Compilation of Interim MAR by Domiciliary Care Managers & Supervisors

Date of Effect	Version 1: 1st June 2009, reviewed 1st July 2015
Supercedes	N/A
Review Date	1st July 2017

Compiled by	Medicines Management Nurse
Authorised by	Principal Officer Operational Manager Domiciliary Care Contracting Officer
For circulation to	All domiciliary care managers and supervisors involved in delivering the Neath Port Talbot Medicines management policy

Procedure for Compilation of Interim MAR

1. Purpose

To describe the process of compiling an Interim Medicines Administration Record (IMAR)

2. Scope

2.1. This procedure will detail how IMAR charts will be compiled where obtaining a pharmacy produced MAR is not possible

2.2. Blank IMARs are controlled stationery and as such must be kept securely until needed for use

2.3. This procedure must be undertaken by two people, one of which must be a supervisor/manager the other a care worker or family member

3. Responsibility

3.1. It is the responsibility of:

3.1.1. the supervisor/manager or healthcare professionals to initiate interim MAR

3.1.2. the care worker or health care professionals to check the IMAR after compilation

3.1.3. the supervisor or manager to arrange a pharmacy produced MAR as soon as possible as IMAR are only to be used for four working days

3.1.4. all staff undertaking this procedure to ensure that this procedure is adhered to and any deviation must be reported to their Manager or the Medicines Management Nurse (MMN)

3.1.5. each supervisor/manager to ensure that they are trained and deemed competent to compile IMAR

4. Process

4.1. The process must be undertaken by two people. The supervisor/manager must compile the IMAR and the other must check

4.2. Arrange medicine containers on an uncluttered surface

4.3. Place unsuitable medicines in a bag and put away in a secure place. Unsuitable medicines include:

4.3.1.1. medicines with illegible labels

4.3.1.2. Out of date medicines

4.3.1.3. those dispensed more than six weeks previous

          4.3.1.4.   medicines with unclear instructions e.g. 'as directed'

4.4. Use BLOCK capitals and BLACK indelible ink to complete the IMAR
4.5. Complete

    4.5.1. The service users forename and surname
    4.5.2. The service users date of birth
    4.5.3. the service users GP
    4.5.4. the date i.e. month and year

4.6. Copy the exact text from the medicine label onto the first box under the heading 'Drug' on the IMAR. Include

    4.6.1. Medicine name and form
    4.6.2. Strength of medicine
    4.6.3. Dose Instructions
    4.6.4. Special instructions
    4.6.5. Warnings

4.7. The supervisor/manager will initial each box after completing
4.8. The checker will ensure each entry is correct and initial each box
4.9. Continue until each medicine has been copied onto the IMAR
4.10.   Cross through all the boxes that will not be required throughout the IMARs use, by using a **Z** shape.
4.11.   Both supervisor/manager and checker will sign and date at the bottom of the IMAR thus:

Date, written by NAME, DESIGNATION, Signature
Date, Checked by NAME, DESIGNATION, Signature

Date of compilation: 01/07/15 DJ