

**Healthcare Facility
Administrator's
User Guide
2021**

**Be competent
Be safe**

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About this Guide

This guide was created to provide those administering Authentic Assessments (AA) in a hospital or healthcare facility with a concise summary of the steps and processes associated with AA administration. **safeMedicate** is a sophisticated application with multiple options designed to be used by both healthcare providers ensuring the safety of their patients and educational programs improving the drug dosage calculation skills of their graduates. For details on other **safeMedicate** features, download the Administrator's Guide available on your Home page.

The organization of this guide begins with the steps needed to provide licenses to users, schedule assessments, and view results and then ends with a look at the user's steps from registration to taking the assessment.

For the Administrator:

1. Create and schedule the assessment
2. Print (or PDF) the license or licenses
3. Provide the licenses to those taking the assessment
4. Review the results

For those taking the assessment:

1. Register the license, recording an email address and password
2. Log in to safeMedicate
3. Complete the assessment

All users have access to the learning environment for FNS Essential Skills, which covers Tablets & Capsules, Liquid Medicines, Injections, and I.V. Infusions as well as having a section that provides users the opportunity to set up and take their own practice assessments on any of these areas. While most hospitals and healthcare facilities don't assign the learning environment, some offer this as a step in the remediation process when the assessment reveals a deficiency.

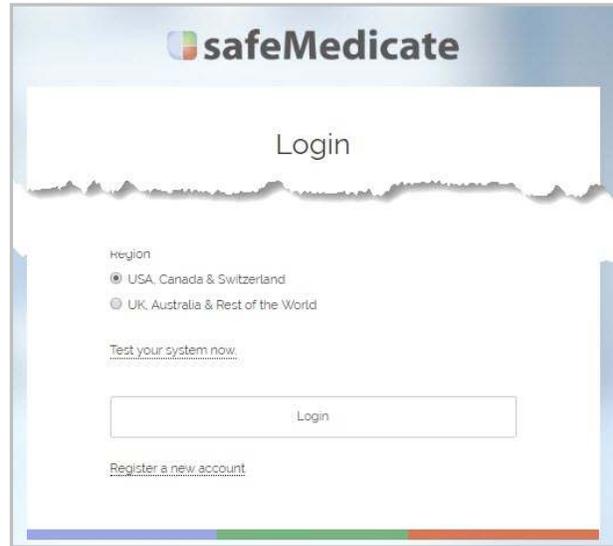
Specifications

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.

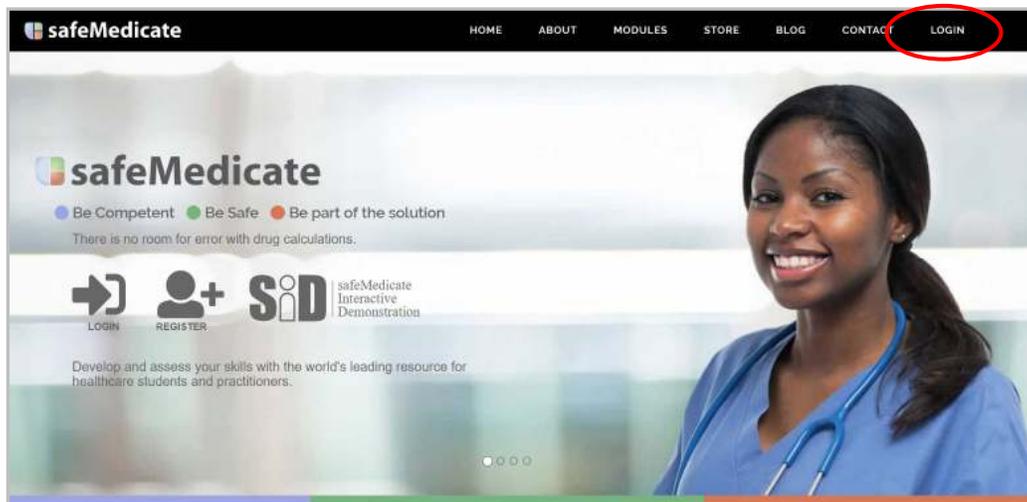
| Browser | | |
|---|-------------|-----------|
| Minimum Specification | Your System | Checklist |
| Internet Explorer 11+ Edge 12+ Firefox 25+ Safari 5+ Chrome 30+ | Chrome 59 | ✓ |
| Screen Size | | |
| Minimum Specification | Your System | Checklist |
| 1024x768 | 1920x1080 | ✓ |
| Javascript | | |
| 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.

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.

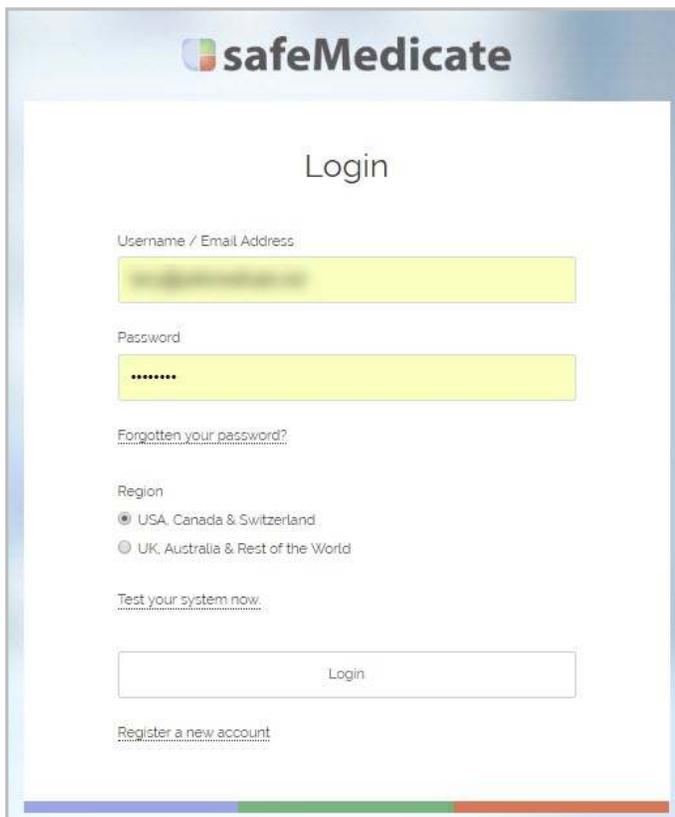
The Welcome page appears showing you've selected the site for the **USA & Canada**. (If the **UK, Australia & Rest of the World** is selected, you've incorrectly gone to the .COM site.)

Enter the sign in information:

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

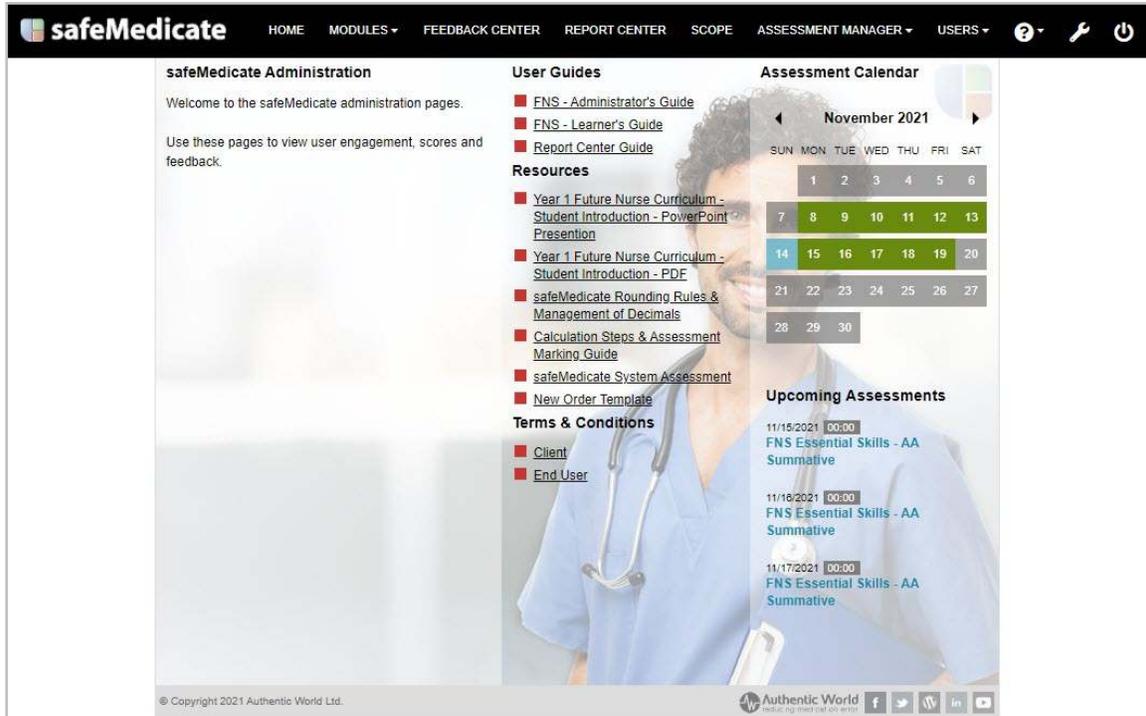
Click **Login**.

NOTE that **safeMedicate** can be open in only one browser window on any 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.



The Home Page

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 **Assessment Manager** by clicking the **Edit Assessment** button to make changes to an assessment that has not yet occurred.



You're also able to see the Title of the assessment, the Group Name assigned the assessment, and the name of the Administrator who booked the assessment.



The **Assessment Manager** is also accessible from the main menu. See the *Assessment Manager* section below.

Creating Licenses

Once you've completed your purchase, you'll receive your **safeMedicate** license registration information listed in a Microsoft Excel® spreadsheet. You'll also receive a License template as a Microsoft Word® DOT (.dotx) file.

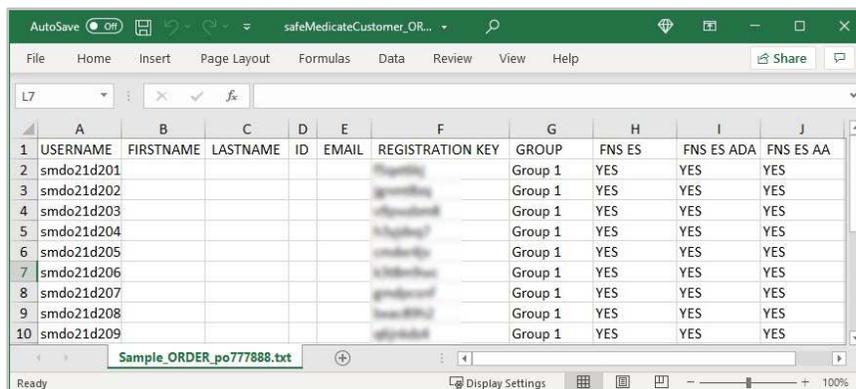
Using the Microsoft Word Mail Merge Manager, you're able to create **safeMedicate** licenses from the Excel spreadsheet you're provided by printing them, generally as a PDF, and distributing them.

Because several different variations of Word exist, the steps described below may not match up with the version you're using. However, the process remains the same.

1. Open the template and access the Mail Merge Manager in Word.
2. In the Mail Merge Manager, select the document type, **Letters**.
3. Identify the list of recipients by selecting the Excel spreadsheet.
4. Create the **Merge Fields** for **Username** and **Reg Key** (Registration Key) and verify that the customer name on the document is correct.
5. View the Preview and double-check your work.
6. Complete the Merge.
7. Print (or PDF) the documents.

The License Spreadsheet

The **Usernames** for the licenses are listed on the spreadsheet along with their **Registration Keys**. The other columns are defaults for the group (i.e., Group 1) and the modules included with the license.



| | A | B | C | D | E | F | G | H | I | J |
|----|------------|-----------|----------|----|-------|------------------|---------|--------|------------|-----------|
| 1 | USERNAME | FIRSTNAME | LASTNAME | ID | EMAIL | REGISTRATION KEY | GROUP | FNS ES | FNS ES ADA | FNS ES AA |
| 2 | smdo21d201 | | | | | XXXXXXXXXX | Group 1 | YES | YES | YES |
| 3 | smdo21d202 | | | | | XXXXXXXXXX | Group 1 | YES | YES | YES |
| 4 | smdo21d203 | | | | | XXXXXXXXXX | Group 1 | YES | YES | YES |
| 5 | smdo21d204 | | | | | XXXXXXXXXX | Group 1 | YES | YES | YES |
| 6 | smdo21d205 | | | | | XXXXXXXXXX | Group 1 | YES | YES | YES |
| 7 | smdo21d206 | | | | | XXXXXXXXXX | Group 1 | YES | YES | YES |
| 8 | smdo21d207 | | | | | XXXXXXXXXX | Group 1 | YES | YES | YES |
| 9 | smdo21d208 | | | | | XXXXXXXXXX | Group 1 | YES | YES | YES |
| 10 | smdo21d209 | | | | | XXXXXXXXXX | Group 1 | YES | YES | YES |

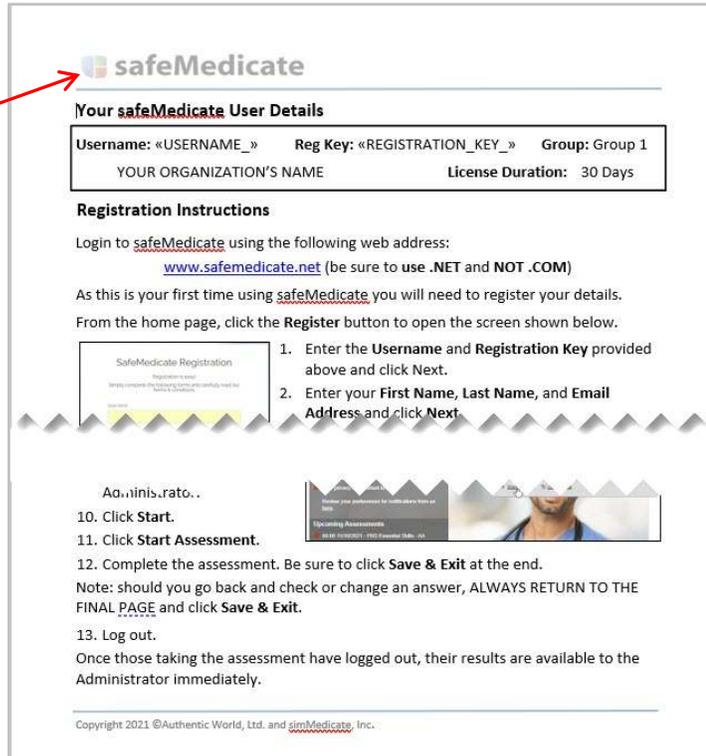
Usernames are coded with your organization's four-digit **safeMedicate** abbreviation, the year of the purchase, the cohort (which is always D for healthcare organizations), and a series of numbers representing each individual license.

Registration Keys are unique sets of alphanumeric characters specific to the **Username**.

The License Template

When you place your first **safeMedicate** order, you receive the License Template in Word DOT format named **safeMedicate License Mail Merge Template**. You'll want to open this to verify that the document only takes one page and adjust the format to remove any additional page. Older versions of Word, especially those on Mac devices, may alter the formatting. This document can be stored anywhere on your local drive.

You may want to replace the logo with your organization's logo.



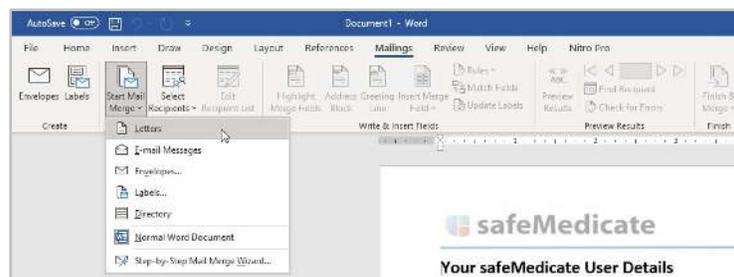
Though not necessary, some organizations replace the **safeMedicate** logo with their own logo.

If you make a change to the DOT file, you'll need to save the new document as a DOT file and overwrite the filename: **safeMedicate License Mail Merge Template**.

When you open the file, you create a new license document, and you are ready to run the mail merge.

Mail Merge

Once you opened a new license document, you'll need to access the Mail Merge Manager in Word, choosing the **Letters** option. Please be aware that the location of the Mail Merge Manager and the names of some of the commands (i.e., options) differs depending on your version of Word.



Select the recipients by choosing the option and searching for an existing list.

Open the License Spreadsheet.

Complete the merge by clicking the **Finish** button and sending the new licenses to a printer or to your PDF creator.

Assessment Manager

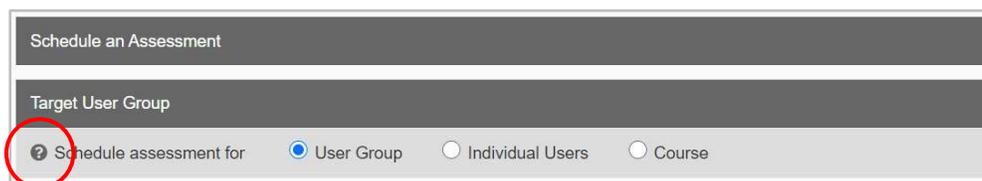
The Assessment Manager is where you schedule a new assessment or search for and view/edit the details of an existing assessment.

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 **User Group** for the Target User Group.
2. Using the drop-down menu, select the **User Year**.
3. Once the year is selected, choose **D** from the drop-down menu for the **User Cohort**.
4. Click the **Select All Groups** bar or click the plus sign next to **Group 1**.
5. In the Assessment Details panel, select **Module**.
6. Choose **FNS Essential Skills** from the Assessment Modules drop-down menu.
7. Provide the Assessment Details that define the user's access (detailed below).
8. Format the **Module** assessment being scheduled (detailed below).
9. Finalize/Book the assessment.

Defining Your Assessment

Once you've chosen the **FNS Essential Skills** as the **Assessment Module**, additional options appear for you to schedule and further define the assessment.

1. Complete the **Assessment Title** field with an easily identifiable title. This title appears when the assessment is expanded under the calendar, in the list generated by the **Search/Edit** option, and on the user's Assessments page opened from the Modules menu.

2. Use the calendar tool to set the **Date**. This is the first date the assessment is available, but you'll be able to repeat the assessment daily, weekly, or monthly using the Repeat options.

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



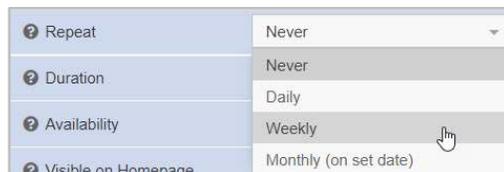
3. Choose the **Time** when the assessment becomes available by setting the sliders. The **Choose Time** sliders use a 24-hour clock (i.e., military time) format. The 00:00 default makes the assessment available at midnight. Click **Done** to close the dialog box.

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



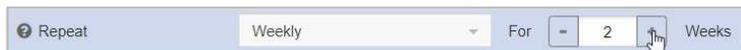
4. Use the drop-down menu if you want the assessment to **Repeat**. By default, the **Never** option is selected. You can though choose to repeat the assessment daily for up to seven days or weekly for a set period of weeks. You can also choose to set up a once-a-month assessment on a specific date.

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.



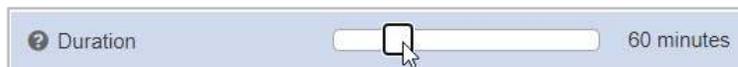
NOTE: when a **Random** question set is selected only the assessment

booking details are replicated. The questions for each assessment are randomly drawn from our extensive database of dosage problems, making each individual assessment unique.



5. 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.



- Use the slider to set **Availability**, the number of hours the assessment remains available from the **Time** set (i.e., the window when users can access the assessment). 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.

- 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.

- Complete the **Password** field. We recommend unique passwords for high stakes assessments.
- Choose the **Assessment Type** of **Summative** (withholding feedback until released) for high-stakes tests. Selecting **Formative** provides the user feedback after the assessment is completed.
- Selecting Summative fixes the **Number of Attempts** available at 1. This is standard for a high-stakes test.
- Toggle the Feedback Available switch to **Off** (to the left, making the background grey) for a high-stakes test. Selecting **On** provides the user feedback after the assessment is completed.
- 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.

Formatting Your Assessment

Once the time and availability of your assessment has been defined, you'll provide the assessment's format.

1. Select **Authentic Assessment** as the **Diagnostic Type**. This is the high-stakes test resembling the clinical environment.
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. In FNS Essential Skills, the **Child** area of practice includes only over-the-counter medications and does NOT cover weight-based medications.

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

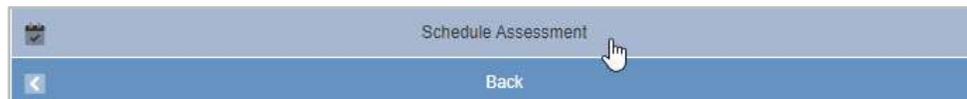
4. Select a pre-built **safeMedicate** Format **A** for a 40-question assessment covering Tablets and Capsules, Liquid Medications, Injections, and I.V. Infusions. For a 30-question assessment without the I.V. Infusions questions select Format **B**.

If your organization uses the Focused Assessment Builder to create customized **FAB Preset** assessments, see the Administrator's Guide for details regarding this feature.

5. Select **Random** for the **Question Set** option. This allows you to have questions pulled randomly from **safeMedicate**'s extensive database (while maintaining strict adherence to the rubric) and is strongly recommended. Selecting **Fixed** provides all users the same questions.

Finalizing/Booking the Assessment

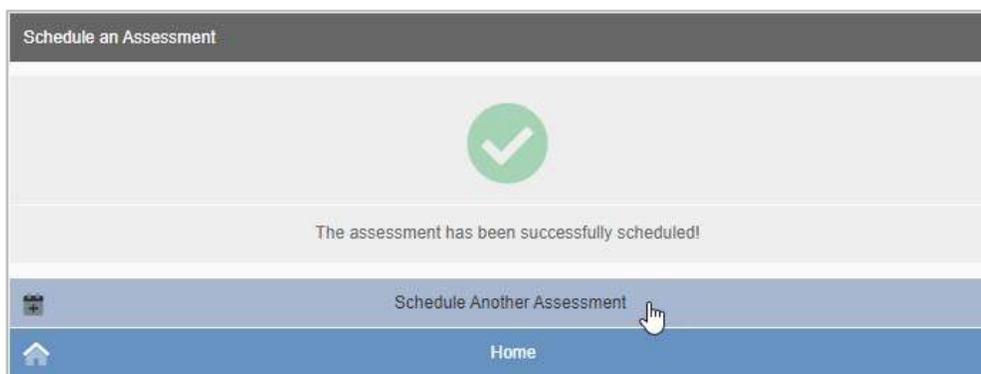
Once you've set the details and completed the format click the **Schedule Assessment** button.



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 return to your Home page.

Editing Assessments

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



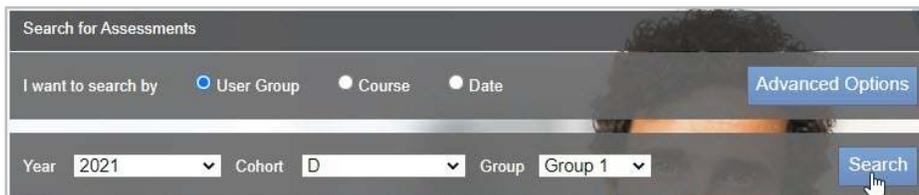
NOTE: once a scheduled assessment has been accessed by users, or the scheduled date has passed, that assessment can no longer be edited (changed or deleted).

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

Searching for an Assessment by User Group

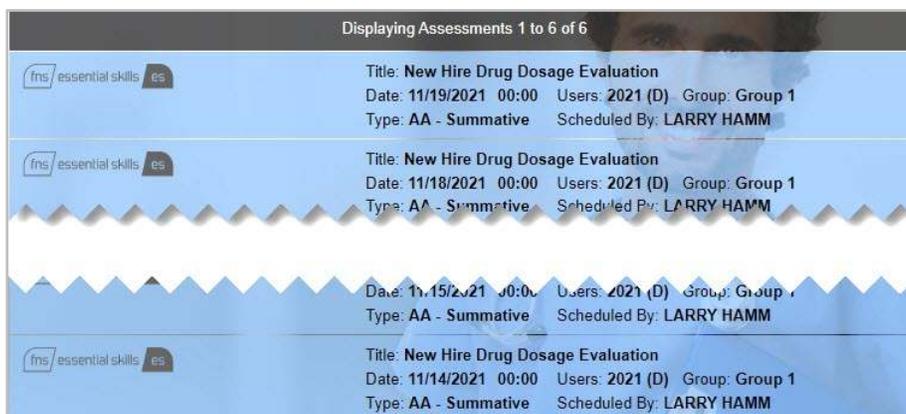
To search for an assessment by User Group:

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 **Group 1** 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.

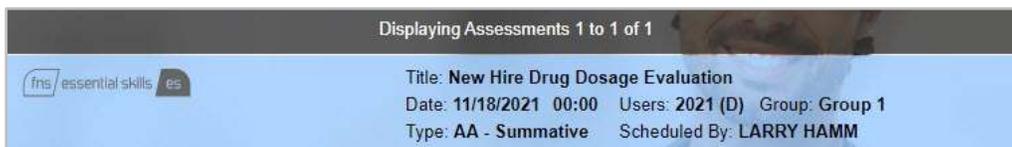
Searching for an Assessment by Date

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 **Edit Your Assessment Booking** 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. You cannot modify an assessment that has already taken place.

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. You cannot delete an assessment that has already taken place.

Viewing User Results

The best way to see results quickly is to use the features of the Report Center. You can also view the results of individual users by accessing their **safeMedicate** records.

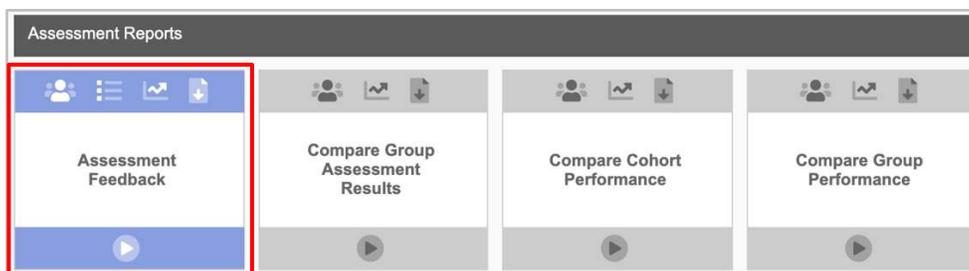
Accessing Results from the Report Center

Selecting **Report Center** from the Main Menu provides you the means to search for and view the assessment results of your users and/or export data relating to an assessment.

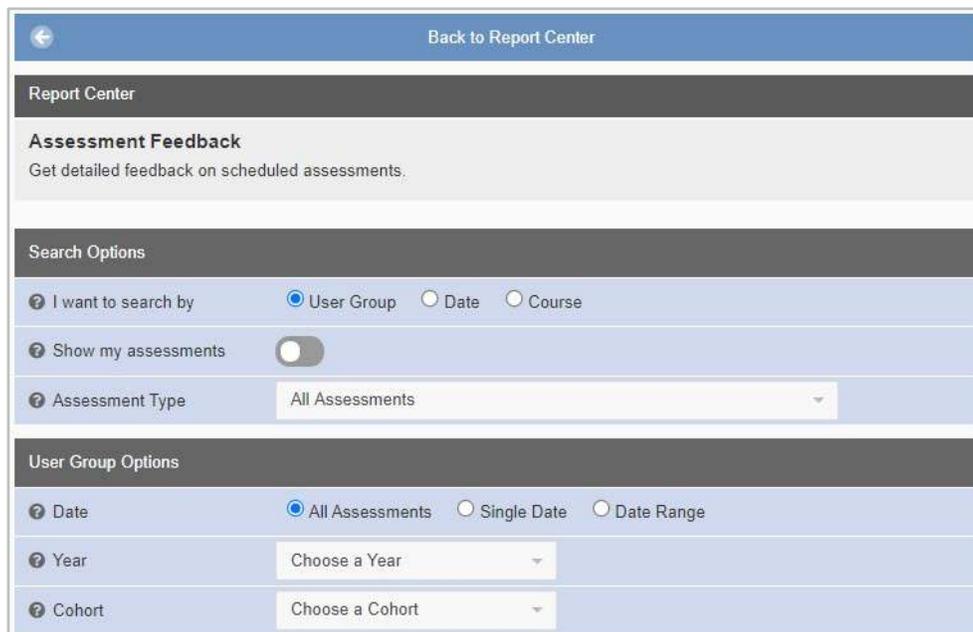
NOTE: The Report Center has several available reports, but only the one you're most likely to use is described in this document. As of this writing, the Report Center is still in development (in its BETA version) with additional reports scheduled to be added. Those will be described fully in the downloadable 2022 Administrator's Guide.

For the high-stakes testing performed at healthcare facilities, the report most likely to be used is the Assessment Feedback report, which allows you to run a detailed report for any scheduled assessment.

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



The Assessment Feedback report search panel appears.



Locating and Opening the Assessment Feedback Report

You can search for an assessment by **User Group** or **Date**.

The 'Search Options' panel includes the following controls:

- I want to search by:** Radio buttons for User Group, Date, and Course.
- Show my assessments:** A toggle switch currently turned off.
- Assessment Type:** A dropdown menu currently set to 'All Assessments'.

toggling on **Show my assessments** allows you to narrow your search to include only assessments you (as the Administrator) have scheduled.

Select **Summative Assessments** from the **Assessment Type** drop-down menu (unless you've created a **Formative Assessment** for practice purposes).

When completing the desired User Group Options, **All Assessments** is the default selection for the Date field.

The 'User Group Options' panel includes the following controls:

- Date:** Radio buttons for All Assessments, Single Date, and Date Range.
- Year:** A dropdown menu currently set to 'Choose a Year'.
- Cohort:** A dropdown menu currently set to 'Choose a Cohort'.

Annotations in red boxes highlight the 'Date' section and a callout box that reads: "Select **Single Date** or **Date Range** to narrow assessment search results."

You can narrow your search results by selecting **Single Date** or **Date Range** and entering the date on which the desired assessment took place.

When you search for a **Single Date** or a **Date Range**, you'll be prompted to use the calendar(s) to select the date(s) you want.

The 'User Group Options' panel is shown with the following settings:

- Date:** Radio buttons for Single Date and Date Range.
- Date Range - From:** 10/01/2021
- Date Range - To:** 11/15/2021

A calendar for November 2021 is displayed, with the date 15 highlighted. The calendar shows the following dates:

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

Select a **Year** and **Cohort**. Once you've selected the **Cohort**, select **Group 1** (or **All Groups**) and **FNS Essential Skills – AA** (or **All Assessments**) for the **Group** and **Assessment Module** fields.

| User Group Options | |
|--------------------|---|
| Date | <input checked="" type="radio"/> All Assessments <input type="radio"/> Single Date <input type="radio"/> Date Range |
| Year | 2021 |
| Cohort | D |
| Group | Group 1 |
| Assessment Module | FNS Essential Skills - AA |

Once you have selected an assessment module, an **Assessment List** appears displaying all assessments matching the selected search criteria. If more than ten (10) assessments match your search criteria, multiple pages are used with navigation arrows on the bottom the of the page.

Select an assessment or assessments by clicking the plus (+) symbol. The selected assessments appear in the **Your Selected Assessments** panel.

The screenshot shows the 'Assessment List' panel with three assessment entries. The first entry has a red box around a plus (+) symbol. A callout box points to this symbol with the text: "Click the plus (+) symbol to select a desired assessment. The assessment changes color when selected." Below the list is a navigation bar with arrows and page numbers 1 and 2. At the bottom is the 'Your Selected Assessments' panel, which contains one assessment entry with a trash icon and a 'Remove All Assessments' button. A callout box points to this panel with the text: "Selected assessments appear in the Your Selected Assessments panel."

Click Remove All Assessments to make new selections.

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

Generally, you'll accept the default of **Users that sat assessment(s)** for the **I want to view** option. Similarly, you'll accept the **All attempts** option for **I want to include** for all high-stakes tests.

Select the **Percentage** checkbox if you want to display the user's scores as a percentage.

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

Viewing the Assessment Feedback Overview

Once you click **Run Report**, the **Assessment Feedback** screen appears, displaying three main sections: assessment details at the top, a bar chart in the middle, and a list of results on the bottom.

The top section of the **Assessment Feedback** screen shows the details of the selected assessment.

To release the feedback of a locked assessment, click the lock icon.

The middle section of the page displays the Assessment Overview with the user results in a bar chart and the users who sat the assessment listed below.

Hover your mouse over an individual bar to display a pop-up showing the users name and percentage score.

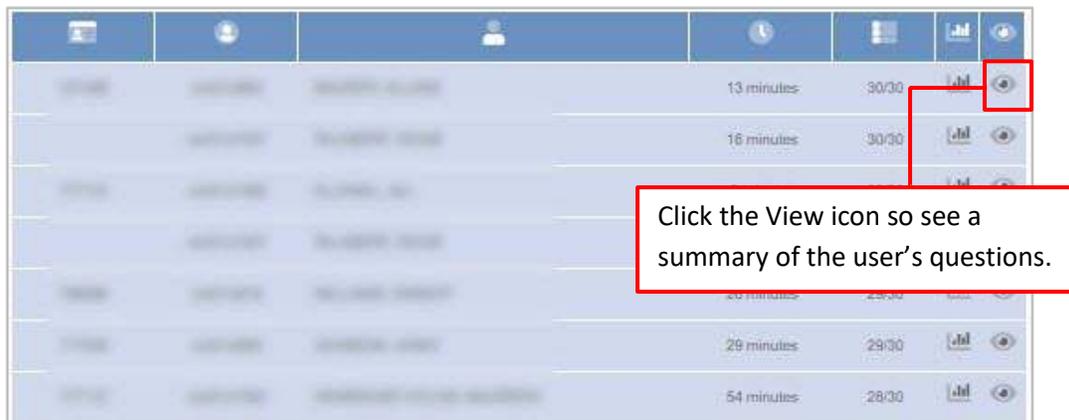
Click an individual user's bar graph to view graphs for the **Technical Measurement** and **Total Score** for that user. Click **Back to User Attempts** to return to the assessment overview bar chart.

| Name | Score | Time | Actions |
|-------|-------|------------|--------------------|
| John | 100% | 13 minutes | 30/30 [Lock] [Eye] |
| Jane | 100% | 16 minutes | 30/30 [Lock] [Eye] |
| Mike | 100% | 8 minutes | 30/30 [Lock] [Eye] |
| Sarah | 100% | 18 minutes | 29/30 [Lock] [Eye] |
| David | 100% | 26 minutes | 29/30 [Lock] [Eye] |
| Emily | 100% | 29 minutes | 29/30 [Lock] [Eye] |
| Chris | 100% | 54 minutes | 28/30 [Lock] [Eye] |

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

Each row of the list represents one individual user that completed the assessment. Moving your cursor over the column header icons gives you a textual description of that icon. You can re-order the list by clicking the column header.

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



In addition to the first and last name of the person taking the assessment, you're able to view at-a-glance any organizational number they've entered, the username they were provided, the number of minutes they required to complete the assessment and their assessment score.

Click the Bar Graph icon to see the **Technical Measurement** and **Total Score** for that user.

Click the View icon to see the user's Assessment Summary page where all the questions are listed with the Section and Level and can be viewed independently. See Viewing User Questions below for a detailed understanding the Assessment Summary page.

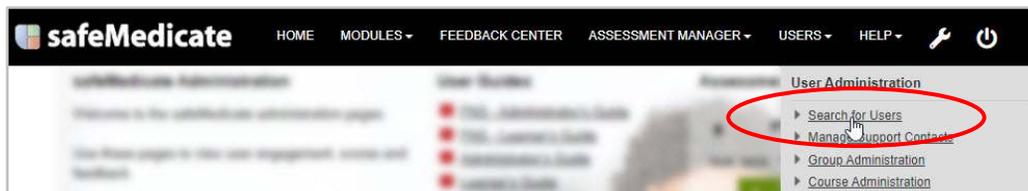
Accessing Results from the User Record

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

NOTE: User Administration has several other features, including some pertaining to the User Record. Those are described fully in the downloadable Administrator’s Guide.

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., smmi21d111) 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.

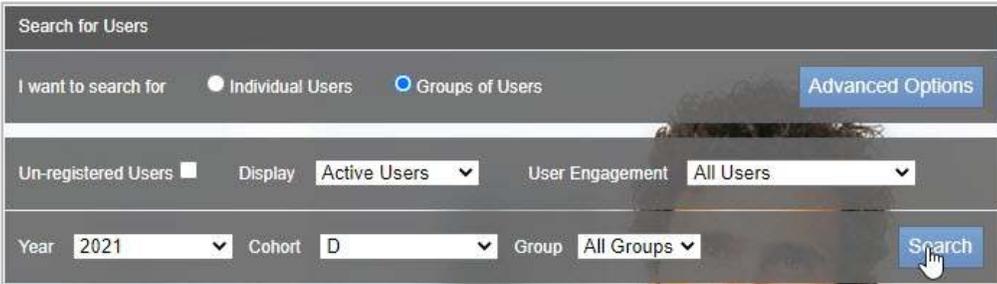


Click the name to access that individual’s User Record.

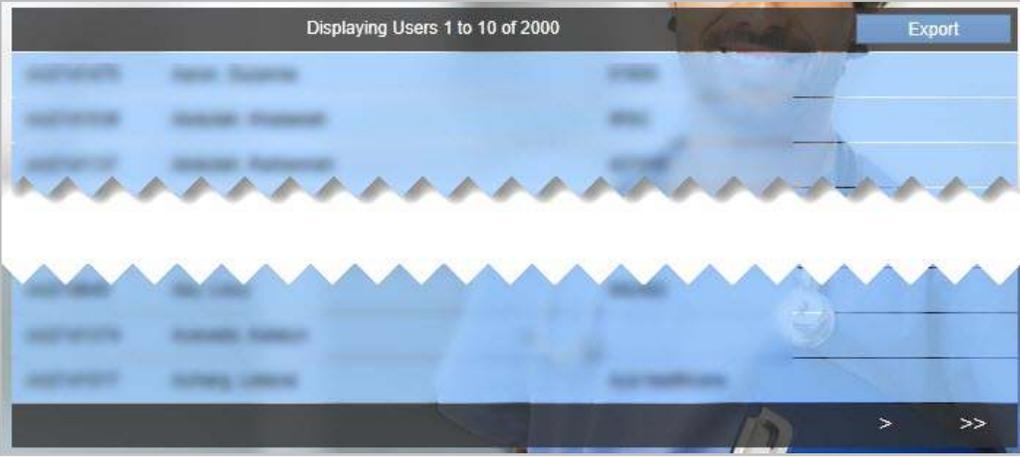
Searching for Users by Group

To search for a group:

1. Next to **I want to search for**, select **Groups of Users**.
2. Click the **Advanced Options** button to expand the panel.
3. Select **Active Users** from the **Display** drop-down menu.
4. Use the drop-down menu to select the appropriate **Year**.
5. Select the appropriate **Cohort** from the drop-down menu. A list box for selecting the **Group** appears.
6. Use the drop-down menu to choose **Group 1** or **All Groups**.
7. Click **Search**.



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 User Number field.



If more than ten (10) users are in the group you've searched for, multiple pages are used with navigation arrows on the bottom the of the page.

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

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 User ID, Username, Registration Key, First Name, Last Name and Group.

Opening the Assessment from the User Record

Once you locate a user using the search options, clicking the user’s name opens the **User Details** page.

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 the modules available to the user.



Open the row at the bottom by clicking the + symbol located to the far right.

NOTE: Opening the **FNS Essentials Skills** row provides the **Usage History** and any interaction the user had 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.



Click anywhere in the assessment row to view the assessment results.

Viewing the User's Assessment Summary

Once you've accessed the user's assessment from either the Report Center or the User Record, you're able to "drill down" to view a summary of the questions as well as the individual responses.

The Assessment Summary page appears, displaying the user's **Name, ID, Submission Date and Time**, and the **Score** of the assessment at the top.

Beneath this is a list of the questions with the corresponding **Section** and **Level** of complexity.

A **Key** to these categories appears at the bottom of the page.

Correct questions appear with a green box containing a check while incorrect answers are represented by a red box with an **X**.

Click the View icon to view feedback for a specific question.

Click the View icon to the right of any question to see the summary of that question.

The Assessment Summary page can be printed (or made into a PDF) by clicking the Print icon at the top of the page.

FNS Essential Skills Back to Record

fns essential skills es Print

Name: [Redacted]
 ID: [Redacted]
 Submission Date: 07/26/2021
 Submission Time: 10:03
 Score: 39 / 40

| Question | Section | Level | Conceptual | Calculation | Conceptual | Calculation | Conceptual | Calculation | Conceptual | Calculation | Safety Check | Safety Check | Technical Measurement | Technical Measurement |
|----------|---------|--------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| 1 | TC | Unit Dose | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | TC | Unit Dose | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | TC | Multiple Unit Dose | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | TC | Multiple Unit Dose | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 30 | INJ | Sub Unit Dose | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 31 | INJ | Complex Dose | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 32 | INJ | Complex Dose | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 33 | INJ | Complex Dose | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 37 | IV | mL/hr | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 38 | IV | mL/hr | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 39 | IV | mL/hr | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 40 | IV | mL/hr | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

KEY

Module

- FNS Essential Skills
- FNS Advanced Skills - Bodyweight Calculations
- FNS Advanced Skills - Injectable Medicines Therapy
- FNS Advanced Skills - Prescribing & Practical Dosing Calculations

Section

- TC: Tablets & Capsules
- LM: Liquid Medicines
- INJ: Injections
- IV: I.V. Infusions
- SLOW: Slow I.V. Injections
- INT: Intermittent Infusions
- CON: Continuous Infusions
- PRI: Primary Healthcare Setting
- SEC: Secondary Healthcare Setting

The question appears, displaying the results with both the correct answer and the user's answer.

Click the **Back to Record** button to return to the Assessment Summary page.

Question 31 You answered this question INCORRECTLY

The prescriber has ordered the following drug.

Complexity Level: Complex Dose Ins / essential skills ES

| AS REQUIRED MEDICINES | | Date | Time |
|-----------------------|--|------------------------|----------------------------|
| Date | Medicine (print generic name) | | |
| 17/11/2021 | Doxapram Hydrochloride Injection | | |
| Dose | 84 mg | Route | Slow Intravenous Injection |
| Dose Calculation | 1 mg/kg Every 1 hour, as required | Max Dose | 1.5 mg/kg/dose |
| Indication | Post Anesthesia Respiratory Depression | | |
| Frequency | Every 1 hour, as required | Prescriber's Signature | Pharm |
| | | Dr Jones | |

Patient's Name
Emmy Tedesco

Sex: Female Age: 45 years

Height: 178 cm Bodyweight: 84 kg (184.8 lbs)

Body Surface Area: 2.04m²

Diagnosis: Post Anesthesia Respiratory Depression

Allergies: Nil Known



Doxapram Hydrochloride Injection
20 mg per 1 mL

Drug Monograph
For Use in safeMedicate Only

Medication Name
Doxapram Hydrochloride Injection

Indication
Post Anesthesia Respiratory Depression

Administration Route
Slow Intravenous Injection

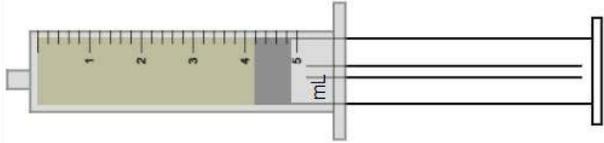
Dose Calculation
1 mg/kg Every 1 hour, as required

Maximum Dose
1.5 mg/kg/dose

Dispensed Dose
20 mg per 1 mL

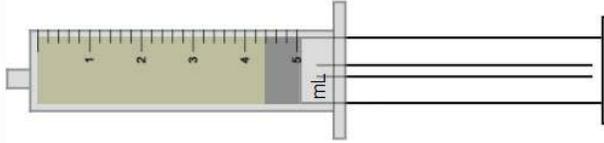
CORRECT ANSWER

ADMINISTER THE CORRECT DOSE/VOLUME OF DRUG



YOUR ANSWER

ADMINISTER THE CORRECT DOSE/VOLUME OF DRUG TECHNICAL MEASUREMENT



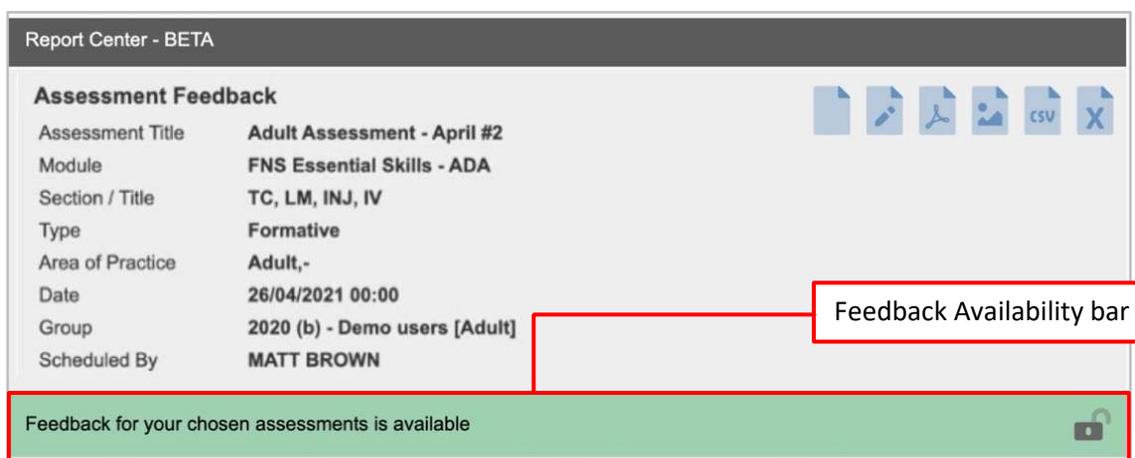
Releasing Withheld Feedback

By default, summative assessments have results withheld from users unless you'd want them to be released. Feedback results can only be released through the Report Center. A bar showing feedback availability appears at the bottom of the assessment detail panel.

When users take a summative assessment, the feedback is withheld, and a red bar with a locked icon is displayed. To release the feedback of a locked assessment, click the lock icon.



The Feedback Availability bar displays green when assessments are unlocked.



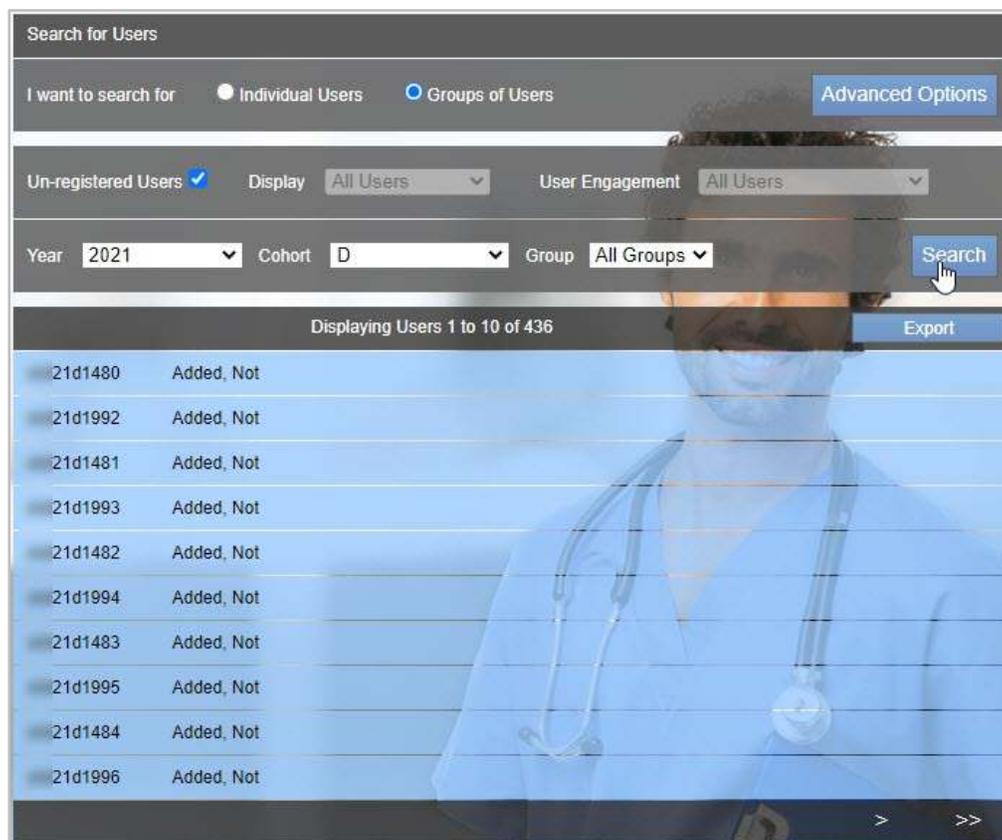
Listing Unregistered Licenses

You may wish to determine how many unused licenses you have.

To view and/or export a list of licenses that haven't been registered, choose the **Search for Users** option from the **Assessment Manager**, select the **Groups of Users** button, and click the **Advanced Options** button to open the panel.

Select the **Un-registered Users** box, choose the **Year**, **Cohort**, and **Group** (i.e., **Group 1** or **All Groups**), and click **Search**.

The list of **Un-registered Users** displays the **Username** of each open, unassigned license (as **Added, Not**).



Click on the row to open the User Record if you wish to see the **Registration Key**.

Lists from the group search can be exported to an Excel® spreadsheet.

The User's Experience

For users, taking a **safeMedicate** assessment requires them to register the license, log in, select the assessment module, and start the assessment.

Registering the License

The instructions for registration are included on every license. These are provided by administrators and include a unique **Username** and **Registration Key**.

Licenses are registered by clicking the **Register** link on the Home page of the www.safemedicate.site to open the Registration dialog.

Once the Username and Registration Key are entered, users complete the First Name, Last Name, and Email Address fields.

The final registration step is the establishment and verification of a **Password** as well as the acceptance of the **Terms & Conditions**.

The license instructions also include all the steps needed for taking the assessment.



Your safeMedicate User Details

| | | |
|--------------------------|------------------------------|----------------|
| Username: «USERNAME_» | Reg Key: «REGISTRATION_KEY_» | Group: Group 1 |
| YOUR ORGANIZATION'S NAME | License Duration: 30 Days | |

Registration Instructions

Login to safeMedicate using the following web address:
www.safemedicate.net (be sure to use .NET and NOT .COM)

As this is your first time using safeMedicate you will need to register your details.
 From the home page, click the **Register** button to open the screen shown below.



1. Enter the **Username** and **Registration Key** provided above and click **Next**.
2. Enter your **First Name**, **Last Name**, and **Email Address** and click **Next**.
3. Enter and verify your **Password** and click **Next**.
4. After careful reading (and agreement), **Accept** our **Terms & Conditions**.
5. You are now able to **Continue to LOGIN**.
6. Log in using the recorded email and password.
7. Open the **Modules** menu.

8. Click the **Start Module** link under **Assessments**.
9. On the **Assessments** page, enter the password provided by the Administrator.
10. Click **Start**.
11. Click **Start Assessment**.
12. Complete the assessment. Be sure to click **Save & Exit** at the end.

Note: should you go back and check or change an answer, ALWAYS RETURN TO THE FINAL PAGE and click **Save & Exit**.

- 13. Log out.

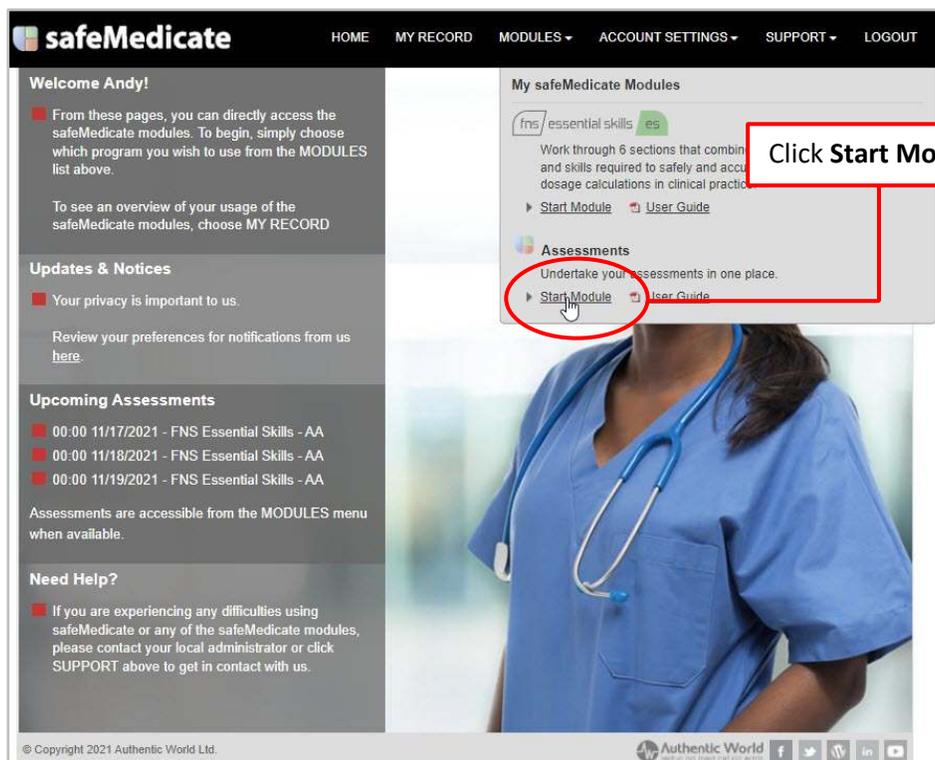
Once those taking the assessment have logged out, their results are available to the Administrator immediately.

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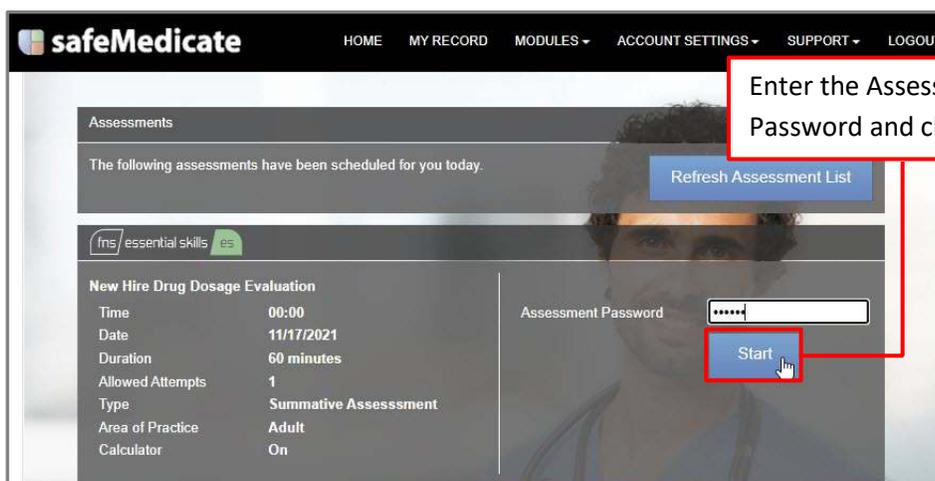
Starting the Assessment

To log in, users return to the www.safemedicate.net site and click the Login link to open the Login dialog box. After entering the **Email Address** and **Password** they recorded and clicking **Next**, the safeMedicate Home page appears. The next three scheduled **Upcoming Assessments** appear in the column on the left.

From the **Modules** menu, click the **Start Module** link located below the **Assessments** module.

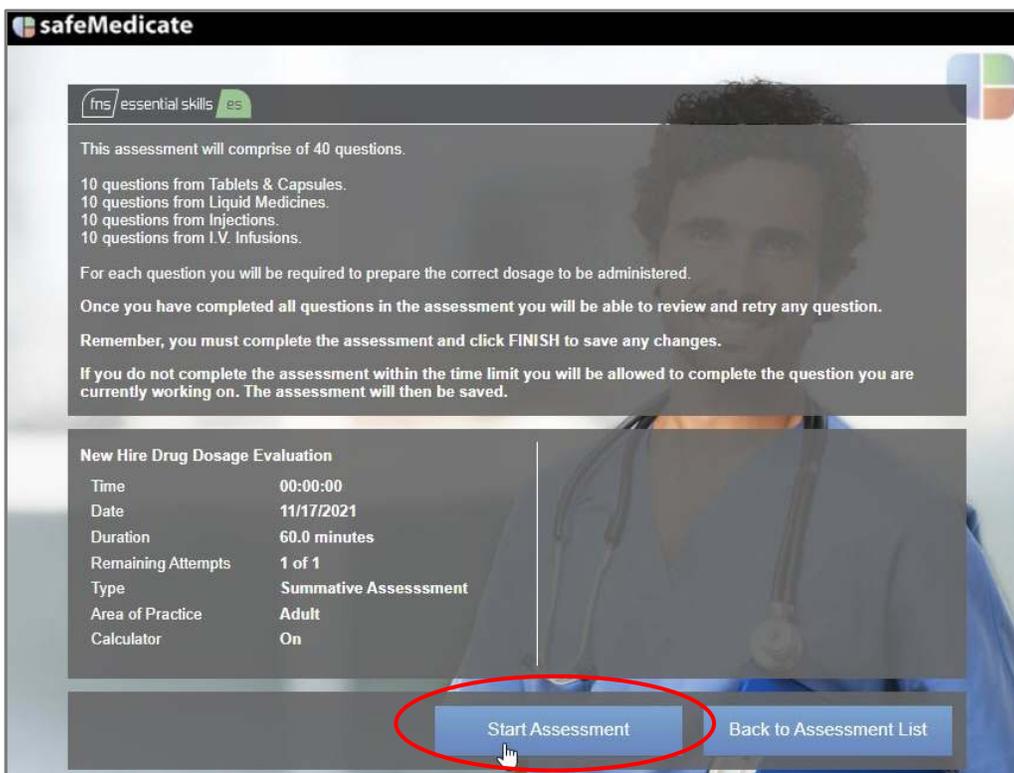


The Assessments page appears, displaying the assessment's details on the left.



Enter the **Assessment Password** and click **Start**.

A page with a brief description of the assessment appears along with the basic assessment information also provided on the previous screen.

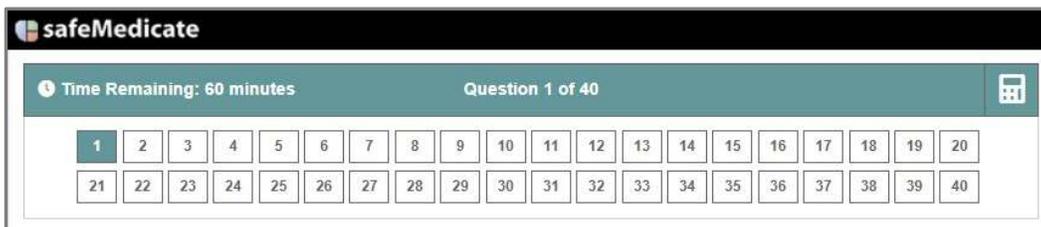


Clicking **Start Assessment** begins the assessment.

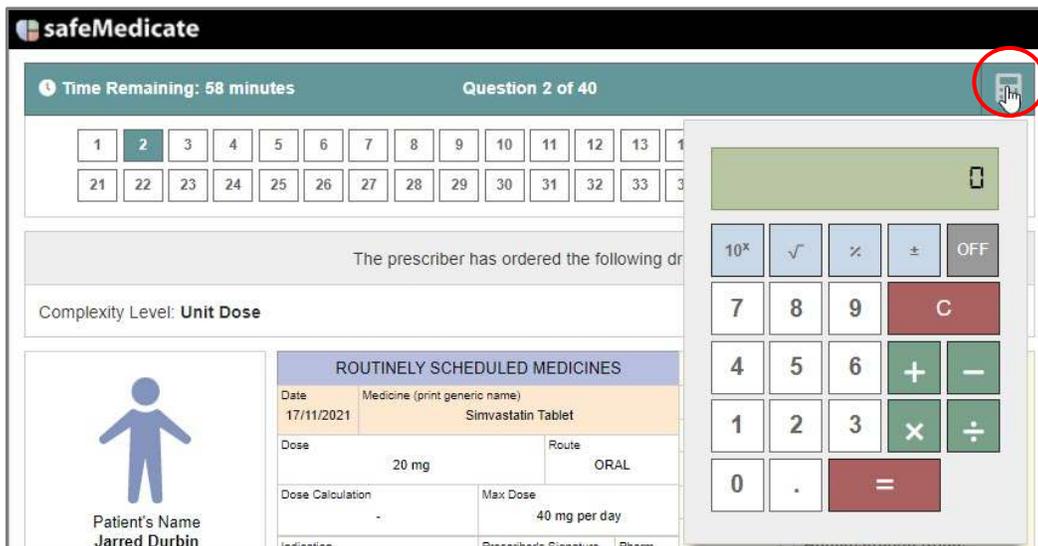
Taking the Assessment

Once you click **Start Assessment**, the **Duration** time begins.

At the top of every page of the assessment is a bar showing the Time Remaining and a visual telling you the question you are on in the assessment.



At the upper right of the assessment is a Calculator icon. If the **Calculator** option has been switched to **On** when the assessment was created and scheduled, the calculator can be toggled open and closed by clicking the icon. The keys are selected by clicking the mouse.



Rounding Rules are available for appropriate questions if they've been toggled **On** when the assessment was created and scheduled.

Each question contains the prescriber’s order as well as patient information and a Drug Monograph.

Using this information, the user calculates the correct dose and administers the drug using the graphics provided.

For Tablets and Capsules, this requires the user to place the tablet(s) or capsule(s) into the cup before clicking **NEXT** to proceed to the subsequent question.

The prescriber has ordered the following drug.

Complexity Level: **Unit Dose** fms/essential skills es

| ROUTINELY SCHEDULED MEDICINES | | | | Date |
|-------------------------------|-------------------------------|------------------------|-----------|----------------------|
| Date | Medicine (print generic name) | | | 17/11/2021 |
| 17/11/2021 | Mirabegron Tablet | | | Administration Times |
| Dose | 50 mg | Route | Oral | 09:00 |
| Dose Calculation | | Max Dose | 50 mg/day | |
| Indication | Overactive Bladder | Prescriber's Signature | Dr Jones | Pharm |

Drug Monograph
For Use in safeMedicate Only

Medication Name
Mirabegron Tablet

Indication
Overactive Bladder

Administration Route
Oral

Dose
50 mg Once a day

Maximum Dose
50 mg/day

Dispensed Dose
50 mg per 1 tab(s)

Patient's Name
Marie Alfieri

Sex: Female Age: 57 years
 Height: 150 cm Bodyweight: 50 kg (110 lbs)
 Body Surface Area: 1.44m²
 Diagnosis: Overactive Bladder
 Allergies: Nil Known

Mirabegron Tablet
50 mg per 1 tab(s)

ADMINISTER THE CORRECT AMOUNT OF TABLETS STEP 1
 Carefully study the information above. Move the appropriate amount of tablets in to the medicine cup.
 When you have completed this step, click **NEXT** to continue.

Liquid Medicine and Injection questions require the user to select the appropriate syringe and then draw the plunger to the correct dose. A magnifying glass provides the user with the ability to achieve accuracy.

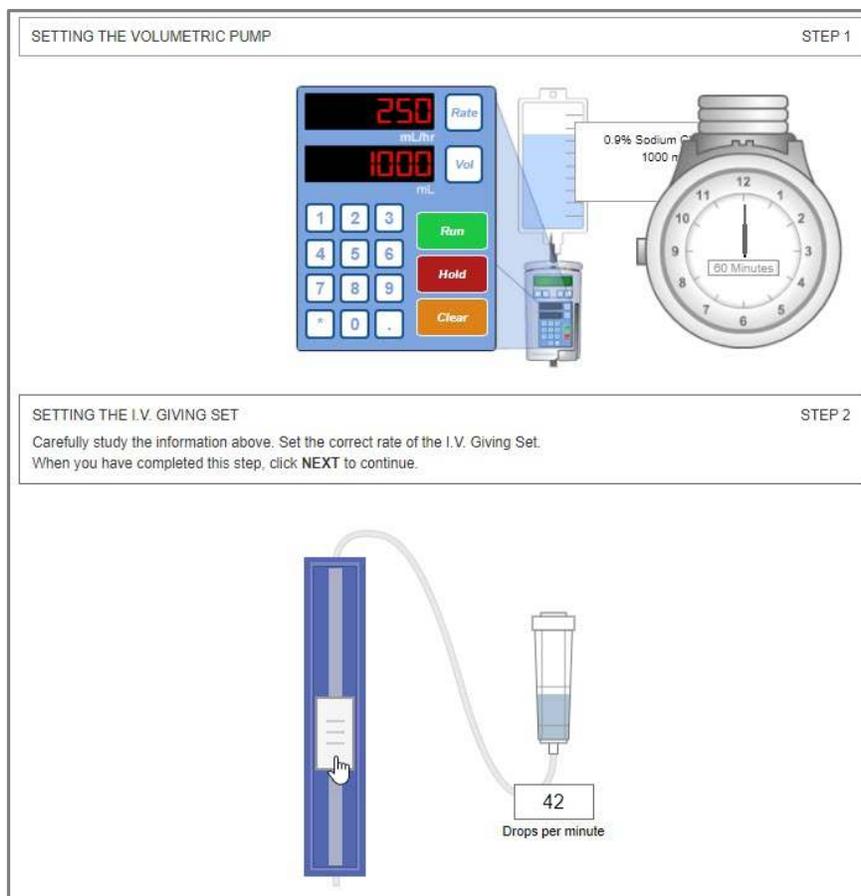
ADMINISTER THE CORRECT DOSE/VOLUME OF LIQUID MEDICINE STEP 1
 Carefully study the information above. Select the most appropriate syringe and measure the correct dose/volume of drug.
 When you have completed this step, click **NEXT** to continue.

0.5mL 1mL 3mL 5mL 10mL 20mL

IV Infusion questions require users to set the pump by clicking the keys to enter the Rate and Volume and running the pump before clicking **NEXT** to activate and set the manual flow meter.

To set the pump, users must click the **Rate** button before clicking the appropriate number keys and then click the **Volume** button prior to entering the appropriate numbers. Once this has been completed, users click **Run**.

Using the mouse, users drag the roller bar to set the Drops per minute.



Once they've completed the question, they click **NEXT** to go to the next question (or, if this was the final question, the **SAVE & EXIT** page).

Completing the Assessment

Once users have clicked **NEXT** on the last question, a page appears with a **SAVE & EXIT** button.

NOTE: If time allows, users can go back and retry a question using the numbered boxes at the top. However, if they navigate away from this page, they **MUST RETURN** to the **FINAL QUESTION** and click **NEXT** to recall the **SAVE & EXIT** page.

Clicking **SAVE & EXIT** saves and submits the assessment.

