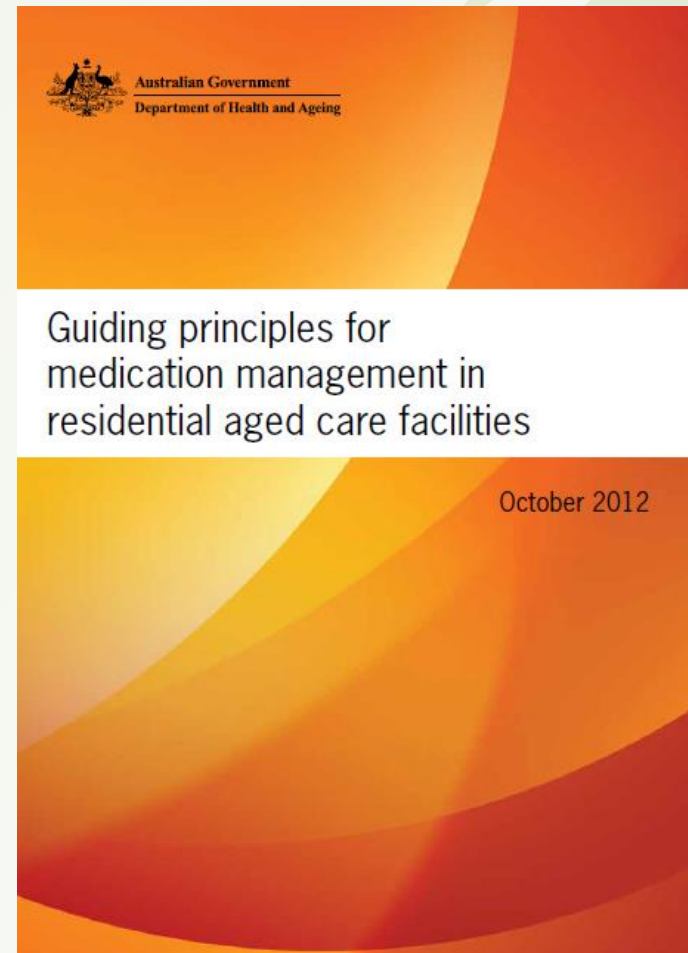
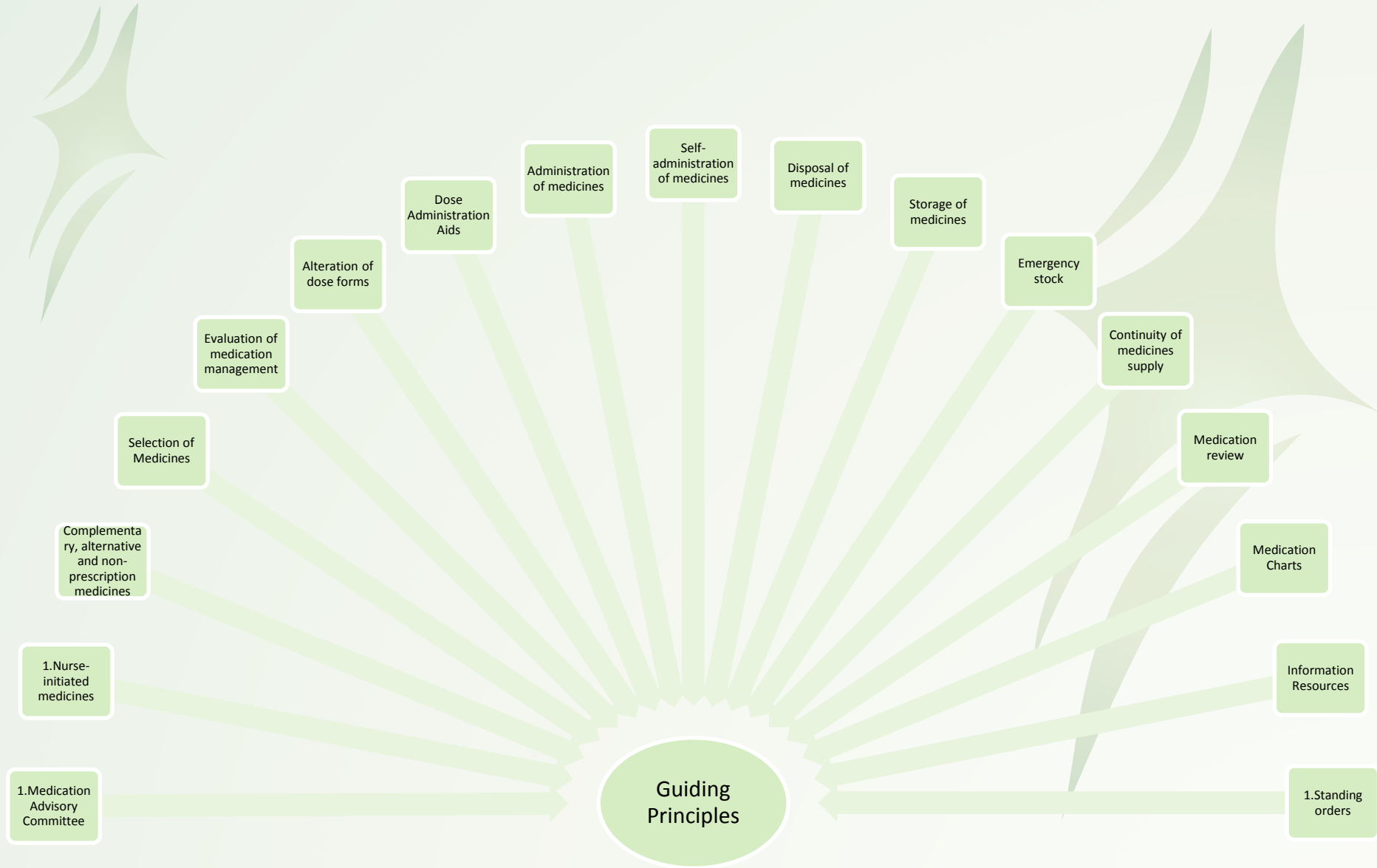


Guiding Principles of medication management in RACFs

- Revised in 2012
- 17 principles





Guiding Principles for Medication Management in RACF Audit tool and checklist

RACF Name:

Assessor:

Date:

Instructions: Use this tool to audit the compliance of your RACF with the 17 Guiding Principles regarding medication management.

Recommendation	Criteria	Yes	NA	No	Action
1: Medication Advisory Committee (MAC) *	Does the RACF use a multi-disciplinary MAC that meets regularly?				
	Does the MAC advise the RACF on developing policy and procedures for medication management?				
	Does the MAC regularly monitor, review and evaluate safe and quality use of medicines in the RACF?				
	Does the MAC have a mechanism to address medicines-related issues with the RACF management and Board?				
2: Information Resources	Does the RACF have current and accurate medicines information available, developed in consultation with the MAC?				
	Are information resources readily available to all staff, visiting health care practitioners, residents and carers to support their role in safe, quality use of medicines in the RACF?				
	Are information resources used to support and promote continuing quality assurance in medication management?				
3: Selection of Medicines	Does the RACF support a QUM approach to the selection of all medicines used in the facility?				
	Are policies, procedures and information resources readily available to assist RACF staff, visiting health care practitioners, residents and carers in informed and considered selection of medicines?				
	Is medicines use in the facility regularly reviewed and evaluated for safety and quality improvement?				

Recommendation	Criteria	Yes	NA	No	Action
4: Complementary, alternative and self- selected non- prescription medicines	Does the RACF have policy and procedures for the management of complementary, alternative and self-selected non-prescription medicines used in the facility, developed in consultation with the MAC and consistent with the requirements of relevant state or territory legislation and regulation?				
	Are residents and carers encouraged to inform RACF staff and visiting health care professionals about the resident's use of self-selected medicines?				
	Is use of self-selected medicines recorded in the resident's medication chart and resident-held medicines list?				
	Are self-selected medicines stored safely within the RACF?				
	Are adverse events from self-selected medicines recorded by the RACF and reported to the MAC?				
5: Nurse initiated non-prescription medicines	Does the RACF have policy and procedures for safe practice in nurse-initiation of non-prescription medicines, developed in consultation with the MAC, consistent with the requirements of relevant state or territory legislation and regulation?				
	Is there a written list of nurse-initiated non-prescription medicines, approved by the MAC?				
	Does the MAC regularly review the list?				
	Are the administration and outcomes of nurse-initiated medicines recorded and reviewed?				
6: Standing orders	Does the RACF have policy and procedures for standing orders where these are used, developed in consultation with the MAC, consistent with the requirements of relevant state or territory legislation and regulation?				
	Is there regular and recorded review of all standing orders and their use?				

Recommendation	Criteria	Yes	NA	No	Action
7: Medication charts	Does the RACF have policy and procedures on the use of medication charts and related medication records, developed in consultation with the MAC?				
	Is there regular review of medication records for currency and accuracy?				
8: Medication review and Medication reconciliation	Does the RACF have policy and procedures addressing medication review and reconciliation, developed in consultation with the MAC?				
	Are residents' medicines reviewed regularly and as required and follow up action taken where necessary?				
9: Continuity of medicines supply	Does the RACF have policy and procedures to address and support continuity of medicines supply for all residents, developed in consultation with the MAC?				
10: Emergency supply of medicines	Does the RACF have policy and procedures for the emergency stock of medicines approved for this purpose, developed in consultation with the MAC?				
	Are the policy and procedures consistent with the requirements of relevant state or territory legislation and regulation?				
	Do the policy and procedures address the use of emergency stock, recording and stock control?				
11: Storage of medicines	Does the RACF have policy and procedures on the safe storage of all medicines used in the RACF, developed in consultation with the MAC, consistent with the requirements of relevant state or territory legislation and regulation?				
	Are residents who self-administer their medicines informed of policy and procedures for the safe storage of their medicines?				

Recommendation	Criteria	Yes	NA	No	Action
12: Disposal of medicines	Does the RACF have policy and procedures that address the safe disposal of all unwanted, ceased or expired medicines and medicines related waste, developed in consultation with the MAC, consistent with the requirements of relevant state or territory legislation and regulation?				
	Are residents who self-administer their medicines informed of policy and procedures for the safe disposal of their medicines?				
13: Self-administration of medicines	Does the RACF have policy and procedures for assessment, support, recording and review of resident self-administration of medicines, developed in consultation with the MAC?				
	Are residents adequately supported to administer their own medicines, assisted as appropriate to have a current medicines list such as a Patient Medication Profile, MediList or Medicines List?				
	In practice, is the storage and disposal of self-administered medicines consistent with RACF policies and procedures?				
14: Administration of medicines by RACF staff	Does the RACF have policy and procedures on medicines administration by staff, developed in consultation with the MAC, consistent with the requirements of relevant national, state or territory legislation and regulation?				
	Are RACF staff trained, assessed and authorised to perform medicine administration roles?				
	Is all medicine administration by staff documented?				
	Are there processes for recording and reporting medicine administration outcomes, including adverse drug events?				

Recommendation	Criteria	Yes	NA	No	Action
15: Dose administration aids	Does the RACF have policy and procedures that address the supply, use, monitoring, storage and disposal of DAAs developed in consultation with the MAC?				
	Are residents regularly assessed for their suitability and capacity to use a DAA?				
	Are residents and carer information needs about DAA use, storage and disposal addressed?				
	Is DAA systems performance regularly monitored, reviewed and reported to the MAC?				
	Are staff, residents and carers informed and educated on the safe and effective administration of medicines from DAAs?				
16: Alteration of oral dose forms	Does the RACF have policy and procedures on the alteration of dose forms of oral medicines, developed in consultation with MAC?				
	Does the RACF have a regularly reviewed list of medicines that must not be crushed or altered, developed in consultation with the MAC?				
	Is the list readily accessible to people administering medicines?				
	Is information on alteration of oral dose forms provided to residents who are self-administering?				
17: Evaluation of medication management.	Does the RACF have policy and procedures for the systematic evaluation of each area of medication management in the RACF, developed in consultation with the MAC?				
	Is a systematic review of each area of medication management in the RACF conducted regularly?				
	Are follow-up actions for safety and quality improvement implemented and reviewed by the MAC?				

Audit and checklist outcome action plan

RACF Name:

Date:

Guiding Principles Number	Issues Identified	Action to be taken	Expected outcome	Person or team responsible	Date to be completed	Date completed	Improved outcome