# Student User Guide 2021

Be competent Be safe

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## **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 or Flash files on your computer.

To check your system's compatibility, click the **Test your system now** link on the Login 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. Check your audio by clicking the button at the bottom of the page.

Modicate is designed to work optimally in the latest versions of population of the second		and browser specifications and whether or not your system is dicate.
	Browser	
Minimum Specification	Your System	Checklist
Internet Explorer 9+	Chrome 75	
Edge 12+		•
Firefox 25+		
Safari 5+		
Chrome 30+		
	Screen Size	
Minimum Specification	Your System	Checklist
1024x768	1440x900	<ul> <li></li> </ul>
	Javascript	
Minimum Specification	Your System	Checklist
Activated	Activated	~
	Cookies	
Minimum Specification	Your System	Checklist
Activated	Activated	~
	Audio	
Minimum Specification	Your System	Checklist

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
1024x788	6006800	X

	safeMedicate	
	Login	
Rej	gion	
	USA, Canada & Switzerland UK, Australia & Rest of the World	
Tes	t your system now.	
	Login	
Re	gister a new account	

# Helpful Hints for Using safeMedicate

Once you've purchased **safeMedicate**, you'll want to be familiar with the basic features.

#### Logging in to safeMedicate

When you purchase or register your license, you'll be asked to enter an email address and a password. Remember the email address and password you've recorded to be able to log in to your account.

Users attempting to log in with a different email aren't recognized.

The Password field is case-sensitive and your password must be entered EXACTLY as recorded. Make sure your CAP LOCKS are OFF.

#### Having a Strong Internet Connection

Be sure your device has a strong WiFi connection or is hard-wired to the Internet. Verifying the strength of your bandwidth is particularly important for those accessing safeMedicate on a public network. As a standard practice, periodically clear the browser history (cache) to maximize connectivity.

#### Navigating safeMedicate

safeMedicate is a very intuitive program, but for an overview of navigation, you can watch the short video, **Navigating safeMedicate**.

#### Scrolling with an iPad

Unlike Android tablets, an iPad<sup>®</sup> may have a feature that requires you to use two fingers to scroll up and down.

#### Taking Assessments in safeMedicate

Administrators or instructors schedule the assessments in safeMedicate. Generally, they'll make these visible on the Home page. You access the assessments from the **Modules** menu by clicking the **Start Module** link under the **Assessments** option. A page then opens with the available assessments. Enter the **Password** your administrator has provided and click Start to begin the assessment.

Assessments are scheduled according to your Year, Cohort, and Group.

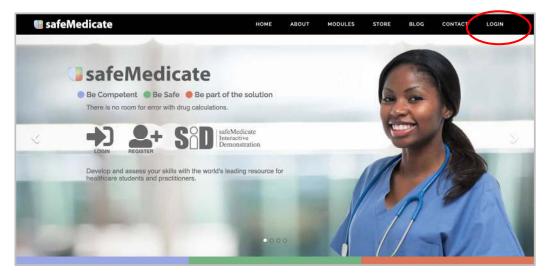
You're able to change your Group, but your faculty is able to change your Year and Cohort. Because this is specific to your program, safeMedicate Technical Support is unable to make this change.

Any questions regarding your assessment schedule, availability, or password should be directed to your administrator or instructor.



# **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 the Login button to get started.

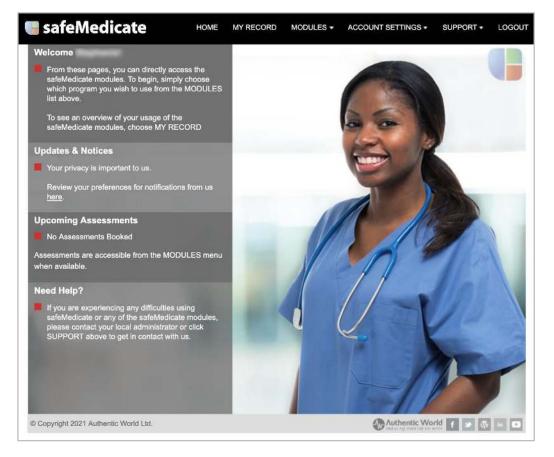
The Welcome page appears showing you've selected the site for the **USA & Canada**. (If the **UK, Australia & Rest of the World** is selected, you've

incorrectly g	one to the .COM site.)	safeMedicate
recorded	e sign in information EXACTLY as d when you purchased or ed your license:	Login
	<sup>-</sup> Username <u>or</u> Email Address <sup>-</sup> Password in.	Username / Email Address Password
	Enter your login information EXA as recorded when you purchased registered your license.	
NOTE: the Pa	assword field is case-sensitive.	Test your system now.
ONE browse attempt to o	ledicate can be open in ONLY r window on your device. If you pen a second, you'll receive a c opening a second window logs be first	Register a new account

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## **Understanding the Home Page**

Once you log in, your Home page appears, welcoming you to **safeMedicate**, while displaying the Main Menu at the top and a column on the left with important notifications. Links to various social media sites are available on the lower right.



#### **Reviewing the Notification Column**

On the left of the Home page is the Notification Column, displaying important information including an **Upcoming Assessments** listing up to three assessments currently scheduled for your Year, Cohort, and Group.

The list shows the assessment date and time and the associated module and assessment type (e.g., Foundation Numeracy or FNS Essentials Skills - ADA).

These assessments are accessed from the **Assessments** option located at the bottom of the **Modules** menu.

#### **Viewing Social Media**

The social media links on the bottom right can be used to access feature information on **safeMedicate**. The YouTube link, for example, provides access to videos on the use of **safeMedicate**.

# Learner's Guide

#### Navigating the Main Menu

The Main Menu is always available in **safeMedicate**, providing for easy navigation between the sub-menus and their options.



For an overview of navigation, you can watch the short video, Navigating safeMedicate.

#### SafeMedicate HOME MY RECORD MODULES - ACCOUNT SETTINGS - SUPPORT - LOGOUT

The Main Menu gives you links to the following:

- **Home** returns you to the Home page.
- My Record opens a screen with information on your use of safeMedicate, including your progress in the modules and your assessment results.
- Modules provides a menu of all the learning modules available with your safeMedicate license. The Assessments module appears at the bottom of this menu.
- Account Settings gives you options to see and modify Your Details, view your safeMedicate modules and their expiration dates, and review the safeMedicate Terms and Conditions.
- Support offers access to information important to the use of safeMedicate as well as to your local administrator and the technical support services.
- Logout logs you out safely from safeMedicate with one click.

For a more detailed understanding of the available options, see the related sections below.

### **Working with Your User Record**

Click **My Record** on the Main Menu to open your **safeMedicate User Record**. The record includes a view of **Your Details**, **Usage History**, and expandable sections for each of the modules available to you.

feMedicate	HOME MY RECORD	MCDULES - ACCOUN	T SETTINGS - SUPPORT -
🕞 safeMedicate Use	er Record	JE Fish	
Your Details		Usage History	
Name	Stephanie Upchurch	Registration Date	02/06/2021
Student Number	1025	Last Login	02/19/2021
Email Address	STEPHANIE@MYCOLLEGE.EDU	Login Count	5
Username Group	SMMI21b101 BSN 2023	Print Record	
Registration Key	gz5c8f96		
Organisation	simMedicate, Inc.		
			-
My Courses			and the second
(fns/continuing profess	ional development cpd		
(fns/essential skills/es			
		17 1	
(fns/bodyweight & body	surface area calculations		
(fns/injectable medicine	s therapy as		
😡 Word Problem SI	cills		NO.
Assessments			

This information is also available to your local administrator (e.g., your faculty coordinator).

**NOTE**: Always log out of the program (rather than just closing the window) so your progress is recorded correctly.

#### **Viewing Your Details**

Your user details appear in the **Your Details** panel on the upper left. Your **Username**, **Registration Key**, and **Organization** are permanently associated with your account and cannot be changed. You may modify the other fields (i.e., **Name**, **Student Number**, and **Group**), if appropriate, using the **Your Details** option available under **Account Settings**.

#### Subscribing to a Course

If your instructor indicates that you've been assigned to a course in safeMedicate, you'll need 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 your User Record.
- 2. Open the My Courses panel by clicking on the Plus (+) sign to the right.
- 3. Select the appropriate course from the **Subscribe to a course** drop-down menu.

🌗 safeMedicate User I	Record	•
Your Details		Usage History
Name		Registration Date
Student Number		Last Login
Email Address		Login Count
Username		Print Record
Group	BSN 2023	
Registration Key	and the second se	a second and the
Organisation		
My Courses	1. A. 1.	and the second second
	urse , click + below and select your cou	ave been added by your organisation. If you have been rse(s).
You are not subscribed	to any courses.	
Subscribe to a course		
Please choose a co		+
Fundamentals		1/201
Chr My Course Pharmacology	oment cpd	+

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

You may subscribe to multiple courses.

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

#### Viewing and Printing Your Usage History

Your registration date for **safeMedicate** appears in the **Usage History** panel on the upper right along with your login history.

When you click the **Print Record** button, a printout of the individual history of all your modules appears.

lame:	Stephanie Upchurch				
lsername:	SMMI21b101				
tudent Number:	1025				
iroup:	BSN 2023				
rganisation:	simMedicate, Inc.				
afeMedicate Mo	dule Usage Summary				
fns/essential	skills es				
First Used:	02/18/2021				
Last Used:	03/13/2021				
Total Time:	03:15:59				
Usage Count	13				
Your Progres	S				
Introduction	1	100%			
Prescription	is & S.I. Units	100%			
Tablets & C	apsules	100%			
Eliquid Medi	cines	100%			
Injections		100%			
I.V. Infusion	S	100%			
Practice Yo	ur Skills	100%			
	essment History				
Practice Asse				0	Liquid Medicines
Practice Asse Date: 03/13	/2021 Score: 10/12	Format:	AA	Section:	Liquid Medicines

This printout includes your practice assessment history at the bottom of each module. Assessment history for formative and summative assessments is included at the end of the printout.

#### **Examining Individual Module History**

Your history with each module, including your assessment history, can be viewed by clicking the + (Plus Sign) located on the right of that module's row.



Clicking the + expands the page to display the information for that module. To close the expansion, click the – (Minus Sign).

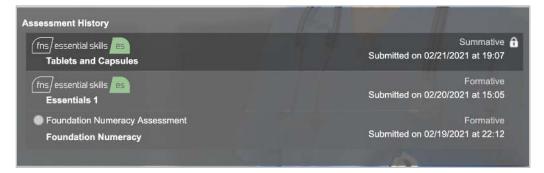
When the module information is expanded, the Usage History for the module appears at the top of the left panel above labeled bar graphs showing Your Progress by percentage (%) in the chapters of that module. You will show 100% complete only when you have accessed each page within that module.

A history of the practice assessments you've set up for yourself and taken appears in the right panel's **Assessment History**. Click anywhere on the assessment's row to view the results of that assessment.

fns) essential skills				-
Usage History		Practice Asses	sment Histo	ry
First Used	02/18/2021	02/20/2021	тс	Score: 9 / 9
Last Used	02/20/2021			
Total Time	00:54:55			
Usage Count	4			
Your Progress Introduction Prescriptions & S.I. Units Tablets & Capsules Liquid Medicines Injections I.V. Infusions Practice Your Skills	100% 100% 100% 25% 0% 0% 100%			

All of the module history pages are set up the same way except for the **Assessments** module.

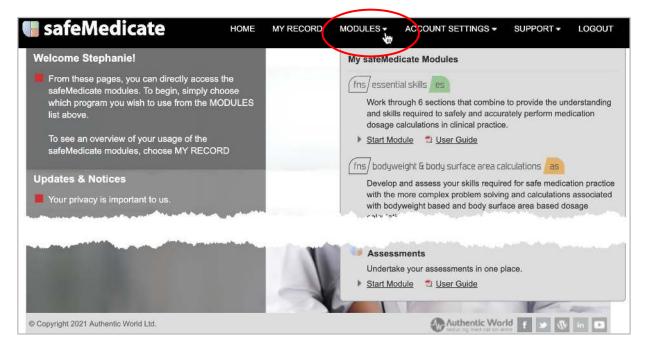
Expanding the row for the **Assessments** module provides the name and date of all the assigned assessments you've taken. You can view the results of any assessment without a Lock icon by clicking the assessment. A Lock indicates that the person who scheduled the assessment has prevented its view.



Information regarding the Continuing Professional Development (CPD) credit and certificate is shown above the module rows. To learn more about the CPD certificate *see Appendix B*.

## **Accessing the Modules**

Selecting Modules from the Main Menu displays a list of your safeMedicate modules.



safeMedicate is continuously updated and enhanced, but the modules currently available are:

- FNS Essential Skills
- FNS Bodyweight & Body Surface Area Calculations
- FNS Injectable Medicines Therapy
- Word Problem Skills
- Assessments

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

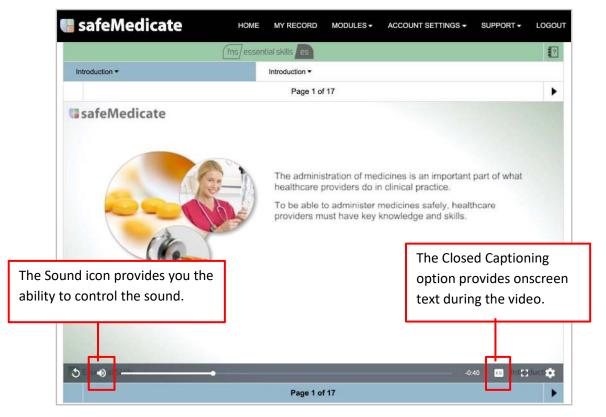
🛿 safeMedicate	HOME	MY RECORD	MODULES -	ACCOUNT SETTINGS -	SUPPORT -	LOGOUT
Welcome Stephanie!			My safeMed	licate Modules		
From these pages, you can directly ac safeMedicate modules. To begin, sim which program you wish to use from t list above.	ply choose		Work thr and skills	ial skills es ough 6 sections that combine s required to safely and accur calculations in clinical practice	ately perform med	
To see an overview of your usage of t safeMedicate modules, choose MY R			Start Mo     (fns/)mduu	dule 🗂 User Guide	alculations as	
Updates & Notices				and assess your skills require	100 C - 00	tion practice
Your privacy is important to us.			01000000000000000000000000000000000000	more complex problem solvin yweight based and body surfa ons.		
Review your preferences for notification here.	ons from us	1.0	Start Mo	dule 🗂 User Guide		

#### **Completing a Module Chapter**

Each module opens to a video player. Click the play button to begin the first chapter and the first topic for that module. You'll need to continue through all the topics in the chapter to register 100% on your record for that chapter.

A video player with a progress slider appears in the control bar at the bottom. The player can be paused and restarted using the control icon on the left of the slider. The time remaining for the current slide appears to the right.

In addition, the sound can be muted and turned back on using the Sound icon toward the left and closed captioning (including the selection of the language) can also be toggled on and off with the icon toward the right.

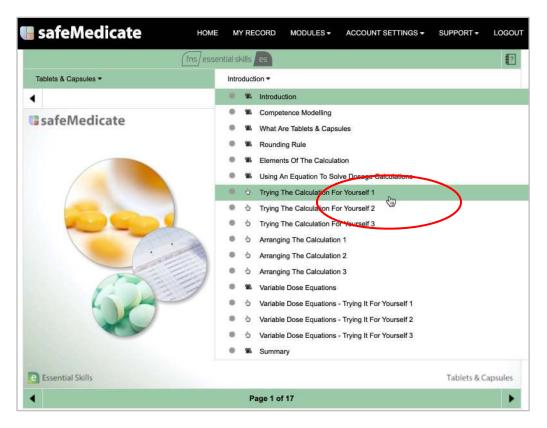


The Fullscreen icon on the far right of the slider bar can be used in conjunction with your machine's zoom feature to expand the video to fill your screen.

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.

safeMedicate	HOME MY RECORD MODULES + ACCOUNT SETTINGS + SUPPO	RT - LOGOUT
	fns/essential skills es	2
Introduction -	Introduction -	
Prescriptions & S.I. Units	Page 1 of 17	•
Tablets & Capsules		
I.V. Infusions  Practice Your Skills	The administration of medicines is an important part of v healthcare providers do in clinical practice.	vhat

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.

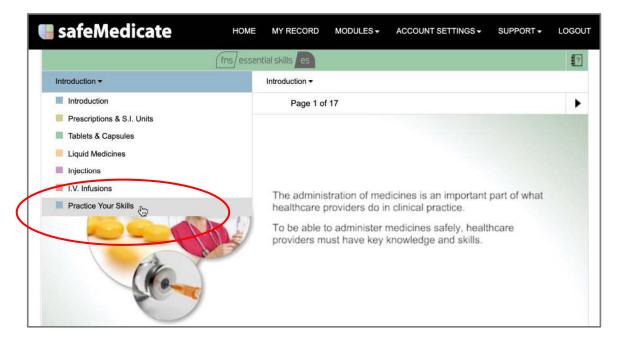


**NOTE**: Always log out of the program (rather than just closing the window) so your progress is recorded correctly. Your progress appears when you log back in.

#### **Practicing Your Skills**

Once you've completed the learning environment, you can set up practice assessments for the module.

1. From the module chapter menu, select **Practice Your Skills**.



2. Define the assessment by choosing the type of assessment, how you would like to receive feedback, area of practice, and module section.

safeMedicate	MY RECORD MODULES  → ACCOUNT SETTINGS  → SUPP	ORT - LOO
(fns) essential	skills es	
Practice Your Skills - Pr	actice Your Skills <del>▼</del>	
	Page 1 of 1	
	Assessment Options	
Use the options below to fine tune your practice asses	sment. (fns) essentia	al skills es
T What here, of resourcements and you has to indeed	Please chapter an aption	Ber
🕐 mananang san ing in tersi ng panghang ka	Реаки споления орном	NG.
🗊 Meste anasie in 1166 of phalos.	Mésas chaose an Spilon	599.
TI Pissenshoose a radiinaacioa.	Please choose an opfion	ie.

All practice assessments can be taken as either an Authentic Diagnostic Assessment or an Authentic Assessment. *See Taking Assessments* for an explanation of the types of assessment.

You can choose to have feedback either after each question or when you've completed the assessment.

Practice assessments are defined by their Area of Practice: Adult, Child, Mental Health, or Midwifery & Neonate.

Options for module sections vary depending on the module.

FNS Essential Skills - Tablets & Capsules, Liquid Medicines, Injections, I.V. Infusions

**FNS Bodyweight & Body Surface Area Calculations** - Liquid Medicines, Injections, I.V. Infusions

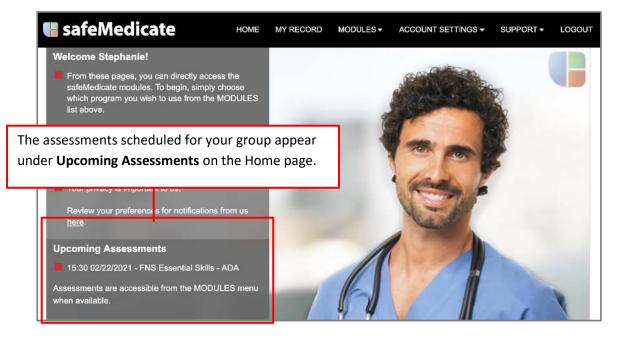
**FNS Injectable Medicines Therapy** - Slow I.V. Injections, Intermittent Infusions, Continuous Infusions

Once an area of practice and module section have been selected, options for complexity levels appear. These options vary depending on your previous selections.

safeMedicate	OME MY RECORD	MODULES -	ACCOUNT SETTINGS -	SUPPORT -	LOGOUT		
(fns) t	essential skills es				17		
Practice Your Skills *	Practice Your Ski	lls ▼					
0.	Page 1 c	of 1					
	Assessment	Options					
Use the options below to fine tune your practic	ce assessment.		(fns)	essential skills	es		
What type of assessment would you like to	take? Auther	ntic Diagnostic As	ssessment		*		
? How would you like to receive feedback?	After E	After Every Question					
Please choose an area of practice.	Adult				-		
Please choose a module section.	Injectio	ns					
Pick the complexity level(s) you wish to att	empt. Where availabl	le, each level co	onsists of 3 questions.				
		Unit Dose					
		Multiple Unit Do	se				
		Sub Unit Dose					
		Complex Dose					
		nsulin					

## **Taking Assessments**

When an assessment is available, the type of assessment and the initial time the assessment is available appears on your Home page under **Upcoming Assessments**, which displays up to the next three scheduled assessments.



**NOTE**: all formal assessments are scheduled by a faculty member or administrator and are specific to your Year, Cohort, and Group. If you're unable to see an assessment, you may be in the incorrect Year, Cohort, and Group and need to contact your administrator.

#### **Types of Assessments**

All assessments are scheduled by your faculty or administrator and include a Time and Date when they become available, the Duration in minutes you'll have to complete the assessment, and an area and/or level of study, and a specified number of questions.

safeMedicate includes three basic types of assessments:

The <u>Foundation Numeracy</u> assessment evaluates your basic skill in mathematics and is comprised of 40 multiple-choice questions covering Division, Multiplication, Converting Fractions to Decimals, Multiple Computation (Integers and Decimals) and Conversion of S.I. Units.

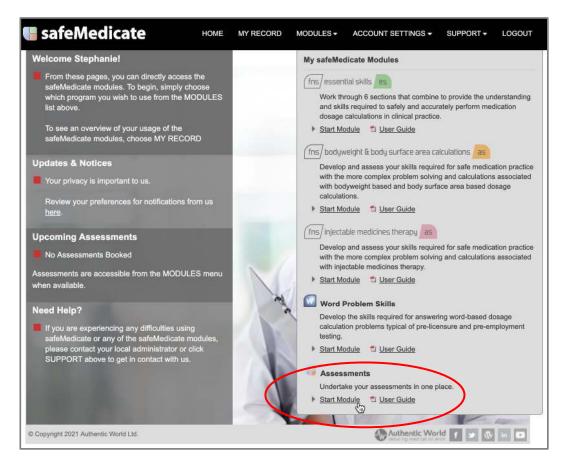
The <u>Authentic Diagnostic Assessment</u> requires you to complete the calculations onscreen using the preset formulas. As the name suggests, this assessment provides you with feedback on any errors you'd make in calculating the dosage so you can diagnose any repeated problems you're experiencing.

The <u>Authentic Assessment</u> replicates a clinical situation where the calculations are performed without the onscreen aid of the preset formulas.

#### Starting the Assessment

Assessments become available at the time scheduled by your faculty or administrator. This time appears on your Home page under **Upcoming Assessments** according to the 24-hour clock (i.e., military time) to the left of the date and the type of assessment.

From the Modules menu, click Start Module beneath the Assessments option.



A page appears showing the assessments scheduled for your group on the current date.

In addition to the **Type** of assessment, this page provides:

- The Time and Date the assessment became available,
- The Duration in minutes you'll have to complete the assessment,
- The number of Attempts available, and
- The availability of the built-in Calculator,

In addition, if appropriate, the page informs you of the **Area of Practice** or any **Extra Time** that might have been provided.

Enter the Assessment Password and click Start.

afeMedicate	HOME MY RECORD	MODULES -	ACCOUNT SETTINGS -	SUPPORT -
Assessments	_		and the second	_
The following assessme	nts have been scheduled for you today.	1	Refresh Asse	ssment List
fns) essential skills es		1	77.00	
Injectable Medicine			had - 2	
Time	15:30	Assessment Pa	assword ••••	
Date	02/22/2021		-	
Duration	60 minutes		Star	
Allowed Attempts	1			
Туре	Formative Assesssment			
Area of Practice	Custom			
Calculator	On			
		11 - 11	11	10 Tel 200000

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

		A	MINDER AND
PRESET ASSESSMENT			
For each question you wi administered.	Il be required to correctly setup a	and calculate the equation an	d prepare the correct dosage to be
If you do not complete t currently working on. T	the assessment within the time he assessment will then be sa	e limit you will be allowed t ved.	o complete the question you are
,			the second second
Injectable Medicine			and a state of the
Time	15:30:00		
Date	02/22/2021		
Duration	60.0 minutes		
Remaining Attempts	1 of 1		
Туре	Formative Assesssment		
Area of Practice	Custom		
Calculator	On		
			11

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.

Time Remaining: 58 minutes	Question 1 of 30
1 2 3 4 5 6	5         7         8         9         10         11         12         13         14         15         16         17         18         19         20
2	1 22 23 24 25 26 27 28 29 30
a second s	

At the bottom of every page is a button to move to the NEXT step.

At the upper right of the Authentic Diagnostic Assessment and the Authentic Assessment is a Calculator icon. Click the icon to activate a calculator that can be used by clicking on the keys using your mouse. **NOTE**: Your administrator may choose to make this inactive.

safeMedicate										
• Time Remaining: 57 minu	utes	(	Question 1 of 3	)					(	<b>•</b>
1 2 3 4	Image: S7 minutes       Question 1 of 30         1       2       4       5       6       7       8       9       10       11       12       14       15       16       17       19       20         21       22       23       24       25       26       27       28       29       30         The prescriber has ordered the following of         Complexity Level: Unit Dose         Image: S7 years       Medicine (print generic name)       Canagilitozin Tablet       Image: Signature       Patient's Name         Alejandra Brunetti       Sex       Age       Signature       Protein       Oral       Oral       O       Image: Signature       Pharm         Height       Bodyweight       Bodyweight       Signature       Pharm       Pharm       Pharm       Pharm       Pharm       Pharm									
		The prescriber	has ordered the	following d					۵	
Complexity Level: Unit Dose	RC	OUTINELY SCH	EDULED MEDICI	NES	10 <sup>x</sup>		×	±	OFF	
					7	8	9		C	
	Dose	300 mg	Route	Oral	4	5	6	+	-	
		ion -	300 mg/		1	2	3	×	÷	Ī
Sex Age		Diabetes Mellitus	1.50	e Pharm	0	•		-		
0.900 - 0.900 - 0.900 - 0.900 - 0.900 - 0.900 - 0.900 - 0.900 - 0.900 - 0.900 - 0.900 - 0.900 - 0.900 - 0.900 -					30	)0 mg/dc	ose			

#### **Reviewing a Previous Question**

To return to a previous question, click the question number at the top of the page. The question appears with your response.

CONTINUE ASSESSMENT	RETRY QUESTION
	CONTINUE ASSESSMENT

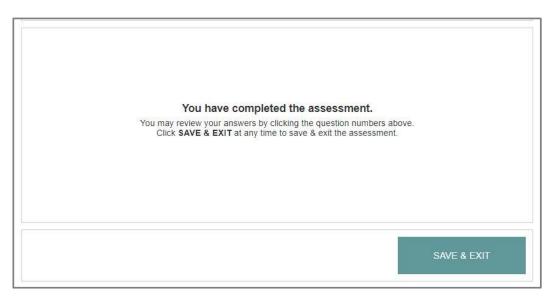
Click **RETRY QUESTION** to edit your response or **CONTINUE ASSESSMENT** to return to the previous screen.

**NOTE:** Once you've reviewed earlier questions, you must return to the <u>last question</u> to save the assessment with your changes.

#### **Completing the Assessment**

Once you've clicked **NEXT** on the last question, a page appears with a **SAVE & EXIT** button.

Click **SAVE & EXIT** to save and submit the assessment.

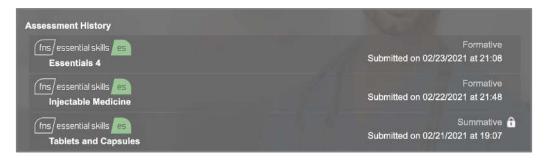


#### **Viewing Assessment Results**

To see the results of your assessment, click My Record on the main menu and open the Assessments node at the bottom of the page.

Your Assessment History appears. Click the assessment name whose results you wish to view.

**NOTE**: the assessments with a Lock icon cannot be viewed. Summative assessments, for example, are locked by default, but your administrator may unlock these at a later date.



An Assessment Summary with the results of the selected assessment appears, displaying a list of all the questions on the assessment.

On the left of the list, the Domain and level of Difficulty are shown for each question.

On the right of Authentic Diagnostic Assessments is the accuracy you achieved in the Conceptual, Calculation, and Technical Measurement categories of each question.

Only the Technical Measure is determined in Authentic Assessments, so only this evaluation appears on the right.

Click the **Back to My Record** button to return to the My Record page.

saf	eMe	edicate	HOME	MY RE	CORD	M	DDUL	ĒS <del>-</del>	ACC	OUNT	SETT	INGS	s	UPPC	rt <del>-</del>	LOGO
FNS Es	sential 1	Skills											Bac	k to I	My Re	cord
(fns)	essent	ial skills es														-
Name: ID: Submi	ssion D	Date:	STEPH 1025 02/25/2	ANIE UP	РСНИ	RCH										
	ssion T		20:08													
Score:	E.		16 / 16													
Question	Section	Lavel		Conceptual	Calculation	Conceptuel	Calculation	Conceptual	Calculation	Conceptual	Calculation	Safety Cherry	Safety Cherry	Technical Mc	Technical Me-	Henders
1	тс	Unit Dose														0
2	TC	Multiple Unit Dose		~	$\checkmark$									~		0
3	тс	Sub Unit Dose													П	0
4	TC	Conversion of S.I.	Units			n	n				n	m	Ē			0
5	TC	Complex Dose				ň	H	H	ň	H	H	H	H		H	0
6	тс	Variable Dose - Wa	arfarin			ň	H	n	ň	H	ň	H	ä		H	0
	10	101000 0000 11	an reason			ш.	Ч.	<u> </u>	ш,	Ч.	-	-	-	-		~
KEY																
Mod	ule															
			sential Skill													
		FNS Advanced Skills	<ul> <li>Bodyweig</li> </ul>	ht Calcula	tions											
	FI	NS Advanced Skills - In	njectable M	edicines 1	Therapy	0										
13	FNS Adv	vanced Skills - Prescrib	ing & Pract	ical Dosin	g Calo	ulation	\$									
Sect	ion															
TC:		lets & Capsules														
LM:		uid Medicines														
INJ: IV:		ctions Infusions														
		w I.V. Injections														
INT:		mittent Infusions														
CON		ntinuous Infusions														
PRI:	Prin	nary Healthcare Setting	a													
SEC	Sec	condary Healthcare Set	tting													

Correct responses are depicted with a green check ( $\mathbf{v}$ ). A red  $\mathbf{X}$  marks errant responses.

To see the results of an individual question, click the view icon.

4	тс	Unit Dose		~					~	0
5	тс	Sub Unit Dose	×	×					×	

The question appears, displaying both the correct answer and your answer.

FNS Essential Skills		Back to My Record
fns essential skills es		4( =
Name:	STEPHANIE UPCHURCH	
D:	1025	
Submission Date:	02/23/2021	
Submission Time:	21:08	
Score:	86 / 90	
Question 5		You answered this question INCORRECTLY
	The prescriber has ordered	the following drug.
Complexity Level: Sub Unit D	ose	(Ins) essential skills / es
	ROUTINE Y SCHEDULED MED	ICINES Date Date Date Date Monograph
NII		
	CORRECT AN	SWER
DOSE / VOLUME CALCULA	TION	
400 mg x	1 tab(s) = 0	.5 tab(s)
ADMINISTER THE CORREC	T AMOUNT OF TABLETS	
	0	
	YOUR ANSV	/ER
DOSE / VOLUME CALCULA	TION	
400 g 800 g	1 tab(s) =	1 tab(s)
ADMINISTER THE CORREC	T AMOUNT OF TABLETS	TECHNICAL MEASUREMENT
	$\frown$	
	$\bigcirc$	

Click the double arrows to the left of the print icon to return to the Assessment Summary. Click the **Back to My Record** button to return to the My Record page.

## **Viewing and Modifying Your Account Settings**

The Account Settings menu provides you with three options:

- Your Details to view and change your basic details and password
- Module Access to view and extend your license expiration date
- Terms and Conditions to review the terms and conditions for using safeMedicate

To access these options, click **Account Settings** on the Main Menu.

📢 safeMedicate	HOME	MY RECORD	MODULES -	ACCOUNT SETTINGS - SUPPO	RT - LOGOUT
Welcome Stephaniel				Account Settings	
From these pages, you can directly access safeMedicate modules. To begin, simply ch which program you wish to use from the Me list above.	oose			Your Details     Module Access     Terms & Conditions	

#### **Your Details**

Selecting **Your Details** from the Account Settings menu opens a page displaying your basic details including your Year, Cohort, and Group as well as a My Preferences section with your Language choice.

feMedicate H	HOME MY RECORD	MODULES -	ACCOUNT SETTIN	GS → SUPPORT •	LO
Account Settings					Ĺ
It is important that you keep your details up	p to date.				
We use your cohort and group information university / place of work. Keeping you info results quickly.					ur
My Details			a contraction of		
My Details Name Stephanie Upchu Student Number 1025 Email Address stephanie@myce Year 2021 Cohort B Group BSN 2023					
		Change I	My Password L	Jpdate My Details	
My Preferences		4 4	7	1 /	
Language Settings My Preferred Language English	;		e e		
The entirety of safeMedicate will be preser	nted in this language.			Set Language	
nt 2021 Authentic World Ltd.	10		Authent	CANADALA INTE INTE	THE DESIGN

#### **Changing Your Password**

To change your password:

1. Click the **Change My Password** button to open the Change My Password dialog.

Change My Password		Sec. 1	
Current Password New Password Confirm New Password		-	
Password Strength	Password not entered Your password must contain: At least 8 characters Upper and lowercase letters A tleast 1 number	1C	
	At least 1 number At least 1 special character	Cancel	Change My Password

- 2. Enter your Current Password.
- 3. Enter your New Password.
- 4. Enter your new password a second time to confirm.
- 5. Click the Change My Password button to save the new password.

#### **Editing Your User Details**

To update your user details such as your Name, Email Address, or Group:

Click the **Update My Details** button to open a page with editable fields and complete the needed changes before clicking the **Update Changes** button.

Account Settings	
a second and a second as a	
م میں معطم	an man a an an a second a second a second as a
My Details	
First Name	Stephanie
Last Name	Upchurch
Student Number	1025
Email Address	stephanie@mycollege.edu
Group	BSN 2023 🗘
My Privacy Options	
	ntacted about safeMedicate updates and offers. 🛛 🖉
I agree to being con	
I agree to being cor	
I agree to being cor	Cancel Update Changes

Remember that you use your Email Address to log in to safeMedicate, so be sure to enter and record the correct information.

Assessments are associated with your Year, Cohort, and Group, so be careful making changes to your **Group**. Groups are created specifically for your program and are available in the drop-down menu.

Account Settings		
It is important that yo	u keep your details up to date.	
	and group information to ensure that you have access to any as vork. Keeping you information up to date also helps your univer	
Privacy Notice		
Want to know how we	e use your data? Please read our <u>Privacy Notice</u> .	
My Details		Real Providence
First Name	Stephanie	
Last Name	Upchurch	
Student Number	1025	The second second
Email Address	ASN 2021	
Group	✓ BSN 2023	
My Privacy Options		
I agree to being con	ntacted about safeMedicate updates and offers.	
		Cancel Update Changes

**NOTE**: Only change your Group if asked to do so by your instructor or administrator.

Be sure to click **Update Changes** to save your changes.

#### **Changing the Language**

To change the language:

- 1. Select the language you want from the **My Preferred Language** drop-down menu.
- 2. Click Set Language.

Currently, the only language choices are **English** and **French Canadian**. To understand the changes to the application associated with the French Canadian choice better, *see Appendix A*.

#### **Extending Your License**

Selecting the **Module Access** option provides you with a list of your safeMedicate modules and their expiration dates.

feMedicate	HOME MY RECORD	MODULES -	ACCOUNT SETTINGS -	SUPPORT -
Account Settings			Account Settings	
Listed below are your safeMedicate r	nodules and their expiration	dates.	Module Access     Terms & Conditions	
Looking to extend your safeMedicate safeMedicate experience!	access or add addtional mo	dules? Just use the	simple options below to	enhance your
C Essential Skills	Not Purchased			
Essential Skills 2018	Not Purchased		and there	
Advanced Skills - Pediatric Bodyweight-Based Calculations	Not Purchased			
0 Advanced Skills	Not Purchased			
(fns) essential skills			on Date: 01/28/2025	
(fris) bodyweight & body surface area calculations	)	Expiratio	on Date: 01/28/2025	
(fns) injectable medicines therapy as		Expiratio	on Date: 01/28/2025	
Word Problem Skills	Expiration Date: 01/28/20	)25		
If you want to extend access to all of access to, we recommend the safeM		and add in any mod	dules that you do not curr	ently have
The bundle includes all the modules	listed above including any th	at you do not currei	nty have access to!	
safeMedicate Bundle			onths (\$35) 🛟	Buy Now

If you wish to extend your access to the safeMedicate modules, select the length of extension you wish from the **safeMedicate Bundle** drop-down menu and click the **Buy Now** button.

Once you've clicked **Buy Now**, you're taken to the secure **PayPal** payment screen to complete your purchase. You can choose to pay using your PayPal account or complete the transaction as a Guest and use any major debit or credit card.

#### **Terms and Conditions**

The Terms and Conditions menu item will open the screen shown below.

Click the **Download Terms & Conditions** link to download a copy of our *End User Terms and Conditions* in PDF format.

# Locating Help

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

To access User Support, users choose an option from the **Support** menu.



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

	My activities Submit a request Sign in
safeMedicate	Search Q
deMedicate Customer Support > Knowledge Base	
NOWLEDGE BASE	
earch our Knowledge Base of frequently asked questio	ns.
Registration and login	Assessments
<ul> <li>1 am having trouble logging in</li> </ul>	<ul> <li>I cannot view my assessment results and it is showing a</li> </ul>
<ul> <li>I have forgotten my password.</li> </ul>	padlock sysmbol.
<ul> <li>My login details have not been recognised.</li> </ul>	I have an assessment booked but I can't see it?
<ul> <li>I do not have a username but I would like to use</li> </ul>	How do I find my assessment results?
safeMedicate	• How do I print my assessment results?
<ul> <li>I can log in but I am receiving an Account Expired</li> </ul>	I have to undertake an Assessment, but I have not been
message.	given a password.
<ul> <li>I have been given my username but I do not have a</li> </ul>	<ul> <li>My assessment password doesn't work.</li> </ul>
· Thate been given my userhame baer do not have a	
registration key.	See all 8 articles

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

	My activities Submit a request Sign in
safeMedicate	Search Q
ifeMedicate Customer Support > Video Tutorials   Show me	
IDEO TUTORIALS   SHOW ME	
	-by-step tutorial videos. Use the video control options at the foot o monitor and download speeds.
Student/personal user support – if you have acces to FNS modules	Administrator Support     How to monitor user engagement – group engagement
<ul> <li>How to sit a proctored assessment</li> </ul>	How to monitor user engagement – Institution
Orientation to the home page (part 1)	engagement
<ul> <li>Working with the learning modules (part 2)</li> </ul>	· How to extend a users module access
<ul> <li>Understanding your personal record (part 3)</li> </ul>	<ul> <li>Accessing support features and how to submit a support</li> </ul>
<ul> <li>How to access your assessment results</li> </ul>	ticket
<ul> <li>How to submit a support ticket</li> </ul>	<ul> <li>Monitoring the engagement of an individual user</li> </ul>
See all 14 articles	How to move users to a new group
	See all 18 articles
Essential Skills 2018	Essential Skills Basics (pre-2018)
<ul> <li>How to test your device's compatibility</li> </ul>	How To Practice Your Skills (Pre 2018)
<ul> <li>How to register your safeMedicate account</li> </ul>	How to view module access
How to find features and functions within safeMedicate	How to test your device's compatibility with safeMedicate
(Part 1)	How to transfer your data
How to access the learning modules (Part 2)	How to locate and take practice assessments
<ul> <li>How to understand your 'Personal Record' (Part 3)</li> </ul>	
How to print your 'User Record'	
See all 17 articles	

#### Contacting the Local Administrator

For users, their first contacts when encountering an issue are the local administrators, generally a faculty member or administrator at your organization. Local contacts are able to answer commonly asked questions and help users new to the program and unfamiliar with accessing the modules and taking assessments.

#### **Contacting Customer Support**

Should you 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.

Help	-
Q How can we help?	
zendesk	

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.

÷	Leave us a message	-
Your na	me (optional)	
Steph	anie Upchurch [SMMI21b101]	
Email a	ddress	
stepha	anie@mycollege.edu	
How ca	n we help you?	
Attachn	nents	
	🕖 Add up to 5 files	
	Se	nd
zendesk		1

## **Appendix A – 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. Select Your Details from the Account Settings menu.

📢 safeMedicate	HOME MY RECORD	MODULES -	ACCOUNT SETTINGS -	SUPPORT -	LOGOUT
Welcome Stephanie!			Account Settings		
<ul> <li>From these pages, you can directly access safeMedicate modules. To begin, simply ch which program you wish to use from the M list above.</li> <li>To see an overview of your usage of the safeMedicate modules, choose MY RECO</li> </ul>	noose ODULES		Your Details     Module Accus     Terms & Conditions		
Updates & Notices					
Review your preferences for notifications for here.	rom us			200	
Upcoming Assessments	100				
No Assessments Booked Assessments are accessible from the MODUL when available.	ES menu		n	1	
Need Help?					
If you are experiencing any difficulties usin safeMedicate or any of the safeMedicate m please contact your local administrator or o SUPPORT above to get in contact with us.	nodules, click			7-	-
© Copyright 2021 Authentic World Ltd.			Authentic Wor	id f 🍉 🕸	in C3

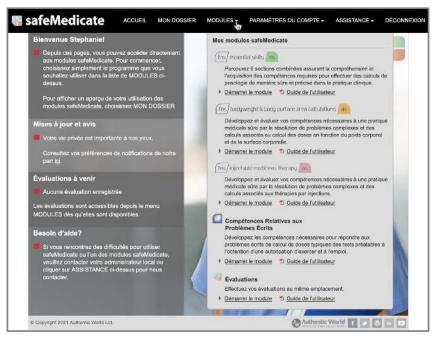
2. Under **My Preferences** toward the bottom select **French Canadian** from the **My Preferred Language** drop-down list.

My Preferences		
Language Settings My Preferred Language	English     French Canadian	Ö
The entirety of safeMedical	e will be presented in this language.	Set Language

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

Copyright 2021 ©Authentic World, Ltd. and simMedicate, Inc.

After you've set your 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.

	ntexte clinique. Pour pouvoi s en toute sécurité, les four	r administrer des nisseurs de solns	captions settings captions off english
II •)•			french canadian 🕻 44 😅 🖸 🖊
Ressources de la page	Page 1 of 17		Capitons
Pas de ressources supplémentaires		Authentic Wo	rid f 🗩 🕼 in 🖬

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

Temps restant	: 129 n	ninutos				Qu	estion	1 su										E
1 2	3 4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
21 22	23 2	1 25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	
iveau de comple	xité: Do	se unitali	re	Lem	iédeci	n a pr	rescrit	le méc	licam	ent su	vant.			(ħ	15/es	sentia	i skilis	10
iveau de comple	xité: Do	se unitali	re	Lem	iédeci	n a pr	rescrit	le méc	licam	ent su	vant.			(ħ	15/es	sentia	i skilis	0
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liveau de comple	xité: Do	ME Date 7/3	ÉDICA 3/2021	MEN	TS AD	MINIS	TRÉS	RÈGU Jénérique Comprin	LIÈRE 1) 16	IMENT	Date			Mono médi A utili	ograph camer	ile du it iquem	i skills ent dar	
iveau de comple	xité: Do	ME	ÉDICA 3/2021	MEN	TS AD	MINIS	TRÉS	RÈGU Jénérique Comprin	LIÈRE 1) 16	EMENT	Date	Heures		Mono médi Å utili safe Nom	ograph camer ser un ledical du mé	ile du nt iquem te idican	ent dar nent	
*	•	ME Date 7/3 Dose	ÉDICA 3/2021	Medic	TS AD	MINIS mprime Furo	TRÉS	RÉGU Jénérique Comprin Vole x.	LIÈRE )) 16 d'admin OR/	EMENT istration AL	Date	Heures Iministra		Mono médi Å utili safe Nom	ograph camer ser un ledical du mé iémide	ile du nt iquem te idican	ent dar nent	
liveau de comple	ient	ME Date 7/3 Dose	ÉDICA 9/2021	MEN	TS AD	MINIS mprime Furo	ITRÉS r le nom g sémide l	RÈGU Jénérique Comprin Voie X. 600 mg	LIÈRE I) 16 d'admin OR I par jou	EMENT istration AL	Date	Heures Iministra - 09:00		Mono médi A utili safe Nom Furos Indic CEdèr	ograph camer ser un ledical du mé sémide ation	tie du nt iquem te idican	ent dar nent rrimé	

## **Appendix B – 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 a summative assessment administered by an overseeing administrator that includes all the medication domains in that module at 100%.

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.

🕞 safeMedicate Use	er Record			-
Your Details		Usage History		
Name	Andy Bennett	Registration Date	08/30/2016	
Student Number	101365	Last Login	03/08/2021	
Email Address	andybennett@mycollege.ed	u Login Count	97	
Username	SMMI16a101	Print Record		
Group	BSN 2023	T THE RECORD		
Registration Key	wz93phsj			
Organisation	simMedicate, Inc.			
			NAME OF	
My Courses			1 ABO I	+
(fns) continuing professi	onal development cpd	1 /m		
To gain access to your CPD certificate you will need to achieve 100% in summative assessments across all sections of a module.		The CPD Standard CPD PROVIDER: 2020 - 202 www.cpdstandar	50085 COO	)
CPD HISTORY				
(fns) essential skills es		CPD Issue Date: 17/04/2020 🥜 👔		
	and the second	1 1 1		(
(fns) essential skills /es				+
(fns) bodyweight & body	surface area calculations as			+
(fns) injectable medicine	s therapy as			+
Word Problem Sk	tills			+
Assessments			6	+

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



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

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

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

safeMedicate	Essential Skills ASSESSMENT(S) SAT ON: 1660/2017			
	DOMAIN	ASSESSMENT TYPE	DIFFICULTY	No. OF QUESTIONS
Professional Development Certificate	Tablets and Capsules	AA	Unit Dose	2
	Tablets and Capsules	AA	Sub & Multiple Unit Dose	.1
of Completion	Tablets and Capsules	AA	Complex	NOT SAT
or completion	Tablets and Capsules	AA	Conversion of S.I. Units	NOT SAT
	Liquid Medicines	AA	Unit Dose	NOT SAT
This is to certify that	Liquid Medicines	AA.	Sub & Multiple Unit Dose	NOT SAT
The let of only that	Liquid Medicines	AA	Complex	NOT SAT
Manufacture on Annalysis and	Liquid Medicines	AA	Conversion of S.I. Units	NOT SAT
And a second sec	Injections	AA	Unit Dose	NOT SAT
	Injections	AA	Sub & Multiple Unit Dose	NOT SAT
Has completed the following professional development activity:	Injections	AA	Complex	NOT SAT
	Injections	AA	Conversion of S.I. Units	NOT SAT
Essential Skills	Injections	AA	Insuin	NOT SAT
	I.V. Infusions	AA. AA	mU/tr	NOT SAT
Drug Dosage Calculations	LV: infusions	AA	Drops per Minute	NOT SAT
AUTHENTIC WORLD LTD	and show the calculated numeric an vehicle e.g. syringe, medicine cup, v What is AA?	wer. The calculated answer/dose m sumetric pump.	uired to entire values and measurement using tit then be measured on-screen using the i replete onscreen calculations. Volumes / do etc. The calculated answeridose must be n etric pump.	appropriate medication delivery
Whilst studying at:	DISCLAIMER The safeMedicate summative assess World to draw not assess that the	ment(s) listed above were schedules	t by the education institution shown on pag exam conditions nor can it confirm the true	e 1 of this certificate. Authentic
Issue Date: 2309/2018	assessment. Any queries in this rega issue of this certificate indicates that This excludes any other forms of cor	rd should be directed to the education the user has demonstrated "cognitive reference such as "functional", "perso	ir institution. • <sup>2</sup> competence of the medication dosage co- ran <sup>2</sup> or "efficial competence" that are requir- d Conditions available from our website.	iculation problem solving proce

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.