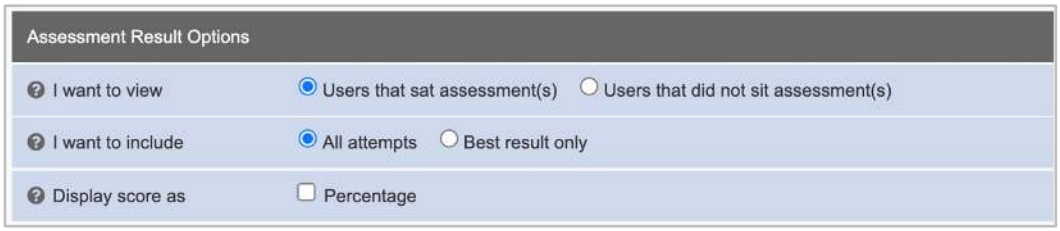
Selected assessments appear in the **Your Selected Assessments** panel beneath the **Assessment List**.




Assessments scheduled over multiple dates appear with a **Chain** icon, indicating their connection to each other. To select all these related assessments at once, click the **Calendar/Plus** icon displayed on the first of these scheduled assessments.



The **Assessment Result Options** panel provides additional criteria for information included in the report.




The **I want to view** option allows you to choose whether you want to run a report for users that sat the assessment, or users that did not sit the assessment.

The **I want to include** option allows you to choose which information is displayed for assessments where multiple attempts were given.

By default, the Assessment Overview displays the learners' scores as the number correct over the number of points possible (e.g., 38/40). Select the **Percentage** checkbox if you want to display the user's scores as a percentage in the Assessment Overview list.

**NOTE**: learners' scores are always shown as a percentage when hovering over the Assessment Overview bar graph.

When all selections are made, click **Run Report**.

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The **Assessment Feedback** screen appears, displaying three main sections: the assessment details and navigation and export options at the top, a bar chart in the middle, and a list of the learners and their results on the bottom.

### *Assessment Details*

The top section of the Assessment Overview screen shows the report's **Assessment Title**.

When more than one assessment has been selected, only the title of **Multiple Assessments Chosen** appears.

When one assessment has been selected, the details of the selected assessment, including module, and type, area of practice, date taken, user group, and the name of the administrator who scheduled the assessment appear below the Title.

The navigation and print option icons appear on the upper-right of the page.

Click the Blank Page icon to Return to the original Assessment Feedback page.

Click the Edit Page icon to return to a page with your current selections.

Click the icon you want to export as a PDF, a JPEG, a CSV, or an XLSX (Excel) file.

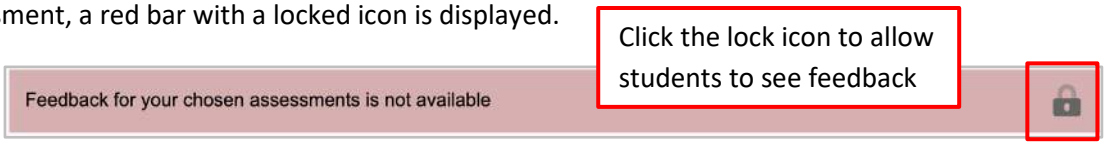
Hover over any of the icons to identify their functions.

### *Assessment Feedback Availability*

A bar showing feedback availability appears at the bottom of the assessment detail panel.

Formative Assessments are, by default, scheduled so students receive feedback for the assessment, and a green bar with an unlocked icon is displayed.

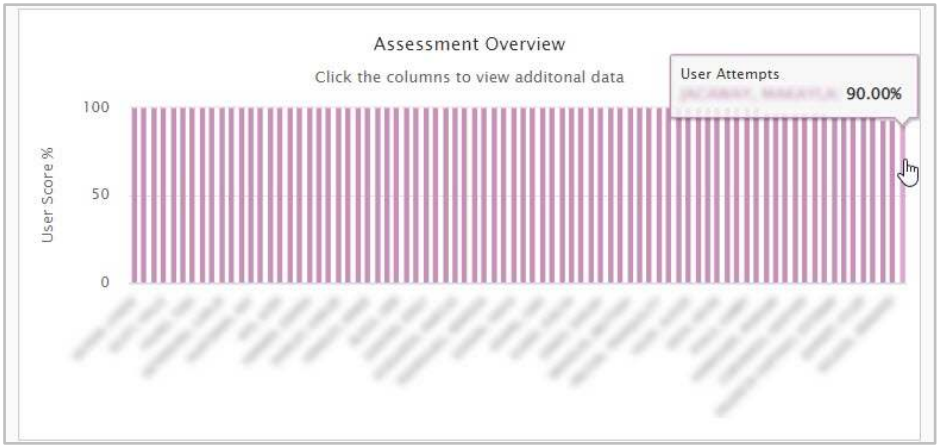
When students take a summative assessment or when the feedback is withheld on a Formative Assessment, a red bar with a locked icon is displayed.




To release the feedback of a locked assessment, click the lock icon. (**NOTE:** the unlock icon can also be clicked to withhold feedback of an unlocked assessment.)

### *Assessment Overview Bar Chart*

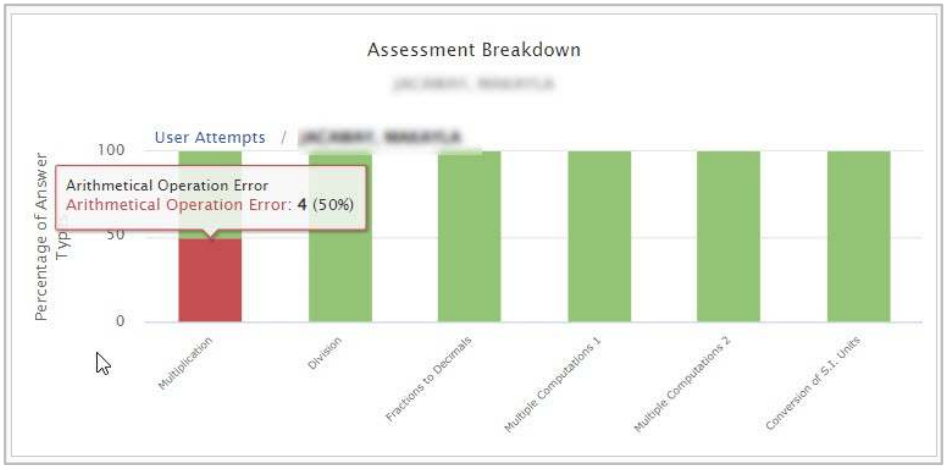
The middle section of the Assessment Overview screen displays the student results in a bar chart. Hover your mouse over an individual bar to display a pop-up showing the students name and percentage score.




Click an individual student to view the assessment breakdown for that student.

An Assessment Breakdown bar chart appears for that student.

Hover over a bar for more information. ADA and AA assessments provide competency percentages, while the Foundation Numeracy provides a percentage of the error.

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### *List of Results*

The bottom portion of the Assessment Overview screen displays the student results in a table format.

| | | | | | | |
|---|---|---|---|---|---|---|
| 1029384 | auth20b173 | Miles, Chloe | 41 minutes | 150/150 | | |
| 1029384 | auth20b174 | Evans, Gavin | 41 minutes | 150/150 | | |
| 1029384 | auth20b175 | Black, Scott | 48 minutes | 150/150 | | |
| 1029384 | auth20b177 | Turton, Jenny | 77 minutes | 150/150 | | |
| 1029384 | auth20b178 | Dann, James | 106 minutes | 150/150 | | |
| 1029384 | auth20b179 | Weaver, Dani | 64 minutes | 150/150 | | |
| 1029384 | auth20b181 | Amos, Amy | 58 minutes | 150/150 | | |
| 1029384 | auth20b182 | Kinsey, Dani | 110 minutes | 150/150 | | |
| 1029384 | auth20b183 | Boland, Chloe | 73 minutes | 150/150 | | |
| 1029384 | auth20b184 | Ball, Anna | 66 minutes | 150/150 | | |

Each row of the list represents one individual student that completed the assessment.

You can re-order the list by clicking the icon in the column headers for **User ID**, **Username**, **Name**, **Duration in the Assessment**, and the **Score**. Moving your cursor over the column header icons gives you a textual description of that icon.

**NOTE:** Re-ordering the list also re-orders that data in the Bar Chart display.

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The final two icons at the top of the list reference the learner data and are activated by clicking the icons at the end of the row for the learner whose results you wish to see.

- Clicking the Chart icon displays the Assessment Breakdown chart for that learner (described above).
- Clicking the View (eye) icon displays the assessment results for that learner.

Clicking the View icon displays the Assessment Summary page for the selected individual, providing the learner's **Name**, **ID**, **Submission Date** and **Time**, total **Score** and the results of each question. This page can be printed (or printed as a PDF) by clicking the Printer icon and completing the printing process for your device.

Each question lists its **Section** (e.g., Tablets and Capsules) and **Level** (e.g., Unit Dose) of complexity. The questions are also color-coded to show their associated **Module**. A key for these can be found at the bottom of the Assessment Summary page.

Click the View icon (the eye) at the end of the row to view the detailed feedback on that question.

**NOTE** that with an ADA, every question displays how three elements (i.e., conceptual, calculation and technical measurement) have been marked.

When you click the View icon at the end of the row, the question with detailed feedback on the learner's response appears.

In addition to repeating the learner's **Name**, **ID**, **Submission Date** and **Time**, and total **Score** from the Assessment Summary page, the Question page provides three (3) main elements of feedback:

The top portion of the screen represents the key elements of the problem such as information regarding the patient and the prescribed dose.

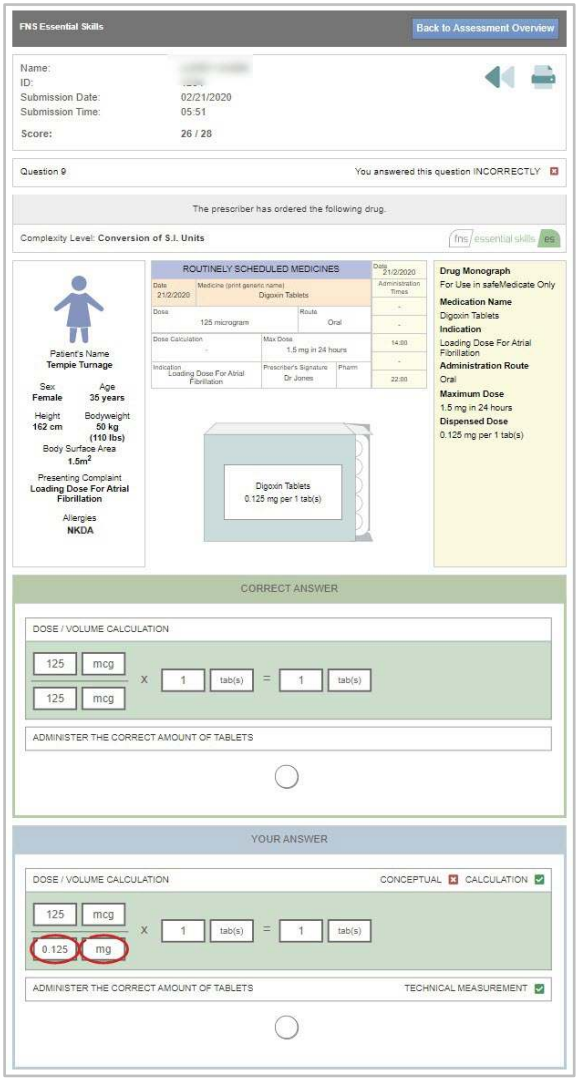
The center portion of the screen shows the **Correct Answer** to the problem and technical measurement.

**NOTE** that feedback for the AA does not include the problem setup (i.e., conceptual) and calculation components.

The lower portion of the screen shows the individual's answer to the problem and provides a comparison with that of the correct solution above.

Click the Arrow icon to return to the Assessment Summary page.

Click the **Back to Assessment Overview** button to return to the Assessment Overview page.

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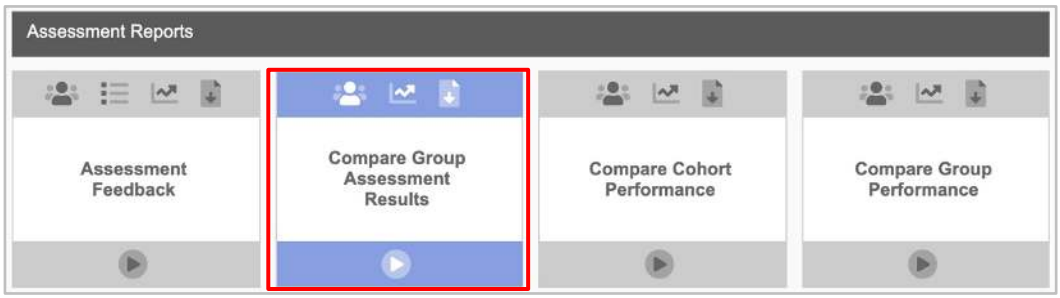
## Compare Group Assessment Results

The Compare Group Assessment report allows you to compare results between two or more assessments for the same module, or the results of a selected module assessment over time.

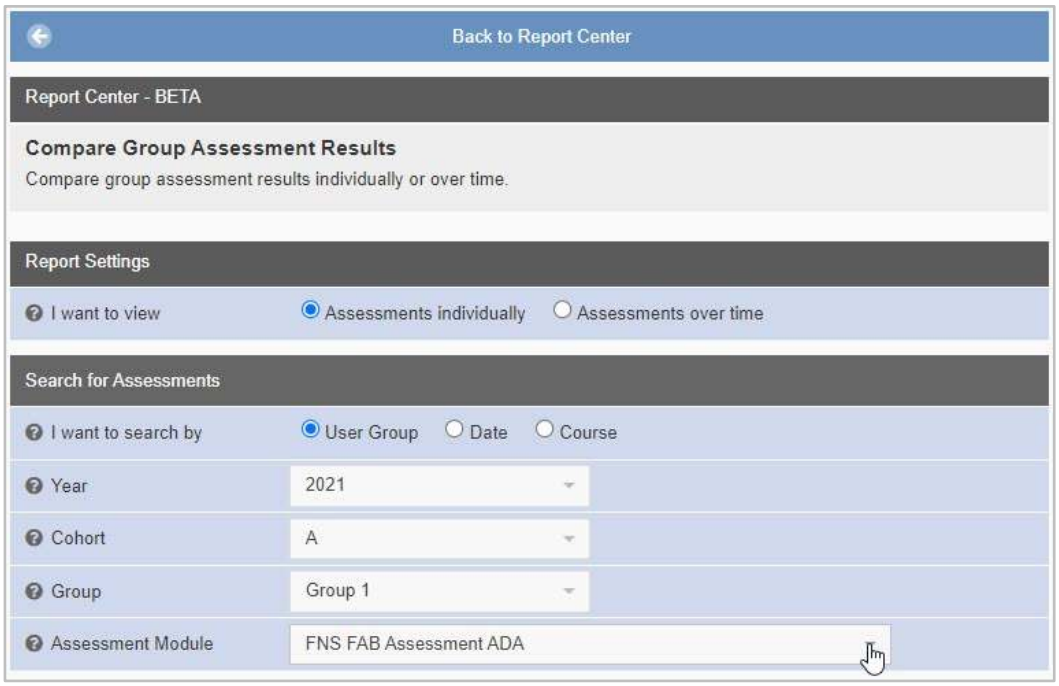
To run the comparison report, click the **Compare Group Assessment Results** icon.




The Compare Group Assessment Results report search screen appears.

The **Assessments individually** option is selected by default. This option allows you to compare the results of two or more assessments using bar charts. The **Assessments over time** option provides a line graph to show the comparison on the assessment dates selected.

You can search for Assessments by **User Group**, **Date**, or by **Course**.



### *Comparing the Results of Two or More Assessments*

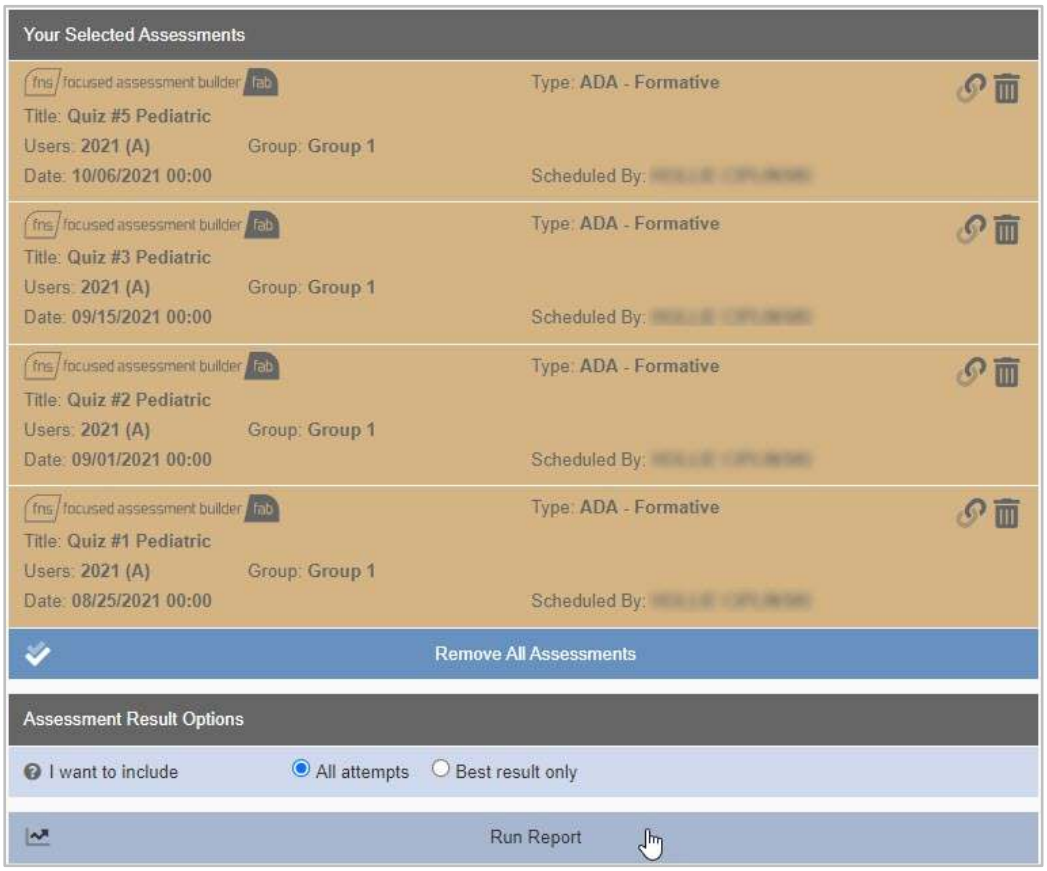
The **Assessments individually** option is selected by default. This option allows you to compare the results of two or more assessments.

You can search for assessments by **User Group**, **Date**, or by **Course**. Once you have selected your desired search criteria, the **Assessment List** panel appears displaying all assessments matching the selected criteria.

Select assessments by clicking the Plus (**+**) icon.

Assessments scheduled over multiple dates appear with a **Chain** icon, indicating their connection to each other. To select all these related assessments at once, click the **Calendar/Plus** icon displayed on the first of these scheduled assessments.

Selected assessments appear in the **Your Selected Assessments** panel beneath the **Assessment List**.




The **Assessment Result Option** panel appears below the list of assessments. The **Best result only** option allows you to choose only the highest learner scores from those assessments where multiple attempts were given.

When all selections are made, click **Run Report**.

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The Compare Group Assessment Results screen appears. Bar charts for the **Competence Scores** for each assessment are displayed for comparison. Hover your mouse over a chart to display a pop-up showing the competence score information for that assessment.

**NOTE**: in place of the **Competence Scores**, the Foundation Numeracy Assessment displays the **Skill Domain Scores**.

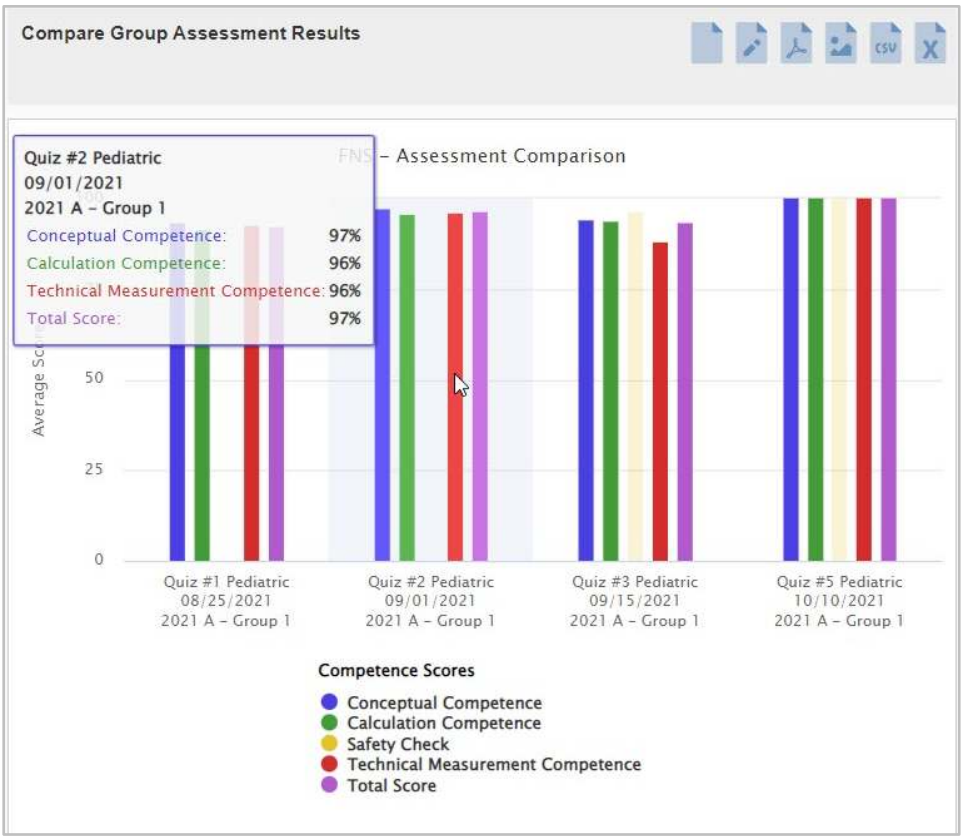
The navigation and export option icons appear on the upper-right of the page.

Click the Blank Page icon to Return to the original Assessment Feedback page.

Click the Edit Page icon to return to a page with your current selections.

Click the icon you want to export as a PDF, a JPEG, a CSV, or an XLSX (Excel) file.

Hover over any of the icons to identify their functions.



### *Comparing the Results of an Assessment Over Time*

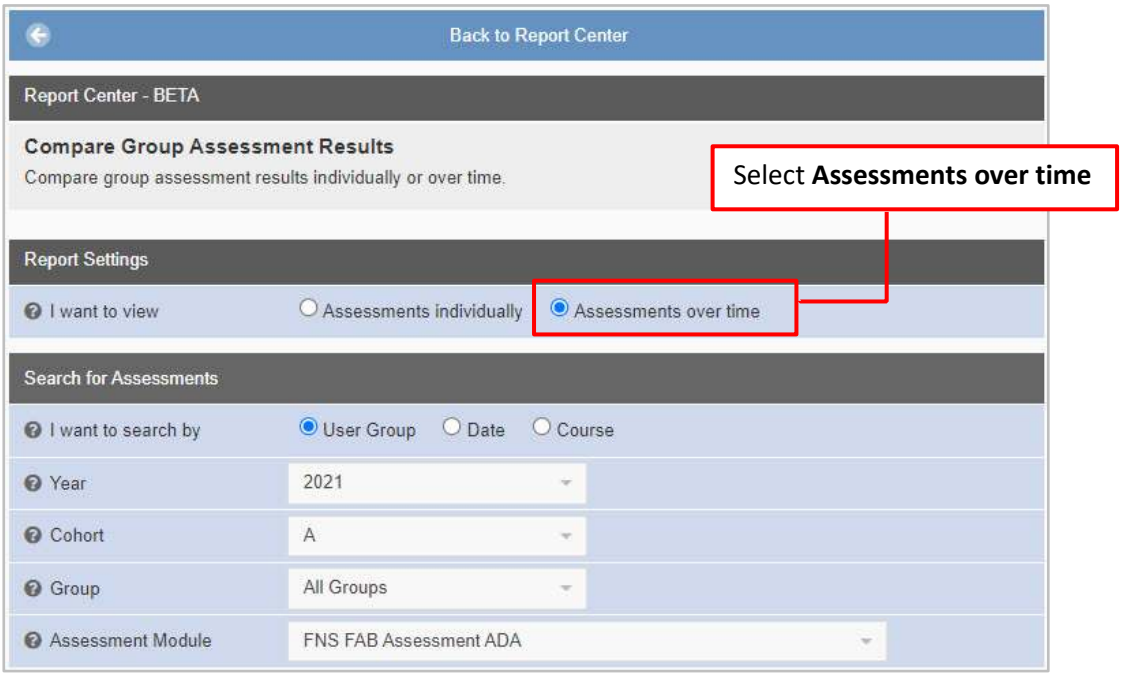
To compare the results of an assessment over time, select the **Assessments over time** option on the **Report Settings** panel.

Only differently scheduled assessments can be compared over time. An assessment scheduled for multiple days cannot be compared to itself using this option. Each scheduled assessment, including those available for multiple days, is displayed as one assessment on the line graph.

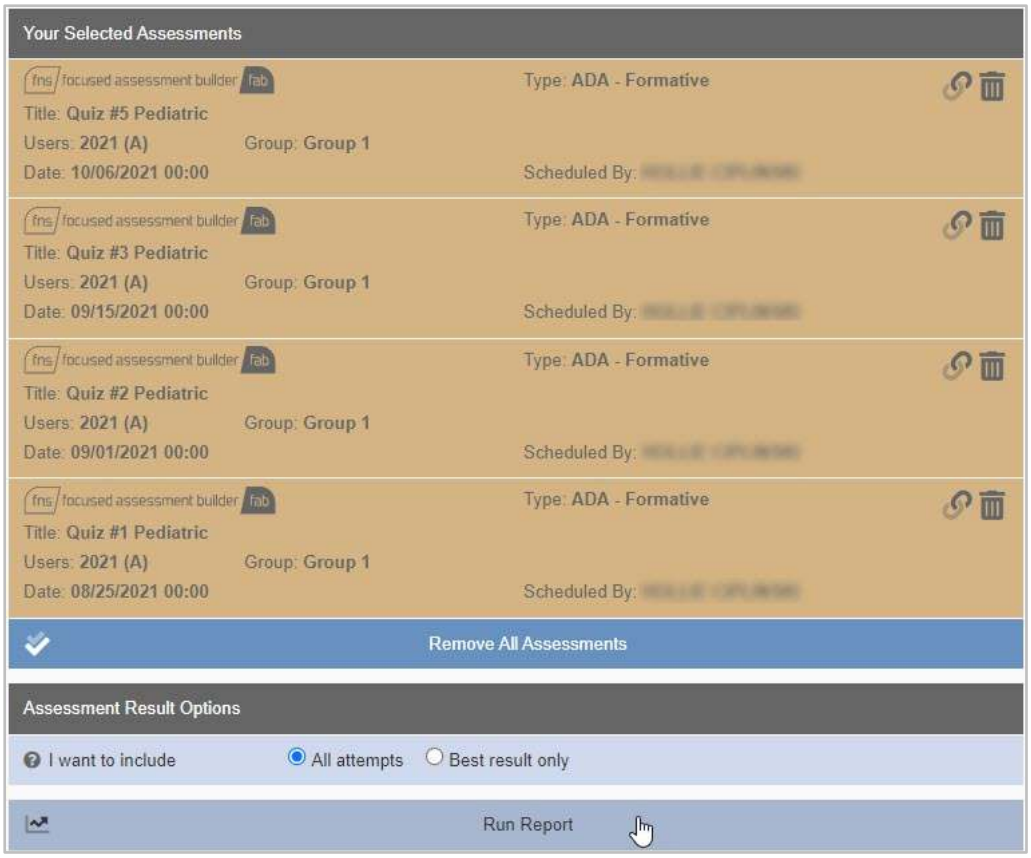
You can search for assessments by **User Group**, **Date**, or by **Course**. Once you have selected your desired search criteria, the **Assessment List** panel appears displaying all assessments matching the selected criteria.

Select assessments by clicking the Plus (**+**) icon.

Assessments scheduled over multiple dates appear with a **Chain** icon, indicating their connection to each other. To select all these related assessments at once, click the **Calendar/Plus** icon displayed on the first of these scheduled assessments.



Selected assessments appear in the **Your Selected Assessments** panel beneath the **Assessment List**.




The **Assessment Result Option** panel appears below the list of assessments. The **Best result only** option allows you to choose only the highest learner scores from those assessments where multiple attempts were given.

When all selections are made, click **Run Report**.

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The Compare Group Assessment Results screen appears. A line graph is displayed comparing the **Competence Scores** of the assessment by each subsequent date. Hover your mouse over a chart to display a pop-up showing the competence score information for that assessment.

**NOTE**: in place of the **Competence Scores**, the Foundation Numeracy Assessment displays the **Skill Domain Scores**.

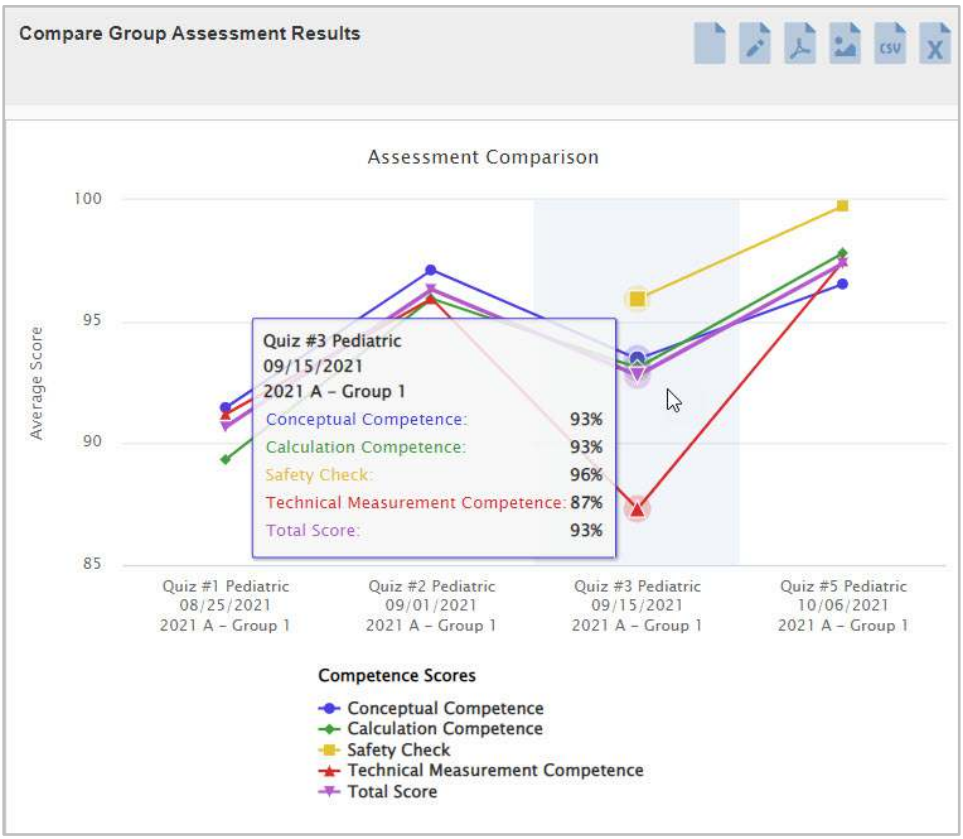
The navigation and export option icons appear on the upper-right of the page.

Click the Blank Page icon to Return to the original Assessment Feedback page.

Click the Edit Page icon to return to a page with your current selections.

Click the icon you want to export as a PDF, a JPEG, a CSV, or an XLSX (Excel) file.

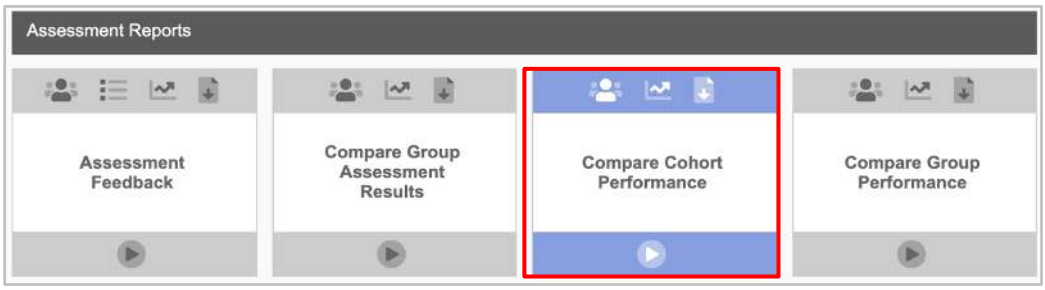
Hover over any of the icons to identify their functions.



## Compare Cohort Performance

The Compare Cohort Performance report allows you to compare assessment results between cohorts for the same assessment.

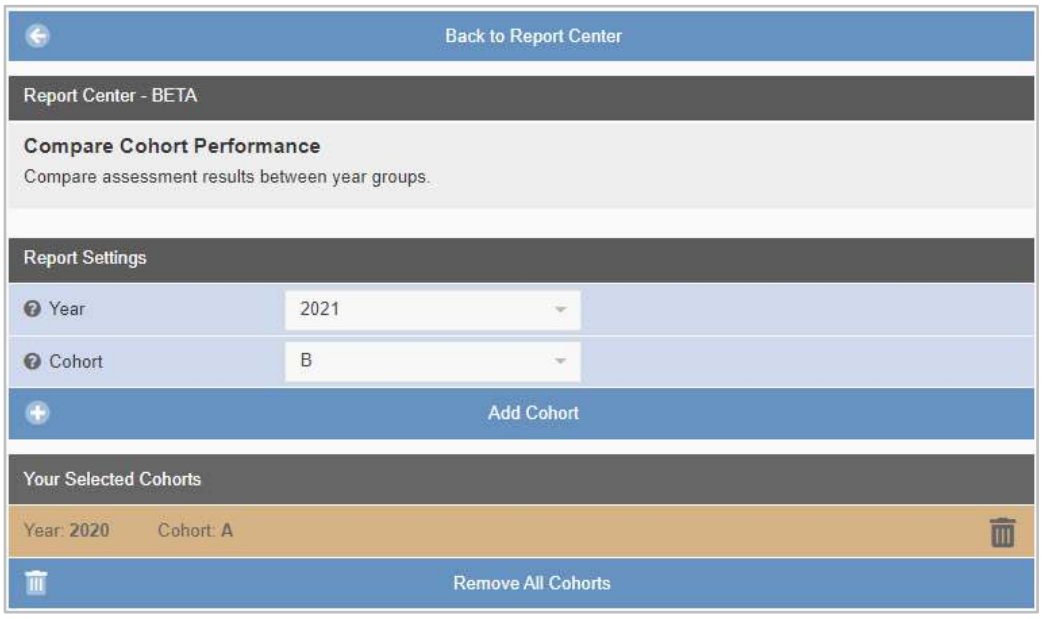
To run a Compare Cohort Performance report, click the **Compare Cohort Performance** icon.




The Compare Cohort Performance report search screen appears.

Select the desired **Year** and **Cohort** for one of the cohorts you wish to compare, then click **Add Cohort**.

The first cohort appears in the **Your Selected Cohorts** panel.




Once the first cohort appears, select the desired **Year** and **Cohort** for the additional cohorts you wish to compare, clicking **Add Cohort** for each additional cohort. As you add them, the cohorts appear in the **Your Selected Cohorts** panel. To delete a cohort from the list, click the Trash Can icon on the right of that cohort's row.

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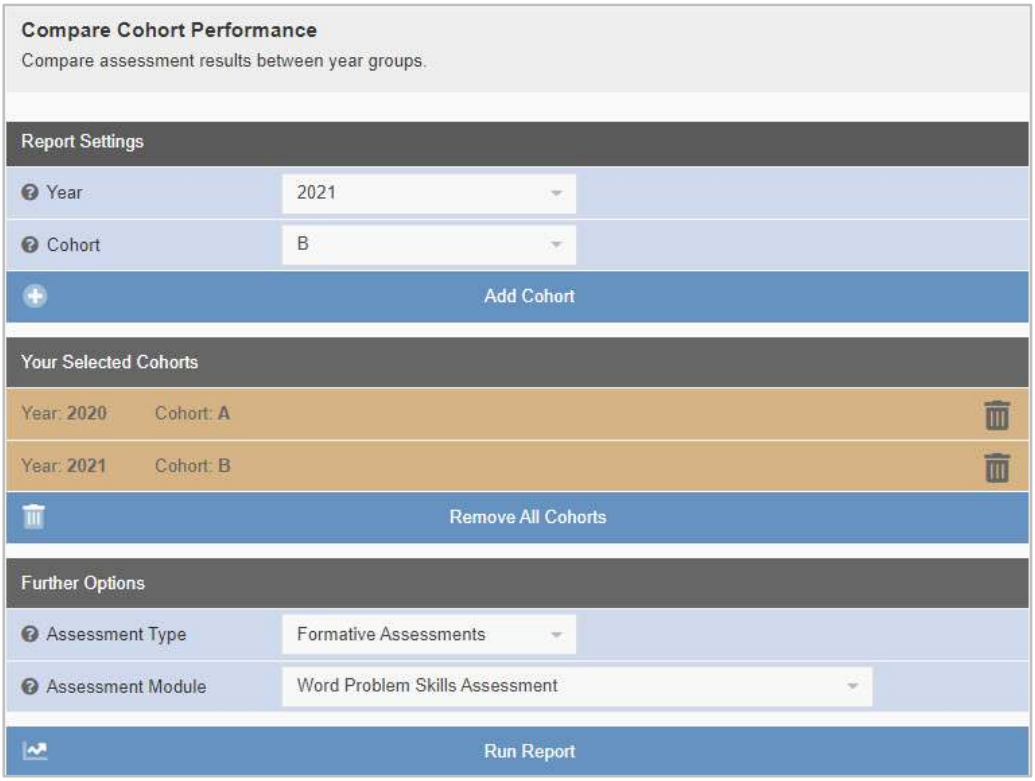
Once you have added the cohorts you want to compare, complete the fields in the **Further Options** panel.




When all selections are made, click **Run Report**. To start over, click **Remove All Cohorts**.

The Compare Group Assessment Results screen appears with a line graph displaying the average score on the assessment charted by the number of assessments as they occurred over time. Each cohort in the comparison appears in a different color. Hover your mouse over a point on the graph to display a pop-up showing score information for that assessment.

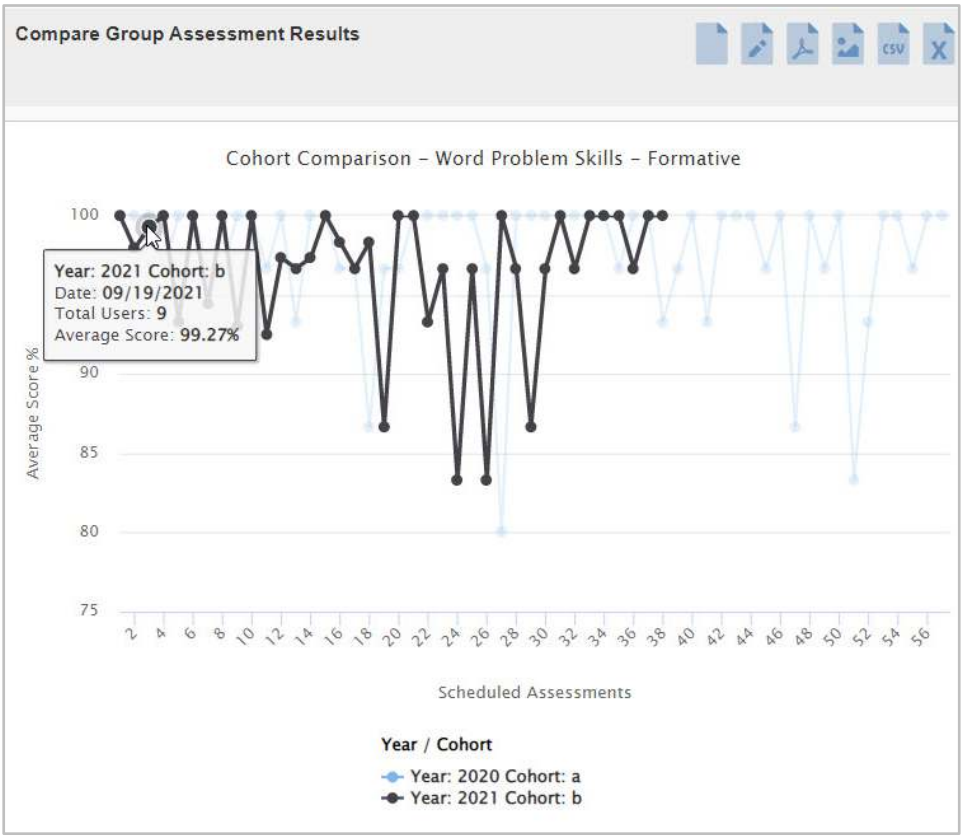
The navigation and export option icons appear on the upper-right of the page.

Click the Blank Page icon to Return to the original Assessment Feedback page.

Click the Edit Page icon to return to a page with your current selections.

Click the icon you want to export as a PDF, a JPEG, a CSV, or an XLSX (Excel) file.

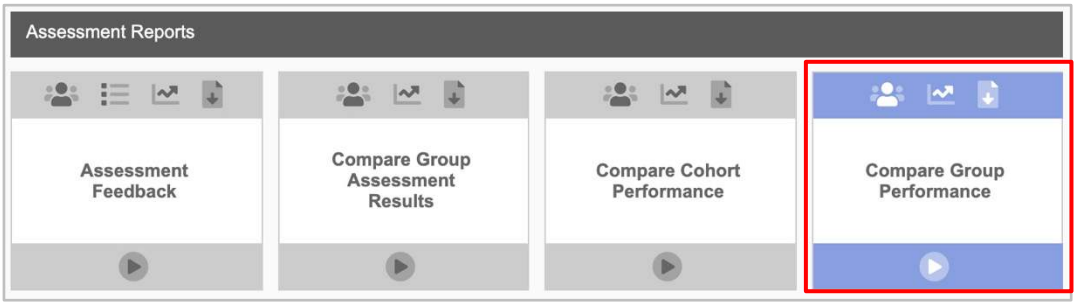
Hover over any of the icons to identify their functions.



## Compare Group Performance

The Compare Group Performance report allows you to compare assessment results associated with the same module between groups of users.

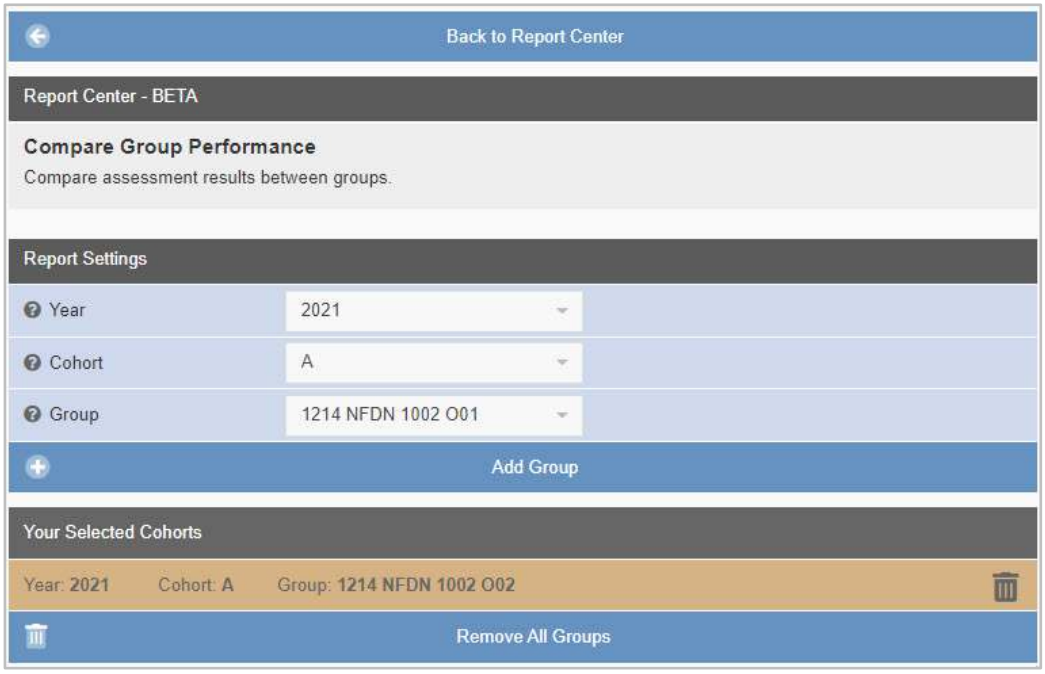
To run a Compare Group Performance report, click the **Compare Group Performance** icon.




The Compare Group Performance report search screen appears.

Using the drop-down menus, select the desired **Year**, **Cohort**, and **Group** for one of the groups you wish to compare, then click **Add Group**.

The first group appears in the **Your Selected Groups** panel.




Once the first group appears, select the desired **Year**, **Cohort**, and **Group** for each of the additional groups you wish to compare, clicking **Add Group** for each additional group. As you add them, the groups appear in the **Your Selected Cohorts** panel. To delete a group from the list, click the Trash Can icon on the right of that group's row.

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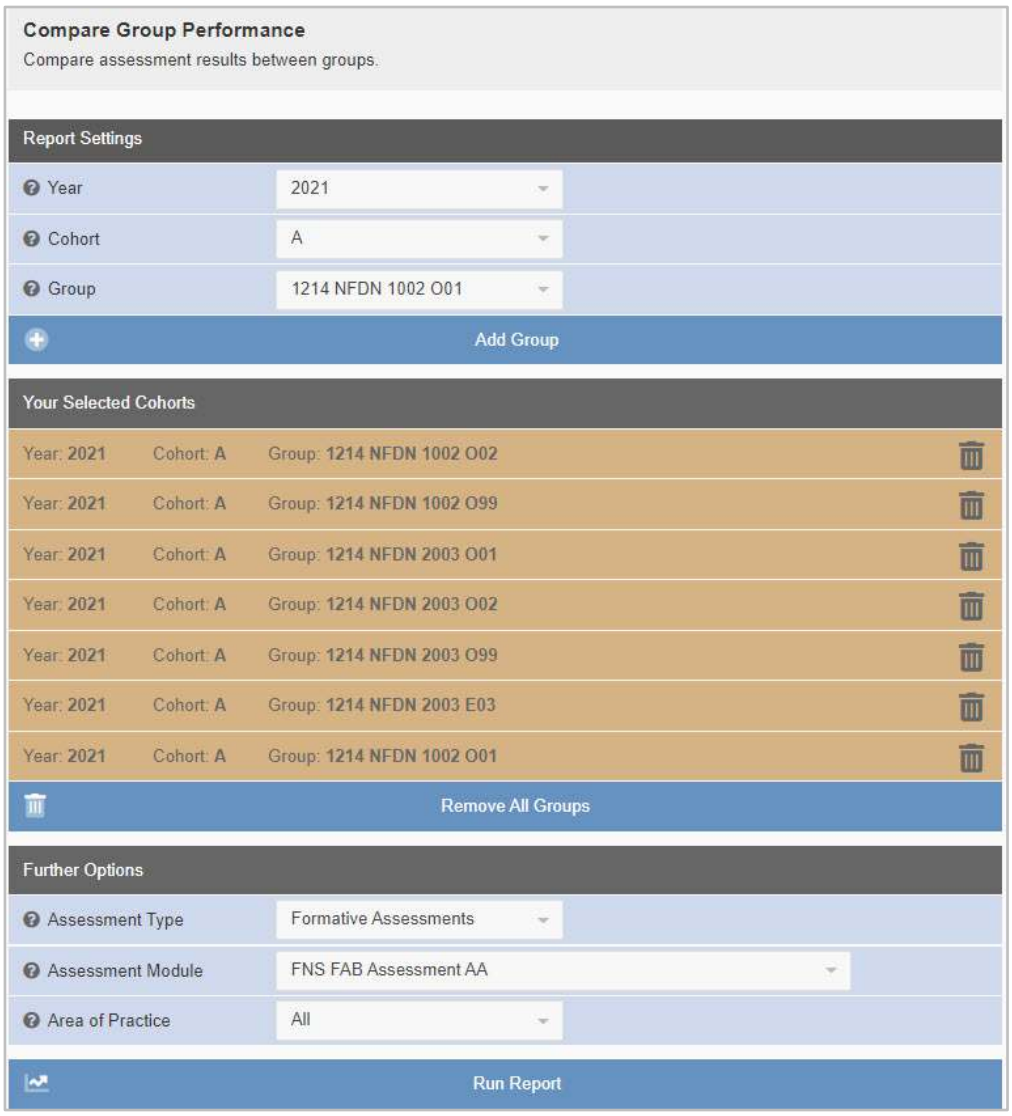
Once you have added the cohorts you want to compare, complete the fields in the **Further Options** panel.




When all selections are made, click **Run Report**. To start over, click **Remove All Groups**.

The Compare Group Assessment Results screen appears with a line graph displaying the average score on the assessment charted by the number of assessments as they occurred over time. Each group in the comparison appears in a different color. Hover your mouse over a point on the graph to display a pop-up showing score information for that assessment.

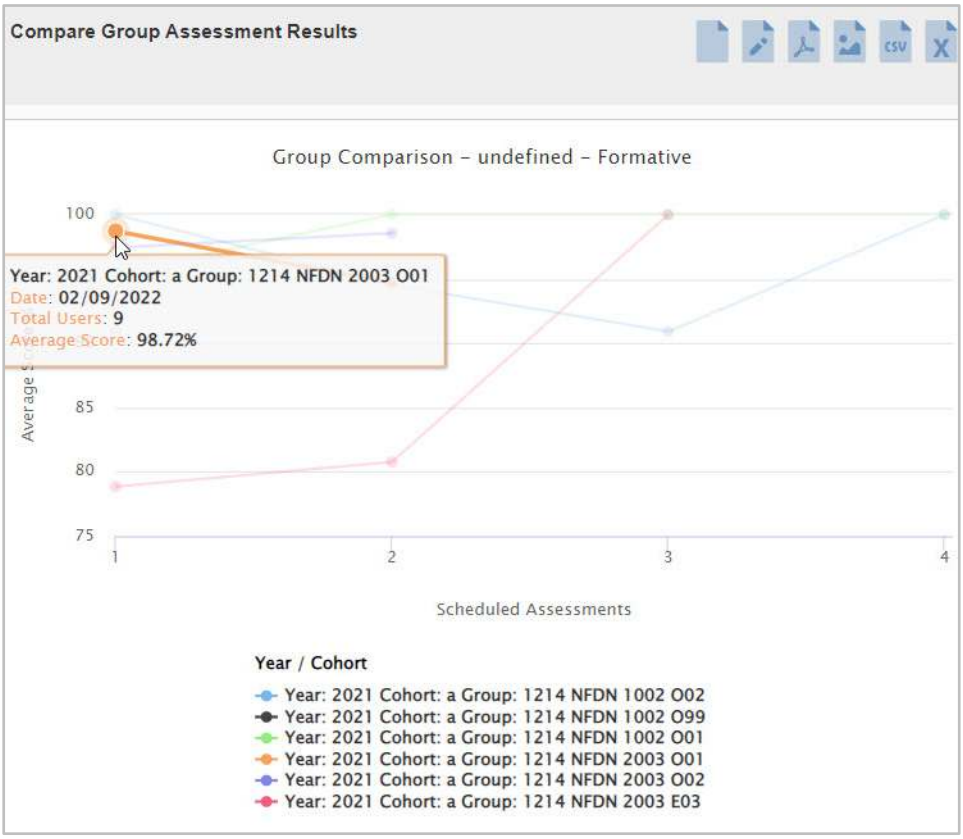
The navigation and export option icons appear on the upper-right of the page.

Click the Blank Page icon to Return to the original Assessment Feedback page.

Click the Edit Page icon to return to a page with your current selections.

Click the icon you want to export as a PDF, a JPEG, a CSV, or an XLSX (Excel) file.

Hover over any of the icons to identify their functions.

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## Individual User Reports

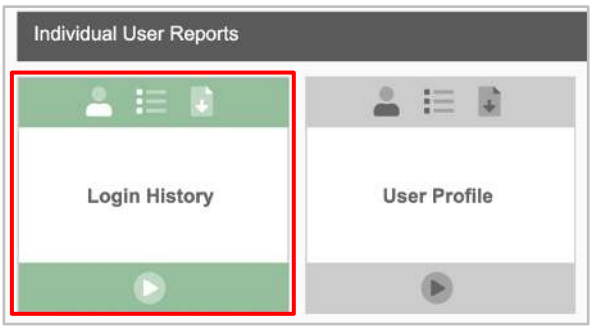
Individual User Reports provide you with an overview of the learner's use of safeMedicate in two report formats:

- Login History – provides the dates, times, and duration of all logins
- User Profile – provides the learner's module progress and, optionally, assessments taken

### Login History

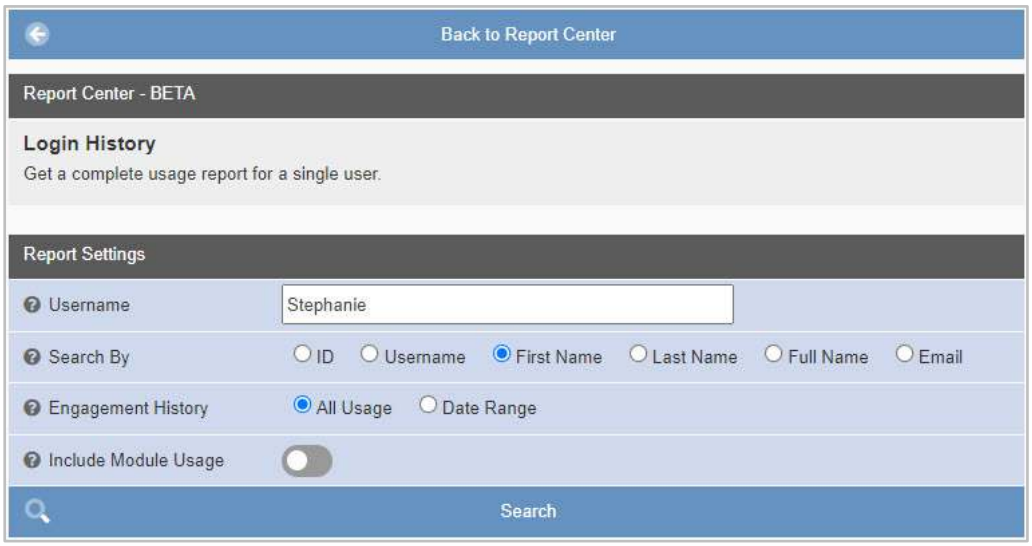
The Login History report for individual users shows all login and usage information for one learner.

To run a Login History report, click the **Login History** icon.




The Login History report search screen appears. To search for a user, enter the user's full **ID**, **Username**, any portion of the user's name, or **Email** address, then select the corresponding option in the **Search By** field.

You can filter your search by selecting **Date Range** to view the login history for a specific period of time. When you select **Date Range**, two calendar fields appear. Click the Calendar icon to open a Calendar dialog box that provides you with the ability to navigate to the desired year and month. Click the day on that month to set the date.




Toggle on **Include Module Usage** to include module usage information for each login session.

Click **Search**.

A list of learners matching your search criteria appears.

Select the desired user by clicking the view icon.

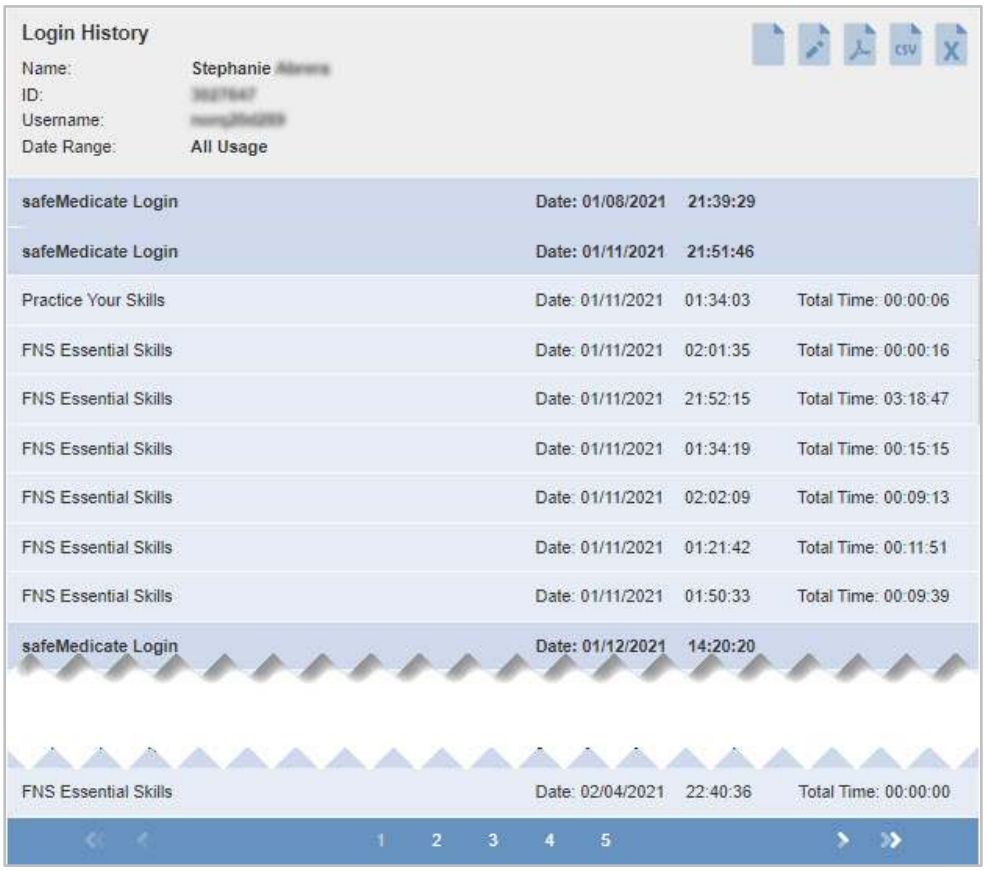
The Login History report screen appears displaying a list of usage history including login date, the time of login, and total time spent in each module (if **Include Module Usage** is selected) for that date. If the report returns multiple pages, navigation arrows appear at the bottom.

The navigation and export option icons appear on the upper-right of the page.

Click the Blank Page icon to Return to the original Assessment Feedback page.

Click the Edit Page icon to return to a page with your current selections.

Click the icon you want to export as a PDF, a CSV, or an XLSX (Excel) file.

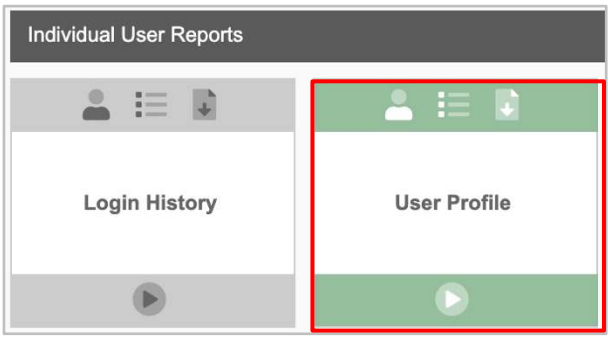



Hover over any of the icons to identify their functions.

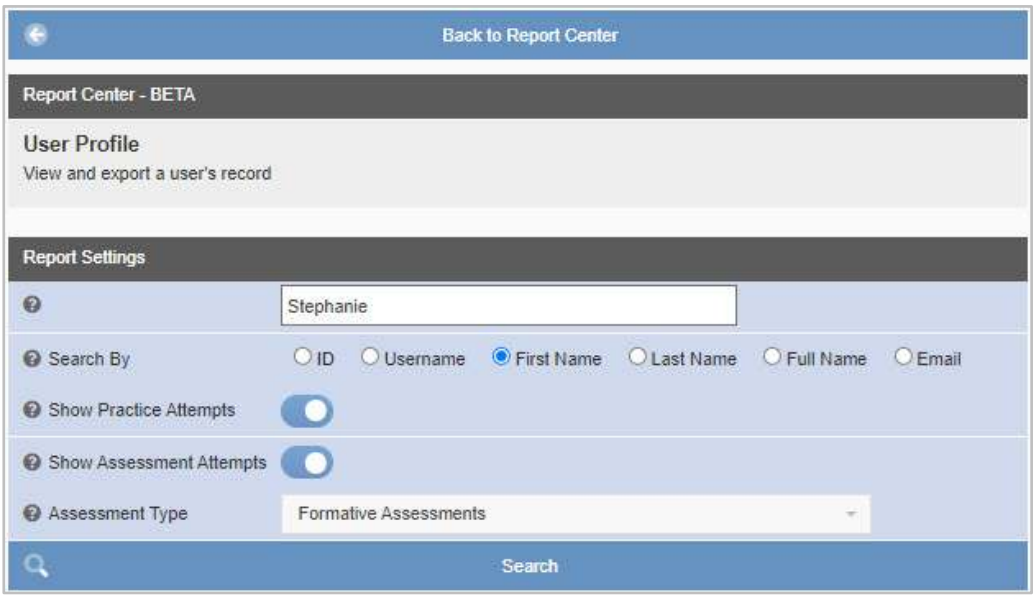
## User Profile

The User Profile report allows you to view and export an entire user record. The report shows module progress, and you can optionally include the scores of practice assessments and assessments the learner has taken.

To run a User Profile report, click the **User Profile** icon.




The User Profile report search screen appears. To search for a user, enter the user's full **ID**, **Username**, any portion of the user's name, or **Email** address, then select the corresponding option in the **Search By** field.




Toggle on **Show Practice Attempts** to include the scores of practice assessments completed by the user in the Practice Your Skills section of each module.

Toggle on **Show Assessment Attempts** to include the scheduled assessment results. When selected, a drop-down appears for **Assessment Type**. You can choose to include **All Assessments**, **Formative Assessments**, or **Summative Assessments**.

Click **Search**.

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A list of results matching your search criteria appears.

Select the desired user by clicking the view icon. The User Profile report screen appears.

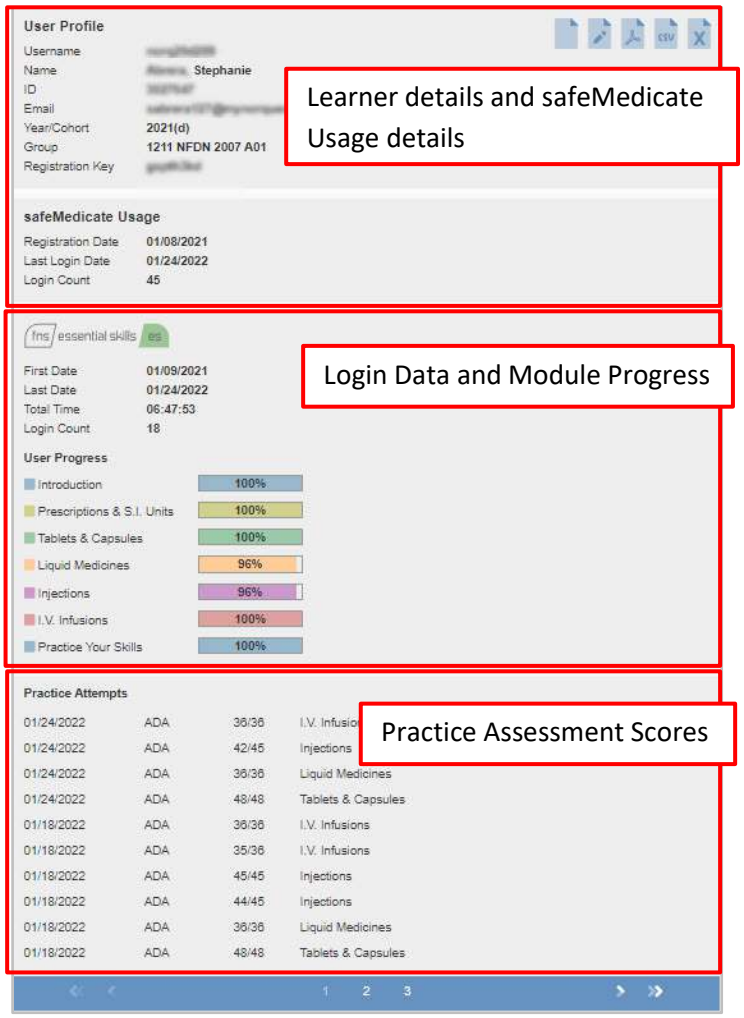
The top section of the User Profile report includes the learner's details and safeMedicate Usage details like the Last **Login Date** and the **Login Count**.

Each module appears below the profile and usage. These sections shows the learner's progress for each safe medicate module as well as the **Total Time** and the **Login Count** for each module. If the **Show Practice Attempts** option was selected, the scores are included below the **User Progress** in that module.

The navigation and export option icons appear on the upper-right of the page.

Click the Blank Page icon to Return to the original Assessment Feedback page. Click the Edit Page icon to return to a page with your current selections. Click the icon you want to export as a PDF, a CSV, or an XLSX (Excel) file. Hover over any of the icons to identify their functions.

If the report returns multiple pages, navigation arrows appear at the bottom.




If the **Show Assessment Attempts** option was selected, the assessment details will appear at the bottom section of the report screen.

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## Group Reports

Group reports provide you with data from all the learners in a group or groups, so they're generally longer reports containing a great deal of information.

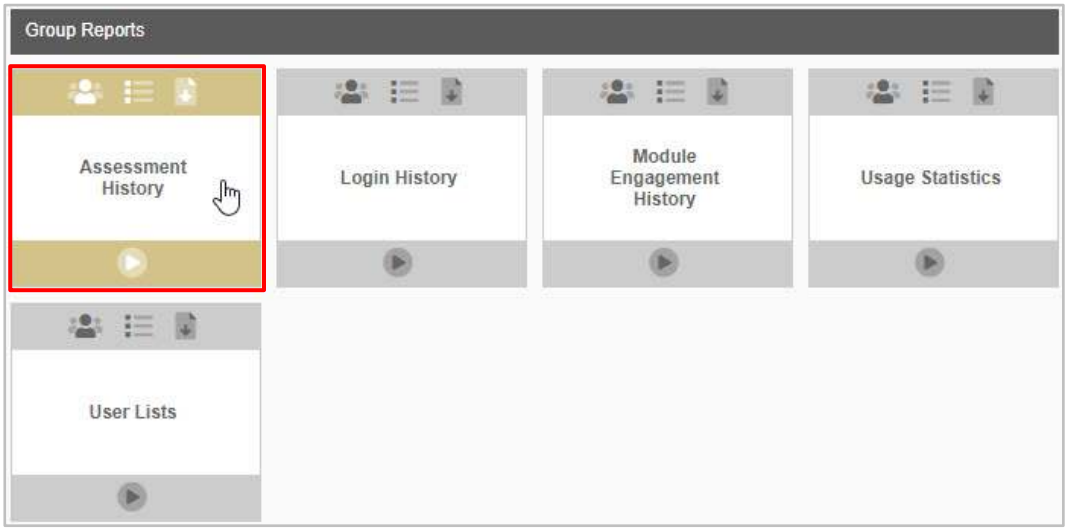
Five report formats are currently available under Group Reports:

- Assessment History – provides all scores for all learners taking the selected assessment(s)
- Login History – provides each login made by all the learners in the selected group(s)
- Module Engagement History – provides the login times in modules for all learners in selected group(s)
- Usage Statistics – provides a snapshot of logins, engagement hours, and all assessments for a group or groups of learners, or for all learners
- User Lists – provides a list of all users, registered and/or un-registered in a group or groups

### Assessment History

The Assessment History report shows a summary of the completed assessments for all the learners in a group.

To run an Assessment History report, click the **Assessment History** icon.



The Assessment History report search screen appears.

You can search by **User Group**, or by **Course**.

Select **All Assessments**, **Formative Assessments** or **Summative Assessments** from the **Assessment Type** drop-down menu, then select your desired search criteria.

Groups, or Courses, appear in the search panel based on your selections.

Click the Plus **(+)** icon to select groups or click the **Select All Groups** bar at the bottom.

Click **Remove All Groups** to clear your entry.

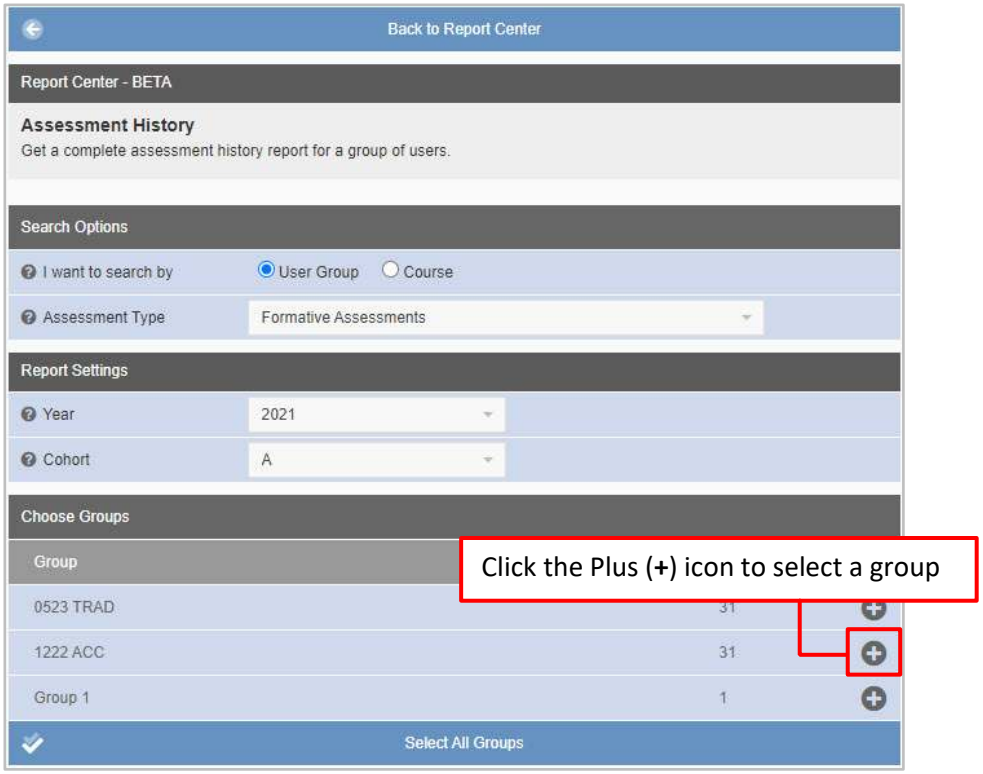
A list of **Assessment Modules** for the selected group, or groups, appears.

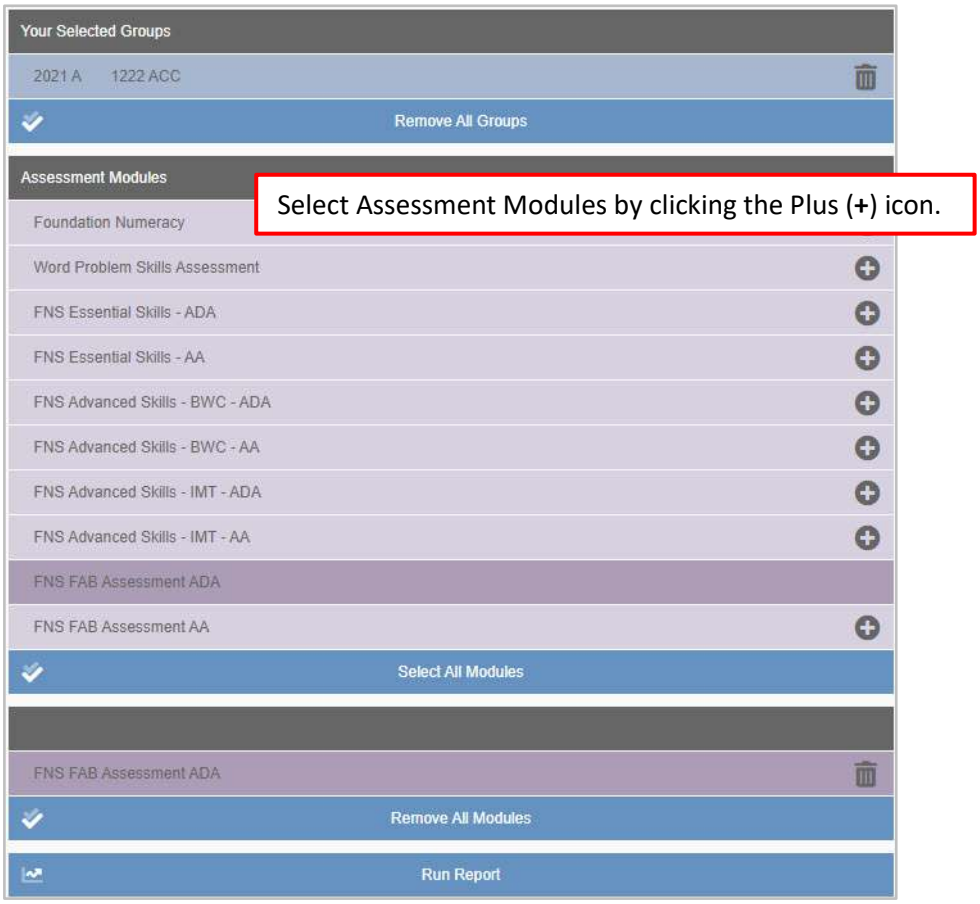
Select modules by clicking the Plus **(+)** icon or click the **Select All Modules** bar.

Click **Remove All Modules** to clear your entry.

The selected modules appear in a list at the bottom of the screen.

Once all selections have been made, click **Run Report**.

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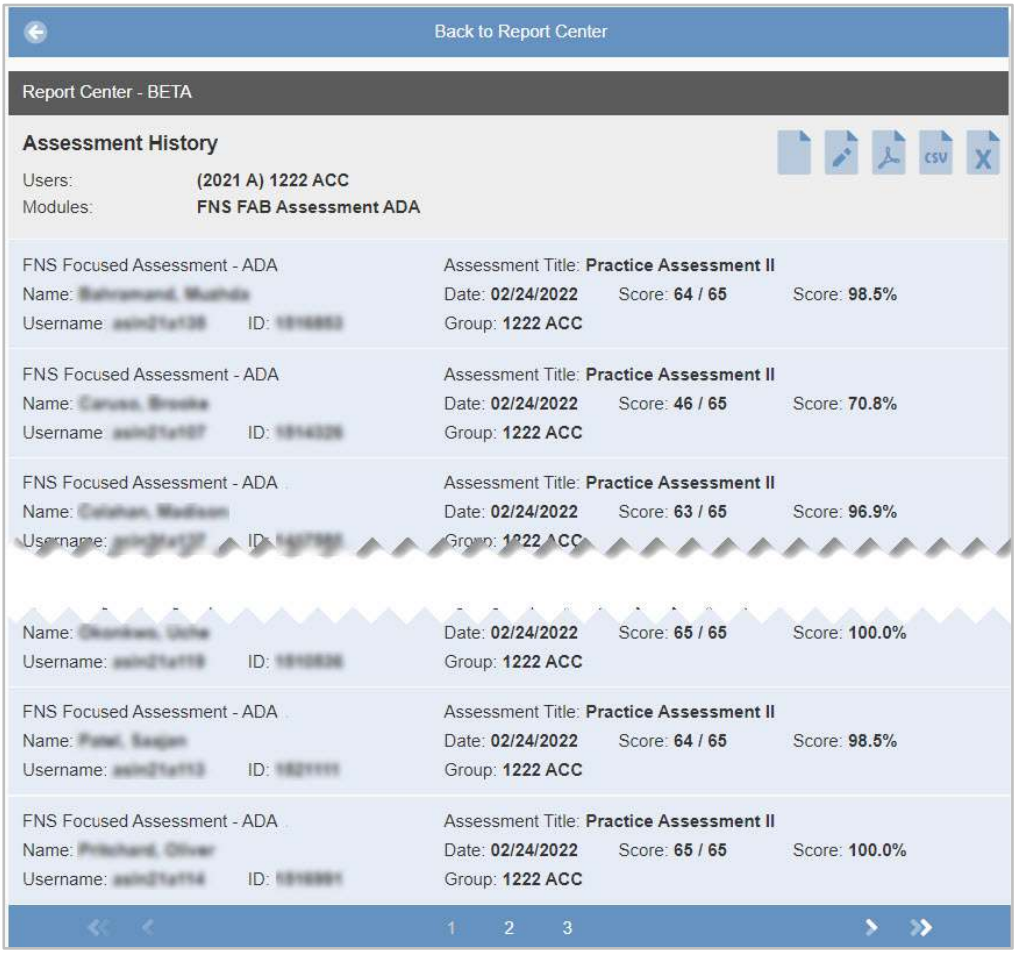
The Assessment History screen appears, displaying the names of all the learners in the group and the dates and scores from every assessment taken by those learners in the selected assessment module.




Generally, a group report returns multiple pages, so navigation arrows appear at the bottom.

In the upper-right corner, click the Blank Page icon to Return to the original Assessment Feedback page. Click the Edit Page icon to return to a page with your current selections. Click the icon you want to export as a PDF, a CSV, or an XLSX (Excel) file. Hover over any of the icons to identify their functions.

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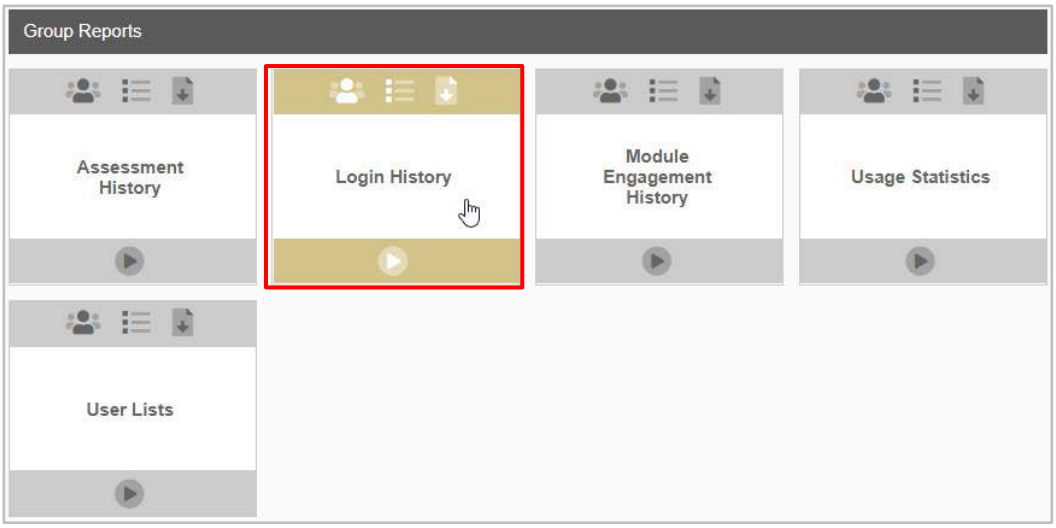
## Login History

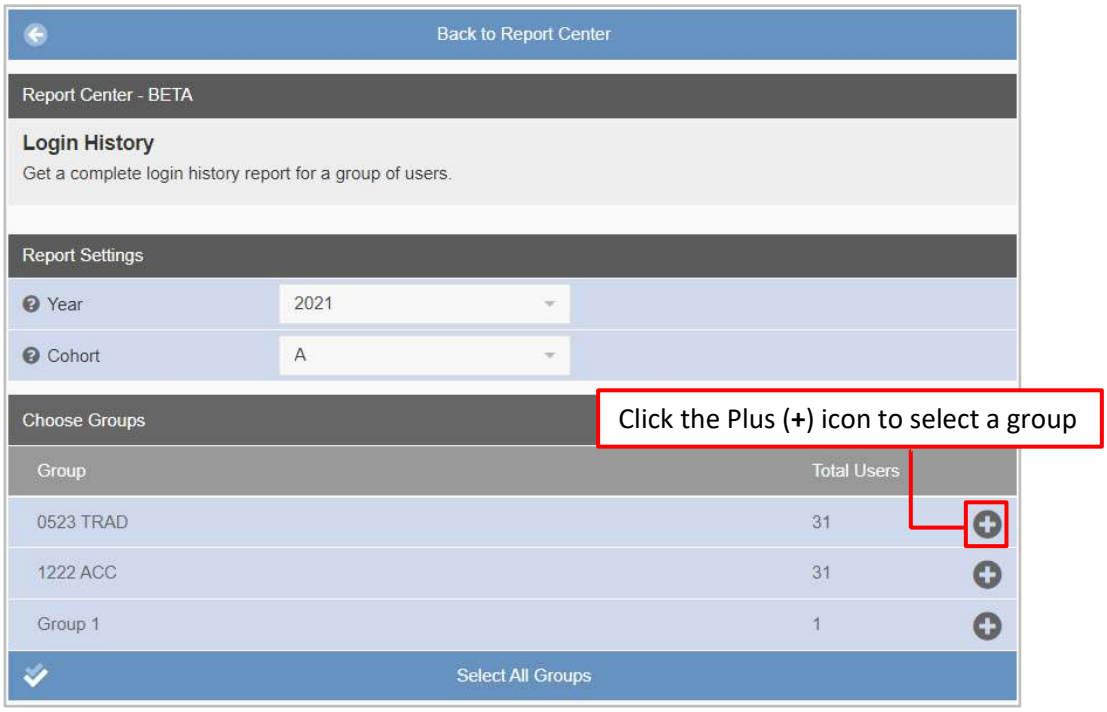
The Login History report for a group of learners shows all the logins made by a group, or groups, of learners for a selected time period. Each login is recorded individually.

To run a Login History report, click the **Login History** icon.




The Login History search screen appears.

Select the desired **Year** and **Cohort** from the drop-down menus. Groups appear in the **Choose Groups** panel based on your selections.

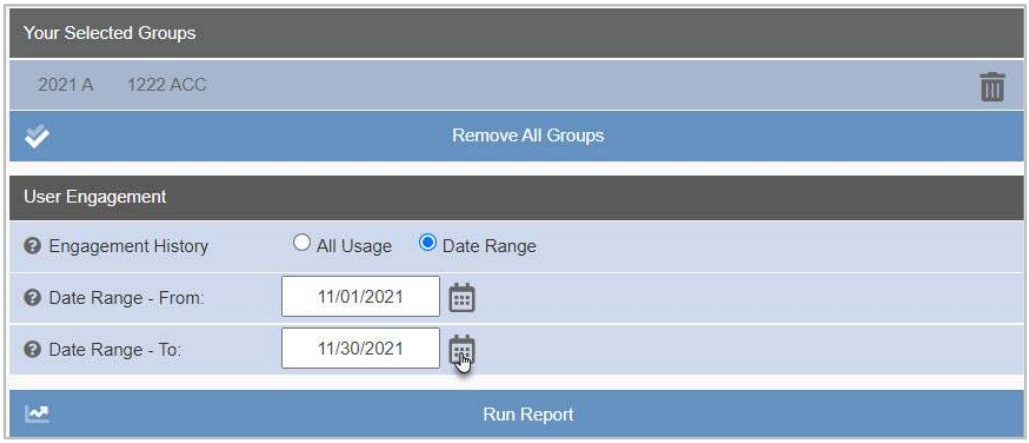



Click the Plus **(+)** icon to select groups or click the **Select All Groups** bar at the bottom.

The **Your Selected Groups** and the **User Engagement** panel appear. Click **Remove All Groups** to clear your entry or click the Trash Can icon to remove one group from the list.

You can run a report showing the entire login history for all the learners in the group by selecting **All Usage**.

Since each login is recorded individually, you may want to limit your search to a specific timeframe by selecting **Date Range**. When you select **Date Range**, two calendar fields appear. Click the Calendar icon to open a Calendar dialog box that provides you with the ability to navigate to the desired year and month. Click the day on that month to set the date.




Once the desired search criteria have been selected, click **Run Report**.

The Login History report appears, displaying every login for every learner in the group over the specified time or for all usage. The list is ordered chronologically and includes the learner's **Name**, **Username**, **ID**, and **Email** address.

Generally, a group report returns multiple pages, so navigation arrows appear at the bottom.

In the upper-right corner, click the Blank Page icon to Return to the original Assessment Feedback page. Click the Edit Page icon to return to a page with your current selections. Click the icon you want to export as a PDF, a CSV, or an XLSX (Excel) file. Hover over any of the icons to identify their functions.

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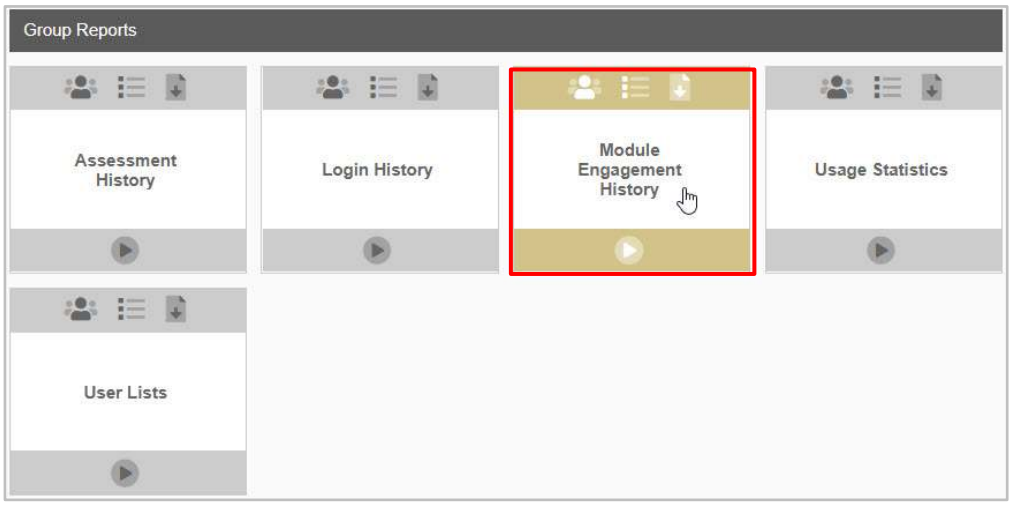
## Module Engagement History

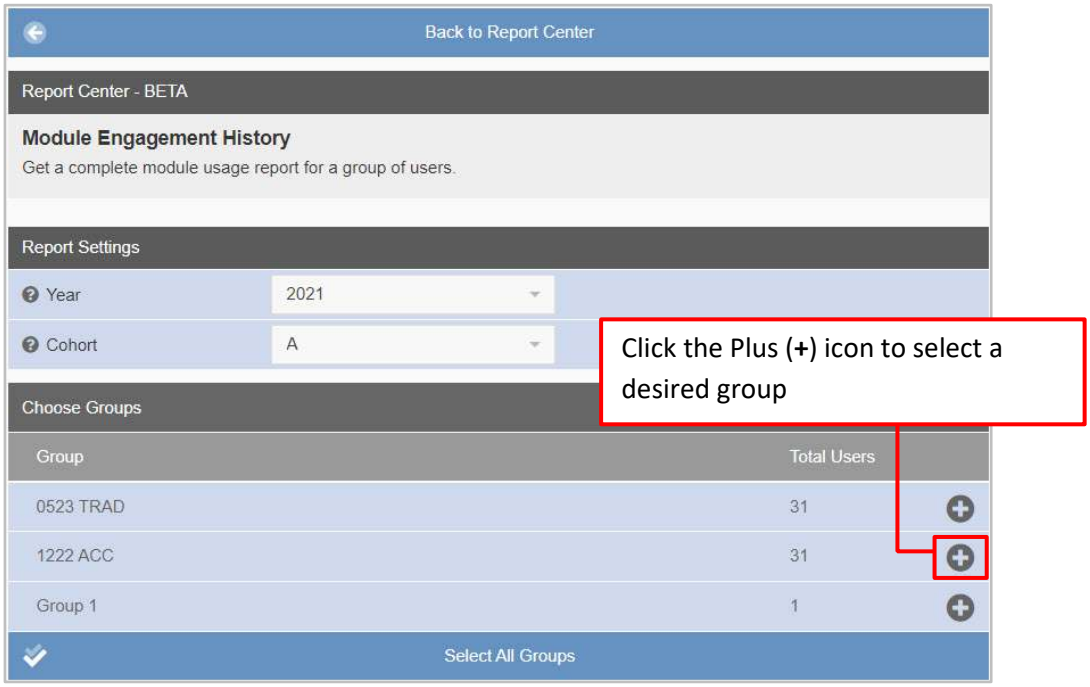
The Module Engagement History report is a list of the learners by group and their login count, their first and last login, and their total time in a specified module.

To run a Module Engagement History report, click the **Module Engagement History** icon.



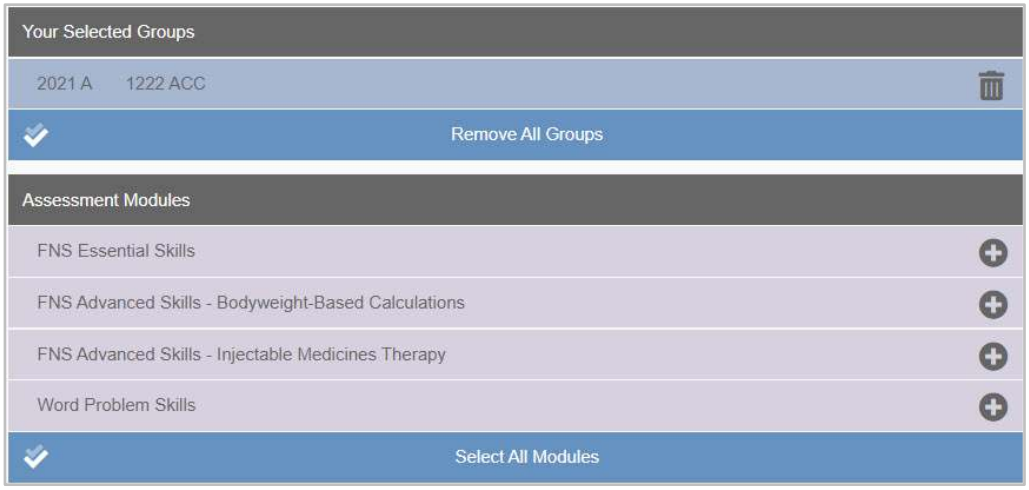

The Module Engagement History report search screen appears.

Select the desired **Year** and **Cohort** from the drop-down menus. Groups appear in the **Choose Groups** panel based on your selections.




Click the Plus **(+)** icon to select a group or click the **Select All Groups** bar at the bottom.

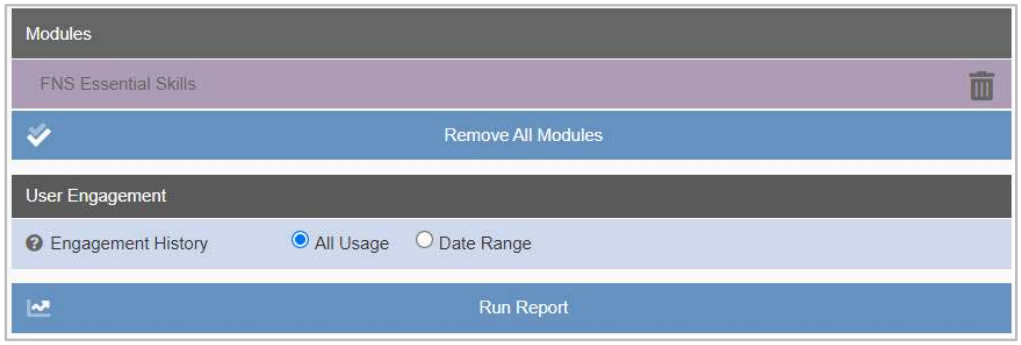
A list of Assessment Modules for the selected group, or groups, appears. Click **Remove All Groups** to clear your entry or click the Trash Can icon to remove one group from the list.




Select modules by clicking the Plus **(+)** icon or click the **Select All Modules** bar.

Your selected modules and the **User Engagement** panel appear. Click **Remove All Modules** to clear your entry or click the Trash Can icon to remove one module from the list.

You can run a Login History report for the entire history by selecting **All Usage**, or you can run a report for a specific timeframe by selecting **Date Range**. When you select **Date Range**, two calendar fields appear. Click the Calendar icon to open a Calendar dialog box that provides you with the ability to navigate to the desired year and month. Click the day on that month to set the date.




Once the desired search criteria have been selected, click **Run Report**.

The Module Engagement History Report screen appears, displaying the **First** and **Last Date** of login, the total **Login Count**, and the **Total Time** in the application over the specified time or for all usage.

The list is ordered alphabetically and includes the learner's **Name**, **Username**, and **ID**.

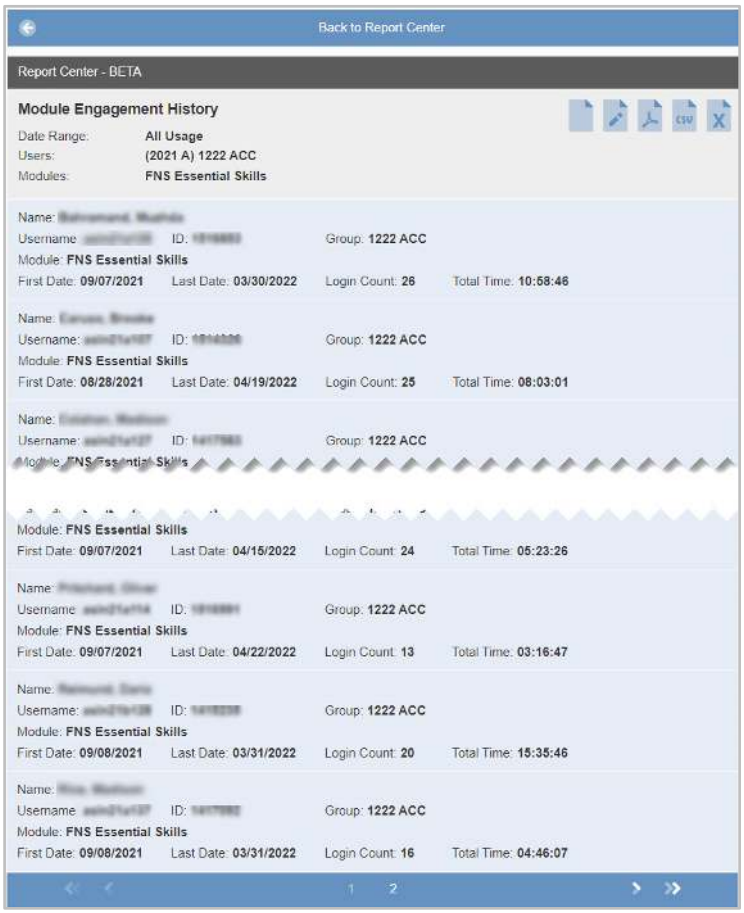
Generally, a group report returns multiple pages, so navigation arrows appear at the bottom.

In the upper-right corner, click the Blank Page icon to Return to the original Assessment Feedback page.

Click the Edit Page icon to return to a page with your current selections.

Click the icon you want to export as a PDF, a CSV, or an XLSX (Excel) file.

Hover over any of the icons to identify their functions.

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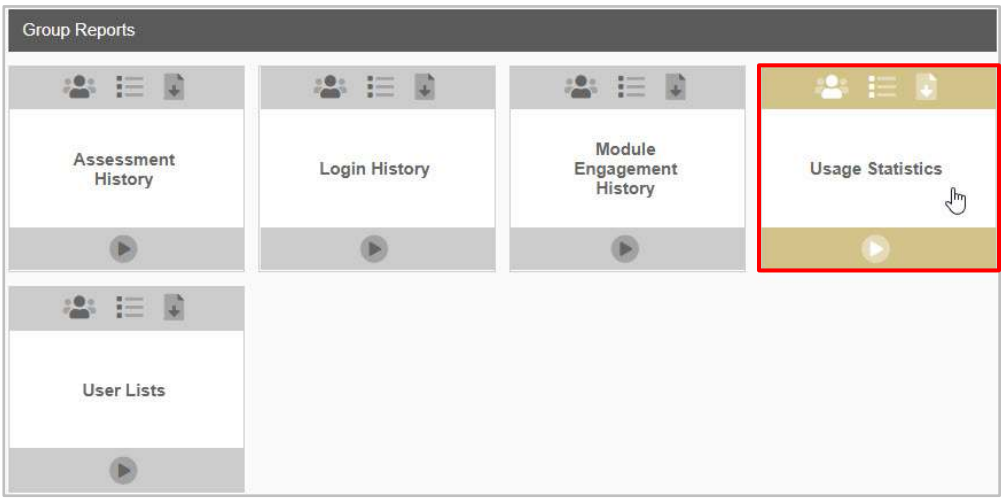
## Usage Statistics

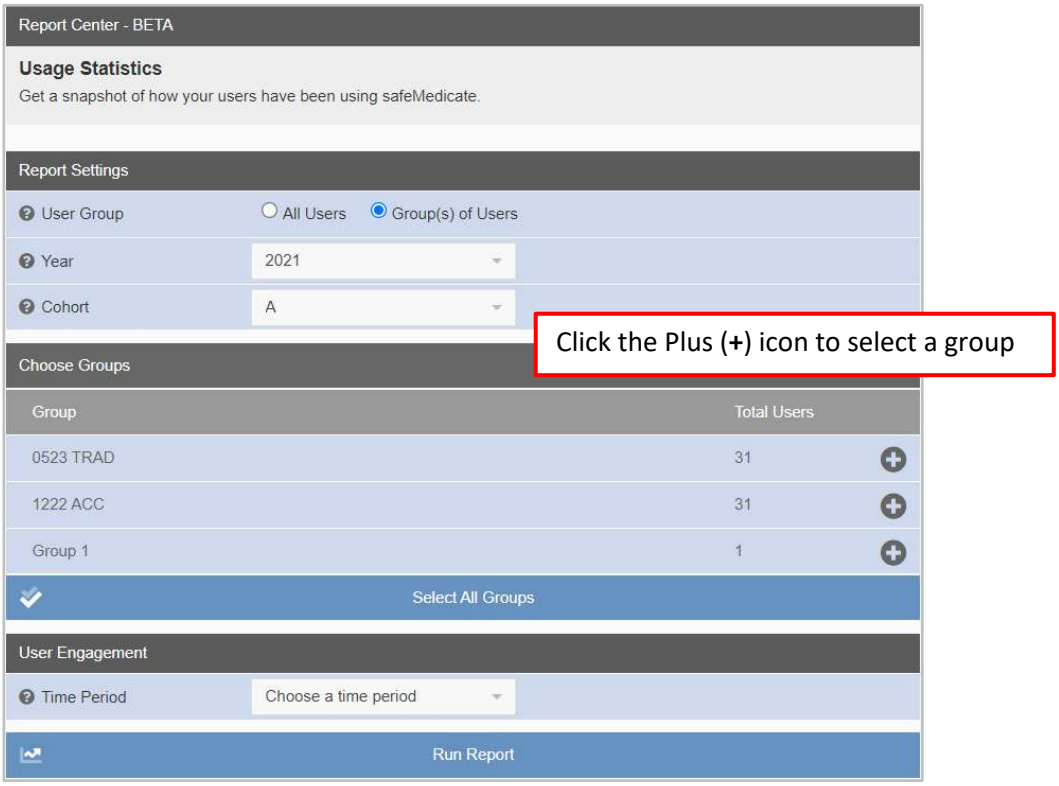
The Usage Statistics report is a high-level summary report of usage for all users, or groups, for a set period of up to 12 months.

To run a Usage Statistics report, click the **Usage Statistics** icon.




The Usage Statistics report search screen appears. Select **All Users** or **Group(s) of Users**. When you select to search for groups, the Choose Groups panel appears.

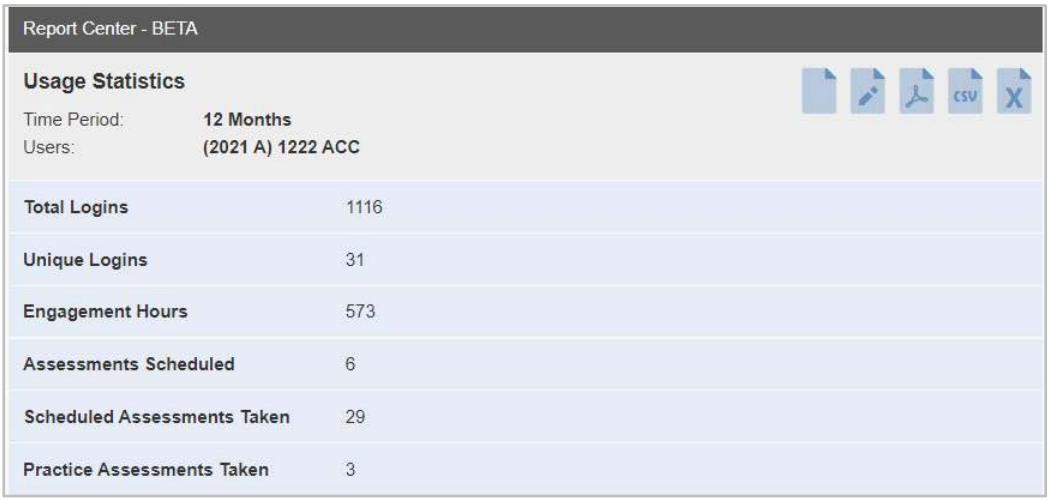
Click the Plus **(+)** icon to select a group or click the **Select All Groups** bar at the bottom. You're then able to reset the Year and Cohort to add groups from other years.



Once you've selected a group or groups, the **Your Selected Groups** panel appears above the **User Engagement** panel. Select a time period from the **Time Period** drop-down menu.

Once the desired search criteria have been selected, click **Run Report**.

The Usage Statistics Report screen appears, displaying the totals for logins, Unique Logins (which represent the number of users who logged in), hours spent in the application, and the assessments associated with that group or groups over the time period shown at the top of the page.




In the upper-right corner, click the Blank Page icon to Return to the original Assessment Feedback page.

Click the Edit Page icon to return to a page with your current selections.

Click the icon you want to export as a PDF, a CSV, or an XLSX (Excel) file.

Hover over any of the icons to identify their functions.

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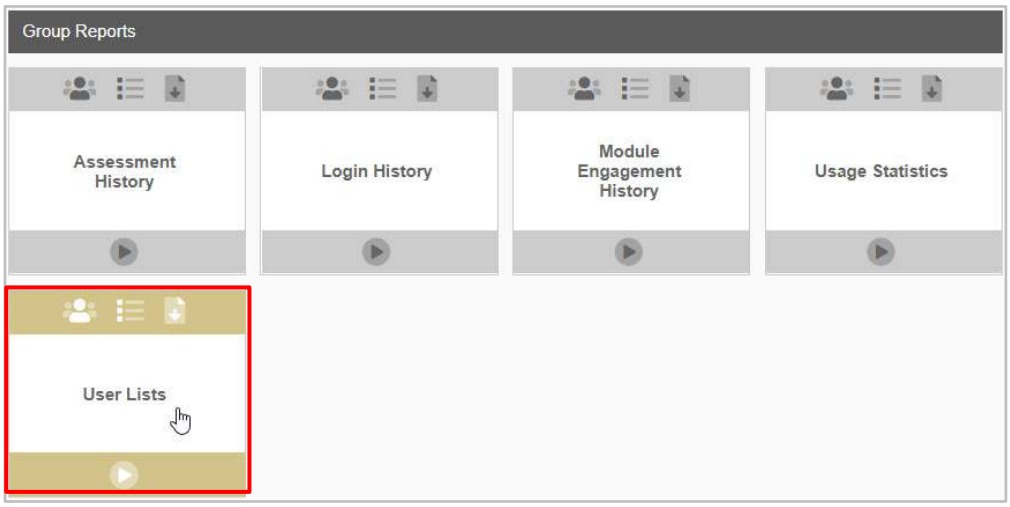
## User Lists

The User List report is a list of the learners by group and their login count, their first and last login, and their total time in a specified module.

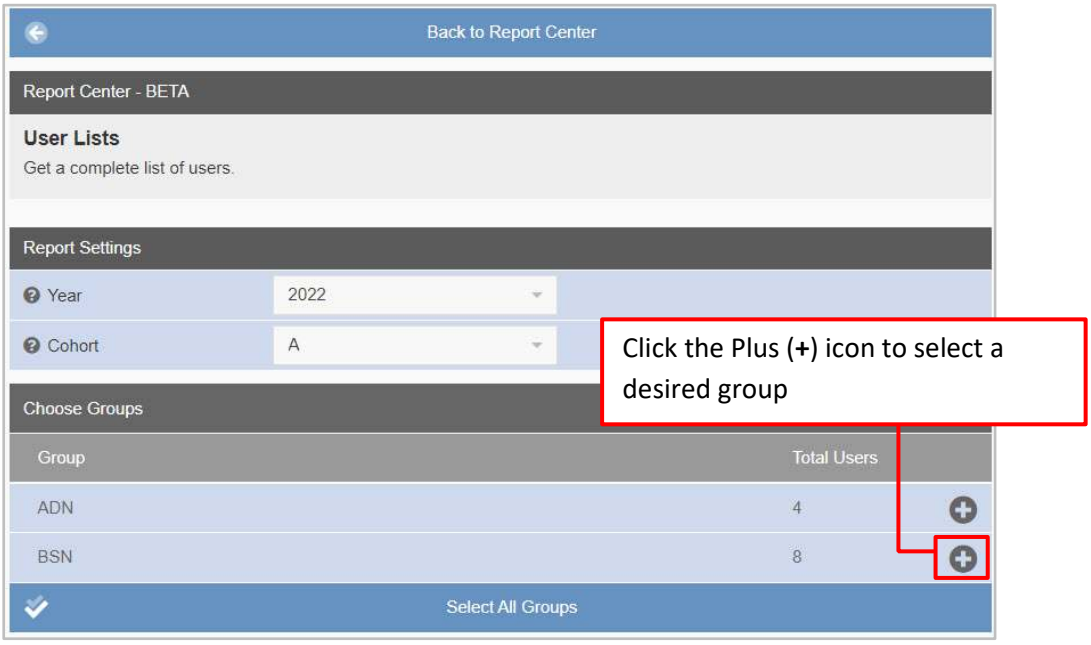
To run a User List report, click the **User Lists** icon.




The User Lists search screen appears.

Select the desired **Year** and **Cohort** from the drop-down menus.

Groups appear in the **Choose Groups** panel based on your selections.




Click the Plus **(+)** icon to select a group or click the **Select All Groups** bar at the bottom. You're then able to reset the Year and Cohort to add groups from other years. Click **Remove All Groups** to clear your entry or click the Trash Can icon to remove one group from the list.

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When you make your group selections, the group or groups appear above the Report Settings, which provide you options for choosing the users to include in the report.

The default Report Settings of **All Users** and **Standard User** will work for most reports. Should you wish to limit your search to **Registered User** or **Un-registered Users**, you can select one of those options. You can also search for **Administration User** licenses by selecting that **User Type**.

Once the desired search criteria have been selected, click **Run Report**.

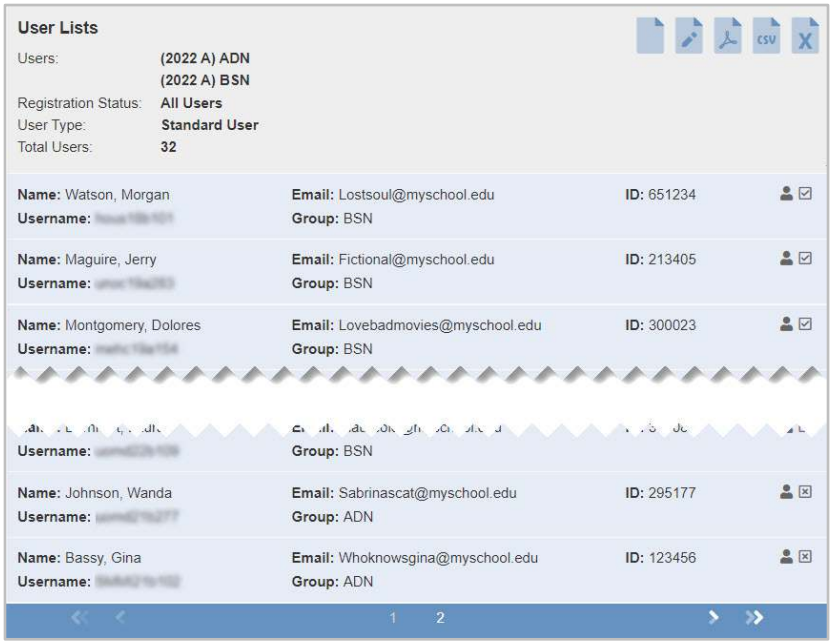
The User List report is generated, displaying **Name**, **Username**, **Email**, **Group**, and **ID** of each learner whose record meets the search criteria.

Check marks appear to the right of those users who've registered their licenses. An X appears to the right of un-registered users.

If the report returns multiple pages, navigation arrows appear at the bottom.

In the upper-right corner, click the Blank Page icon to Return to the original Assessment Feedback page.

Click the Edit Page icon to return to a page with your current selections.




Click the icon you want to export as a PDF, a CSV, or an XLSX (Excel) file.

Hover over any of the icons to identify their functions.

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## Exporting Reports

All reports can be viewed on screen and can be downloaded in various export formats such as Excel, PDF, or CSV.

Reporting functionality is available for all FNS modules as well as Essential Skills 2018 for any students who used that module.

Report icons appear in the top, right corner of the report screens:

- New report ( ): Click this icon to go back to the blank report search criteria screen for that report type.
- Edit Report( ): Click this icon to go back and edit your selected report search criteria for that report.
- Export as PDF( ): This icon exports your report results in PDF format
- Export as JPEG( ): This icon exports your report results in JPEG format
- Export as CSV( ): This icon exports your report results in CSV format
- Export as XLSX( ): This icon exports your report results in XLSX format

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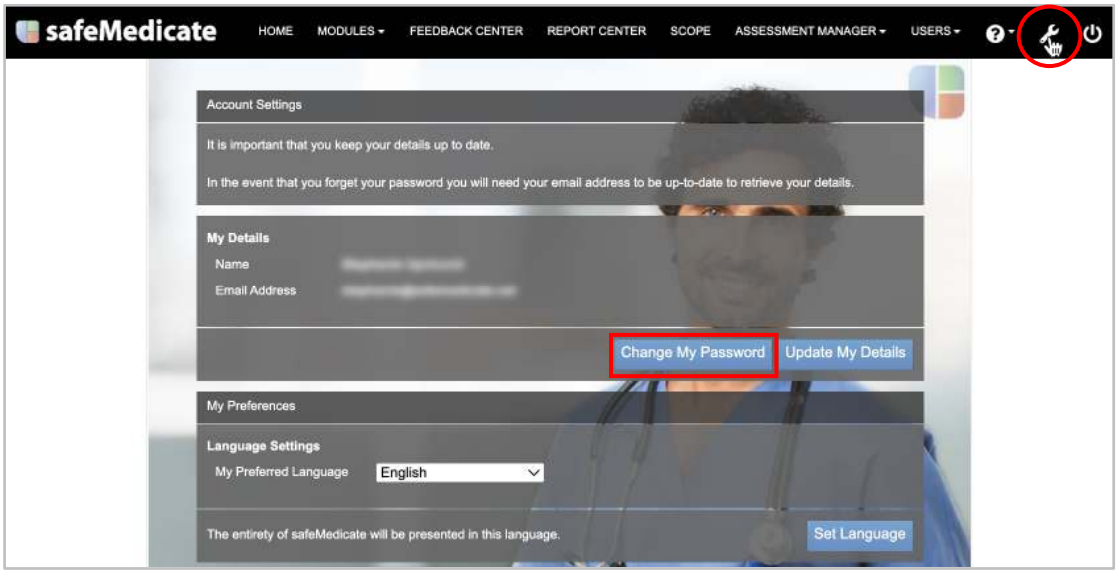
# Changing Your Password and User Details

You can change your password and your profile information (i.e., your name and email address) by clicking the Tools icon to assess your account settings.

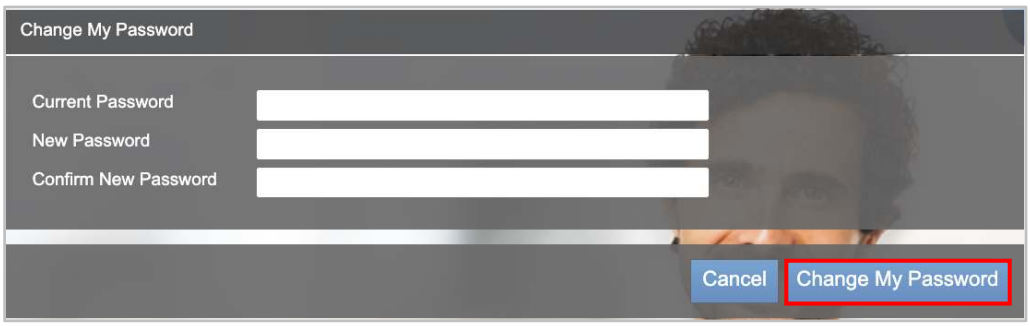
## Changing Your Password

To change your password,

1. Click the Tools icon.
2. Click the **Change My Password** button.




3. Complete the Change My Password form by entering the old and new passwords and confirming the new password.

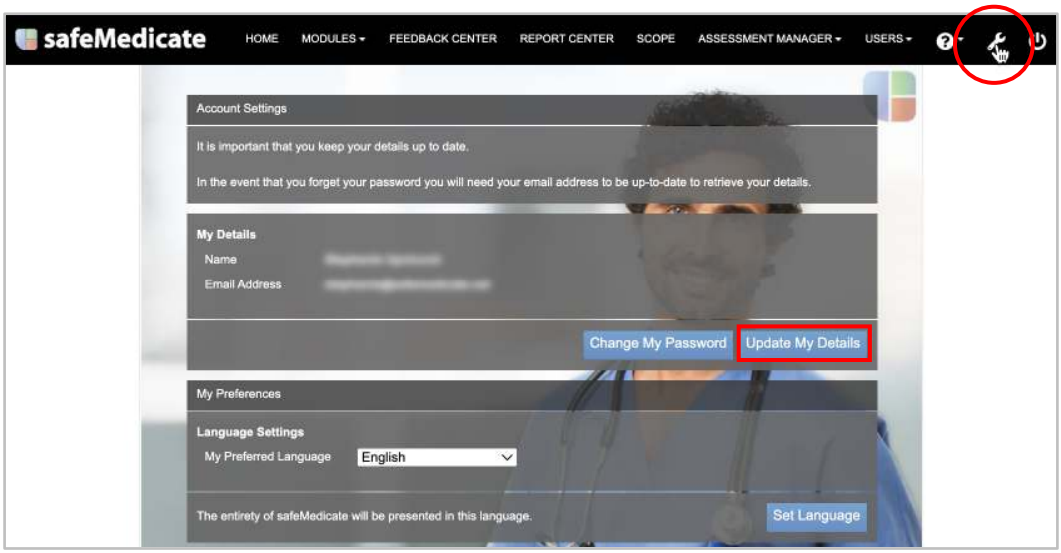



4. Click **Change My Password**.

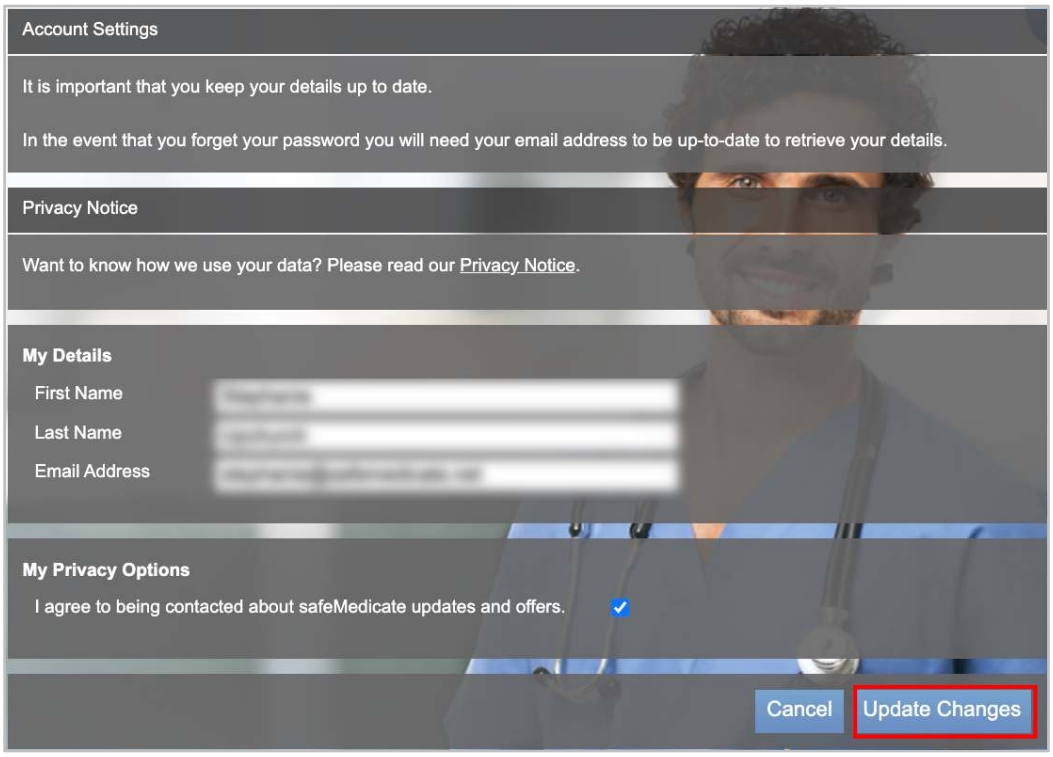
## Changing Your Email Address or Name

To change your user details,

1. Click the Tools icon to activate the Account Settings page.
2. Click the **Update My Details** button.




3. Complete any changes to your **First Name**, **Last Name**, or **Email Address**.




4. Click **Update Changes**.

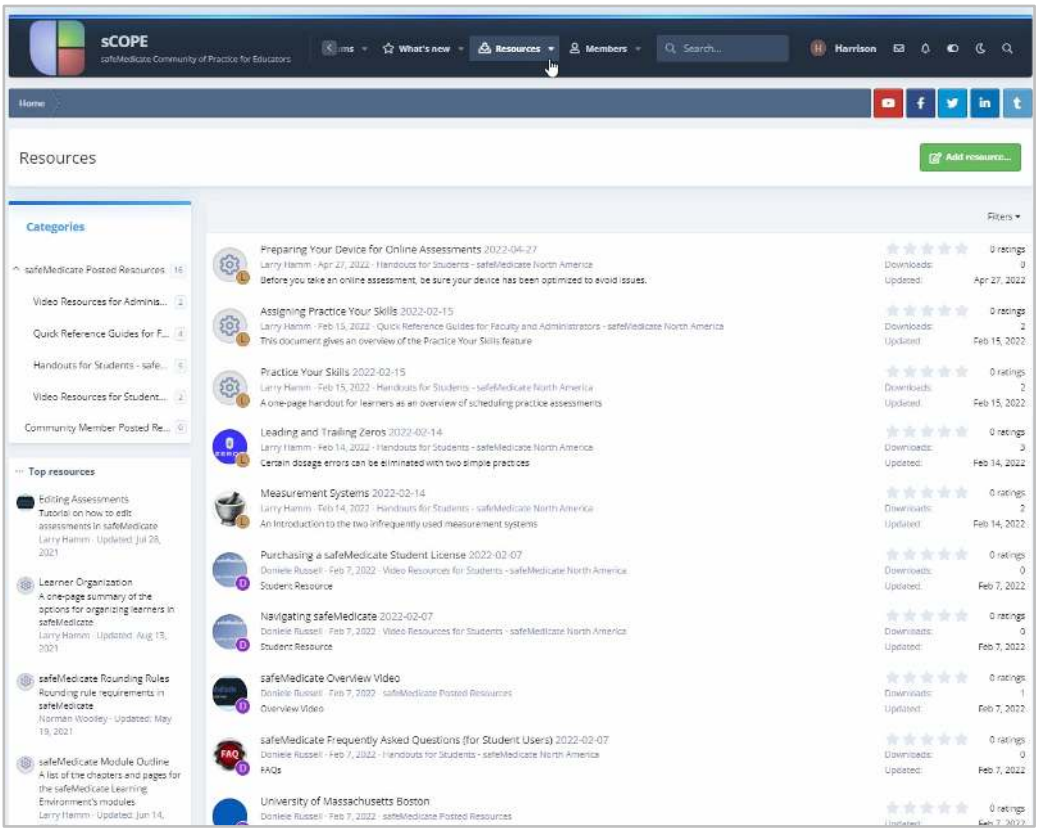
# Locating Resources in SCOPE

Clicking the **SCOPE** option from the Main Menu provides you with access to a site that houses the most current documentation and video links associated with **safeMedicate** administration.

The sCOPE (**safeMedicate** Community of Practice for Educators) site was created to provide a place for healthcare educators and administrators to share information, ask questions of each other and the **safeMedicate** developers, and have access to downloadable documents and tutorial videos for both learners and administrators.

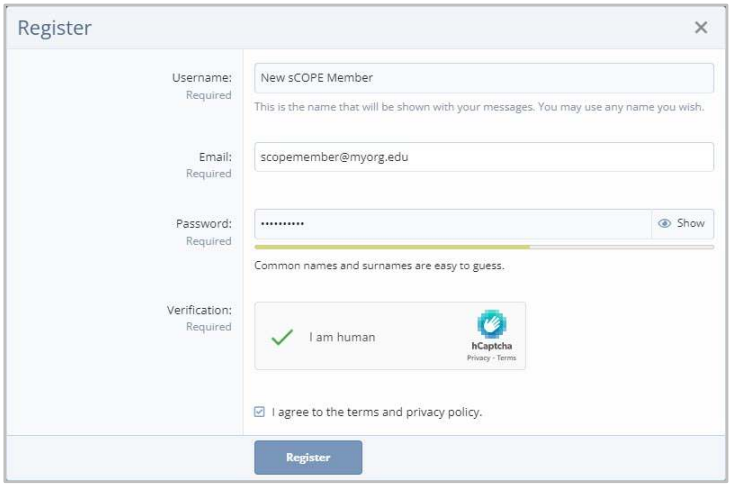
In the Forums, you can view and hear the presentations from our sCOPE 2021 virtual event, make suggestions directly to our developers, and discuss safeMedicate-related experiences with other members.

In the Resources section, you'll see the growing list of available documents and videos, which are filtered by Categories displayed in the panel on the left.




**NOTE**: You can also access the sCOPE site entering the URL https://scope.safemedicate.com/ in your browser's address bar.

The first time you navigate to the sCOPE site, you'll be asked to register as a member and verify that you're not a Bot. When completing the brief Register form, please use your organization email, if possible. The Public Forums on sCOPE are available to both members and non-members.




Once you click the Register button, a confirmation email is sent to the email address you recorded and you've access to the public forum on sCOPE.

After you've confirmed your email, you'll have full member access to sCOPE.

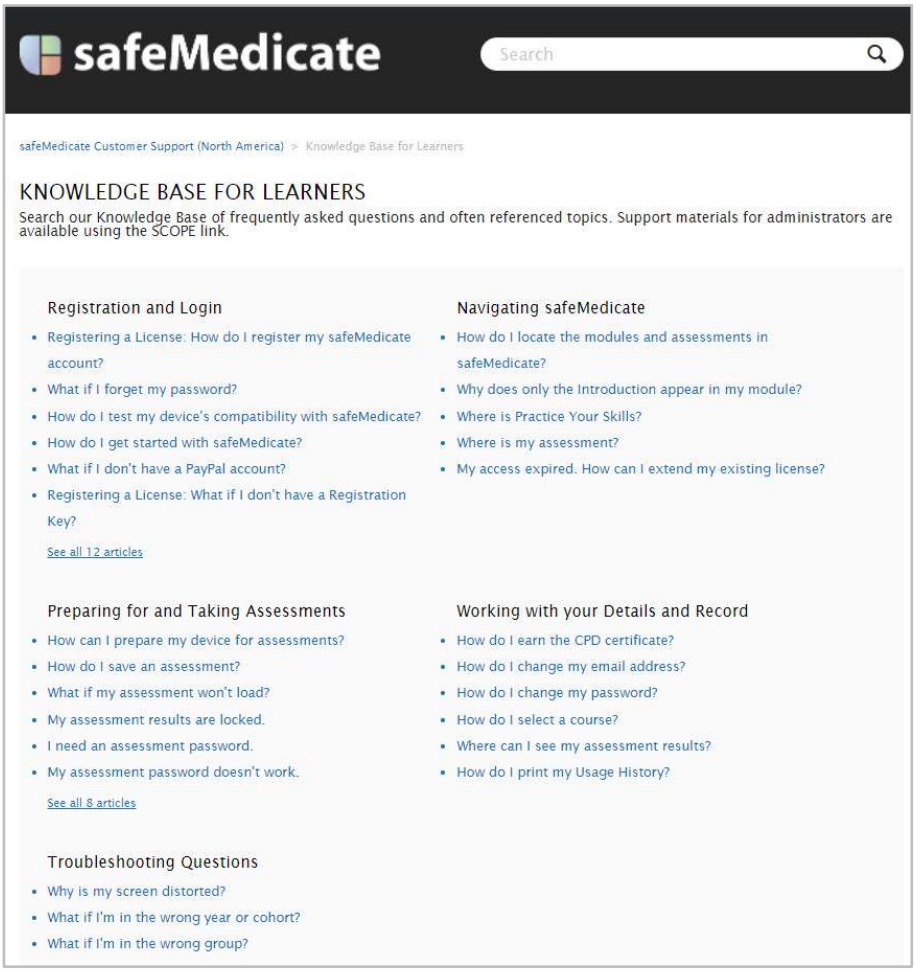
# Supporting Users

Though **safeMedicate** is easy to navigate, use, and administer, we offer several different ways to address any questions or concerns involving the application.

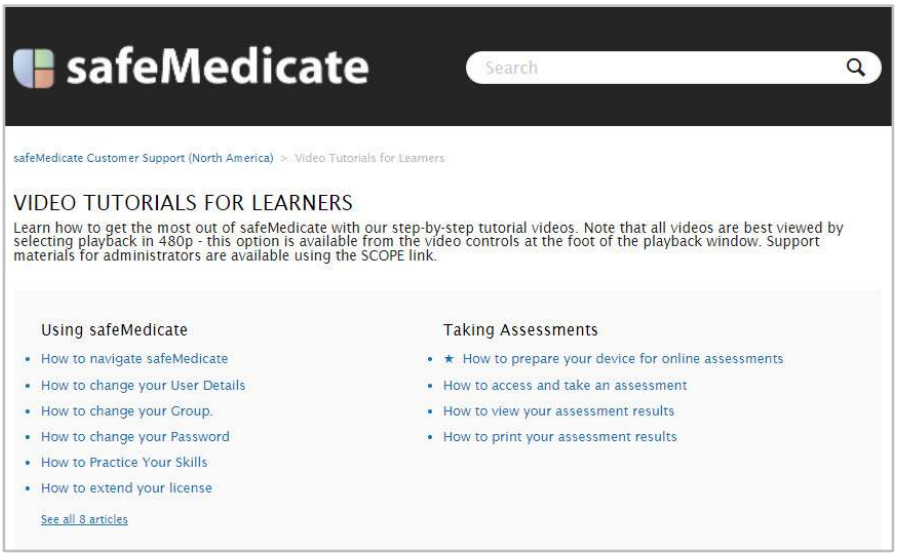
**NOTE**: this section includes both the user's (learner's) view and the administrator's view. Both views are shown to provide you with a complete understanding of the support options available to learners and how you can help them.

For users (learners) to access User Support, they choose an option from the **Support** menu.

Of course, new users should always be directed to the **User Guide** for help. In addition, **safeMedicate** offers an option to access a **Knowledge Base** with Frequently Asked Questions.



A series of Video Tutorials have also been created to describe many of the commonly used functions.




**NOTE**: Both the Knowledge Base and the Video Tutorials provide help specifically to learners. Administrator support is available through the SCOPE option.

## Setting the Local Administrator

For users, their first contacts when encountering an issue are the local administrators. Maintaining a local contact to answer commonly asked questions helps users new to the program and unfamiliar with accessing the modules and taking assessments.

It is important that you keep the local support contacts up to date as these details are listed and visible to each user on the **Local Support Contact** page.

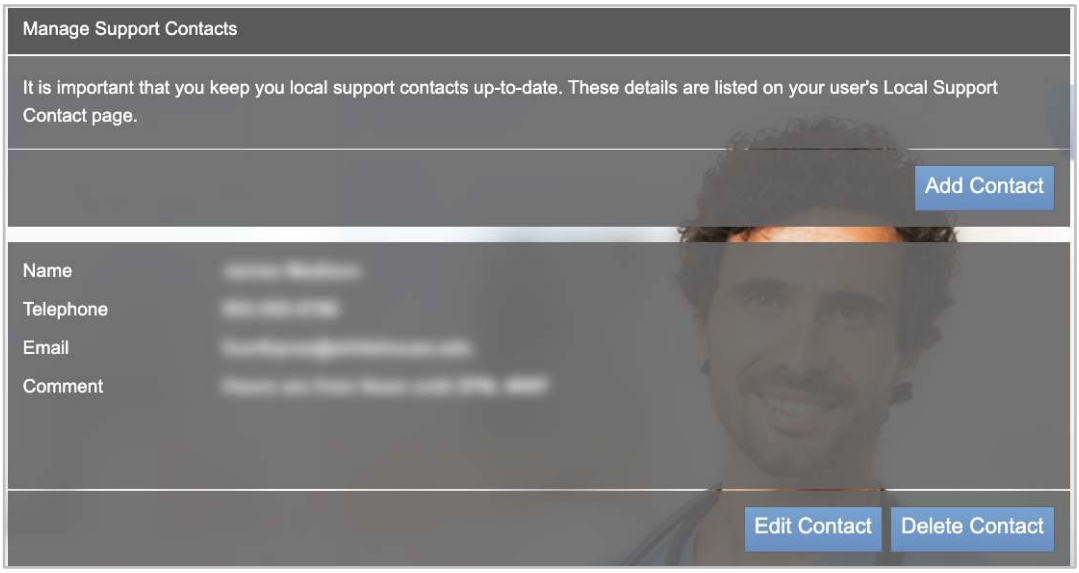
**NOTE**: users can also access the **safeMedicate** Support Desk by clicking the **Submit Support Ticket** button discussed below.

To add, edit, or delete a local administrator contact:

1. Select the **Manage Support Contacts** option from the **Users** menu.

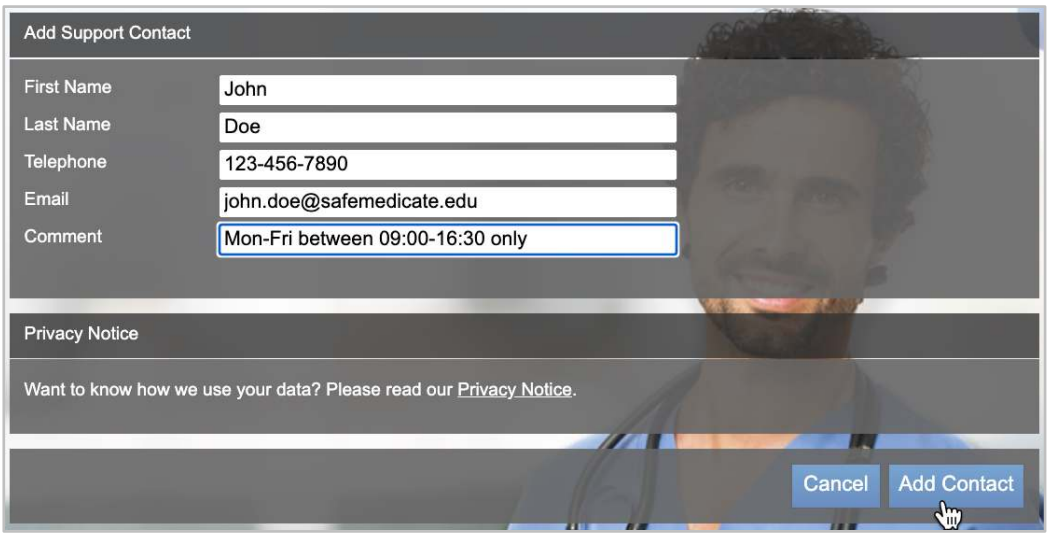
The Manage Support Contacts page appears, displaying any contacts previously added.

2. Click the **Add Contact** button.



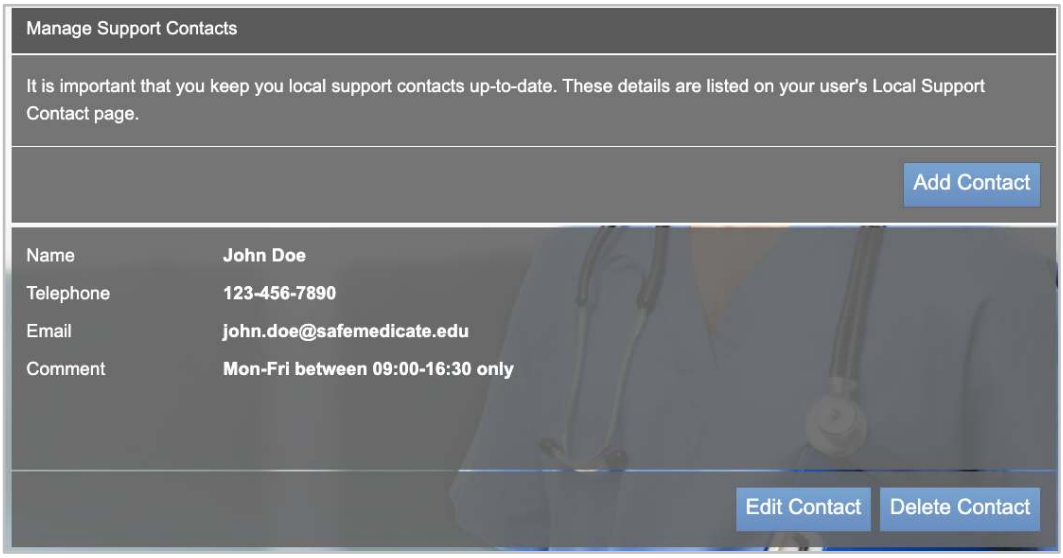

The Add Support Contact form appears.

3. Complete the form with the contact information for the local administrator. Adding a Comment helps users to understand the contact's availability.




4. Click **Add Contact** to add the name to the list of local administrators on the Manage Support Contacts page.

The new contact's information now appears on the Manage Support Contacts page.




Add more contacts using the same steps.

To edit a contact, click the **Edit Contact** button beneath that contact's information, make changes on the form that appears, and click **Submit Changes** to complete the edits.

To delete a contact, click the **Delete Contact** button beneath the contact's information and verify you wish to remove the contact by clicking **Yes** on the dialog box that appears. The contact is removed from the list of local administrators.

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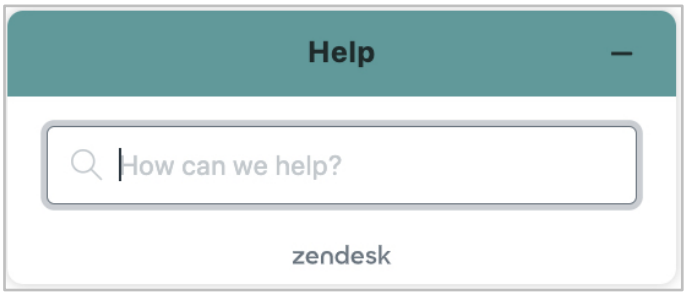
## Contacting Customer Support

Should you or a user (learner) need to contact Customer Support, click the **Submit Support Ticket** option.

Initially, the **Help** box appears with a Search field. Enter a key word to see if information exists in the Knowledge Base that may answer your question.




If information in the Knowledge Base or the Video Tutorials matches your search work, links to possible solutions to the problem appear.

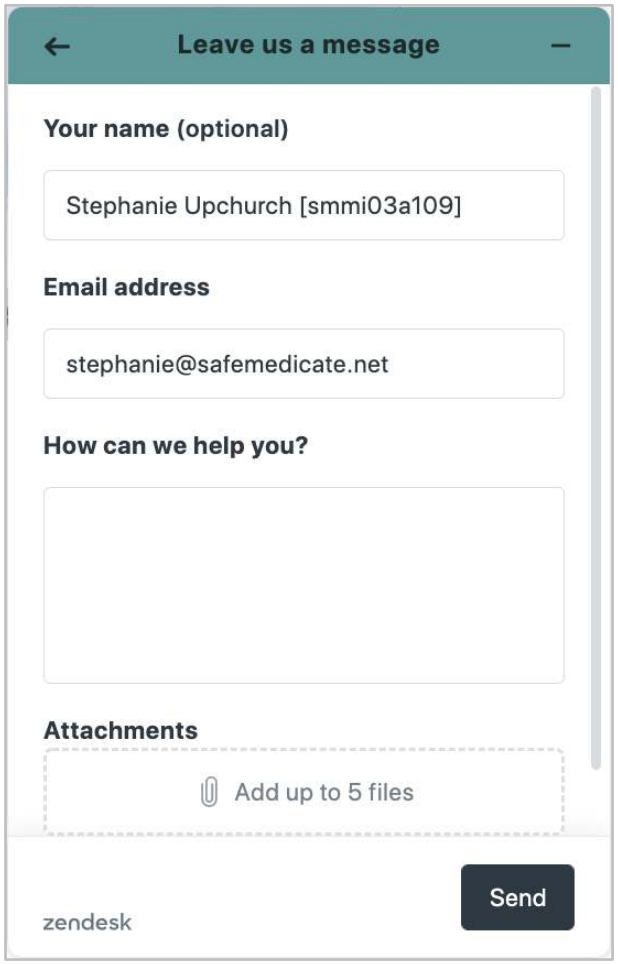
After this initial search, the box adds a **Leave Us a Message** button.

Click **Leave Us a Message** to open a form displaying your name and email address (available from your login information).

Describe your situation **beneath How can we help you?** Please include as much information as you can so that we can get a good understanding of the issue.

If appropriate, attach a file (such as a screenshot) in the **Attachments** section.

Click **Send**.

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# Appendix A – Managed Solution Breakdown

Managed Solutions are available when the **FAB Preset LIbrary** option is chosen under **Assessment Details** when booking an assessment. Managed Solutions are fixed assessments specific to an Area of Practice (i.e., Adult, Child, or Midwifery & Neonate) and cover a range of areas of study and question levels.

## Adult Managed Solutions

| Adult Complete | | |
|---|---|---|
| **Section/Module** | **Question Level** | **Questions** |
| Bodyweight & Body Surface Area | SI unit per kg – Injections | 3 |
| Bodyweight & Body Surface Area | SI unit per kg per day – Liquid Medicines | 3 |
| Bodyweight & Body Surface Area | SI unit per kg per day – Injections | 3 |
| Bodyweight & Body Surface Area | SI unit per $m^2$ – Liquid Medicines | 3 |
| Bodyweight & Body Surface Area | SI unit per $m^2$ – Injections | 3 |
| Injectable Medicines – Slow IV Injections | Slow IV Injection | 3 |
| Injectable Medicines – IV Intermittent Infusions | Standard Dose – Administered over hours | 3 |
| Injectable Medicines – IV Intermittent Infusions | Standard Dose – Administered over minutes | 3 |
| Injectable Medicines – IV Intermittent Infusions | Bodyweight-based dose – Administered over hours | 3 |
| Injectable Medicines – IV Intermittent Infusions | Bodyweight-based dose – Administered over minutes | 3 |
| Injectable Medicines – IV Intermittent Infusions | Bodyweight-based daily divided dose – Administered over minutes | 3 |
| Injectable Medicines – IV Continuous Infusions | Insulin - Titrated by VRIII | 3 |
| Injectable Medicines – IV Continuous Infusions | mg/kg/hour | 3 |
| Injectable Medicines – IV Continuous Infusions | microgram/kg/minute | 3 |
| Injectable Medicines – IV Continuous Infusions | Units/kg/hour | 3 |
| | **Total** | 45 |

| Adult Bodyweight & Body Surface Area | | |
|---|---|---|
| **Section/Module** | **Question Level** | **Questions** |
| Bodyweight & Body Surface Area | SI unit per kg – Injections | 3 |
| Bodyweight & Body Surface Area | SI unit per kg per day – Liquid Medicines | 3 |
| Bodyweight & Body Surface Area | SI unit per kg per day – Injections | 3 |
| Bodyweight & Body Surface Area | SI unit per $m^2$ – Liquid Medicines | 3 |
| Bodyweight & Body Surface Area | SI unit per $m^2$ – Injections | 3 |
| | **Total** | 15 |

| Adult Injectable Medicines – Slow IV Injections | | |
|---|---|---|
| **Section/Module** | **Question Level** | **Questions** |
| Injectable Medicines – Slow IV Injections | Slow IV Injection | 3 |
| | **Total** | 3 |

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| Adult Injectable Medicines – IV Intermittent Infusions | | |
|---|---|---|
| **Section/Module** | **Question Level** | **Questions** |
| Injectable Medicines – IV Intermittent Infusions | Standard Dose – Administered over hours | 3 |
| Injectable Medicines – IV Intermittent Infusions | Standard Dose – Administered over minutes | 3 |
| Injectable Medicines – IV Intermittent Infusions | Bodyweight-based dose – Administered over hours | 3 |
| Injectable Medicines – IV Intermittent Infusions | Bodyweight-based dose – Administered over minutes | 3 |
| Injectable Medicines – IV Intermittent Infusions | Bodyweight-based daily divided dose – Administered over minutes | 3 |
| | **Total** | 15 |

| Adult Injectable Medicines – IV Continuous Infusions | | |
|---|---|---|
| **Section/Module** | **Question Level** | **Questions** |
| Injectable Medicines – IV Continuous Infusions | Insulin - Titrated by VRIII | 3 |
| Injectable Medicines – IV Continuous Infusions | mg/kg/hour | 3 |
| Injectable Medicines – IV Continuous Infusions | microgram/kg/minute | 3 |
| Injectable Medicines – IV Continuous Infusions | Units/kg/hour | 3 |
| | **Total** | 12 |

## Child Managed Solutions

| Child Complete | | |
|---|---|---|
| **Section/Module** | **Question Level** | **Questions** |
| Bodyweight & Body Surface Area | Child Maintenance IV Fluids (Holliday-Segar Formula): Child up to 10kg bodyweight | 3 |
| Bodyweight & Body Surface Area | Child Maintenance IV Fluids (Holliday-Segar Formula): Child between 10.1kg and 20kg bodyweight | 3 |
| Bodyweight & Body Surface Area | Child Maintenance IV Fluids (Holliday-Segar Formula): Child over 20kg bodyweight | 3 |
| Bodyweight & Body Surface Area | SI unit per kg – Liquid Medicines | 3 |
| Bodyweight & Body Surface Area | SI unit per kg – Injections | 3 |
| Bodyweight & Body Surface Area | SI unit per kg per day – Liquid Medicines | 3 |
| Bodyweight & Body Surface Area | SI unit per kg per day – Injections | 3 |
| Bodyweight & Body Surface Area | SI unit per $m^2$ – Liquid Medicines | 3 |
| Bodyweight & Body Surface Area | SI unit per $m^2$ – Injections | 3 |
| Bodyweight & Body Surface Area | SI unit per $m^2$ per day – Liquid Medicines | 3 |
| Injectable Medicines – Slow IV Injections | Slow IV Injection | 3 |
| Injectable Medicines – IV Intermittent Infusions | Standard Dose – Administered over hours | 3 |
| Injectable Medicines – IV Intermittent Infusions | Standard Dose – Administered over minutes | 3 |
| Injectable Medicines – IV Intermittent Infusions | Bodyweight-based dose – Administered over hours | 3 |
| Injectable Medicines – IV Intermittent Infusions | Bodyweight-based dose – Administered over minutes | 3 |
| Injectable Medicines – IV Intermittent Infusions | Acetaminophen – Administered over minutes | 3 |
| Injectable Medicines – IV Continuous Infusions | Insulin - Titrated by Bodyweight and VRIII | 3 |
| Injectable Medicines – IV Continuous Infusions | mg/kg/hour | 3 |
| Injectable Medicines – IV Continuous Infusions | microgram/kg/minute | 3 |
| | **Total** | 57 |

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| Child Bodyweight & Body Surface Area | | |
|---|---|---|
| **Section/Module** | **Question Level** | **Questions** |
| Bodyweight & Body Surface Area | Child Maintenance IV Fluids (Holliday-Segar Formula): Child up to 10kg bodyweight | 3 |
| Bodyweight & Body Surface Area | Child Maintenance IV Fluids (Holliday-Segar Formula): Child between 10.1kg and 20kg bodyweight | 3 |
| Bodyweight & Body Surface Area | Child Maintenance IV Fluids (Holliday-Segar Formula): Child over 20kg bodyweight | 3 |
| Bodyweight & Body Surface Area | SI unit per kg – Liquid Medicines | 3 |
| Bodyweight & Body Surface Area | SI unit per kg – Injections | 3 |
| Bodyweight & Body Surface Area | SI unit per kg per day – Liquid Medicines | 3 |
| Bodyweight & Body Surface Area | SI unit per kg per day – Injections | 3 |
| Bodyweight & Body Surface Area | SI unit per $m^2$ – Liquid Medicines | 3 |
| Bodyweight & Body Surface Area | SI unit per $m^2$ – Injections | 3 |
| Bodyweight & Body Surface Area | SI unit per $m^2$ per day – Liquid Medicines | 3 |
| | **Total** | 30 |

| Child Injectable Medicines – Slow IV Injections | | |
|---|---|---|
| **Section/Module** | **Question Level** | **Questions** |
| Injectable Medicines – Slow IV Injections | Slow IV Injection | 3 |
| | **Total** | 3 |

| Child Injectable Medicines – IV Intermittent Infusions | | |
|---|---|---|
| **Section/Module** | **Question Level** | **Questions** |
| Injectable Medicines – IV Intermittent Infusions | Standard Dose – Administered over hours | 3 |
| Injectable Medicines – IV Intermittent Infusions | Standard Dose – Administered over minutes | 3 |
| Injectable Medicines – IV Intermittent Infusions | Bodyweight-based dose – Administered over hours | 3 |
| Injectable Medicines – IV Intermittent Infusions | Bodyweight-based dose – Administered over minutes | 3 |
| Injectable Medicines – IV Intermittent Infusions | Acetaminophen – Administered over minutes | 3 |
| | **Total** | 15 |

| Child Injectable Medicines – IV Continuous Infusions | | |
|---|---|---|
| **Section/Module** | **Question Level** | **Questions** |
| Injectable Medicines – IV Continuous Infusions | Insulin - Titrated by Bodyweight and VRIII | 3 |
| Injectable Medicines – IV Continuous Infusions | mg/kg/hour | 3 |
| Injectable Medicines – IV Continuous Infusions | microgram/kg/minute | 3 |
| | **Total** | 9 |

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## Midwifery and Neonate Managed Solutions

| Midwifery & Neonate Complete | | |
|---|---|---|
| **Section/Module** | **Question Level** | **Questions** |
| Bodyweight & Body Surface Area | Neonate Maintenance IV Fluids | 3 |
| Bodyweight & Body Surface Area | SI unit per kg – Liquid Medicines | 3 |
| Bodyweight & Body Surface Area | SI unit per kg – Injections | 3 |
| Bodyweight & Body Surface Area | SI unit per kg per day – Liquid Medicines | 3 |
| Bodyweight & Body Surface Area | SI unit per kg per day – Injections | 3 |
| Injectable Medicines – IV Intermittent Infusions | Bodyweight-based dose – Administered over hours | 3 |
| Injectable Medicines – IV Intermittent Infusions | Acetaminophen – Administered over minutes | 1 |
| Injectable Medicines – IV Continuous Infusions | Insulin - Titrated by VRIII | 3 |
| Injectable Medicines – IV Continuous Infusions | SI unit/hour | 3 |
| Injectable Medicines – IV Continuous Infusions | Oxytocin milliunits/minute | 3 |
| | **Total** | 28 |

| Midwifery & Neonate Bodyweight & Body Surface Area | | |
|---|---|---|
| **Section/Module** | **Question Level** | **Questions** |
| Bodyweight & Body Surface Area | Neonate Maintenance IV Fluids | 3 |
| Bodyweight & Body Surface Area | SI unit per kg – Liquid Medicines | 3 |
| Bodyweight & Body Surface Area | SI unit per kg – Injections | 3 |
| Bodyweight & Body Surface Area | SI unit per kg per day – Liquid Medicines | 3 |
| Bodyweight & Body Surface Area | SI unit per kg per day – Injections | 3 |
| | **Total** | 15 |

| Midwifery & Neonate Injectable Medicines – IV Intermittent Infusions | | |
|---|---|---|
| **Section/Module** | **Question Level** | **Questions** |
| Injectable Medicines – IV Intermittent Infusions | Bodyweight-based dose – Administered over hours | 3 |
| Injectable Medicines – IV Intermittent Infusions | Acetaminophen – Administered over minutes | 1 |
| | **Total** | 4 |

| Midwifery & Neonate Injectable Medicines – IV Continuous Infusions | | |
|---|---|---|
| **Section/Module** | **Question Level** | **Questions** |
| Injectable Medicines – IV Continuous Infusions | Insulin - Titrated by VRIII | 3 |
| Injectable Medicines – IV Continuous Infusions | SI unit/hour | 3 |
| Injectable Medicines – IV Continuous Infusions | Oxytocin milliunits/minute | 3 |
| | **Total** | 9 |

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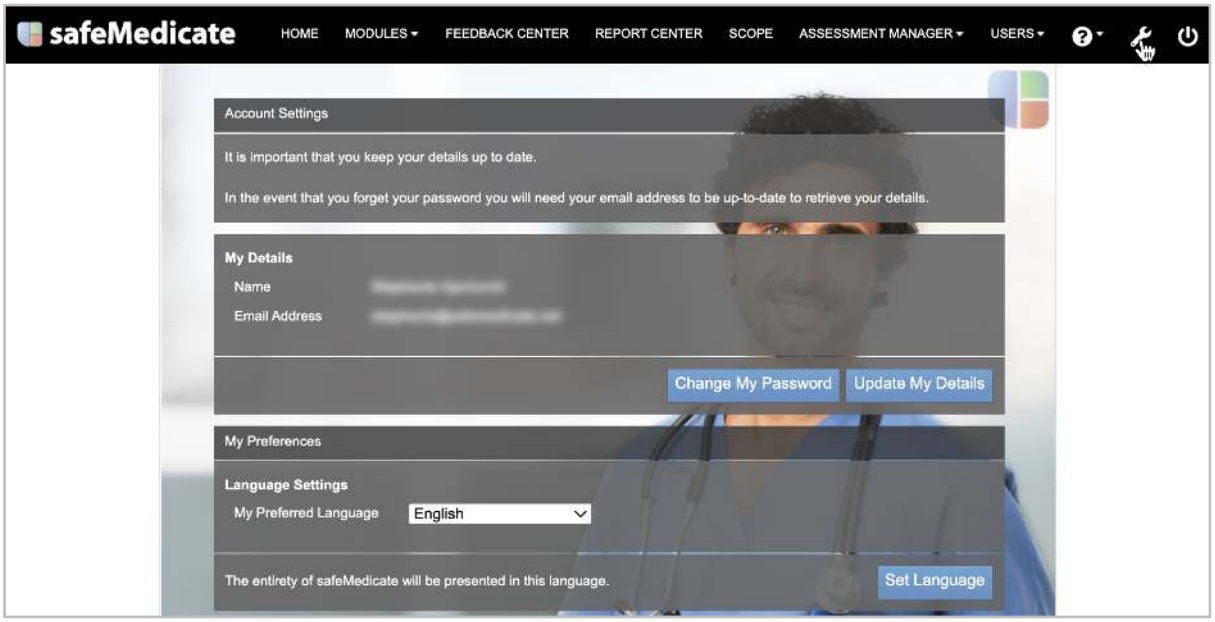
# Appendix B – Instructions for the French-Canadian Option

Videos are now available with French Canadian captions with associated assessments in French Canadian.

To activate the **French-Canadian** language preference:

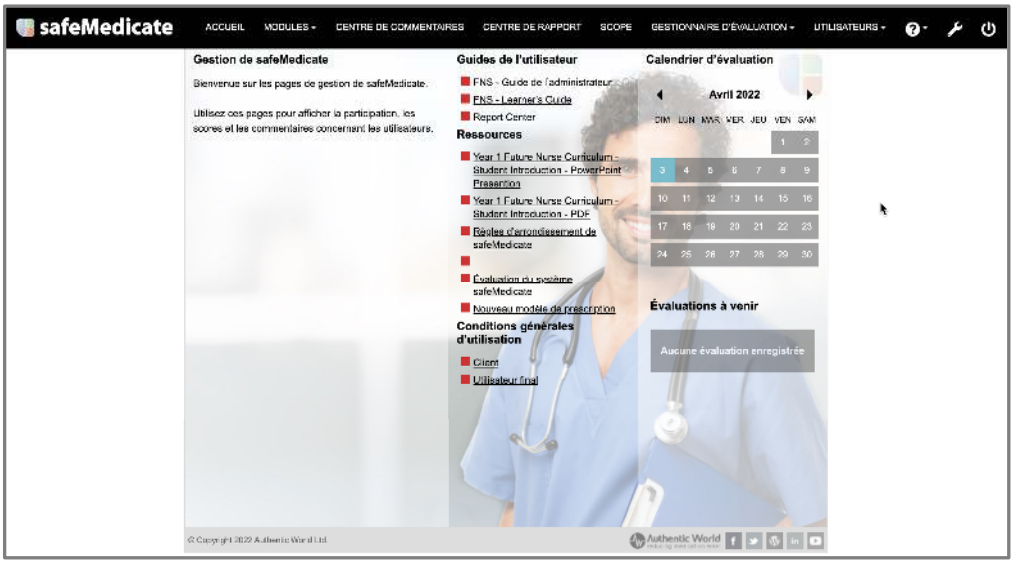
1. Click the Tools icon to activate the Account Settings page.



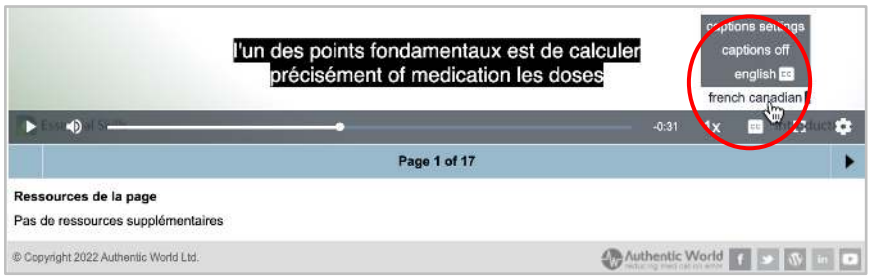

2. Under **My Preferences** toward the bottom select **French Canadian** from the **My Preferred Language** drop-down list.

3. Click **Set Language** to save the language change. You can then return to the Home page.

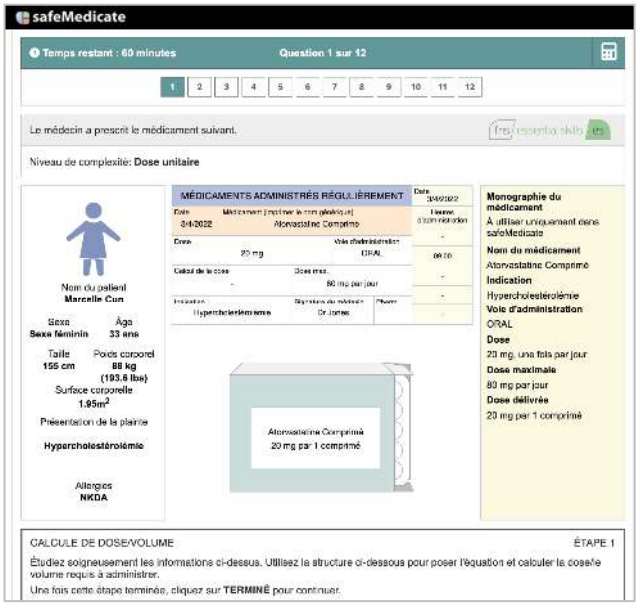
After they've set their preference, the **safeMedicate** menus are available in the selected language.




Users are also able to have the new language choice available on the videos as a closed captioning option. Click the Closed Captions icon and select **French Canadian** from the menu. Because the narration remains in English, users may also wish to mute the sound.




Once **French Canadian** has been chosen as a preference, assessments also appear in that language.



# Appendix C – Instructions for Obtaining the CPD Certificate

A Continuing Professional Development (CPD) Certificate is available to all those who:

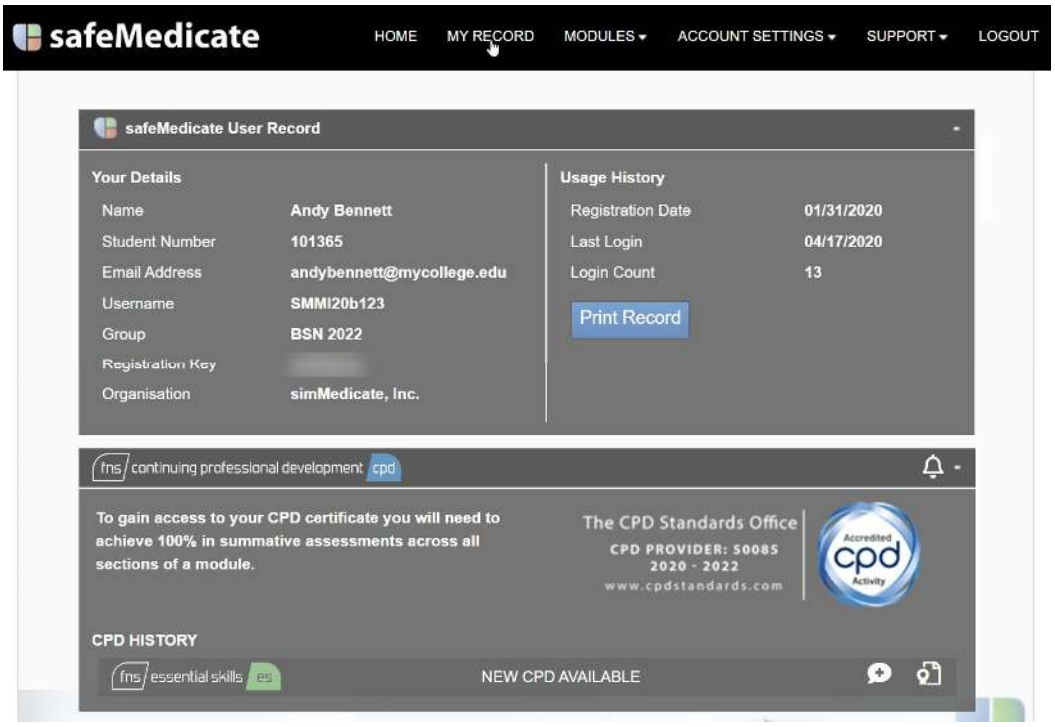
1. Complete all the sections in a module at 100%
2. Pass at 100% a Summative Authentic Assessment administered by an overseeing administrator that includes all the medication domains in that module.

> The Administrator must RELEASE the RESULTS before the certificate can be printed.

CPD hours for each module are:

- FNS Essential Skills – five (5.5) hours
- FNS Bodyweight & Body Surface Area Calculations – five (5) hours
- FNS Injectable Medicines – Five (5) hours

Your Professional Development (PD) history is accessed by selecting **My Record** and expanding the **FNS Continuing Professional Development** section.



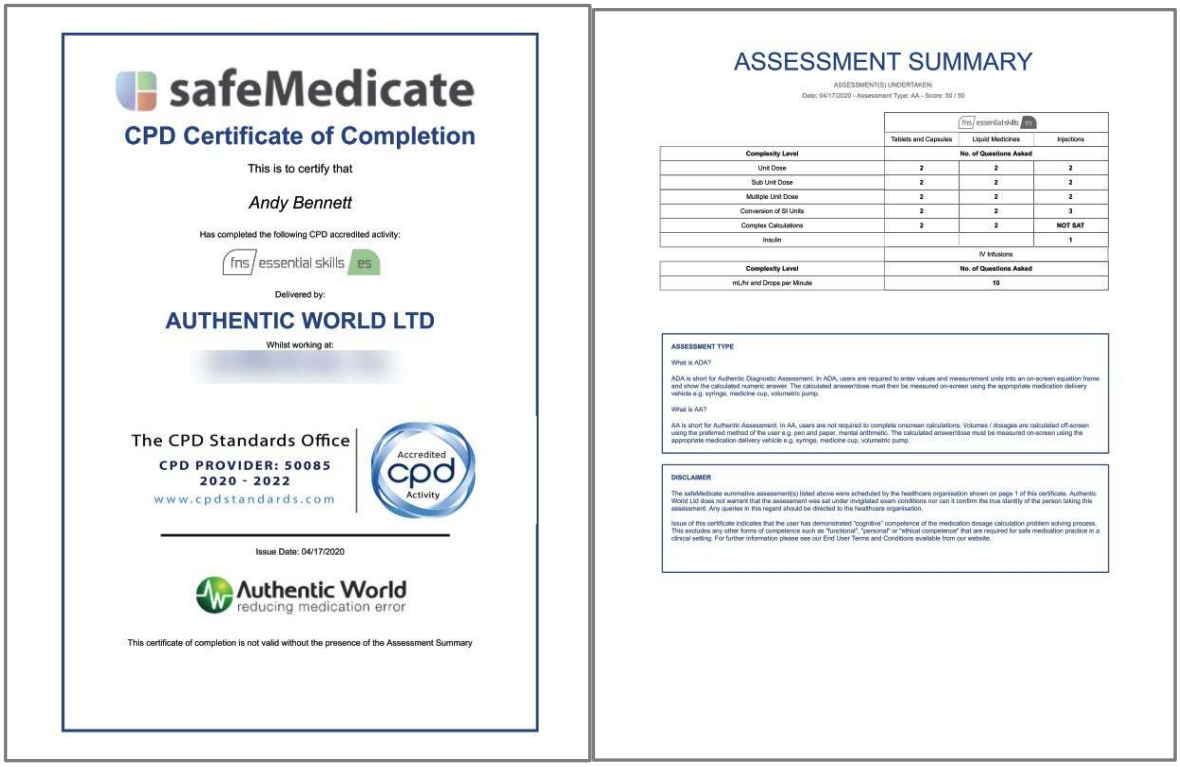

You're provided an option to complete a survey regarding **safeMedicate**.

To skip or delay providing feedback, click the Certificate icon.

When the survey is completed, or when you click the Certificate icon, the PD History provides you with a Print option.

Click the Print icon to create a PDF of the certificate.

The certificate is two to three pages long and includes a breakdown of the assessment.



safeMedicate

CPD Certificate of Completion

This is to certify that

*Andy Bennett*

Has completed the following CPD accredited activity:

fns essential skills es

Delivered by:

AUTHENTIC WORLD LTD

Whilst working at:

The CPD Standards Office

CPD PROVIDER: 50085
2020 - 2022
www.cpdstandards.com

Accredited cpd Activity

Issue Date: 04/17/2020

Authentic World
reducing medication error

This certificate of completion is not valid without the presence of the Assessment Summary

ASSESSMENT SUMMARY

ASSESSMENT(S) UNDERTAKEN:
Date: 04/17/2020 - Assessment Type: AA - Score: 50 / 50

| | fns essential skills es | | |
|---|---|---|---|
| | Tablets and Capsules | Liquid Medicines | Injections |
| **Complexity Level** | **No. of Questions Asked** | | |
| Unit Dose | 2 | 2 | 2 |
| Sub Unit Dose | 2 | 2 | 2 |
| Multiple Unit Dose | 2 | 2 | 2 |
| Conversion of SI Units | 2 | 2 | 3 |
| Complex Calculations | 2 | 2 | NOT SAT |
| Insulin | | | 1 |
| | IV Infusions | | |
| **Complexity Level** | **No. of Questions Asked** | | |
| mL/hr and Drops per Minute | 10 | | |

ASSESSMENT TYPE

What is ADA?

ADA is short for Authentic Diagnostic Assessment. In ADA, users are required to enter values and measurement units into an on-screen equation frame and show the calculated numeric answer. The calculated answer/dose must then be measured on-screen using the appropriate medication delivery vehicle e.g. syringe, medicine cup, volumetric pump.

What is AA?

AA is short for Authentic Assessment. In AA, users are not required to complete onscreen calculations. Volumes / dosages are calculated off-screen using the preferred method of the user e.g. pen and paper, mental arithmetic. The calculated answer/dose must be measured on-screen using the appropriate medication delivery vehicle e.g. syringe, medicine cup, volumetric pump.

DISCLAIMER

The safeMedicate summative assessment(s) listed above were scheduled by the healthcare organisation shown on page 1 of this certificate. Authentic World Ltd does not warrant that the assessment was sat under invigilated exam conditions nor can it confirm the true identity of the person taking this assessment. Any queries in this regard should be directed to the healthcare organisation.

Issue of this certificate indicates that the user has demonstrated "cognitive" competence of the medication dosage calculation problem solving process. This excludes any other forms of competence such as "functional", "personal" or "ethical competence" that are required for safe medication practice in a clinical setting. For further information please see our End User Terms and Conditions available from our website.

Once you've printed the assessment, you have the options to add or edit your feedback or to print additional copies of the certificate.

Since CEU hours are generally controlled by each state's Board of Nursing, you'll need to contact your CEU provider with the certificate to get credit within the United States. A CPD hour is the European equivalent to a CEU.

**NOTE**: certificates for earlier versions of safeMedicate remain available. Consult the 2019 user guides for instructions.

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# Appendix D – Accessibility and VPAT

**safeMedicate** provides additional features to aid those requiring additional time on assignments (see *Modifying User Accessibility*) and those who are hearing impaired (see *Modules*).

In addition, we provide an accessibility statement on our website and have created a VPAT document in accordance with section 508 of the U.S. Rehabilitation Act.

## Policy Statement on Accessibility

Authentic World Ltd and its North American Distributor, simMedicate, Inc. are committed to providing a website and online experience that is accessible to all of our users. In designing our **safeMedicate** learning and assessment environment (located at safemedicate.net) we have followed the Web Content Accessibility Guidelines (WCAG) 2.0 produced by the World Wide Web Consortium (W3C).

To make sure **safeMedicate** is accessible as possible, we:

- use plain English which is clearly understandable, and have avoided using jargon where we can,
- use strong color contrasts between foreground and background elements,
- ensure that content is logically structured and is accessible from menus and page navigation tools that are permanently onscreen,
- make sure that navigation through our learning materials works in a consistent way,
- provide content playback tools that allow you to start, pause and replay video, control sound volume and expand video content to occupy the full screen of your device,
- provide full audio narration in support of onscreen content,
- offer closed-caption facilities for all narrated content,
- ensure that content responds appropriately to the magnification features found in modern web browsers to make things easier to see and read on your device,
- provide a built-in magnification feature for interactive exercises such as measuring a volume in a syringe as standard for all users,
- have features that accommodate for users who, for reasons of accessibility, need extra time to complete a scheduled assessment.

**safeMedicate** has been designed to work optimally in the latest versions of popular web browsers. We require that certain features of these browsers be activated to ensure that you get the best user experience possible. We have a test page where you can check the compatibility of your device. **safeMedicate** will display and work appropriately on modern desktop computers, laptops, tablets and smartphones. However, given the interactive nature of many of our exercises, we do not recommend using a smartphone because of the limited screen size.

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# Voluntary Product Accessibility Template for safeMedicate

**Summary Table**
**Voluntary Product Accessibility Template**

| Criteria | Supporting Features | Remarks and Explanations |
|---|---|---|
| Section 1194.21 Software Applications and Operating Systems | Not applicable | |
| Section 1194.22 Web-based Intranet and Internet Information and Applications | Supported | See section 1194.22 detail table below. |
| Section 1194.23 Telecommunications Products | Not applicable | |
| Section 1194.24 Video and Multi-media Products | Not applicable | |
| Section 1194.25 Self-Contained, Closed Products | Not applicable | |
| Section 1194.26 Desktop and Portable Computers | Not applicable | |
| Section 1194.31 Functional Performance Criteria | Supports with exceptions | See section 1194.31 detail table below. |
| Section 1194.41 Information, Documentation, and Support | Supported | See section 1194.41 detail table below |

**Section 1194.22 Web-based Intranet and Internet Information and Applications - Detail**
**Voluntary Product Accessibility Template**

| Criteria | Supporting Features | Remarks and Explanations |
|---|---|---|
| 1194.22(a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content). | Supported | Learning environment's videos have voiceover that is fully captioned. **safeMedicate** is an online learning and assessment tool that replicates the clinical environment where the nurse must be able to recognize syringes and other devices for dosage administration without textual support. |
| 1194.22(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation. | Supported | Learning environment's videos have voiceover that is synchronously captioned. |
| 1194.22(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup. | Supported | Application does not rely on the use of color coding. |
| 1194.22(d) Documents shall be organized so they are readable without requiring an associated style sheet. | Not applicable | |
| 1194.22(e) Redundant text links shall be provided for each active region of a server-side image map. | Not applicable | |
| 1194.22(f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape. | Not applicable | |
| 1194.22(g) Row and column headers shall be identified for data tables. | Not applicable | |
| 1194.22(h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers. | Not applicable | |
| 1194.22(i) Frames shall be titled with text that facilitates frame identification and navigation. | Not applicable | |
| 1194.22(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz. | Not applicable | |
| 1194.22(k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes. | Not applicable | |
| 1194.22(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology. | Not applicable | |
| 1194.22(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with 1194.21(a) through (l). | Supported | A "Test Your System Now" feature enables users to check system configuration and update or add any browser features or plug-in applications needed to meet specifications by clicking on appropriate links. |

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|---|---|---|
| 1194.22(n) When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues. | Not applicable | |
| 1194.22(o) A method shall be provided that permits users to skip repetitive navigation links. | Not applicable | |
| 1194.22(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required. | Supported | Assessments are timed, based on instructor requirements. During an assessment users are provided with an onscreen indication of remaining time and are allowed to complete the question they are attempting when the time is up. Instructors may provide additional time to select learners by activating the Accessibility feature with that user's record, adding a specified time to complete every assessment. |

**Section 1194.31 Functional Performance Criteria - Detail**
**Voluntary Product Accessibility Template**

| Criteria | Supporting Features | Remarks and Explanations |
|---|---|---|
| 1194.31(a) At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for Assistive Technology used by people who are blind or visually impaired shall be provided. | Not applicable | **safeMedicate** is an online learning and assessment tool that replicates the clinical environment where the nurse reads a physician's orders, measures, and administers a drug with the proper dosage. |
| 1194.31(b) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for Assistive Technology used by people who are visually impaired shall be provided. | Not applicable | **safeMedicate** is an online learning and assessment tool that replicates the clinical environment where the nurse reads a physician's orders, measures, and administers a drug with the proper dosage. |
| 1194.31(c) At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for Assistive Technology used by people who are deaf or hard of hearing shall be provided. | Supported | Audio provided in the learning environment is fully and synchronously captioned. |
| 1194.31(d) Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided. | Supported | Audio provided in the learning environment is fully and synchronously captioned. |
| 1194.31(e) At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for Assistive Technology used by people with disabilities shall be provided. | Not applicable | User speech is not required. |
| 1194.31(f) At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided. | Not applicable | **safeMedicate** is an online learning and assessment tool that replicates the clinical environment where the nurse must physically measure and then properly administer a drug by adding tablets to cups, pulling the plunger on a syringe, and interacting with an intravenous pump. |

**Section 1194.41 Information, Documentation, and Support—Detail**

| *Criteria* | Supporting Features | Remarks and explanations |
|---|---|---|
| (a) Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge. | Supported | All product help documentation is provided in PDF format and may be read by Assistive Technology. In addition, all product help files may be optionally output in ASCII text and then accessed by Assistive Technology. |
| (b) End-users shall have access to a description of the accessibility and compatibility features of products in alternate formats or alternate methods upon request, at no additional charge. | Supported | All product features are described in a PDF file and may be read by Assistive Technology. |
| (c) Support services for products shall accommodate the communication needs of end-users with disabilities. | Supported | Technical support is available via plain ASCII email. Emails may be sent to **safeMedicate** Technical Services using Assistive Technology, and emails from **safeMedicate** Technical Services may be read using Assistive Technology. |