

## **MethaMeasure User Guide**

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**Helpdesk: 0800 027 0671**

## Logging in

1. Double click on the MethaMeasure Icon on the Desktop

2. Log in both members of staff, first the Nurse/Supervisor role, and then the second checker/Operator role

OR add a new member of staff by clicking '**Add a user**'

## Setup the Pump(s)

Once the Main MethaMeasure window appears remove any bottles of cleaning fluid from the machine.

1. Turn the Pump ON and place a measure or cup under the dispensing nozzle. Then click the "options" button on the pump status box

2. Click 'Prime Pump' until all excess water is removed from the tubes. **Once** should be enough.

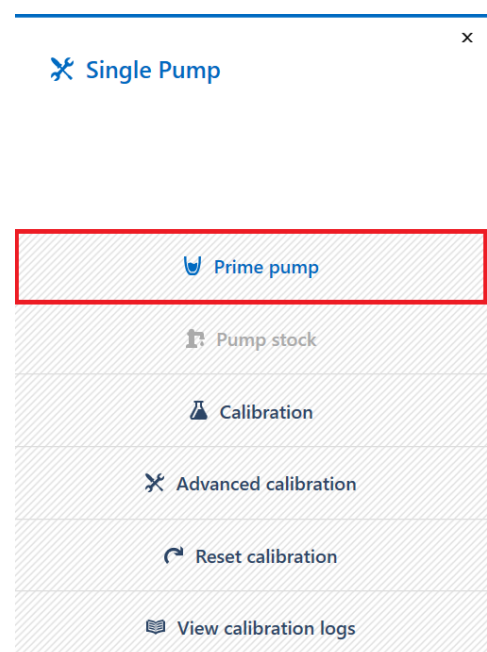
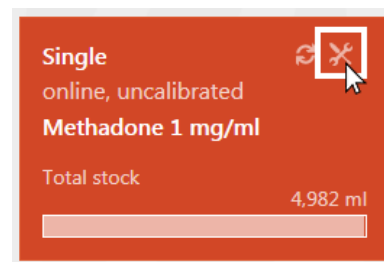
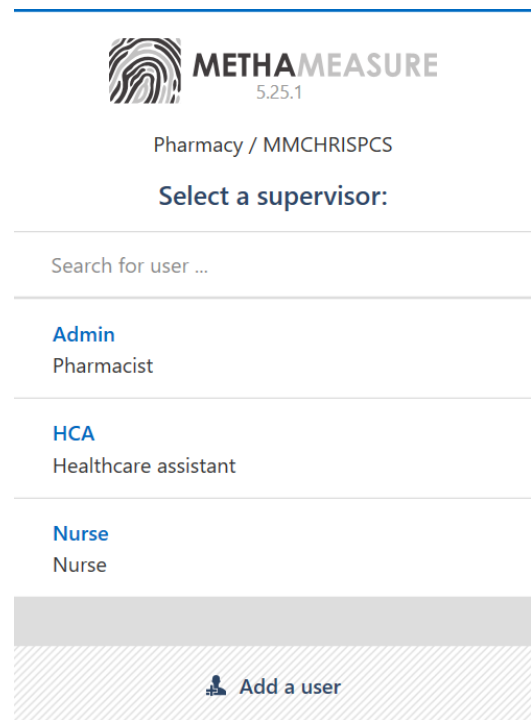
3. Insert the Methadone bottle into the pump and make sure the tube is correctly positioned. Then prime the pump **once** again. The tube will be filled with Methadone

**\*\*\* Throw away this water/methadone mix \*\*\***

4. Place a cup or measure under the dispensing nozzle and click 'Prime Pump' one last time to check there are no air bubbles in the tube.

**\*\*\* Pour this methadone back into stock. \*\*\***

***You have now primed the pump***



## Calibrate the Pump

Click the "Calibrate" button

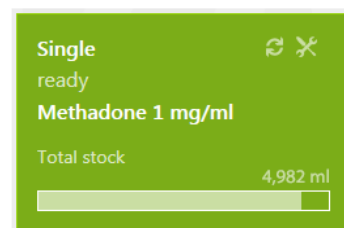
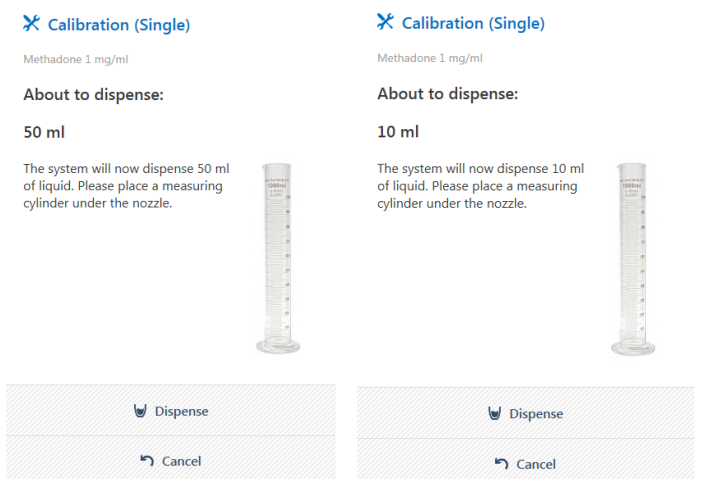
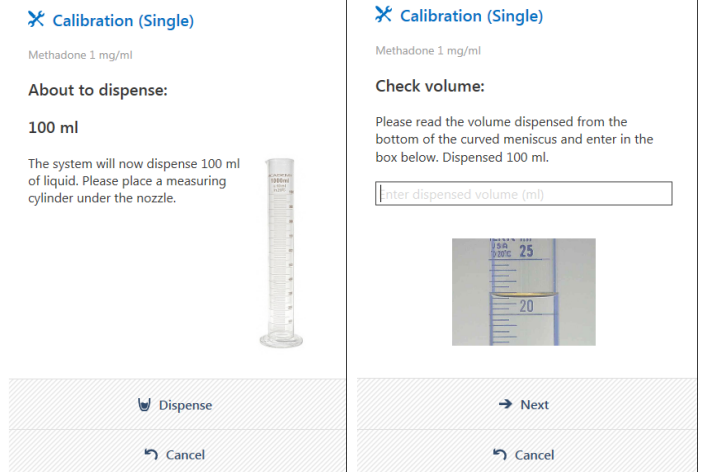
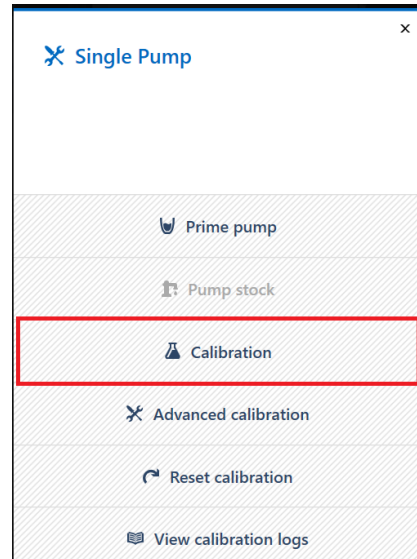
1. The machine will ask to dispense 100ml, this should be dispensed into the glass measure used for MethaMeasure

2. The machine will then ask the user to "Check Volume", Enter the volume dispensed into the glass measure into the box and click **next**. Return this methadone to stock.

3. The machine will repeat the dose if the amount is NOT 100ml. Once the 100ml is OK the machine will move onto the 50ml and 10ml doses.

4. When you have finished calibration close the calibration menu to continue to the main window. The pump you have just calibrated will turn GREEN.

***The pump is now ready for dispensing.***





## Tips for Pump Calibration

Calibrating the pump accurately to a glass measure is an important step, if the pump is not accurately calibrated the dose given to a patient is likely to be incorrect. Whilst 0.5-1ml is unlikely to cause a patient any harm it will cause a large discrepancy in the running balance over a high number of patients. Some tips for calibration include

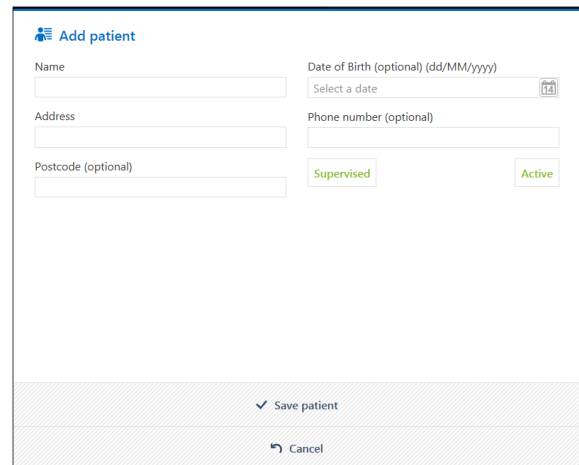
- Use a good quality glass measure, we recommend a cylindrical measure from Jaytec with an accuracy of +/- 0.5ml. These can be obtained at a cost from MethaMeasure. Please call for pricing. However, anything with the quality assurance stamp and glass should be suitable. We do NOT recommend plastic.
- Use the glass measure in the priming process so it is "wet" before you start the calibration. It must be carefully drained after priming however it will help keep the measure consistent through the calibration process
- Use just one measure for the calibration and the same measure every day if you can.
- Carefully drain as much Methadone after calibration back into the stock bottle as possible – if you leave 1-2ml in the bottom of the measure and dispense 50ml on top – it will look like 51-52ml.
- Hold the measure at an angle whilst the calibration dose is being dispensed
- Do not allow the nozzle to become fully immersed in the Methadone whilst the dose is being dispensed – this will lead to some methadone being left on the dispensing tube which will make the measured dose inaccurate and also cause drips.
- Read the bottom of the meniscus on a flat and level surface
- Make sure the pump is fully primed, with zero air bubbles in the tubes, before starting calibration. A common mistake we see is people not priming the tube, meaning the calibration has to fill the pump first which results in 85ml or so being dispensed during the first calibration.

## Add a new patient

1. Click on "Add Patient" Icon (plus symbol) at the top left of the screen
2. Fill in the form with the patient details shown on the prescription.
4. Click '**Save Patient**'

## Change Patient Details

1. Select the patient you want to change.
2. Click '**Edit details**'
3. Make any changes required and click '**Save Patient**'



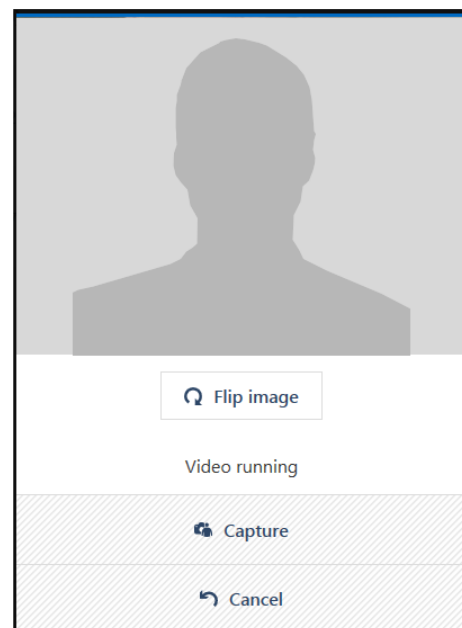
The screenshot shows the 'Add patient' form with the following fields and options:

- Name:** Text input field.
- Date of Birth (optional) (dd/MM/yyyy):** Date picker with a calendar icon.
- Address:** Text input field.
- Phone number (optional):** Text input field.
- Postcode (optional):** Text input field.
- Supervised:** Green button.
- Active:** Green button.

At the bottom of the form, there are two buttons: 'Save patient' (with a checkmark icon) and 'Cancel' (with a back arrow icon).

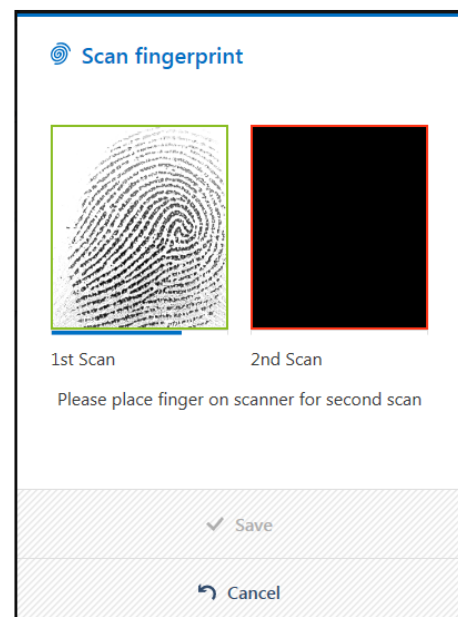
## How to take a Patients Photograph

1. Select the patient you want to add a Picture for
2. Click '**Edit Image**'
3. Make sure the patient can be seen clearly in the image
4. Click '**Capture**' to take the image
5. Click '**Save**'



## How to Capture a Patient Fingerprint

1. Select the patient you want to add a Fingerprint
2. Select '**Edit fingerprint**' on the menu to the right
3. Ask the patient to place their finger on the sensor until the capture is successful.
4. Ask patient to remove their finger and then to place it back on the sensor.
5. Click '**Save**'



## Adding a prescription

1. Select the patient you wish to add a script for
2. Click the **'Add Prescription'** button on the right of the patient profile
3. Enter the information as it appears on the Prescription paying careful attention to the start date. Carefully check the daily dose to be given and click **'Next'**
4. To save this prescription click **'Confirm'**
5. The script will now be visible in the patient profile

**New prescription for John Smith**

Doctor: Jones | Clinic (optional): [dropdown] |  Titration dosing

Drug: Methadone SF | Individual dose: 50 mg (50 ml)

Drug strength: 1 mg/ml

Total dose (mg): 700 | Total days: 14

Start date: 05/09/2017 | End date: 18/09/2017

→ Next

↶ Cancel

**New prescription for John Smith**

Set doses to Take-Home by clicking on DD beside the dose or by clicking on the day name.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	Sep 5 DD 50	6 DD 50	7 DD 50	8 DD 50	9 DD 50	10 DD 50
11 DD 50	12 DD 50	13 DD 50	14 DD 50	15 DD 50	16 DD 50	17 DD 50
18 DD 50						

**Methadone SF**

Total prescribed (mg): **700**

Individual dose (mg): **50**

Total on calendar (mg): **700**

✓ Confirm

↶ Cancel

**John Smith**

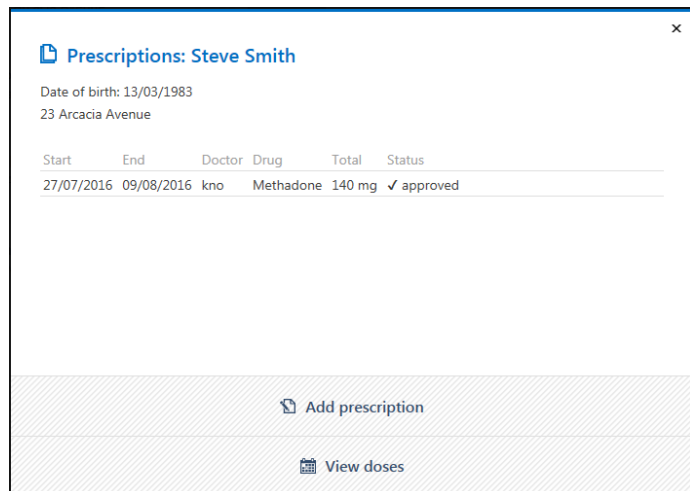
A13213AS  
Supervised

Date	RX No.	Drug	Dose	Amount	Type	Status
5 Sep 2017	01	Methadone SF 1 mg/ml	50 mg	50 ml	Daily	available
6 Sep 2017	02	Methadone SF 1 mg/ml	50 mg	50 ml	Daily	future
7 Sep 2017	03	Methadone SF 1 mg/ml	50 mg	50 ml	Daily	future
8 Sep 2017	04	Methadone SF 1 mg/ml	50 mg	50 ml	Daily	future
9 Sep 2017	05	Methadone SF 1 mg/ml	50 mg	50 ml	Daily	future
10 Sep 2017	06	Methadone SF 1 mg/ml	50 mg	50 ml	Daily	future
11 Sep 2017	07	Methadone SF 1 mg/ml	50 mg	50 ml	Daily	future
12 Sep 2017	08	Methadone SF 1 mg/ml	50 mg	50 ml	Daily	future
13 Sep 2017	09	Methadone SF 1 mg/ml	50 mg	50 ml	Daily	future
14 Sep 2017	010	Methadone SF 1 mg/ml	50 mg	50 ml	Daily	future
15 Sep 2017	011	Methadone SF 1 mg/ml	50 mg	50 ml	Daily	future
16 Sep 2017	012	Methadone SF 1 mg/ml	50 mg	50 ml	Daily	future
17 Sep 2017	013	Methadone SF 1 mg/ml	50 mg	50 ml	Daily	future
18 Sep 2017	014	Methadone SF 1 mg/ml	50 mg	50 ml	Daily	future

- 👤 Begin dispensing
- 📄 View notes
- ✎ Edit details
- 🔗 Add fingerprint
- 📷 Add photo
- 📅 Prescriptions & doses
- 🖨️ Print bag label

## How to change a prescription (mid-prescription)

1. Select the patient that you want to change the prescription for.
2. Click '**Prescriptions & doses**' on the menu to the right.
3. Select the Prescription you wish to edit
4. Click '**Delete**' on the right of the screen
5. Click '**Add Prescription**' at the bottom of the screen.
6. Enter new prescription as shown (see adding a prescription).



**Prescriptions: Steve Smith**

Date of birth: 13/03/1983  
23 Arcacia Avenue

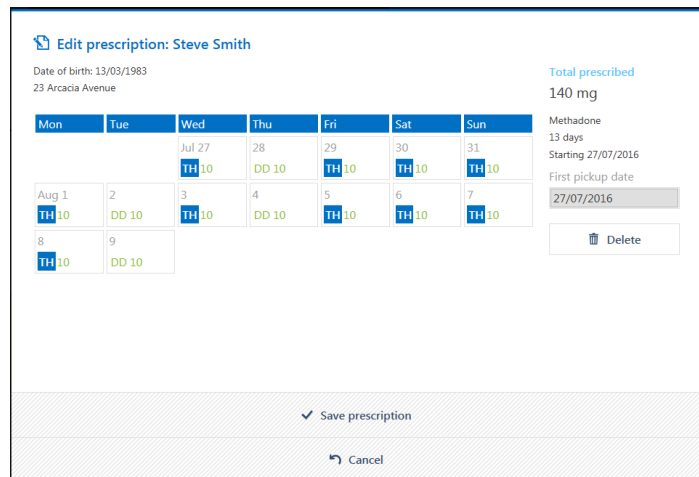
Start	End	Doctor	Drug	Total	Status
27/07/2016	09/08/2016	kno	Methadone	140 mg	✓ approved

[Add prescription](#)

[View doses](#)

## How to DELETE a prescription

1. Select the patient that you want to change the prescription for.
  2. Click '**Prescriptions & doses**' on the menu to the right.
  3. Select the Prescription you wish to edit
  4. Click '**Delete**' on the right of the screen
- \* You can now go back and re enter the prescription as above



**Edit prescription: Steve Smith**

Date of birth: 13/03/1983  
23 Arcacia Avenue

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		Jul 27 TH 10	28 DD 10	29 TH 10	30 TH 10	31 TH 10
Aug 1 TH 10	2 DD 10	3 TH 10	4 DD 10	5 TH 10	6 TH 10	7 TH 10
8 TH 10	9 DD 10					

**Total prescribed**  
140 mg

Methadone  
13 days  
Starting 27/07/2016  
First pickup date  
27/07/2016

[Delete](#)

[Save prescription](#)

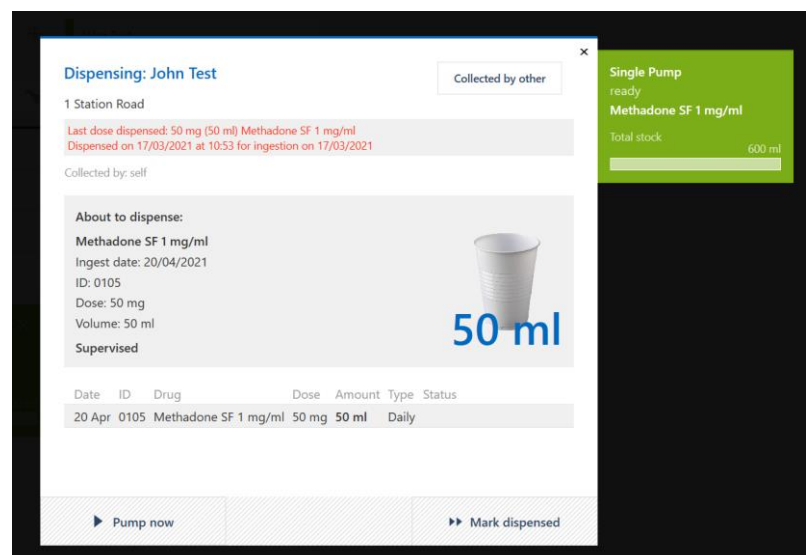
[Cancel](#)

## Dispensing a Patient

To dispense a dose for a patient, click on the patients name and choose "Begin dispensing"

The details can be checked against the prescription, click "Pump now" to dispense the dose using the pump, print a label and make the entry in the CD register.

"Mark dispensed" can be used to label the dose and make an entry on the CD register for the dose if the pump is not available and the dose has been hand measured or the drug you are dispensing is not allocated to a pump.



**Dispensing: John Test**

1 Station Road

Collected by other

Last dose dispensed: 50 mg (50 ml) Methadone SF 1 mg/ml  
Dispensed on 17/03/2021 at 10:53 for ingestion on 17/03/2021

Collected by: self

**About to dispense:**  
Methadone SF 1 mg/ml  
Ingest date: 20/04/2021  
ID: 0105  
Dose: 50 mg  
Volume: 50 ml  
Supervised

**50 ml**

Date	ID	Drug	Dose	Amount	Type	Status
20 Apr	0105	Methadone SF 1 mg/ml	50 mg	50 ml	Daily	

[Pump now](#)

[Mark dispensed](#)

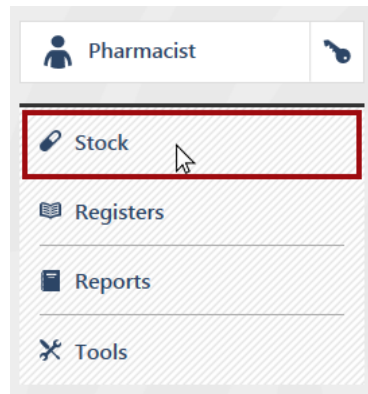
Single Pump ready  
Methadone SF 1 mg/ml  
Total stock: 600 ml



## Managing Stock

All methadone stock is managed by clicking the **'Stock'** button on the main screen.

1. Select 'Store Stock' and select which drug you wish to manage
2. This will now show you all the stock information about that drug.



### Methadone 1 mg/ml

Starting stock	4,990 ml
Received	0 ml
Corrections	0 ml
Dispensed	8 ml
Balance	4,982 ml

## Entering Stock

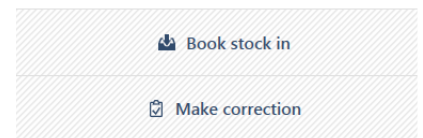
1. Click **'Book stock in'**
2. Enter the amount of stock you have received and any other information you wish to record and click **'Save'**

## \*Making Corrections

1. Select **'Make Correction'**
2. Type the amount that you wish to correct  
\* Enter '40' for an Overage or '-40' for reducing stock
3. Select the reason for the correction from the dropdown menu
4. Click **'Save'**

## Record Spillages

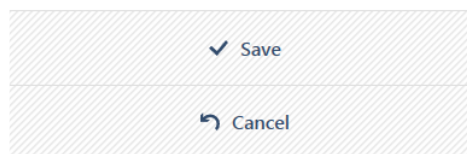
\*See making Corrections



### Book stock in

Amount – ml

Additional info (e.g. supplier, batch number, invoice number)



### Make correction

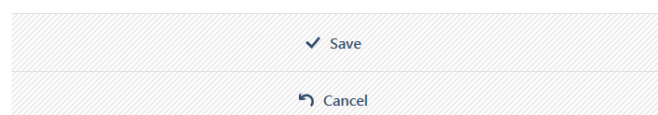
Current stock  
6,782 ml

Correction amount (loss is negative) – ml

Stock after correction – ml

Explanation

Correction is	<span style="color: green;">↑ GAIN</span>
Total dispensed since last correction	718 ml
Stock variance	4.2 %







## FAQ

If you have problems with the machine please look through this list. If you still have problems you can contact our help desk on:

### **0800 027 0671 Option 1**

The helpline is open from **08:45 to approximately 18:00 Monday to Saturday**.  
Out of hours service is available on a Sunday.

#### **Request Help button**

If your request is *non urgent* you can send a quick message to the help desk by clicking on the support button at the top right of the MethaMeasure screen

#### **View / Print previous Registers**

1. Click '**Registers**' on the main menu
2. Select which drug you wish to view
3. Chose the date you wish to view at the top of the screen
4. Click '**Print Day**'

#### **If the pump runs out of Methadone while dispensing a dose (i.e the tubes have air bubbles in them)**

1. Firstly return the methadone in the cup to the stock bottle
2. Refill the Methadone bottle with a bottle from the CD cabinet
3. Click '**Prescriptions & Doses**'
4. Click the '**View Doses**' Button at the bottom of the screen
5. Select the dose you wish to undo **click 'Return Selected Dose'**

Select the reason for returning the dose from the drop down menu

6. Click '**Return Selected doses(s)**' button
7. Press **Esc** key until you are back at the patient screen
8. Click the '**Prime**' button to refill the tube with Methadone.
- \*Return any methadone to stock**
9. Select the patient and re dispense

#### **Return doses to stock (If patient has been dispensed but not collected)**

1. Click patient name.
2. **Click 'Prescriptions & Doses'**
3. Click the '**View Doses**' Button at the bottom of the screen
4. Select the dose you wish to undo **click 'Return Selected Dose'**
5. Select the reason for returning the dose from the drop down menu
6. Click '**Return Selected doses(s)**' button



## **Correcting errors on the register**

If errors are identified on the register they can only be corrected via '**Manual Correction**' under the '**Stock**' menu.

## **Close Down Procedure**

After Dispensing has finished the methadone pump needs to be cleaned out and the register(s) checked.

## **Cleaning the Pump**

1. Remove any bottles of Methadone from the machine.
2. Place a measure or cup under the nozzle, Click Options on the pump status screen and then click '**Prime Pump**' until all the Methadone is removed from the tubes. – Pour this Methadone back into stock and return the Methadone to CD Cabinet
3. Insert cleaning fluid bottle into the pump and make sure the tube is correctly positioned.

Place a measure or cup under the nozzle.

4. Click 'Prime Pump' until you can see water in the tube. Click Prime Pump until the tube is clean. Once a week we recommend a diluted Milton solution is used to flush through the system as a disinfectant.

*\*For a double pump repeat this for the other side*

**\*\*Leave this water in the tube overnight**

5. Turn the pump OFF

***You have now cleaned out the pump***

## Tablet Dispensing

MethaMeasure can be used to record the dispensing of tablets (And also to help with ID checks). Tablets are handling in a similar way to Methadone. Stock is monitored through the stock menu and registers are accessed through the register menu. If you need help with adding Tablets as drugs to MethaMeasure please contact the help desk.

Add a prescription in the usual way, choosing the tablet name as the drug and entering the **total dose** in mg to be given. In this case 173.6mg over 14 days, click **Next** and choose the take home days, Click **Confirm**

**New prescription for Bob Anyname**

Prescriber: Jones    Clinic (optional):  +

Drug: Buprenorphine

Total dose (mg): 140    Total days: 14

Start date: 08/03/2021    End date: 21/03/2021

You can choose the tablet quantities for each dose after the next step.  
 Titration dosing  
 Individual dose: 10 mg

→ Next  
 ↶ Cancel

Choose the quantities of each tablet strength to be given to the patient. This mechanism allows a patient to be given multiple of each tablet strength in order to get to their required dose. In this case, 0x0.4mg, 1x2mg and 1x8mg, however, it could be 0x 0.4mg and 5x2mg and 0x 8mg's if there were no 8mg tablets in stock. Click **Next** when finished.

**New prescription for Bob Anyname**

Enter the quantities of each strength for each tablet dose below.

0.4 mg    2 mg    8 mg

10/10 mg    0    1    1

→ Next  
 ↶ Cancel

Dispense the tablet patient as normal, when **begin dispensing** is clicked the dispensing screen will be displayed. A list of each strength of tablet will be displayed. It is very important to dispense the tablets **exactly** as prescribed on the system otherwise stock checks will not be correct. Click **Mark Dispensed** to record the patient as dispensed.

**Dispensing: Bob Anyname**    Collected by other

Date of birth: 02/04/1982  
 1 Station Road  
 Collected by: self

**About to dispense:**  
 Buprenorphine  
 Ingest date: 08/03/2021  
 ID: 0119571  
 Dose: 10 mg  
 2 mg x 1  
 8 mg x 1  
 Supervised



Date	ID	Drug	Dose	Amount	Type	Status
8 Mar	0119571	Buprenorphine	10 mg		Daily	

▶▶ Mark dispensed

## Shutdown Procedure

1. Close MethaMeasure by clicking the 'X' in the top right

2. A box will pop up asking you to review today's register.

3. Click '**View Registers**'

4. Check that the register entries are correct and that all collections and non collections are registered correctly. And click '**Continue Review**' button

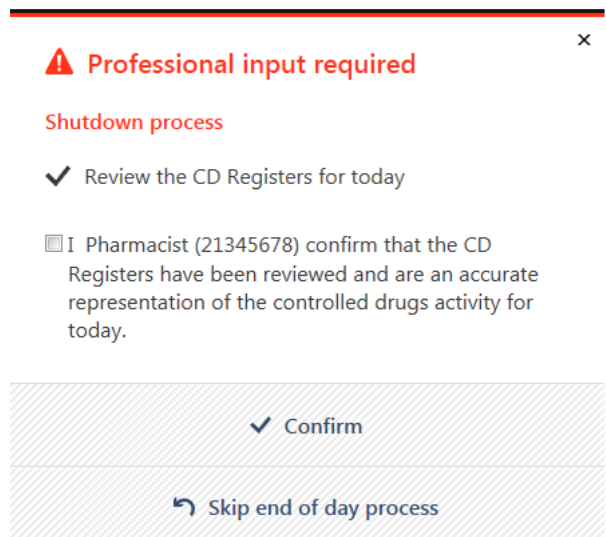
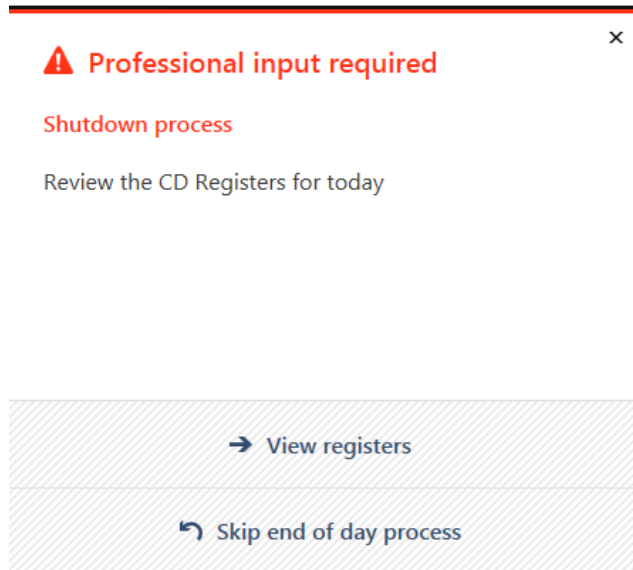
*\*If you have a double pump click on the other drug register to be checked.*

6. Once the registers are checked click the '**Complete**' button.

7. Check the box next to the final confirmation that the registers have been checked and are accurate.

8. Click the '**Confirm**' button

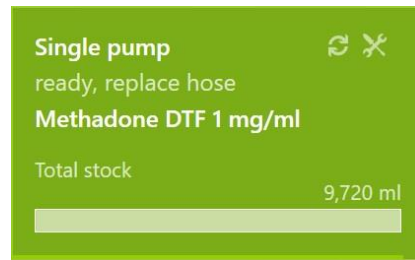
9. If you choose to skip this process, an entry is made on the register to say the entries have not been checked.



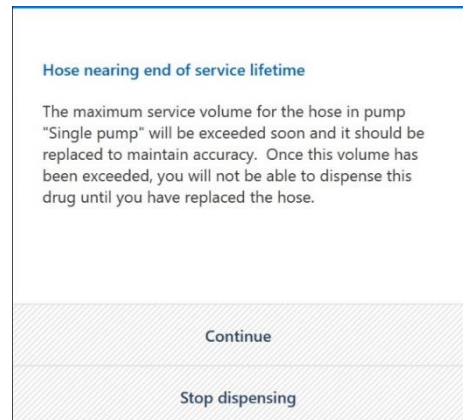
## Changing the tube/ Service Volume

The silicone tube used in the MethaMeasure peristaltic pump is a wearing component and must be replaced at appropriate intervals. Depending on the tube in use on your pump and the volume of Methadone dispensed by the system this may require changing every 3 months or it may last considerably longer. As the tube comes to the end of its service life the MethaMeasure software will alert you to this by changing the colour of the pump controller and displaying a message in the pump status. If you do not have a spare tube on site, please call us on 0800 027 0671 and we will send you an appropriate tube. This is included in your rental of MethaMeasure.

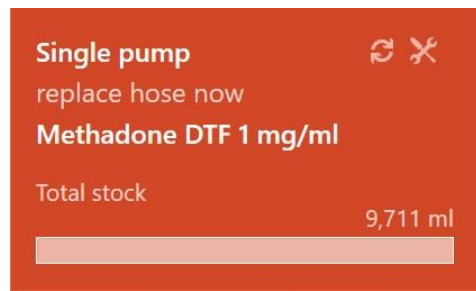
As the tube nears the end of its life, the status will change to "Ready, Change hose"



A warning will be displayed depending on the remaining hose/tube life




If the warning is ignored, the system will eventually stop dispensing once it has reached a predetermined volume.



To change the tube, first use the prime button to empty the Methadone from the system. Then change the tube, please see separate document, "MethaMeasure UK Tubing Change MAN002" available from our website [www.methameasure.co.uk](http://www.methameasure.co.uk) if required.

Once the tube has been changed click the pump options menu and prime the pump. Then click the pump servicing menu and click "Reset service volume", the system will ask the user to confirm they have changed the hose. The user will then be taken through the calibration process. Once calibration is complete the system can be used again.

## DOCUMENT DETAILS

 <b>METHAMEASURE</b> LIMITED	<b>MethaMeasure User Guide - UK Prison</b>		
	<b>No: MAN003</b>	<b>Rev: 0</b>	<b>Page: 13/13</b>

## REVISION HISTORY

Rev	CR #	Approval / Effective Date	Description of Change	Originator
0	CR-2023-08	7/12/23	Release documentation	C Cave