safeMedicate

Student User Guide

2021

Be competent
Be safe

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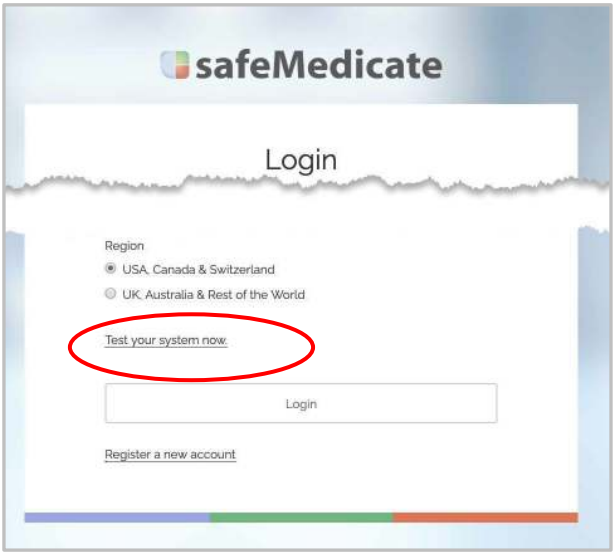
Specifications



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.

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

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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® 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.

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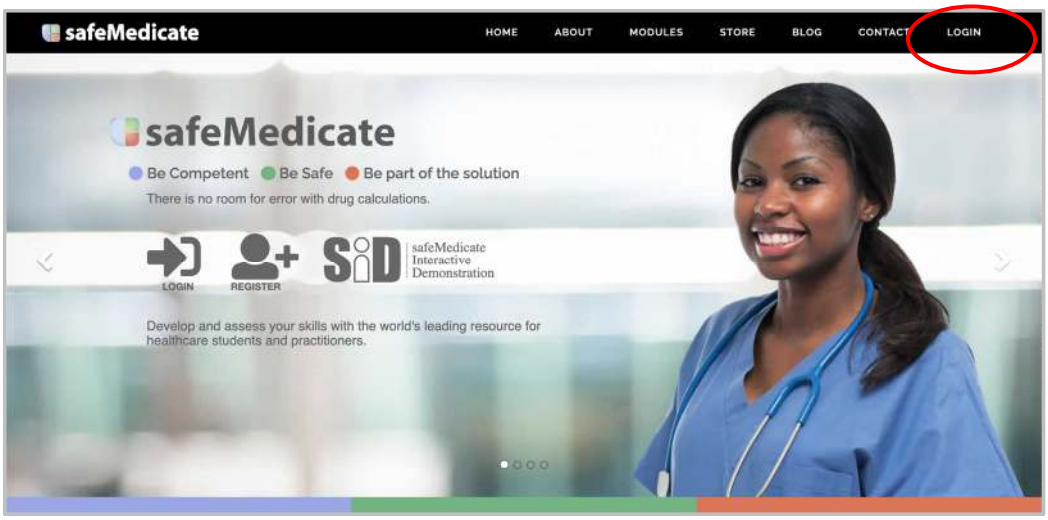
Signing In

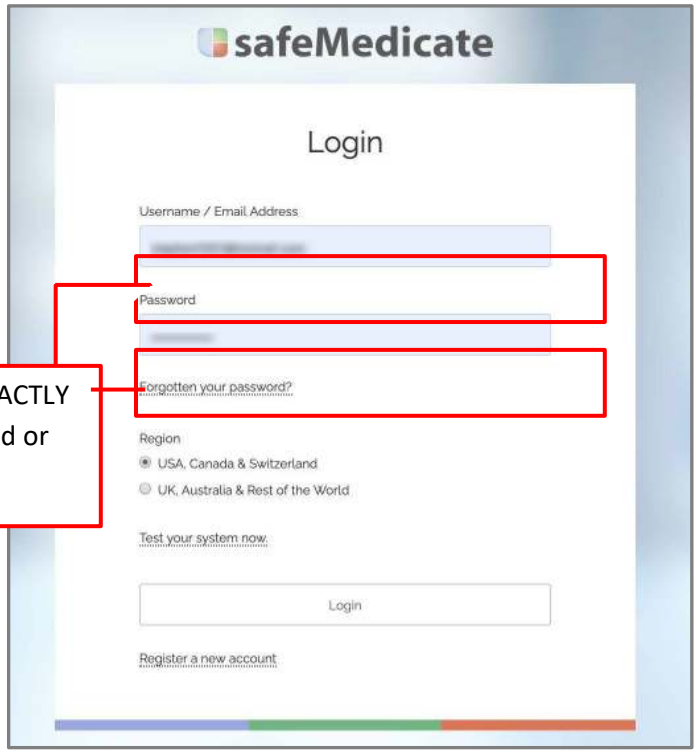
safeMedicate is accessible from any Internet connected computer, including tablet devices such as iPad and smartphones. Open a web browser and go to the Home page at www.safemedicate.net.



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 gone to the .COM site.)

1. Enter the sign in information EXACTLY as recorded when you purchased or registered your license:
   - Your **Username** or **Email Address**
   - Your **Password**
2. Click **Login**.



Enter your login information EXACTLY as recorded when you purchased or registered your license.

NOTE: the **Password** field is case-sensitive.

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

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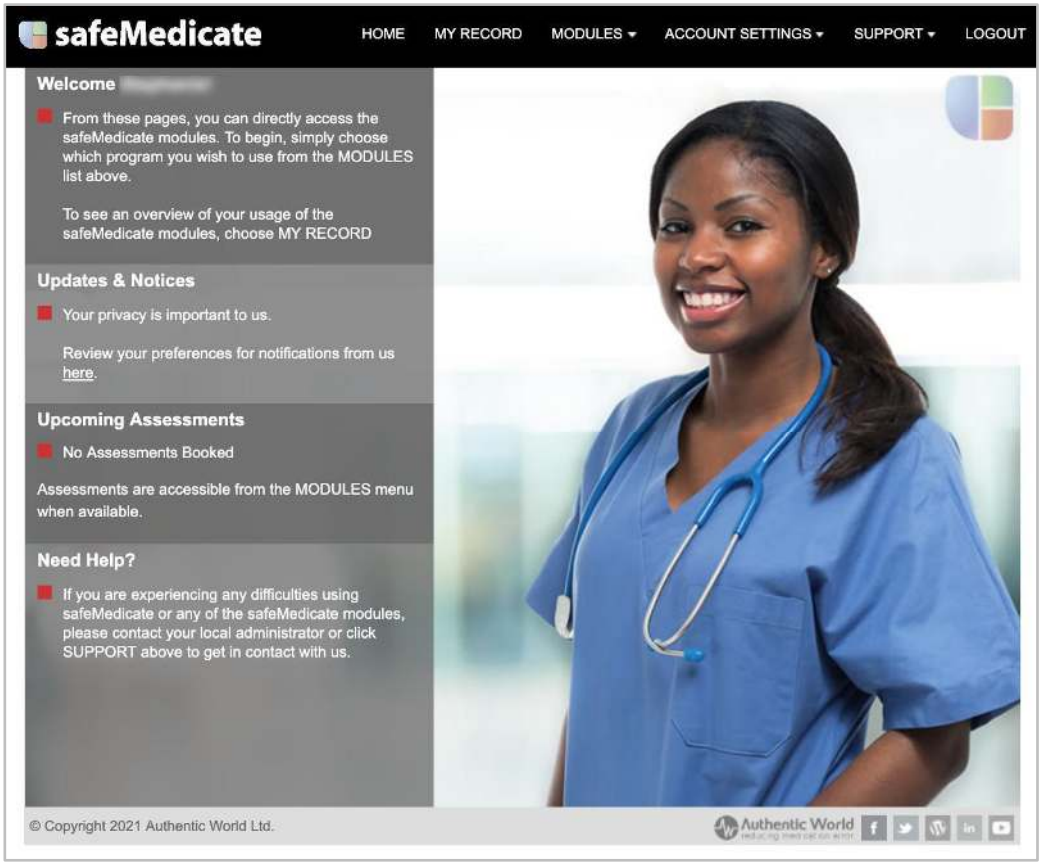
Understanding the Home Page

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**.

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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**.

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.

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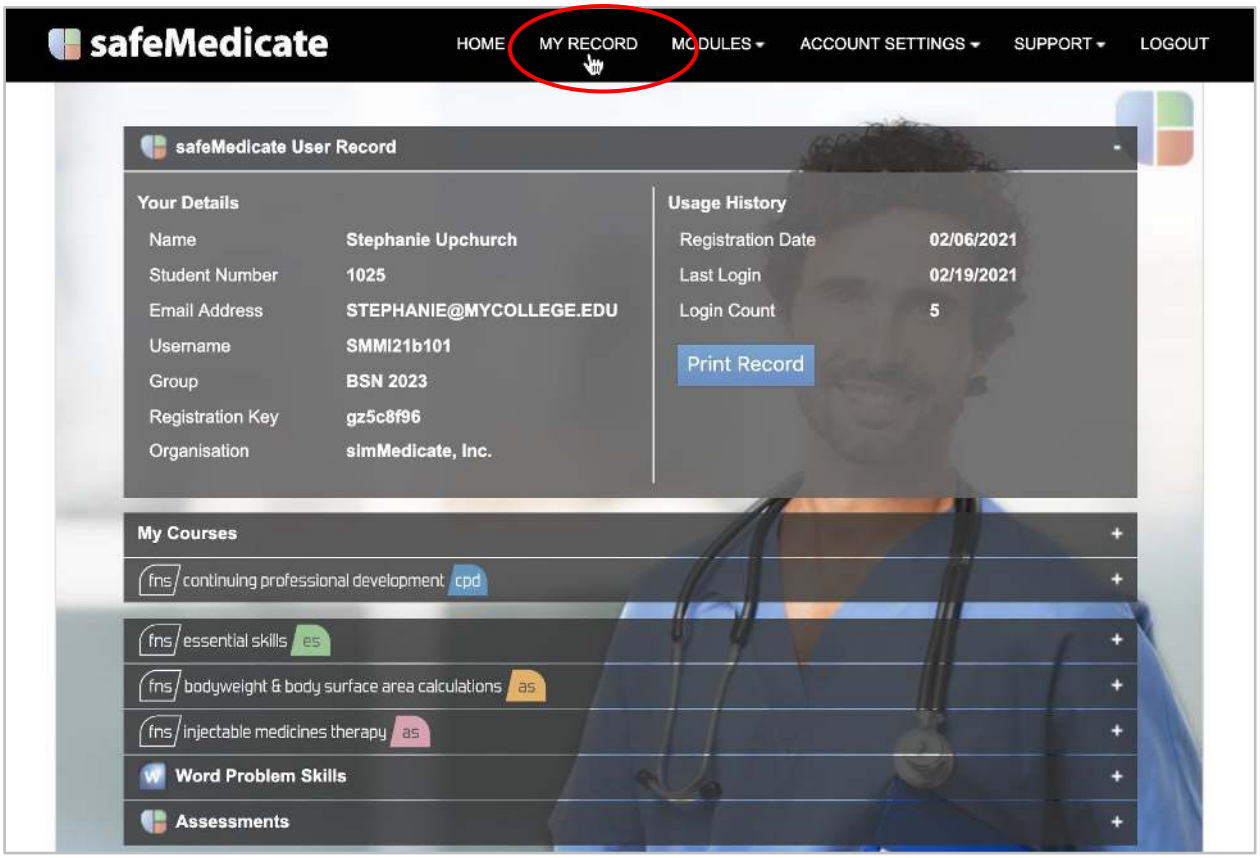
Working with Your User Record

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.



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**.

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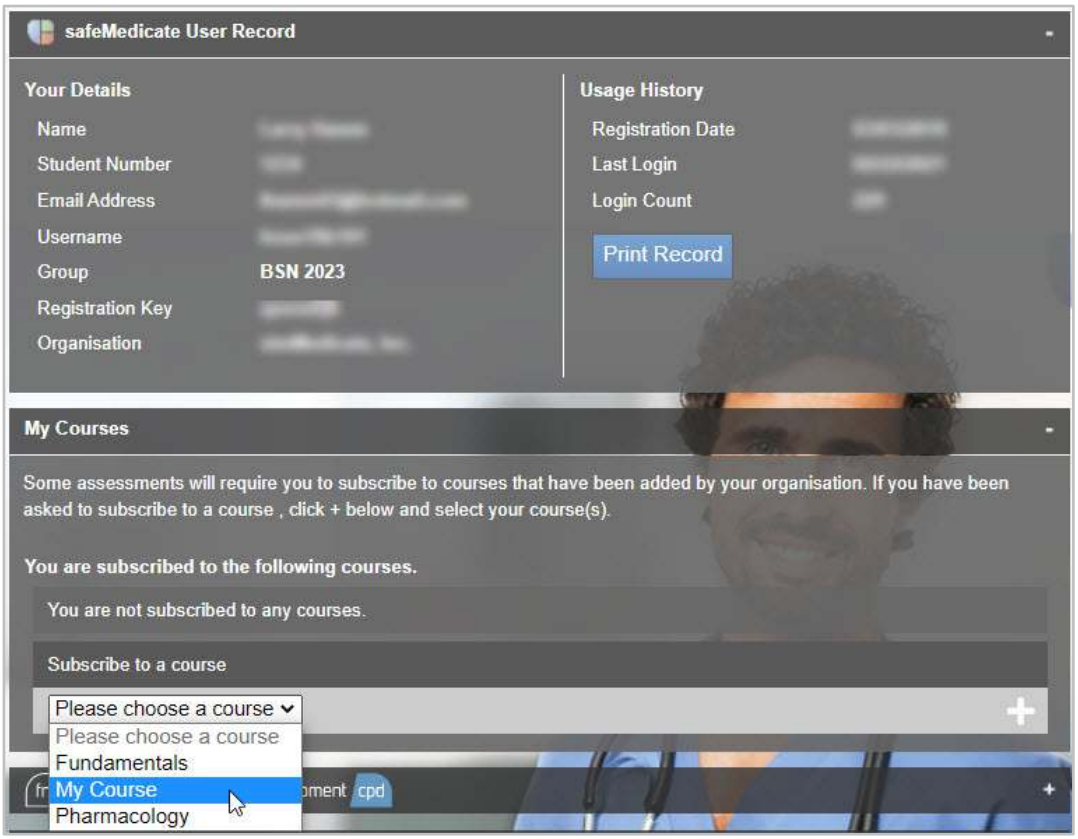
Subscribing to a Course

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.



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.

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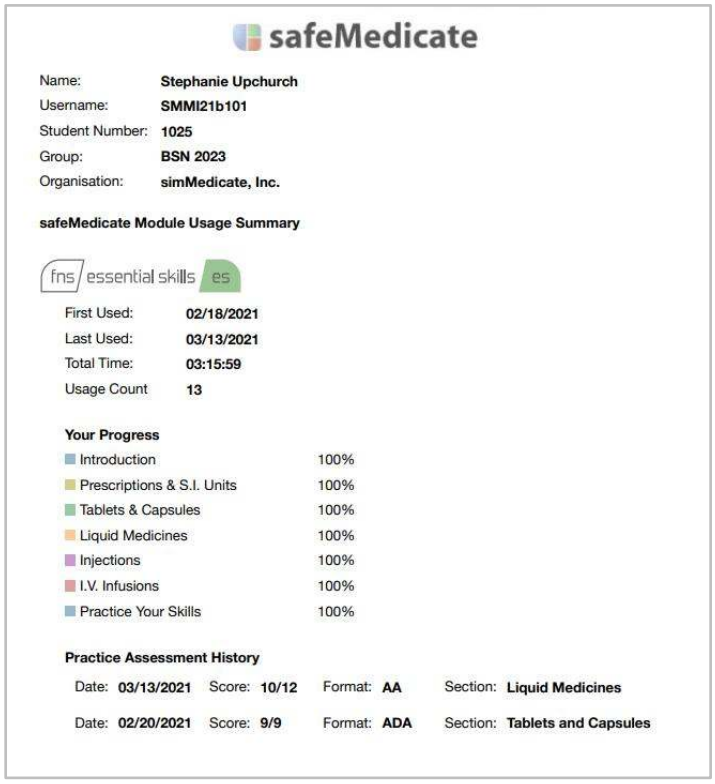
Viewing and Printing Your Usage History

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.



safeMedicate

Name: **Stephanie Upchurch**
Username: **SMMI21b101**
Student Number: **1025**
Group: **BSN 2023**
Organisation: **simMedicate, Inc.**

safeMedicate Module 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 Progress

Introduction	100%
Prescriptions & S.I. Units	100%
Tablets & Capsules	100%
Liquid Medicines	100%
Injections	100%
I.V. Infusions	100%
Practice Your Skills	100%

Practice Assessment History

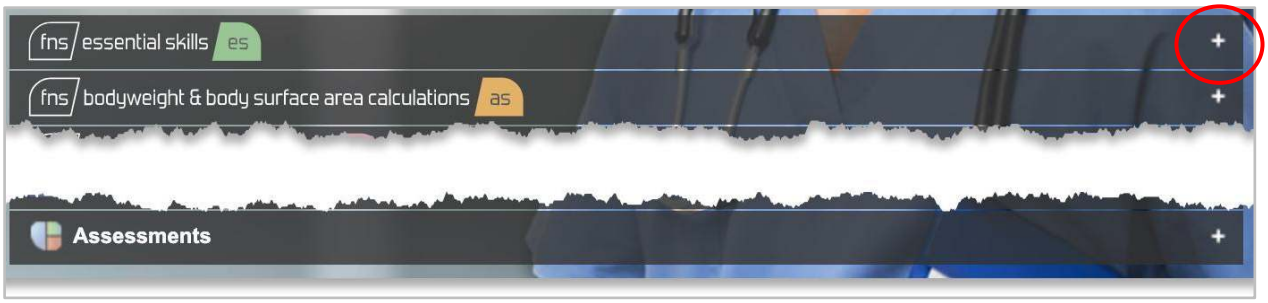
Date: **03/13/2021** Score: **10/12** Format: **AA** Section: **Liquid Medicines**

Date: **02/20/2021** Score: **9/9** Format: **ADA** Section: **Tablets and Capsules**

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.



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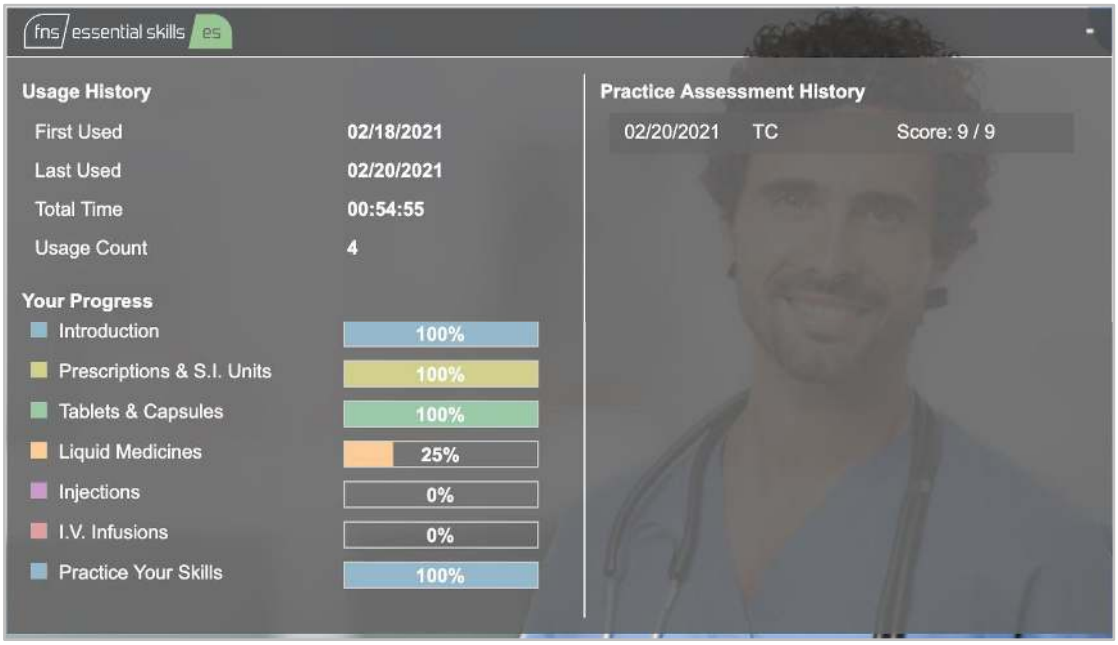
Clicking the **+** expands the page to display the information for that module. To close the expansion, click the **–** (Minus Sign).

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.



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*.

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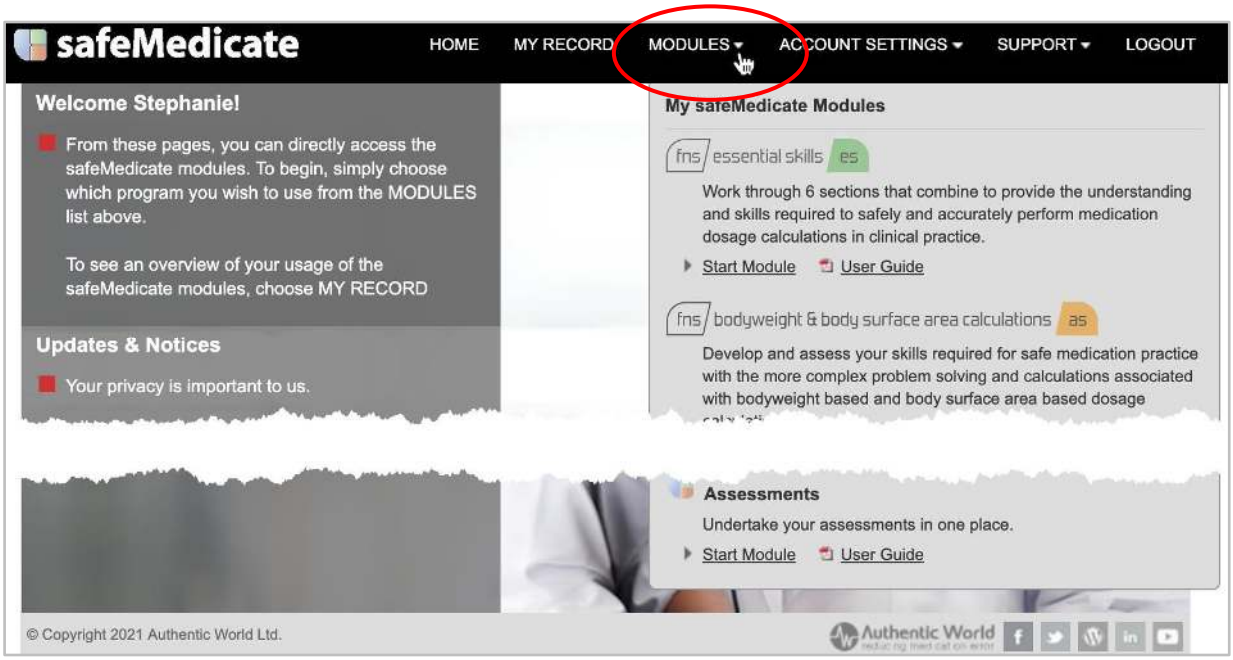
Accessing the Modules

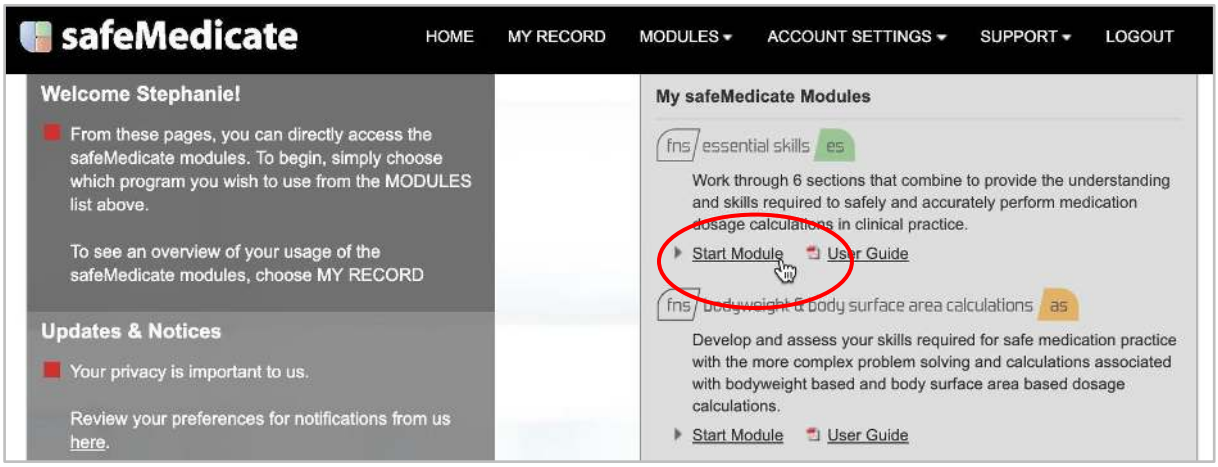
Selecting Modules from the Main Menu displays a list of your **safeMedicate** modules.



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.

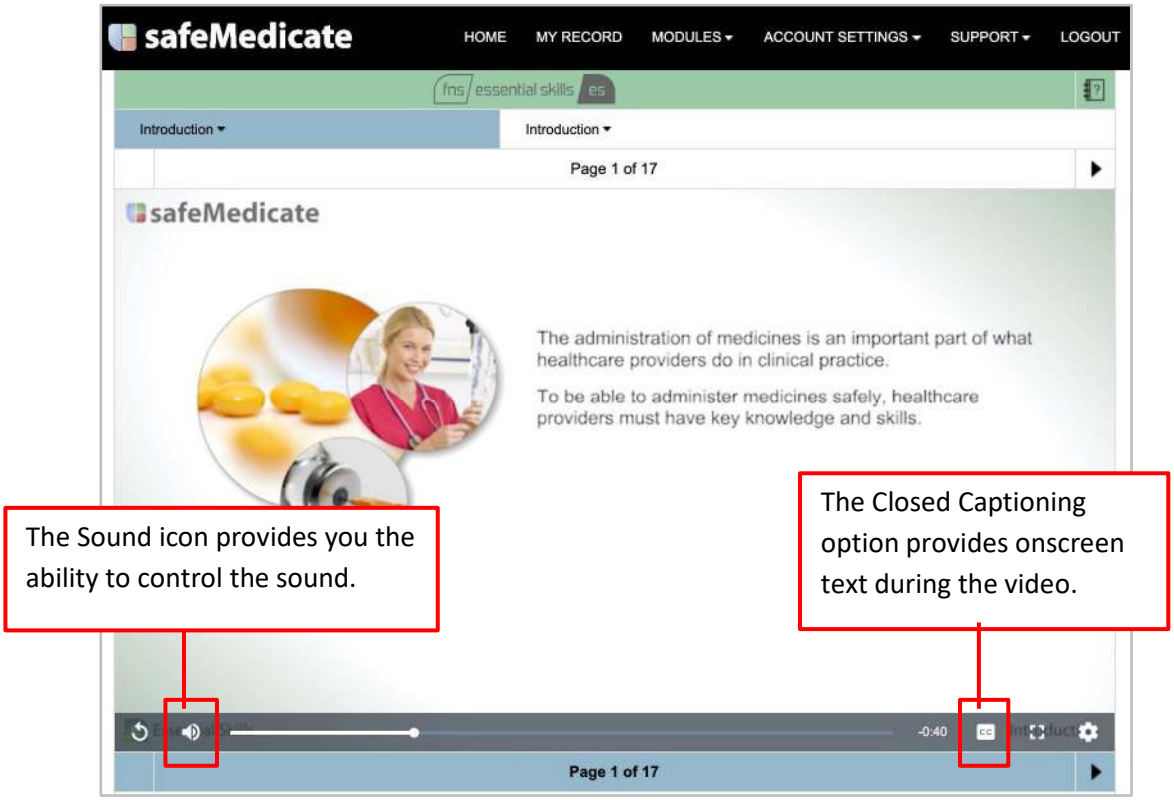


Completing a Module Chapter

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.

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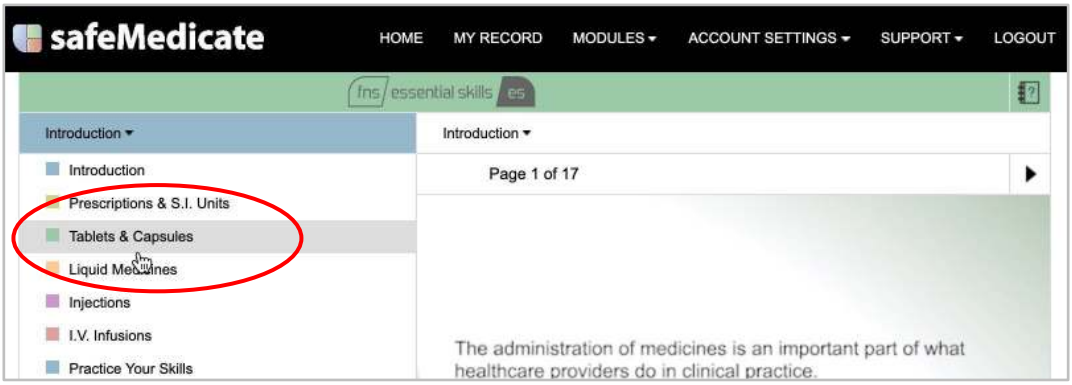
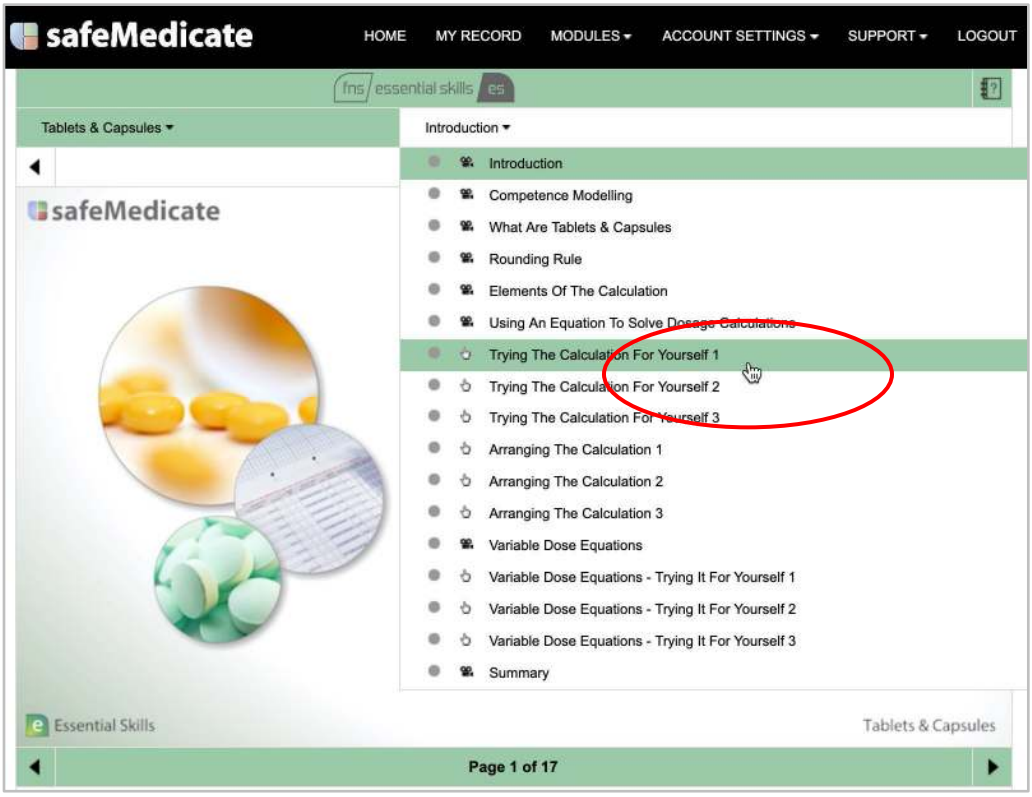
On the upper left of the page is a drop-down menu that displays all the chapters in the module. Selecting a chapter option takes you immediately to the first topic in the chapter.



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.

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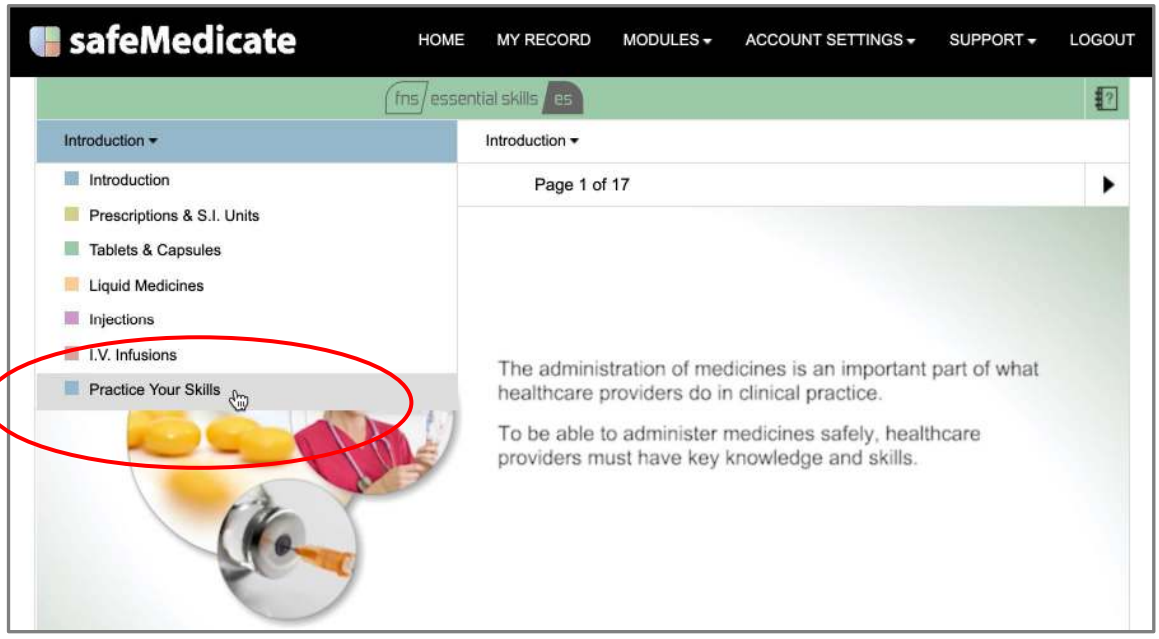
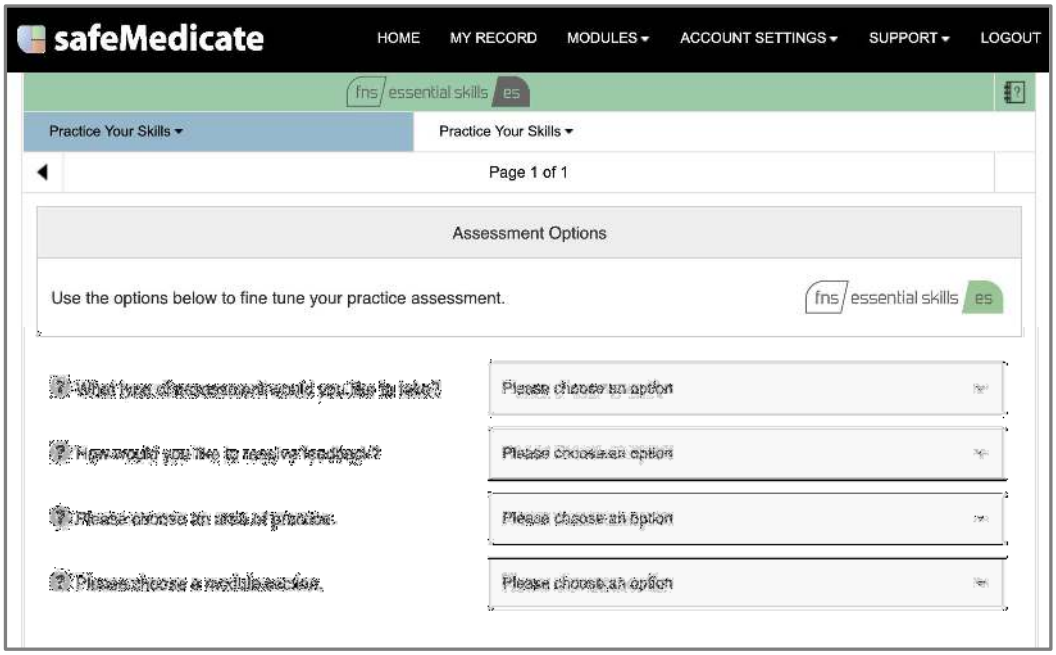
Practicing Your Skills

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.



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**.

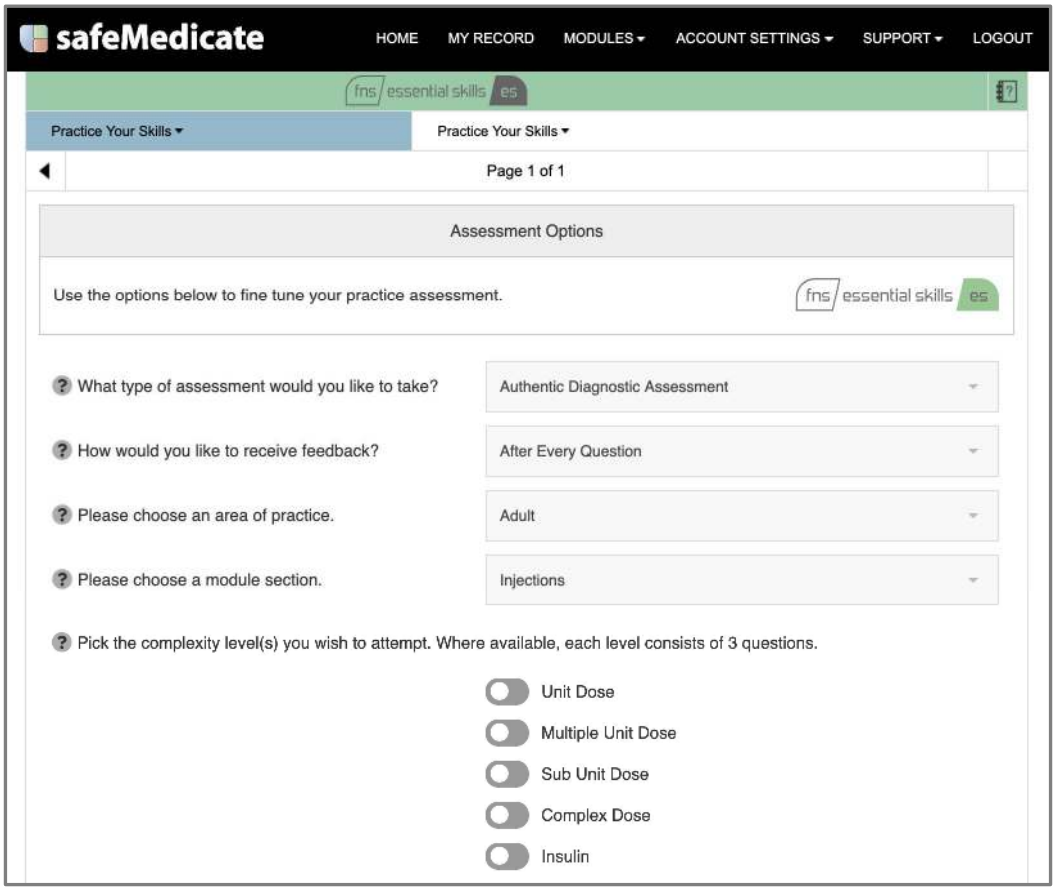
Options for module sections vary depending on the module.

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.



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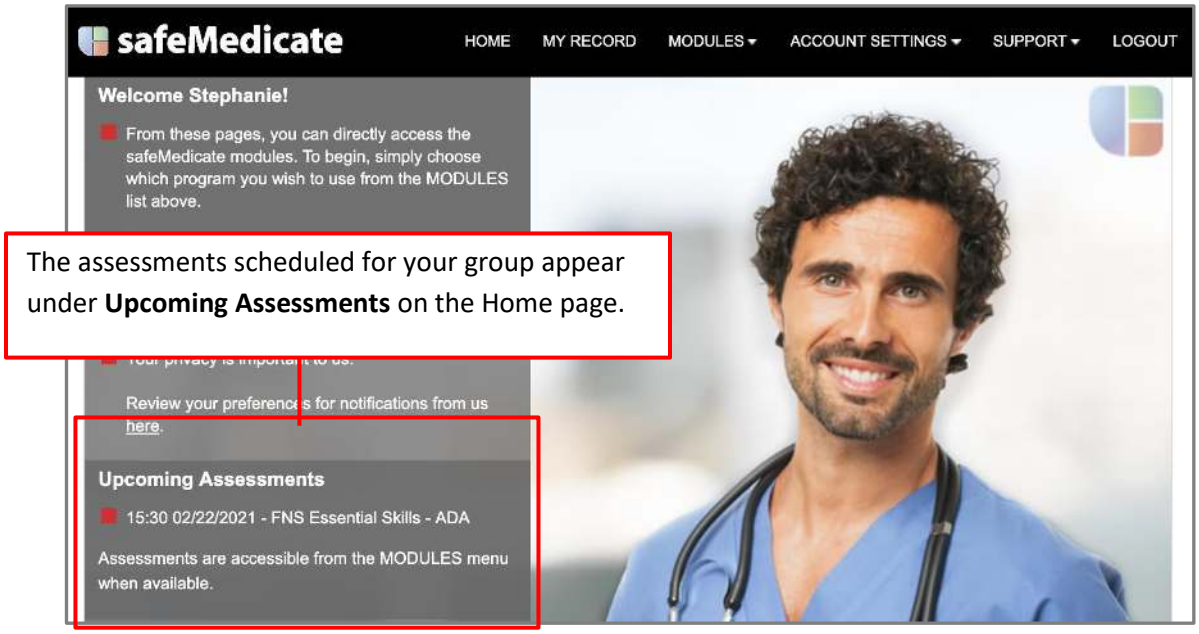
Taking Assessments

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

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

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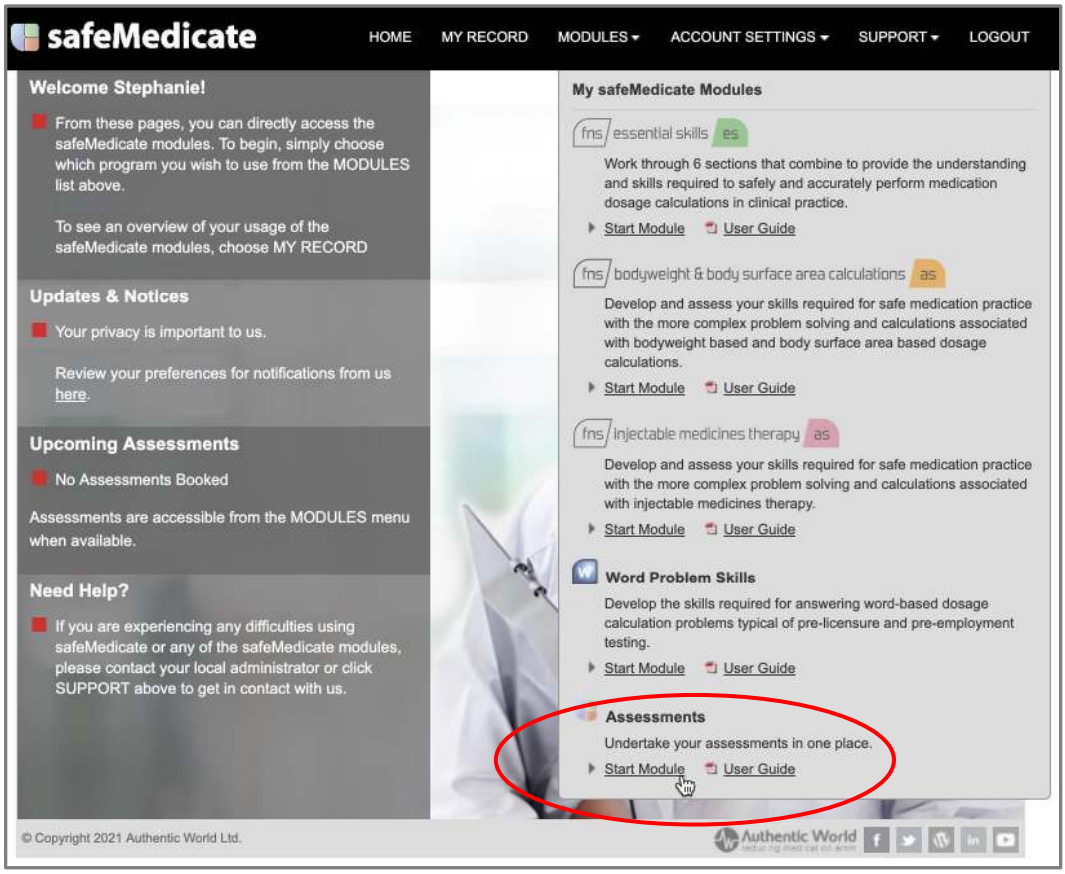
Starting the Assessment

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,

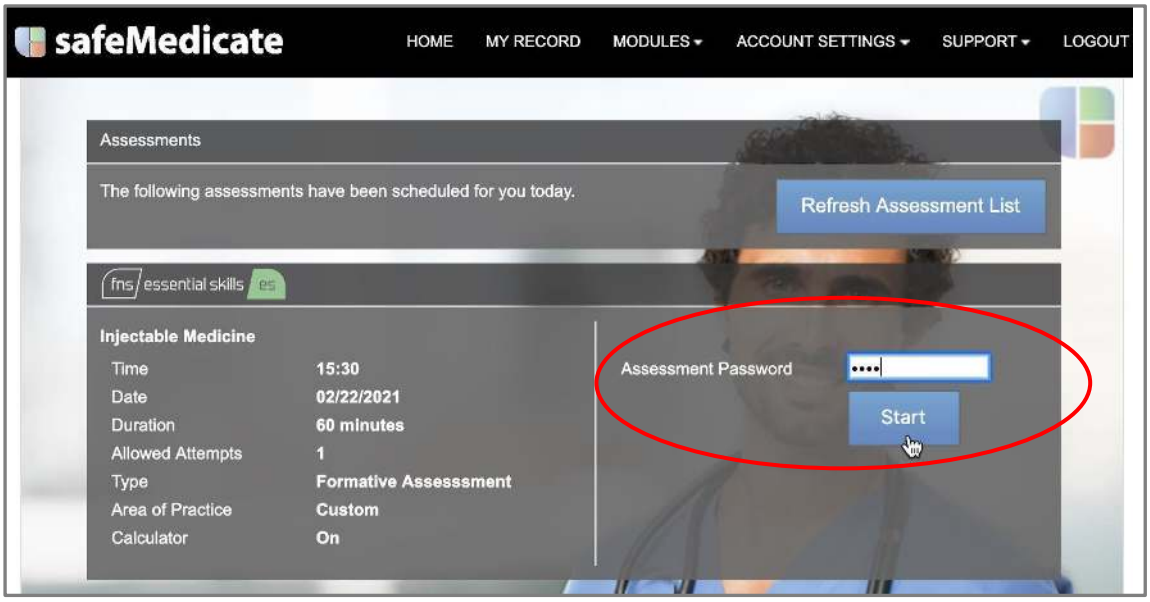
The **Duration** in minutes you'll have to complete the assessment,

The number of **Attempts** available, and

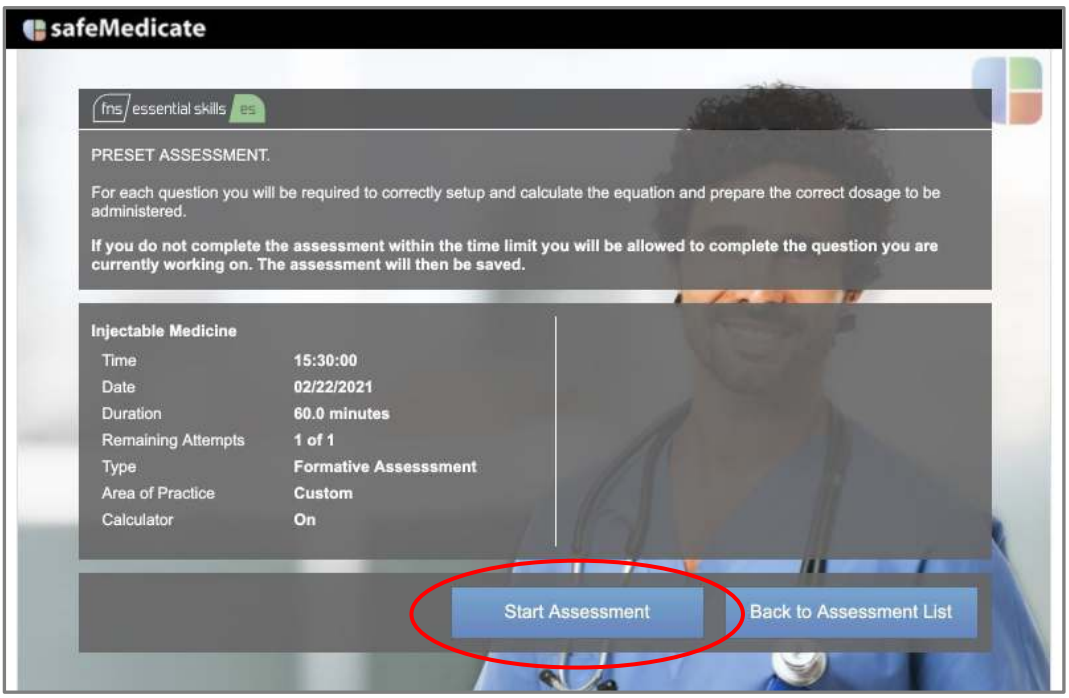
The availability of the built-in **Calculator,**

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**.



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



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

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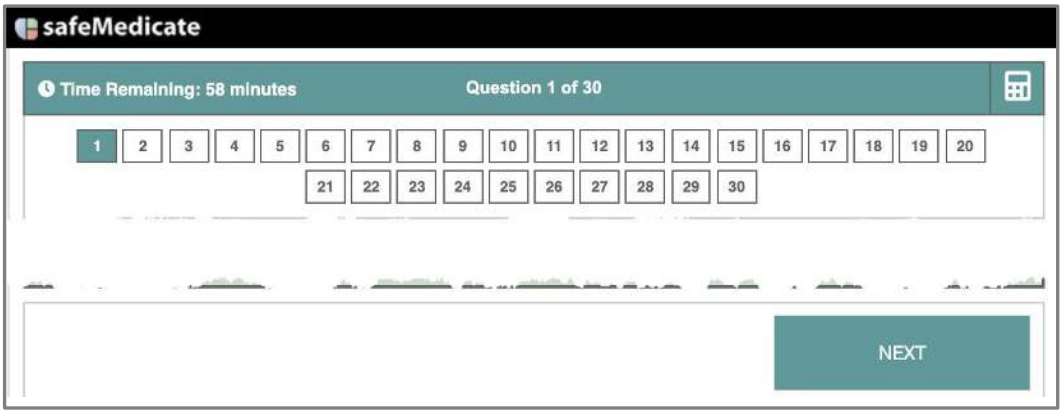
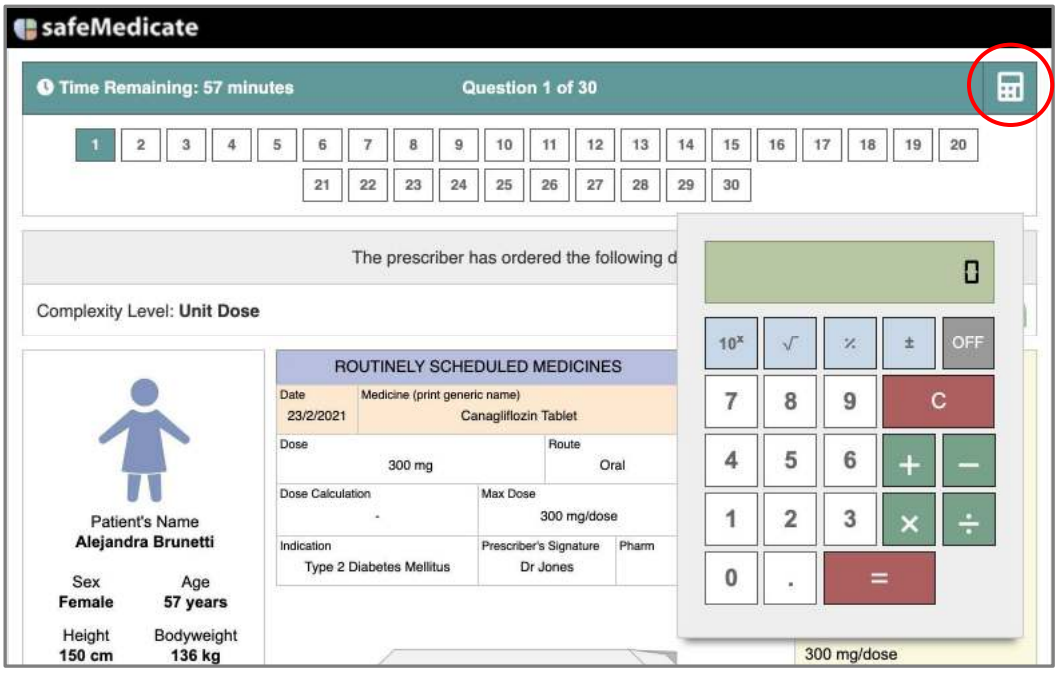
At the top of every page of the assessment is a bar showing the Time Remaining and a visual telling you the question you are on in the assessment.

At the 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.



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.

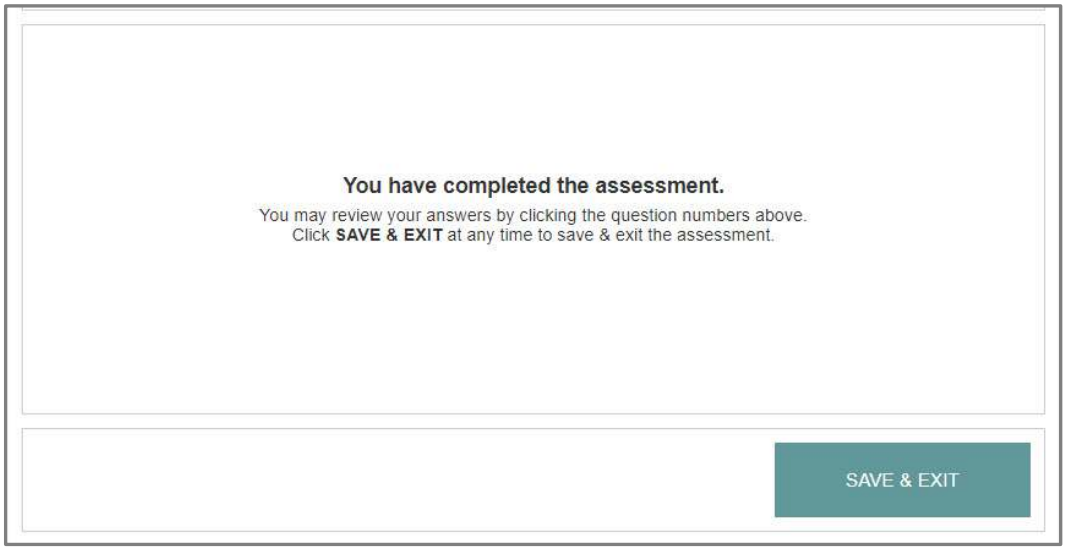
Click **RETRY QUESTION** to edit your response or **CONTINUE ASSESSMENT** to return to the previous screen.

NOTE: Once you've reviewed earlier questions, you must return to the last question 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.



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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.

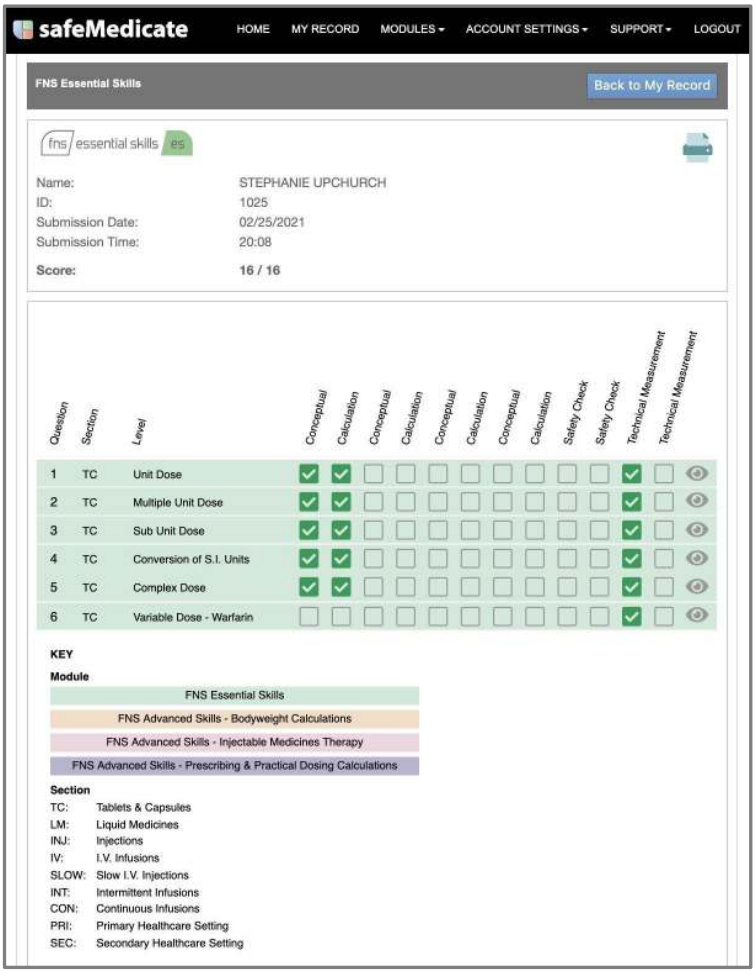
An Assessment Summary with the results of the selected assessment appears, displaying a list of all the questions on the assessment.

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.



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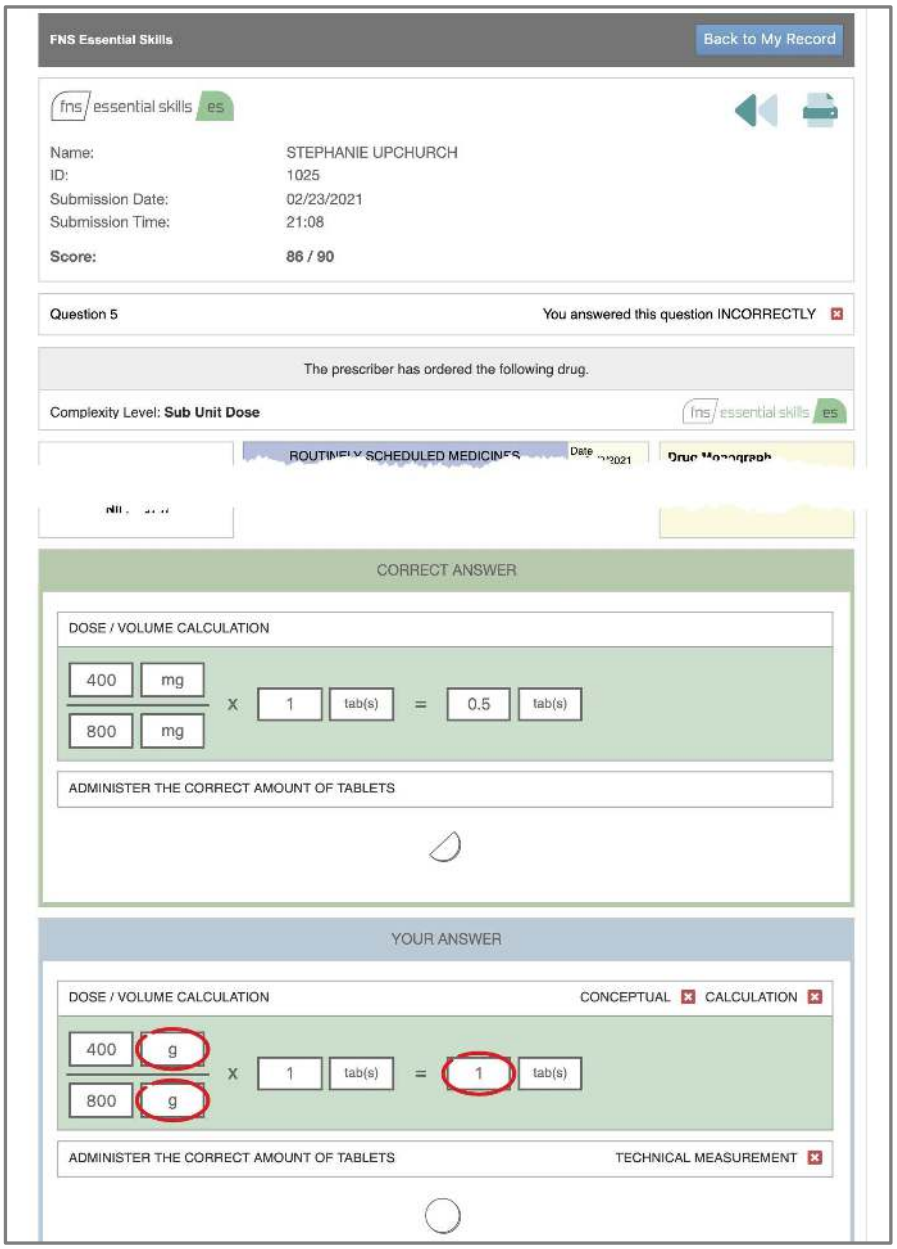
Correct responses are depicted with a green check (√). A red **X** marks errant responses.

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

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



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.

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Viewing and Modifying Your Account Settings

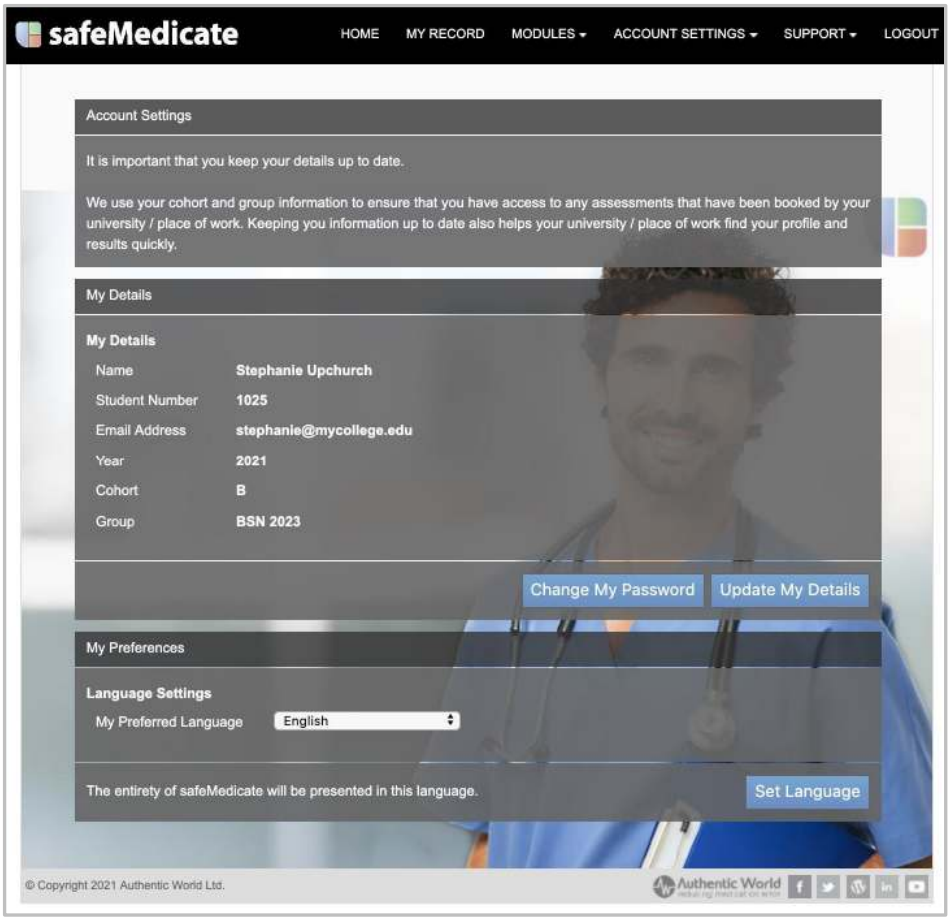
The Account Settings menu provides you with three options:

- **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.

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.



Changing Your Password

To change your password:

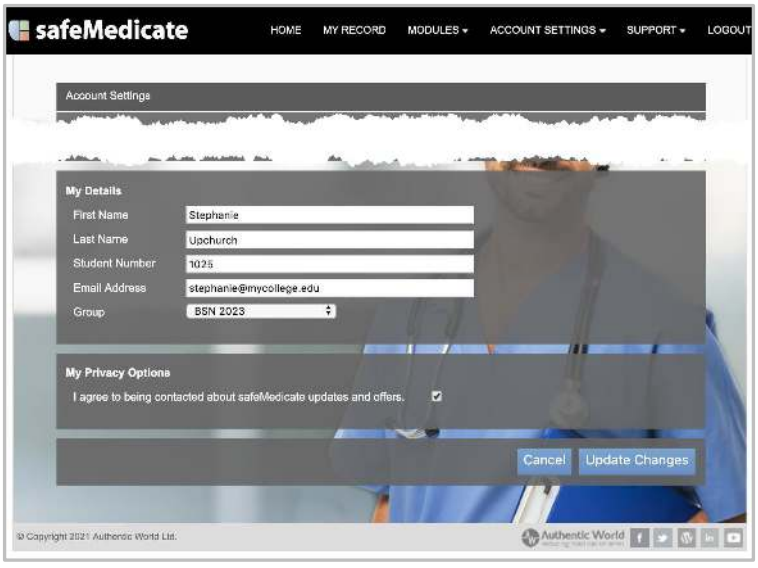
1. Click the **Change My Password** button to open the Change My Password dialog.

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

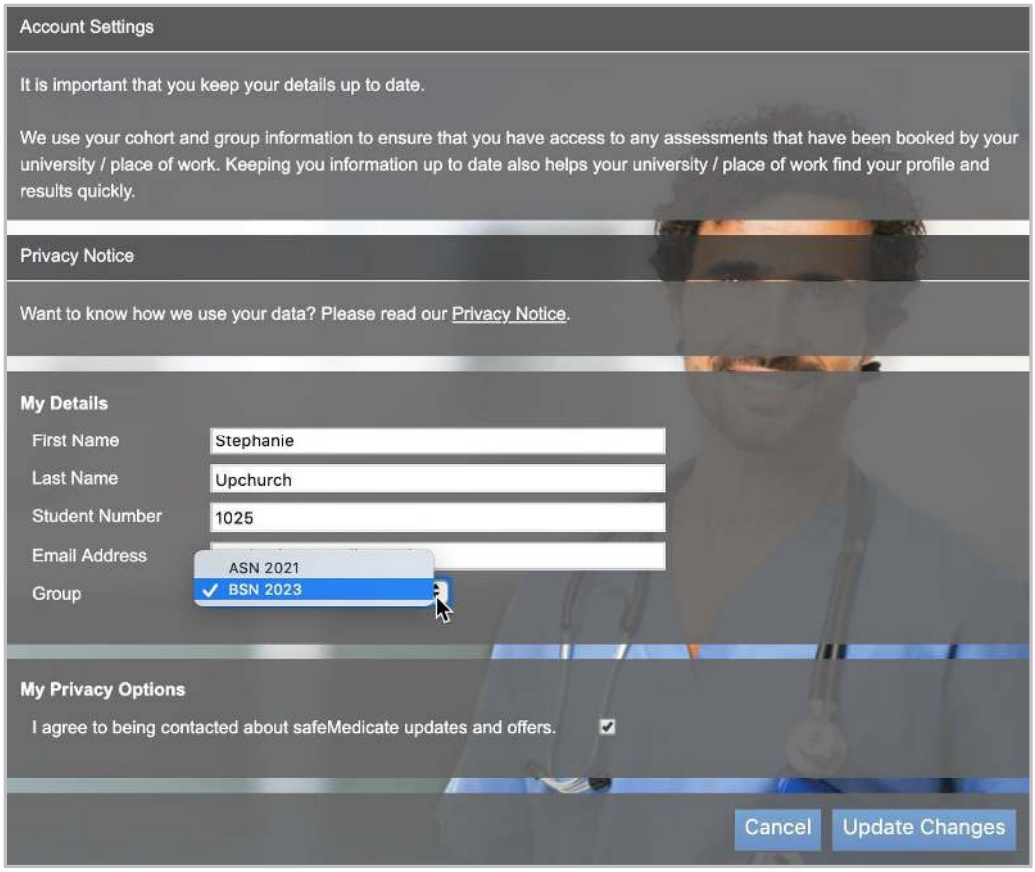
To update your user details such as your Name, Email Address, or Group:

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



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.



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*.

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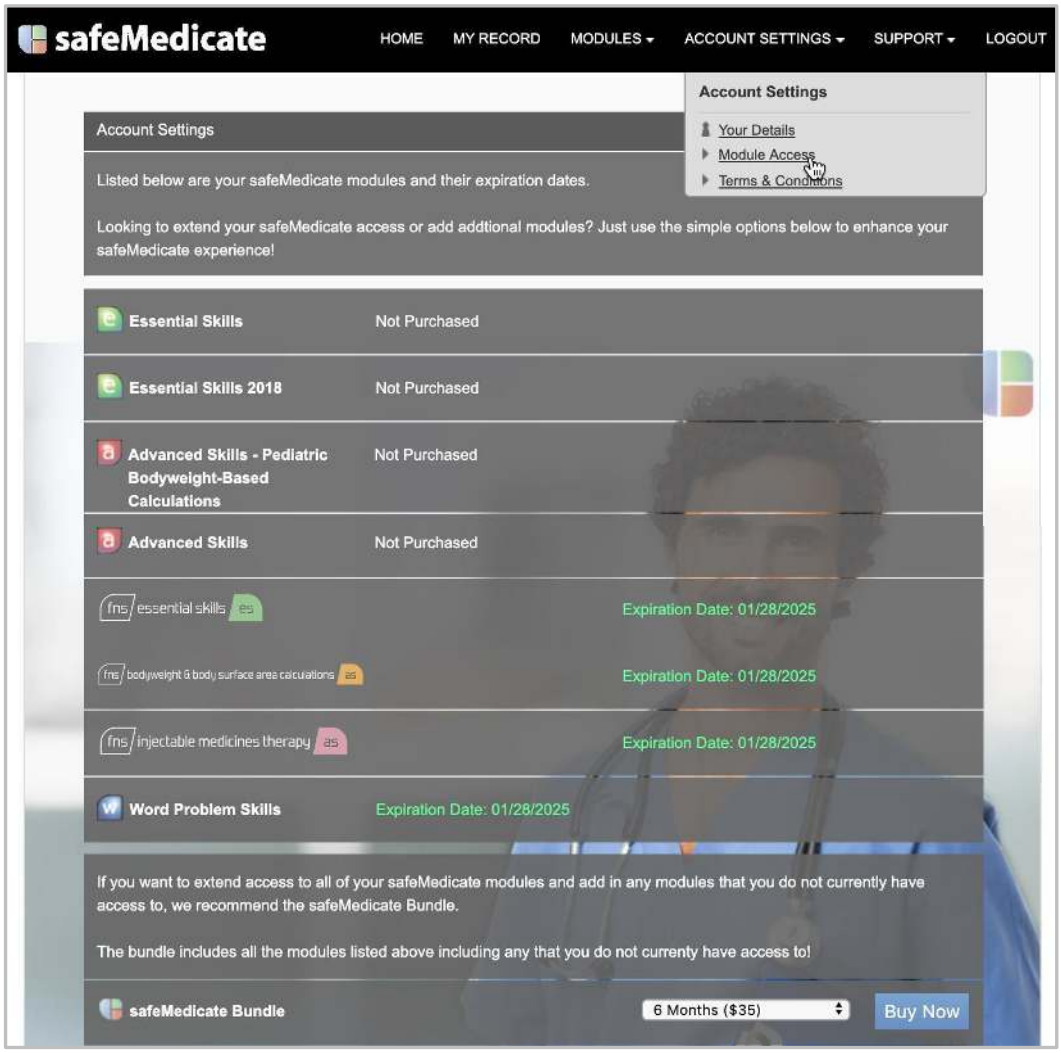
Extending Your License

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



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.

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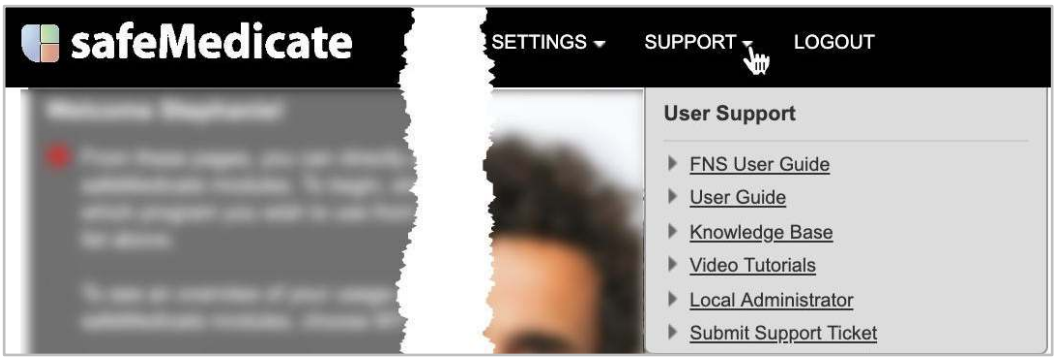
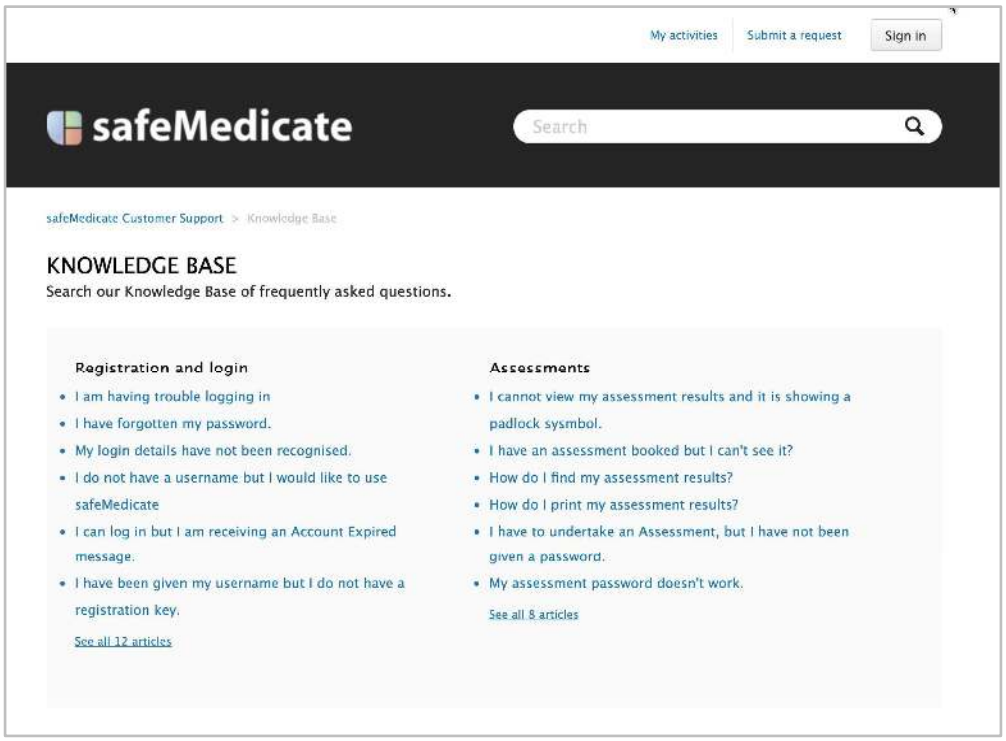
Locating Help

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.



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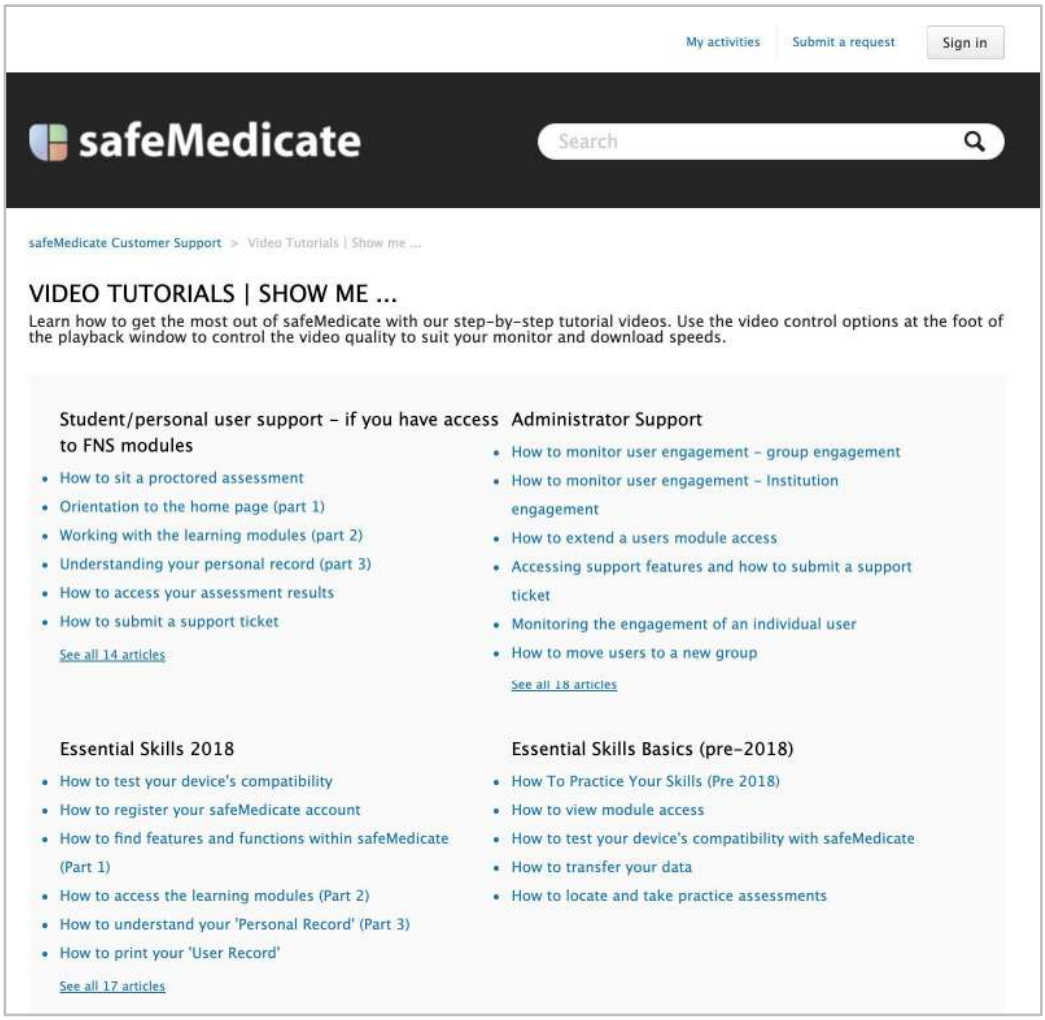
A series of **Video Tutorials** have also been created to describe many of the commonly used functions.



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.

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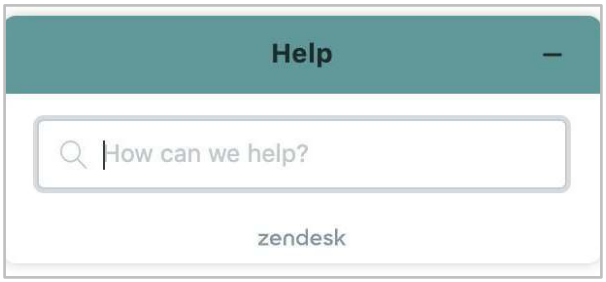
Contacting Customer Support

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.



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

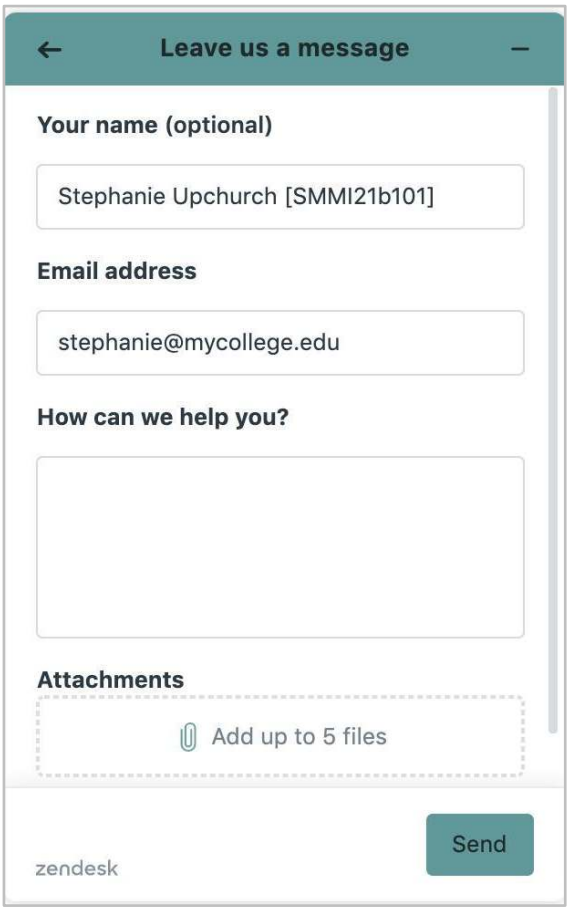
After this initial search, the box adds a **Leave Us a Message** button.

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

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

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

Click **Send**.



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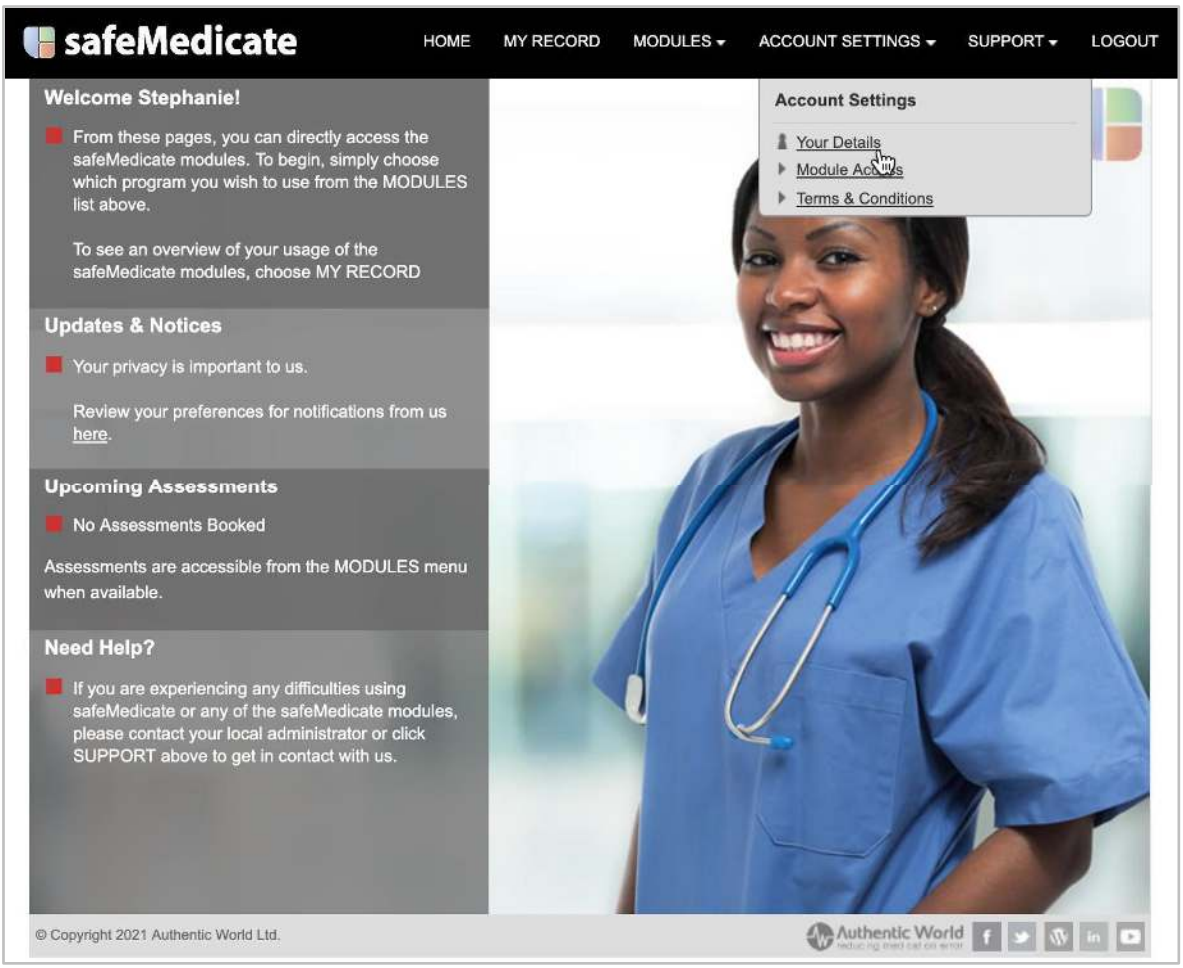
Appendix A – Instructions for the French Canadian Option

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

To activate the French Canadian language preference:

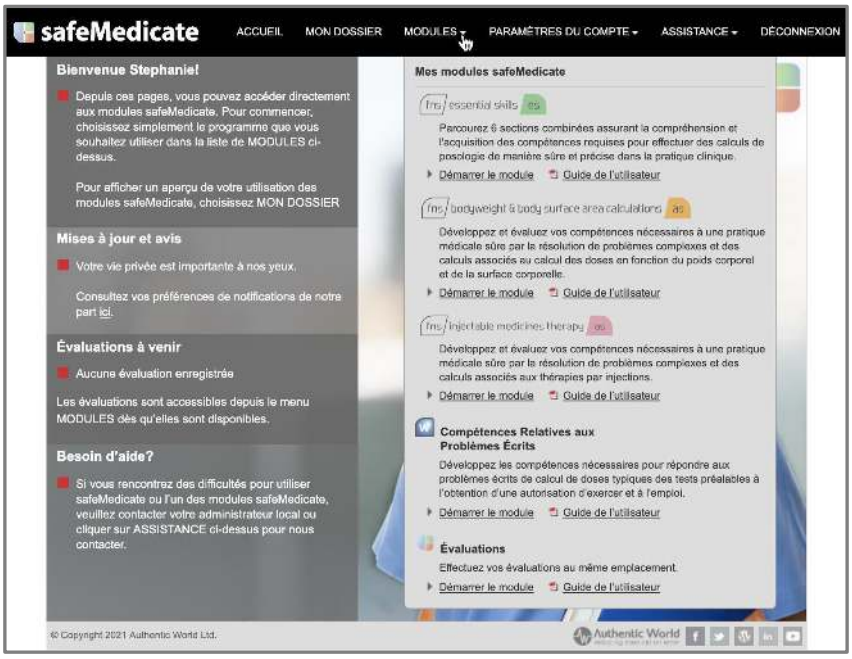
1. Select **Your Details** from the **Account Settings** menu.



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

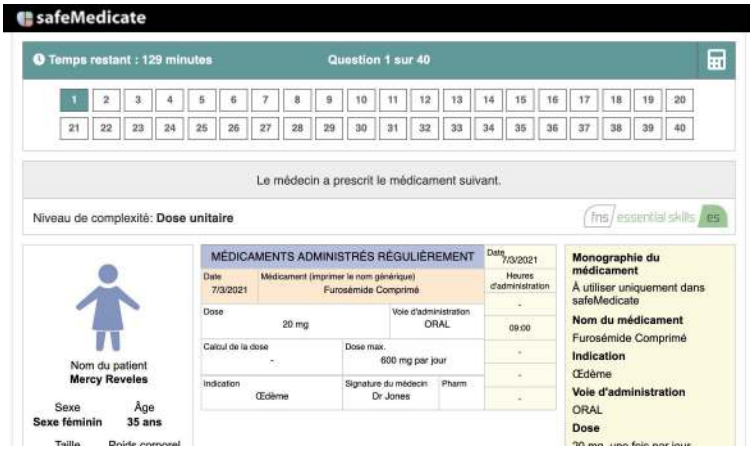
3. Click **Set Language** to save the language change. You can then return to the Home page.

After 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.

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



Appendix B – Instructions for Obtaining the CPD Certificate

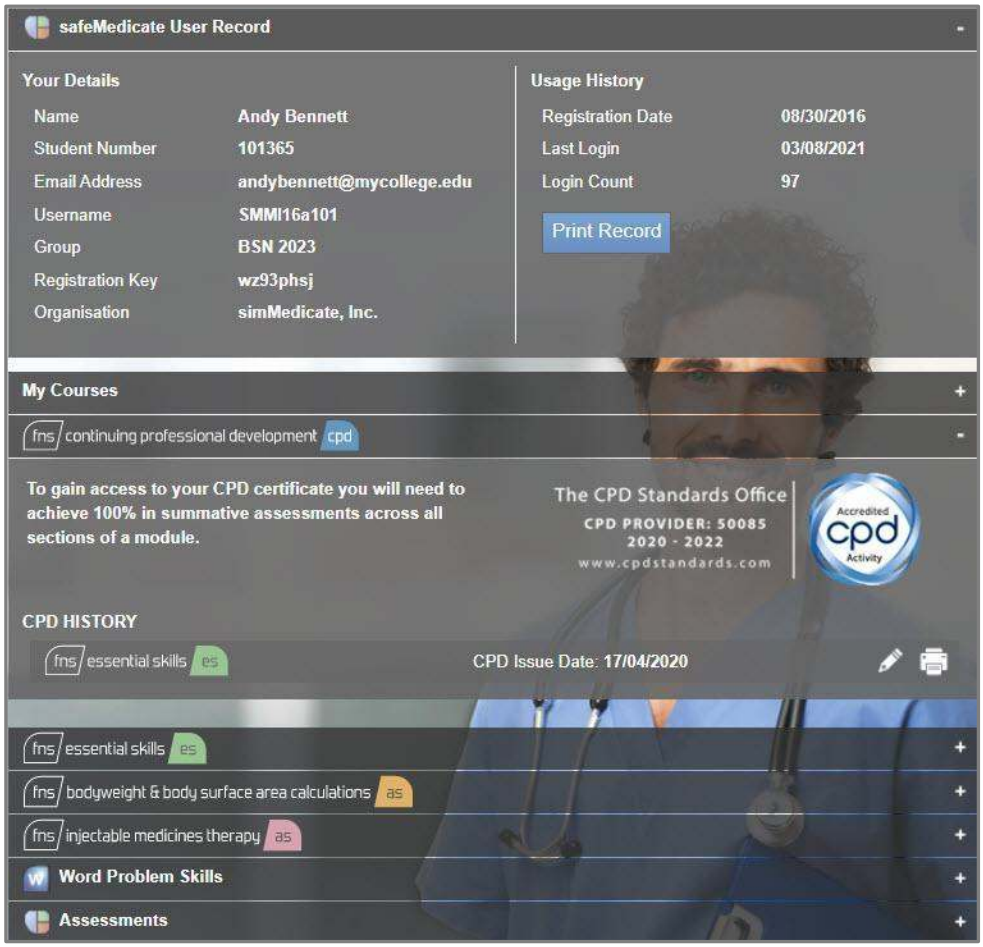
A Continuing Professional Development (CPD) Certificate is available to all those who:

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.



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.

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.

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