

# **National Standard Medication Chart (NSMC) Audit System User Guide**

**Hospital version**

August 2018

Published by the Australian Commission on Safety and Quality in Health Care  
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Australian Commission on Safety and Quality in Health Care. NSMC (National Standard Medication Chart) Audit System User Guide. Sydney: ACSQHC; 2018

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## Accessing the system

The National Standard Medication Chart (NSMC) Audit System is accessed via a secure web page on the Australian Commission on Safety and Quality's (the Commission's) website at:

<https://www.nsmc.safetyandquality.gov.au>

Documentation about NSMC auditing can be found at the [New NSMC \(National Standard Medication Chart\) Audit](#) web page.

The minimum supported browsers are:

- Chrome 57–59 (2017)
- Microsoft Edge 12 (Windows 10)
- Internet Explorer 11 (Windows 7+)
- Mac Safari 9 (2015).

Other browsers that should work, but have not been tested, are:

- Opera 43+ (2017)
- Firefox 45–50 (2016)
- iOS 9 Safari.

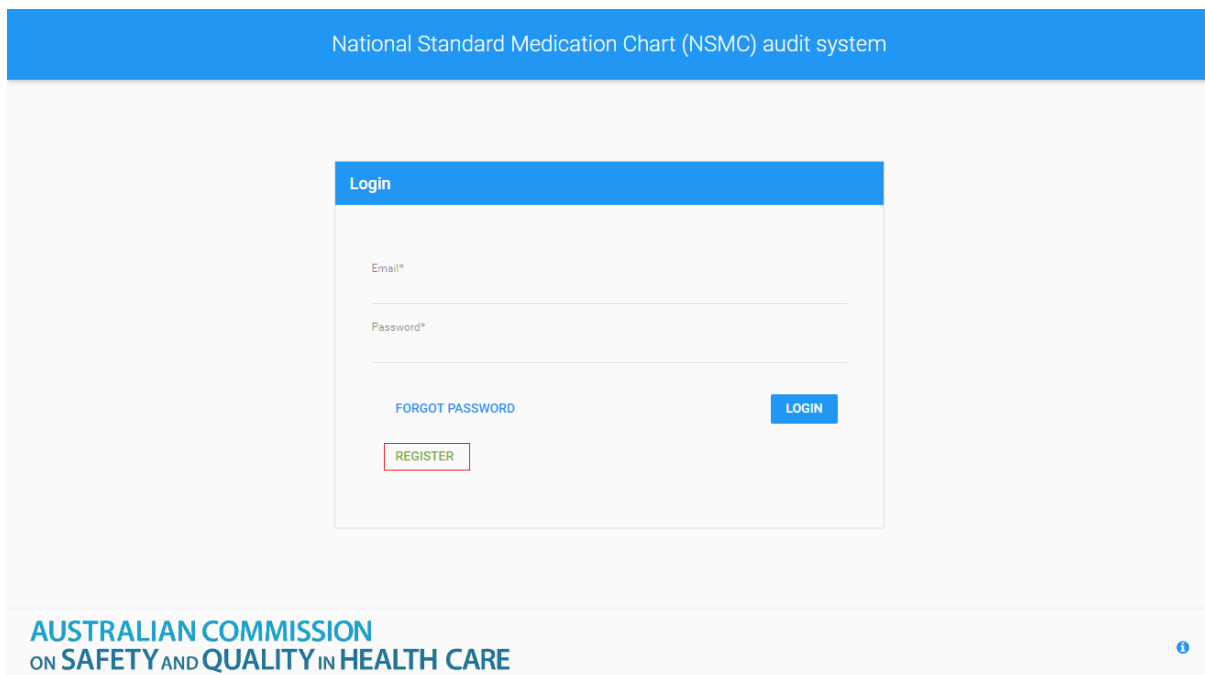
To contact the Commission about NSMC auditing, either email [nsmc.audit@safetyandquality.gov.au](mailto:nsmc.audit@safetyandquality.gov.au) or call 02 9126 3600.

## New user registration

Users wishing to access the system should register for a username via the register option on the login screen. Clicking REGISTER will present the register function. There are four screens in the register function that can be navigated through using NEXT and BACK.

1. Navigate to [the New NSMC \(National Standard Medication Chart\) Audit](#) web page (Figure 1).

**Figure 1: Home page of the National Standard Medication Chart (NSMC) Audit System**



2. Click on REGISTER, which will display the screen shown in Figure 2.

**Figure 2: Registration details screen**

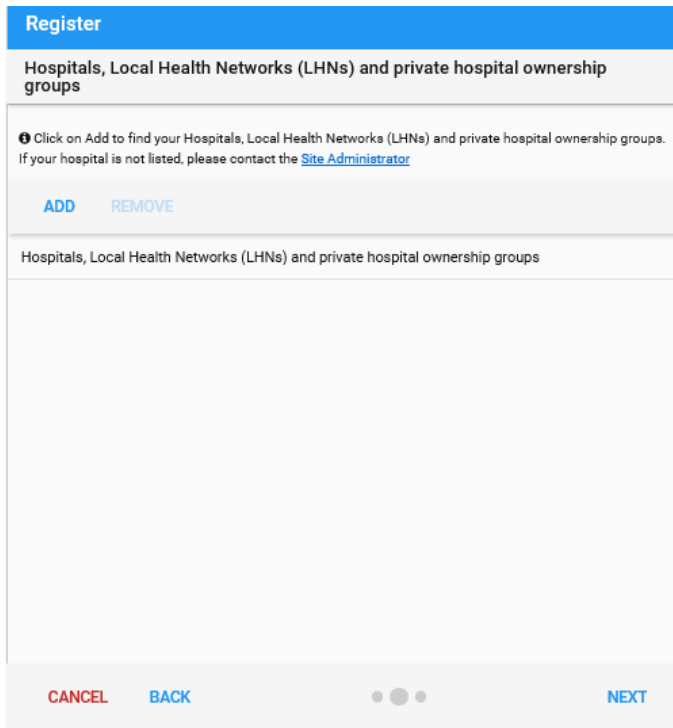
3. Fill in the details as shown in Table 1.

**Table 1: Fields and required format for registering for the National Standard Medication Chart (NSMC) Audit System**

<b>Field</b>	<b>Required format and data entry</b>
<b>First name</b>	Mandatory, free text
<b>Last name</b>	Mandatory, free text
<b>Email</b>	Mandatory, valid email address only. This will become the person's username. Field validation: only valid email address formats are accepted. The email address must be a recognised email address from a hospital or day procedure centre. Web-based email addresses such as @gmail.com or @hotmail.com will not be accepted
<b>Confirm email</b>	Mandatory, valid email only. Must match email
<b>Profession</b>	Please choose from the drop-down list
<b>Contact phone number</b>	Field validation: must be 10 digits and a valid phone number – either a mobile number, or an area code plus an 8-digit phone number

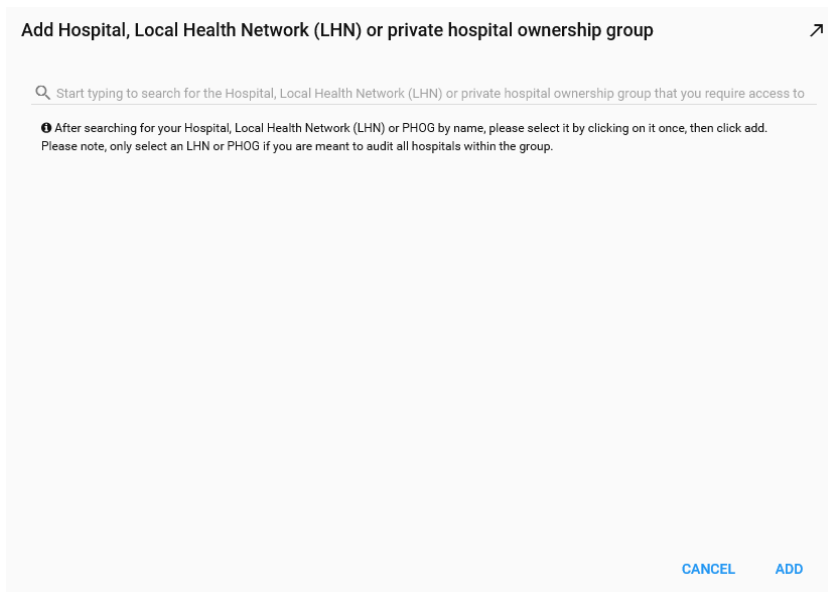
4. Click on NEXT.

**Figure 3: Hospitals screen**

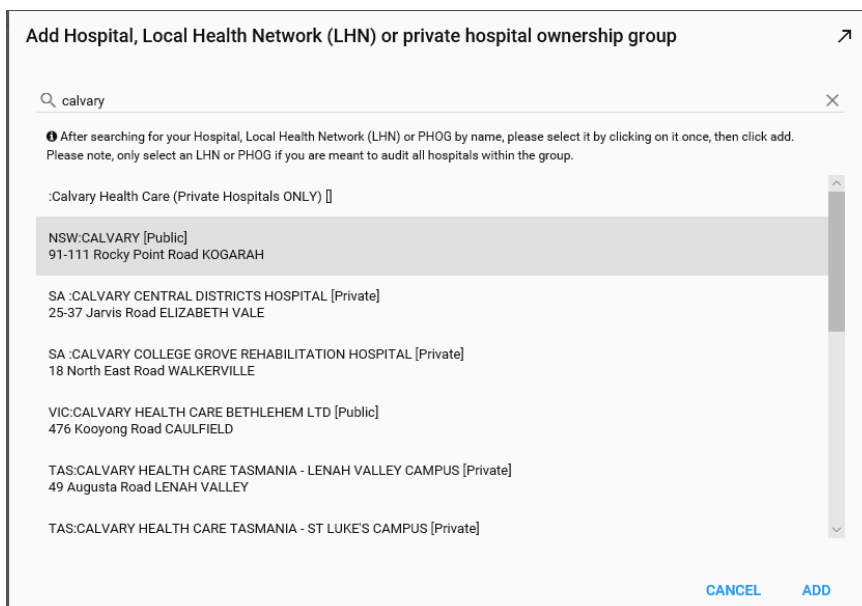


5. Click ADD to select the hospital or group the user is authorised to have access to.
6. A searchable list screen is used to select the organisation. Select either a hospital or group. If the user selects a group, they are requesting access to all the hospitals within that group. If a user selects all the hospitals that belong to a group, they will automatically have access to the group.

**Figure 4: Hospitals search screen**



**Figure 5: Hospitals search and results screen**



7. Start typing the name of the hospital or group – for example, 'calvary'. All the relevant hospitals and groups appear.
8. Click on the hospital or group to select it.

**Figure 6: Hospital selected screen**

**Register**

Hospital, Local Health Network (LHN) or Private Hospital Ownership Group

Click on Add to find your Hospital, Local Health Network (LHN) or Private Hospital Ownership Group. If your hospital is not listed, please contact the [Site Administrator](#).

ADD REMOVE

Hospitals, Local Health Networks (LHNs) and Private Hospital Ownership Groups

CALVARY HEALTH CARE SYDNEY LTD

CANCEL BACK NEXT

9. Click NEXT. The approver details screen appears (Figure 7).

**Figure 7: Approver details screen**

**Register**

Approver Details

Please enter the details of the person at your organisation responsible for approving your access to the NSMC audit system

Approver First Name\* Approver Last Name\*

Approver Email\* Approver Contact Phone Number\*

Approver Position Title\*

Request to be setup as a coordinator of your Hospitals, Local Health Networks (LHNs) or Private Hospital Ownership Groups

I confirm that I have a legitimate affiliation with the hospitals selected and am authorised to register on behalf of this facility\*

I accept the NIMC Audit System [terms and conditions](#)\*

CANCEL BACK REGISTER

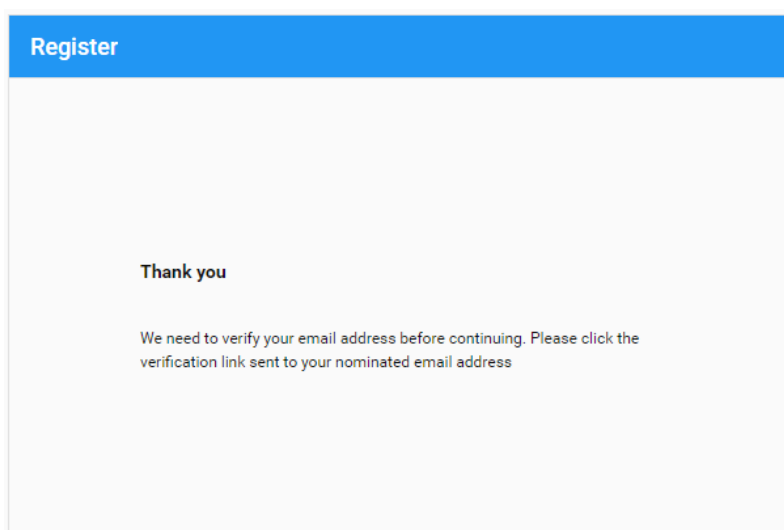
10. Approver details refer to the user's manager or a colleague who works at the same organisation and can confirm eligibility to apply for a system user account. Fill out the details as shown in Table 2.

**Table 2: Required format and data entry for approver details fields**

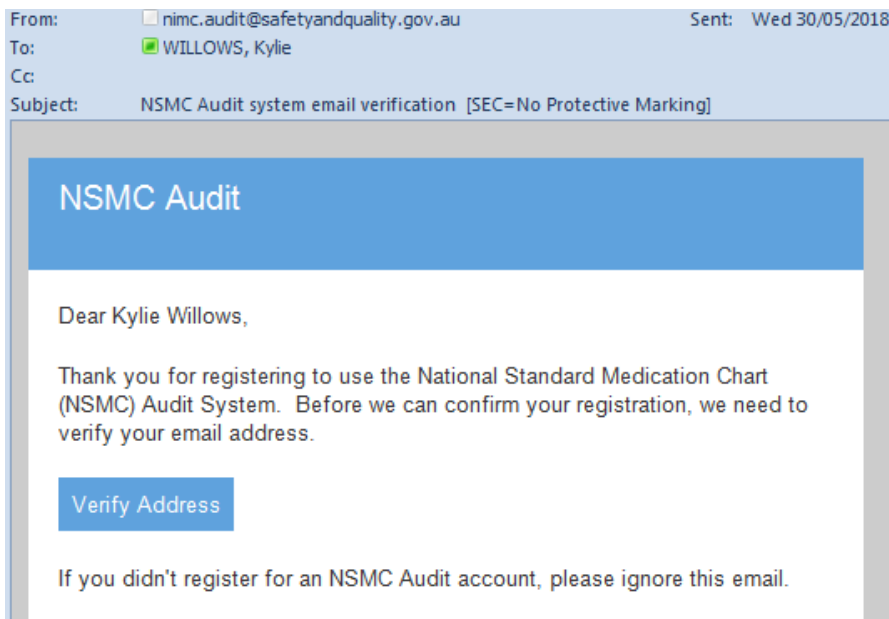
Field	Required format and data entry
<b>Approver first name</b>	Mandatory, free text
<b>Approver last name</b>	Mandatory, free text
<b>Approver email</b>	Mandatory, field validation. Only valid email address formats are accepted. The email address must be a recognised email address from a hospital or day procedure centre. Web-based email addresses such as @gmail.com or @hotmail.com will not be accepted
<b>Approver contact phone number</b>	Field validation: must be 10 digits and a valid phone number – either a mobile number, or an area code plus an 8-digit phone number
<b>Approver position title</b>	Mandatory, free text. Refers to the approver’s job title
<b>Tick box 1</b>	Not mandatory but, if selected, a free text comments field is displayed
<b>Comment</b>	Space for users to explain why they are eligible for a coordinator account
<b>Tick box 2</b>	Mandatory
<b>Ticket box 3</b>	Mandatory with link to the Commission’s terms and conditions

11. Click REGISTER. This will submit the registration request and display a message to the user (Figure 8).

**Figure 8: Register verification screen**



**Figure 9: Registration confirmation email**



12. The user receives an email asking them to verify their email address. Click on VERIFY ADDRESS and set a password. If this step is missed, the system administrator will not be notified of the registration and will not be able to approve the request. Please note that email verification by the user must be completed within 24 hours. After 24 hours, the token expires and they will need to register again. When the user clicks on VERIFY ADDRESS, they are taken to a screen to set their password (Figure 10).

**Figure 10: Set password screen**

**Register: Account Setup**

Thank you for verifying your email.  
Please setup a password to complete your registration request:

Email  
aalleck@mkmhealth.com.au

Password\*

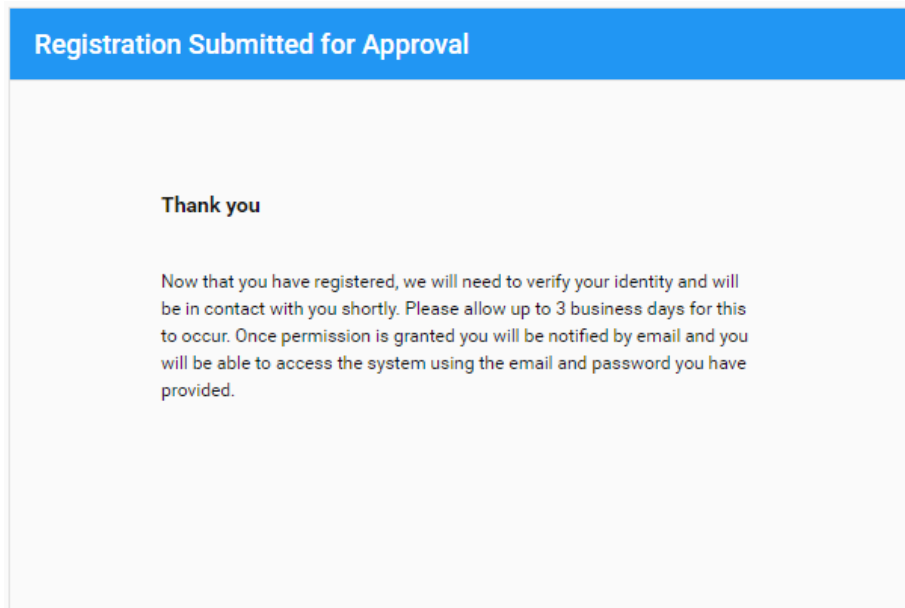
Confirm Password\*

[SUBMIT](#)

13. Enter a password that meets the validation rules and enter the same password in the confirm password field. The password must be eight characters, including one capital letter and one numeral.

14. After submitting a valid password, a verification message displays on the screen (Figure 11).

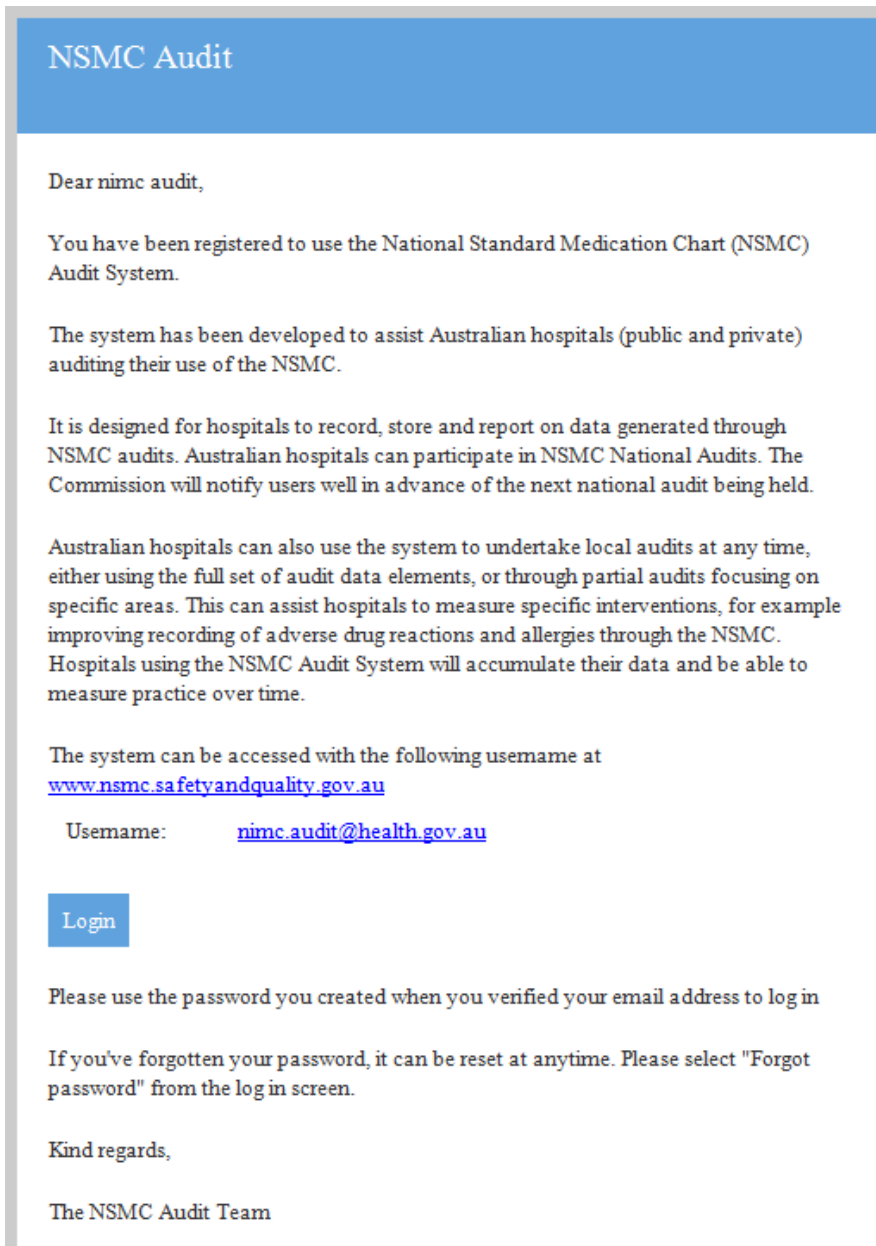
**Figure 11: Email password set verification screen**



The Commission will need to approve all requests for access before users can logon to the system. The Commission may contact the user or their approver. Please allow some time for this to occur.

Once the Commission has verified the user's identity, they will receive a verification email with the subject line '**Your NSMC Audit account has been approved**' (Figure 12).

Figure 12: NSMC Audit account approval email



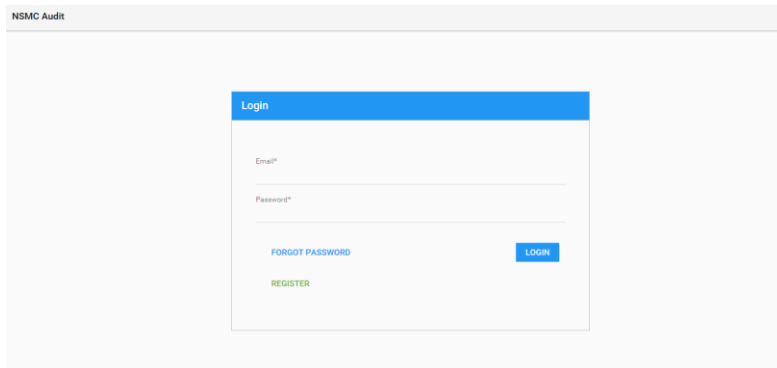
## Troubleshooting user registration

If at any point the user is having trouble progressing, they can look for a red line on the screen. If the mouse is hovered over the red line, an error message displays. Errors include missing a mandatory field and validation errors.

## Logging in

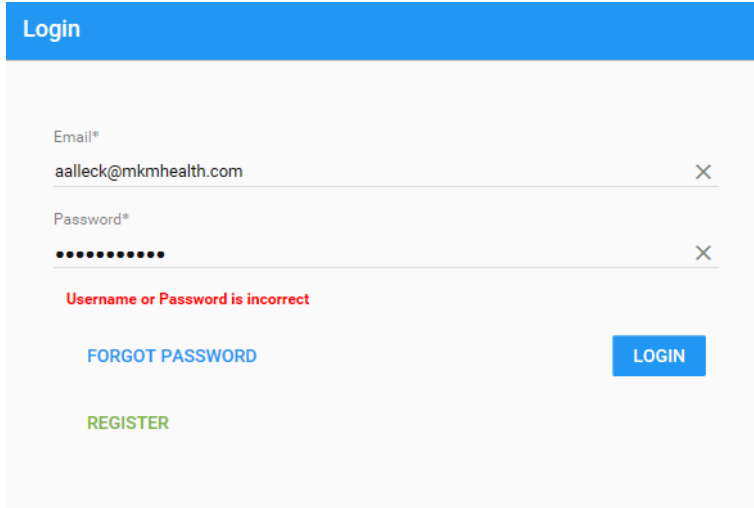
1. Navigate to the login screen of the [NSMC Audit System](#) (Figure 13).

**Figure 13: Login screen of the NSMC Audit System**



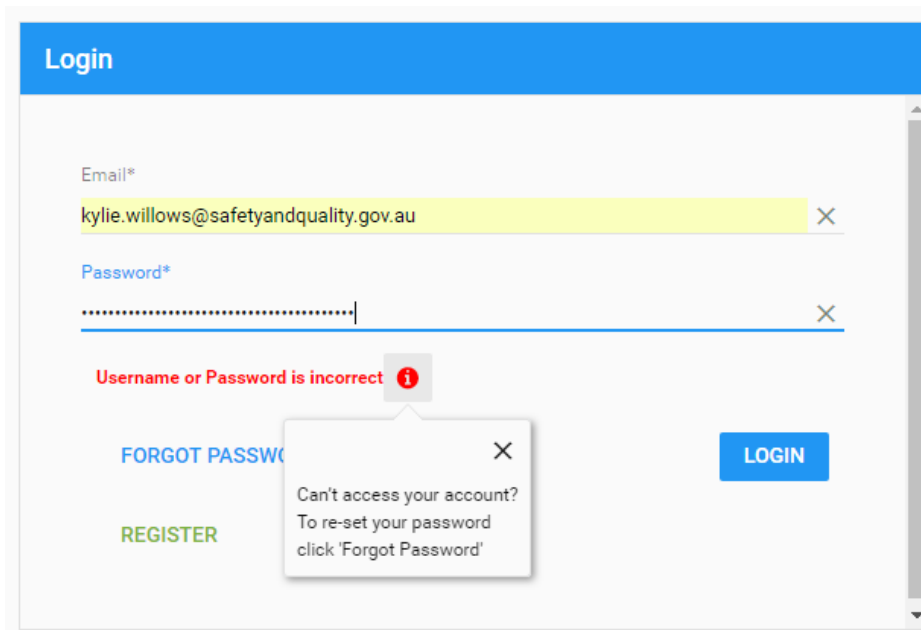
2. To log in, users enter their username (their email address) and their password that they set earlier when they verified their email address.
3. If the username or password is entered incorrectly, an error message displays (Figure 14).

**Figure 14: Incorrect password screen**



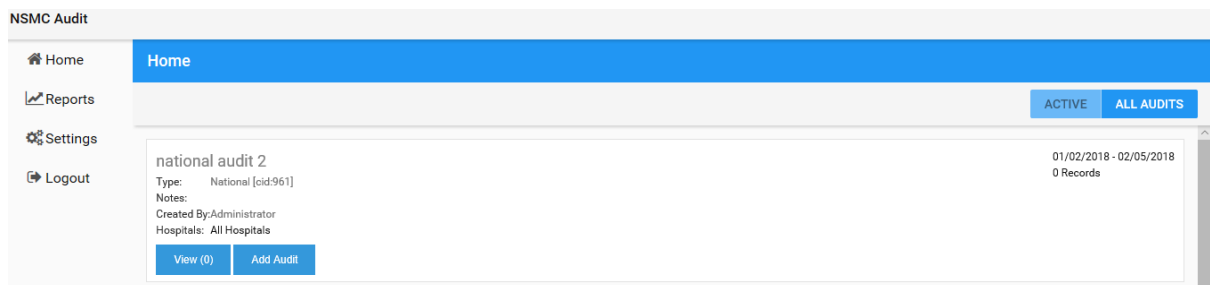
4. The user's account will not lock after failed attempts. Instead, after three failed attempts, another prompt displays (Figure 15).

Figure 15: Incorrect password screen, forgot password prompt



5. Once the user logs in, they see the home page. Users with coordinator access and higher will also see an admin menu item.

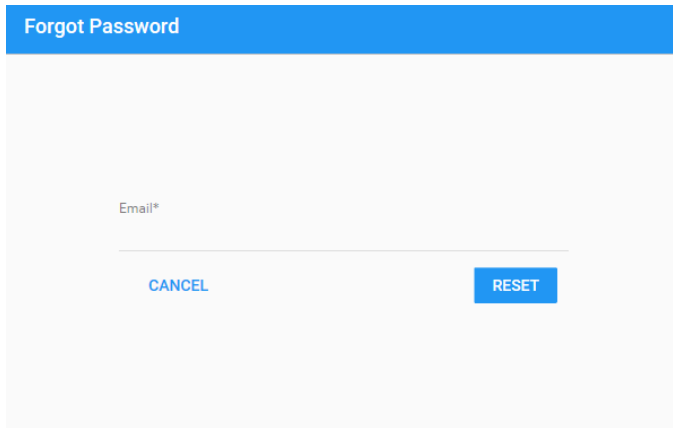
Figure 16: Logged in home page of the NSMC Audit System



## Forgot password

1. When the forgot password option is clicked, a forgot password screen displays (Figure 17).

**Figure 17: Forgot password screen**



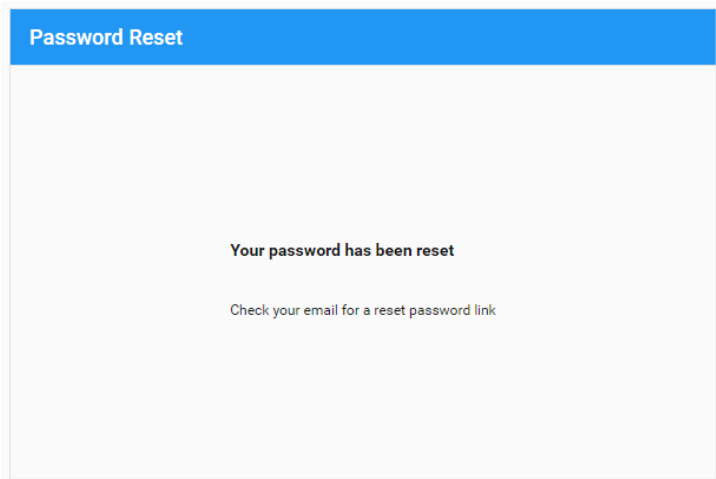
Forgot Password

Email\*

CANCEL RESET

2. When the user enters their username, an email will be sent with a reset password link. A window will display stating that this has happened.

**Figure 18: Password successfully reset screen**



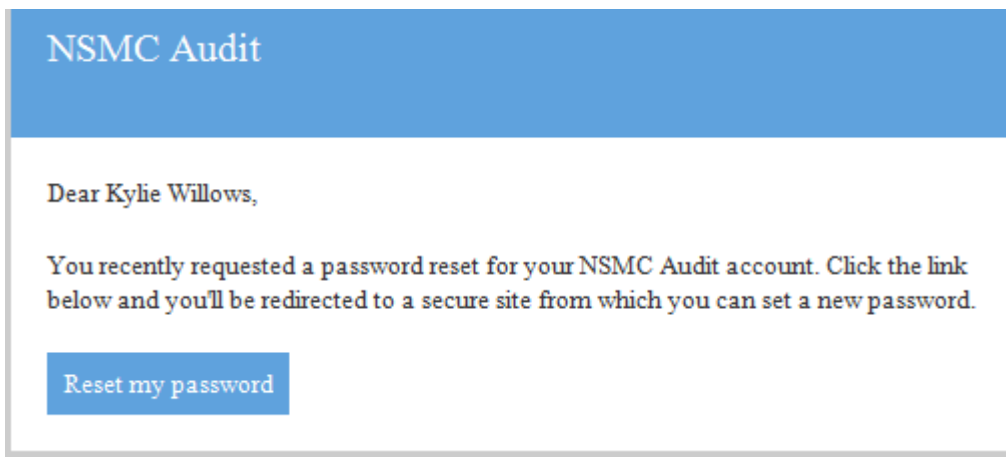
Password Reset

Your password has been reset

Check your email for a reset password link

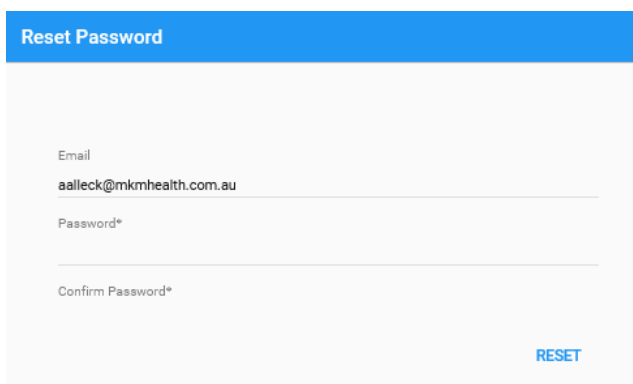
3. A link is emailed to the user (Figure 19).

**Figure 19: Password reset email**



4. The link takes user to another screen to reset their password (Figure 20).

**Figure 20: Reset password screen**

The image shows a screenshot of a web form titled "Reset Password" in a blue header. The form has three input fields: "Email" with the value "aalleck@mkhealth.com.au", "Password\*", and "Confirm Password\*". A blue "RESET" button is located at the bottom right of the form.

5. Passwords need to be eight characters, including one capital letter and one numeral. If this validation is not met, another screen is displayed (Figure 21).

**Figure 21: Password validation not met screen**

The screenshot shows a 'Reset Password' form with the following elements:

- Header:** 'Reset Password' in a blue bar.
- Email:** A text input field containing 'kylie.willows@safetyandquality.gov.au'.
- Password:** A text input field with a red border and a red error message: 'Passwords must be a minimum of 8 characters with at least one capital and one numeric character.' It includes an eye icon and an 'X' icon.
- Confirm Password:** A text input field with a blue border and a blue 'RESET' button below it. It also includes an eye icon and an 'X' icon.

6. The eye icon allows the password entered to be displayed to the user. The 'X' clears the text. The password must be entered twice before it can be reset.

**Figure 22: Correct password reset screen**

The screenshot shows a 'Reset Password' form with the following elements:

- Header:** 'Reset Password' in a blue bar.
- Email:** A text input field containing 'aalleck@mkmhealth.com.au'.
- Password:** A text input field with a blue border and a blue 'RESET' button below it. It includes an eye icon and an 'X' icon.
- Confirm Password:** A text input field with a blue border and a blue 'RESET' button below it. It also includes an eye icon and an 'X' icon.

7. If the password is entered incorrectly, a passwords do not match message is shown (Figure 23).

**Figure 23: Passwords do not match screen**

The screenshot shows a web form titled "Reset Password" with a blue header. The form contains three input fields: "Email" with the value "kylie.willows@safetyandquality.gov.au", "Password\*" with masked characters "\*\*\*\*\*", and "Confirm Password\*" also with masked characters "\*\*\*\*\*". Each password field has a red underline and a toggle icon (an eye with an 'X') to the right. Below the fields, a grey error message box displays the text "The password entered twice must match." To the right of the error message is a blue "RESET" button.

8. Once entered and reset, the user is returned to the login screen.

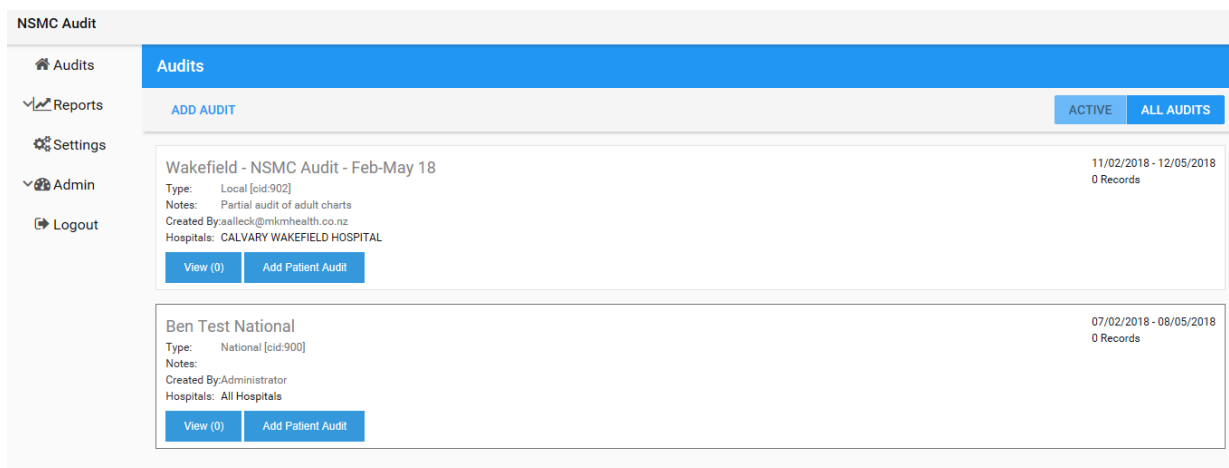
Note there is no option for forgotten username. If the user cannot remember their username, they will need to contact the system administrator. If an invalid username is entered into the reset screen, the system will not send an email. There will be no prompt to the user (for security/phishing reasons).

# NSMC Audits

Audits represent the folder into which patient audit records are saved. Audits also record the sections, questions and hospitals chosen for each audit.

The audit menu option displays a view of all currently active audits, filtered by the user's permissions. All users have access to national audits. Active audits are those with future end dates.

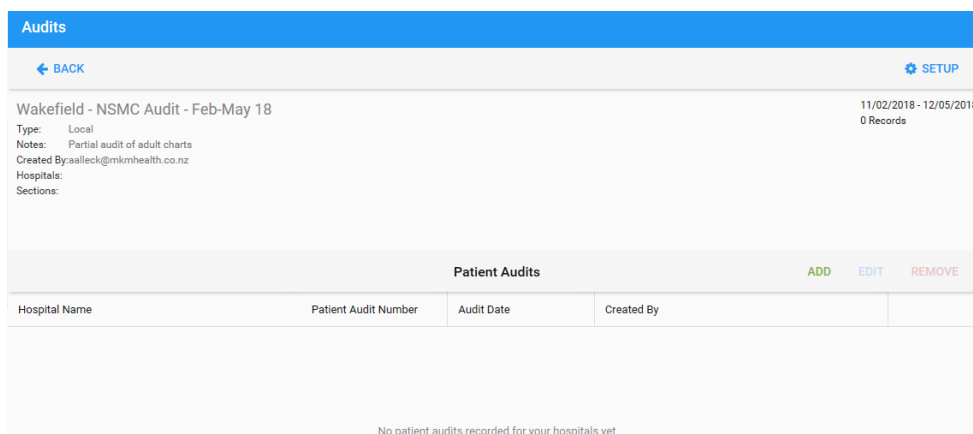
Figure 24: Logged in home page displaying audits



Each active audit is displayed as a panel on the screen. When selected, the screen displays summary details as read only and a list of patient audit records. Depending on user rights, the user may be able to edit using the set-up menu.

1. Click on the audit name to display an audit summary information screen (Figure 25).

Figure 25: Audit summary information



- The ALL AUDITS option in the top right of the logged in home page displays both active audits and audits that have an end date in the past (audits that have expired) in a list view (Figure 26).

**Figure 26: All audits view**

Name	Type	Notes	Start Date	End Date	Created By	Hospitals	Sections	Activity Count ↑
National [01-07-16 TO 01-09-16]: Te...	National		01/07/2016	01/09/2016		ROEBOURNE HOSPITAL...	Patient L...	0
National [18-05-16 TO 18-07-16]: Te...	National		18/05/2016	18/07/2016		ROEBOURNE HOSPITAL...	Patient L...	0
Local [01-06-17 TO 01-08-17]: Calva...	Local		01/06/2017	01/08/2017		CALVARY PRIVATE HOS...	Patient L...	0
Local [21-09-16 TO 21-11-16]: Test...	Local		21/09/2016	21/11/2016		CALVARY PRIVATE HOS...	Patient L...	0
Local [01-11-12 TO 01-01-13]: Calva...	Local		01/11/2012	01/01/2013		CALVARY WAKEFIELD H...	Patient L...	0
Local [24-01-12 TO 24-03-12]: Calva...	Local		24/01/2012	24/03/2012		CALVARY CENTRAL DIS...	Patient L...	0
National [01-08-14 TO 24-02-15]: NL...	National		01/08/2014	24/02/2015		ROEBOURNE HOSPITAL...	Patient L...	0
Local [25-09-12 TO 25-09-13]: Calva...	Local		25/09/2012	25/09/2013		CALVARY HEALTH CARE...	Patient L...	0

**Table 3: Details for the all audits option**

Column name	Description
<b>Name</b>	Audit name
<b>Type</b>	National or local
<b>Notes</b>	Optional comments about the audit
<b>Start date</b>	Date that the audit is open to add patients to the audit (this does not need to correspond with the date the charts were actually opened). Must be in the present to add patients
<b>End date</b>	Date that the audit closes
<b>Created by</b>	Username of the person who created the audit
<b>Hospitals</b>	Hospitals that are in the audit
<b>Sections</b>	Sections (audit questions) that have been chosen for the audit
<b>Activity count</b>	Patient audit count

## Creating an audit

1. On the logged in home page, ADD AUDIT launches the add new audit form.

This option is not displayed for auditors. If the user cannot see the option to add a new audit, it means they need to contact [nsmc.audit@safetyandquality.gov.au](mailto:nsmc.audit@safetyandquality.gov.au) to request coordinator access. The form displays three screens.

**Figure 27: Add new audit – Details screen**

**Table 4: New audits – required details**

Field name	Description
<b>Type</b>	Defaults to Local unless an Admin user sets it up (they will also have the national option)
<b>Name</b>	Mandatory, free text. A hover message displays with suggested name format: Hospital Name – NSMC Audit – Date. Users should specify which hospitals and patients were included in the audit in the name field plus the date of the audit, as this will identify the audit in the future
<b>Description</b>	Optional free text
<b>Start date</b>	Mandatory, calendar pop-up or date entry, defaults to current date. Validation: cannot be later than audit end date, cannot be earlier than today's date
<b>End date</b>	Mandatory, calendar pop-up or date entry, defaults to current date

Field name	Description
	plus 3 months. Validation: cannot be earlier than date audit is being created; cannot be earlier than audit start date

- The coordinator selects which hospitals are being audited. This relates to which users will see the audit and be able to add patient audit records to it.

**Figure 28: Add new audit – Hospitals screen**

The screenshot shows a mobile application interface for adding a new audit. The title bar reads "Add New Audit" with a share icon on the right. Below the title bar is a horizontal tab bar with three tabs: "DETAILS", "HOSPITALS", and "SECTIONS". The "HOSPITALS" tab is currently selected. Below the tab bar, there are three buttons: "ADD" (highlighted in blue), "REMOVE", and "ADD BY GROUP". Below these buttons is a text input field labeled "Hospital Name". At the bottom of the screen, there are two buttons: "CANCEL" and "SAVE".

- Select ADD or ADD BY GROUP to launch the hospital/group search and select screen, filtered by the user's access. One or many hospitals or groups can be added to the audit template.
- The user should be able to view all their available hospitals and groups. Select the hospital or group by clicking on it once and clicking ADD.
- When the coordinator clicks on SECTIONS, the screen in Figure 29 is shown. All sections are already selected by default. Do not try and add any more sections. The sections screen defines which sections of the NSMC Audit form the user will see as they record the patient audit.

**Figure 29. Add new audit – sections screen**

Add New Audit

DETAILS HOSPITALS SECTIONS

ADD REMOVE

Section Name

Section 1: Patient identification

Section 2: Prescriber details

Section 3: Weight documentation

Section 4: Adverse drug reactions (ADR)

Section 5: Medication history

Section 6: VTE risk assessment and VTE prophylaxis

Section 7: Pharmaceutical review

Section 8: Chart numbering

Section 9: Anticoagulant education record

Section 10: Regular medicine orders

Section 11: PRN medicine orders

Section 12: Once only, nurse initiated & phone orders

Section 13: Variable dose medicine orders

Section 14: Warfarin orders

CANCEL SAVE

6. Click SAVE to do a **full audit**. If the user wishes to perform a **partial audit**, they can remove sections. Click once on the relevant section to select it, and then select REMOVE. Once one or more audit sections have been removed, the sections can be re-added by clicking on ADD.

## Editing audits

To edit an existing audit, that audit first needs to be located and opened.

1. Login to the NSMC Audit System and click on ALL AUDITS in the top right of the screen.
2. Click on the audit name. For example, in the screen shown in Figure 30, the user would select Wakefield – NSMC Audit – Feb–May 18.

Figure 30: Logged in home page displaying audits

The screenshot shows the NSMC Audit system interface. On the left is a navigation menu with options: Audits, Reports, Settings, Admin, and Logout. The main content area is titled 'Audits' and includes an 'ADD AUDIT' button and 'ACTIVE' and 'ALL AUDITS' filters. Two audit entries are listed:

- Wakefield - NSMC Audit - Feb-May 18**  
Type: Local [cid:902]  
Notes: Partial audit of adult charts  
Created By: aalleck@mkmhealth.co.nz  
Hospitals: CALVARY WAKEFIELD HOSPITAL  
11/02/2018 - 12/05/2018  
0 Records  
Buttons: View (0), Add Patient Audit
- Ben Test National**  
Type: National [cid:900]  
Notes:  
Created By: Administrator  
Hospitals: All Hospitals  
07/02/2018 - 08/05/2018  
0 Records  
Buttons: View (0), Add Patient Audit

3. Click on SET-UP in the top right of the screen (Figure 31). The set-up menu at the top right of the screen opens the same three screens detailed in section 'Creating an Audit'.

Figure 31: Set-up option

The screenshot shows the 'Audits' page for a specific audit. At the top, there are 'BACK' and 'SETUP' buttons. The audit details are:

- AA Test STJG - NSCM Audit - Feb - May 18**  
Type: Local  
Notes: a test  
Created By: Administrator  
Hospitals:  
Sections: Patient Identification & Weight, Adverse Drug Reaction (ADR) Details, Medication History, Variable Dose, Venous Thromboembolism (VTE) Prophylaxis, Warfarin, Sustained Release, Intermittent Medications, Duplicate Orders, Pharmaceutical Review, Prescribing  
14/02/2018 - 15/05/2018  
2 Records

Below the details is a table titled 'Patient Audits' with columns: Hospital Name, Patient Audit Number, Audit Date, and Created By. There are 'ADD', 'EDIT', and 'REMOVE' buttons to the right of the table.

Hospital Name	Patient Audit Number	Audit Date	Created By
ST JOHN OF GOD HOSPITAL	W000000046	15/02/2018	Administrator
ST JOHN OF GOD HOSPITAL	W000000047	15/02/2018	Administrator

4. Edit any of the screens (details, hospitals, sections) and click SAVE.

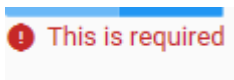
## Patient audits – data entry

Each patient audit records the individual audit of a patient's chart(s), and displays the questions and rules set-up in the add audit screens. The form is dynamic, based on logic

built into the questions. An audit set-up may include some or all questions. Questions may also be relevant only to some chart types. Sub-questions may display, depending on answers to previous questions.

1. Add patient audit launches the patient audit form. It is shown across several screens, and is dynamic, based on field values selected during data entry. This user guide shows each screen in its most expanded form. The banner of the form will display the audit name.
2. Navigate the patient audit form using the NEXT and BACK buttons at the bottom of the screen. The dot bar shows the user's progression through the form but cannot be used to navigate the form. A field level warning will display against each incomplete mandatory field as the form is progressed (Figure 32).

**Figure 32: Mandatory field left blank warning**



3. Refer to the NSMC Audit Guide for help on answering the questions. This guide shows users how to use the system, not how to answer the questions from a conceptual basis.

## General information

Figure 33: General information screen

NSMC Pilot Audit July / August 2018

**General Information**

Hospital\* Date of audit\*  
26/07/2018

**Chart type and age of patient**

Please specify chart type being audited - Only include charts that are 'active' and in current use at the time of audit (i.e. do not include charts where all orders have been ceased or have otherwise expired)\*

NIMC (acute)

NIMC (long-stay)

NIMC (paediatric)

NIMC (paediatric long-stay)

PBS Hospital Medication Chart (acute)

PBS Hospital Medication Chart (long-stay)

The patient is aged 12 years or under\*

**YES** **NO**

**CANCEL** **NEXT**

Table 5: Requirements for general information questions

Question	Description
<b>Hospital</b>	Mandatory, searchable drop-down display of hospitals, filtered by the audit set-up and the user's access
<b>Date of audit</b>	Mandatory date field, defaults to current date. Cannot be a future date
<b>Chart type</b>	Radio button selection – select one only. If the patient has more than one chart type, each chart type will need to be audited separately
<b>Patient age</b>	Mandatory Yes or No to 'The patient is aged 12 years or under'

## Section 1 Patient identification

The patient identification section displays for all audit types.

**Figure 34: Section 1 screen**

NSMC Pilot Audit July / August 2018

### Section 1. Patient identification

1.1 Patient identification section is completed using:  
(select one option only)

Handwritten patient details

Printed patient identification labels

A mix of printed patient identification labels and handwritten details

1.2 Patient identification section is completed on all pages of all active charts\*

YES NO

1.3 Handwritten patient details are legible and complete (i.e. at least 3 patient identifiers documented)\*

YES NO

1.4 Patient's name is handwritten under patient identification label(s) by first prescriber\*

YES NO

CANCEL BACK  NEXT

**Table 6: Field requirements for questions 1.1–1.4**

Question	Description
1.1	Mandatory for all patients and chart types
1.2	Mandatory for all patients and chart types
1.3	Only applies to patients where 1.1 was either 'Handwritten patient details' or 'A mix of printed patient identification labels and handwritten details'
1.4	Only applies to patients where 1.1 was either 'Printed patient identification labels' or 'A mix of printed patient identification labels and handwritten details'

## Section 2 Prescriber details

The prescriber details section only displays if the chart type is either PBS Hospital Medication Chart (acute) or PBS Hospital Medication Chart (long-stay).

**Figure 35: Section 2 screen**

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**Section 2. Prescriber details**

(PBS Hospital Medication Chart (HMC) only)

2.1 All prescribers who have ordered a medicine for the patient are listed in the prescriber details section of the PBS HMC\*

YES NO

2.2 The prescriber details section of the PBS HMC is legible and complete\*

YES NO

CANCEL BACK NEXT

**Table 7: Requirements for questions 2.1–2.2**

Question	Description
2.1	Mandatory for all PBS HMC chart types
2.2	Only displays if the answer to 2.1 was Yes

## Section 3 Weight documentation

The weight documentation section only displays if chart type is either NIMC paediatric or NIMC paediatric (long-stay), and the answer to 'The patient is aged 12 years or under' is Yes.

**Figure 36: Section 3 screen**

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### Section 3. Weight documentation

(Patients aged 12 years or under and using NIMC paediatric only)

3.1 Weight is documented on all charts\*

YES NO

3.2 Date weighed is documented with weight on all charts\*

YES NO

CANCEL BACK NEXT

**Table 8: Requirements for questions 3.1–3.2**

Question	Description
3.1	Mandatory for all NIMC paediatric chart types where the patient is aged 12 years or under
3.2	Only displays if the answer to 3.1 was Yes

## Section 4 Adverse drug reactions

The adverse drug reaction (ADR) section is mandatory for all chart types.

**Figure 37: Section 4 screen**

**National Standard Medication Chart (NSMC) audit form**

**Section 4. Adverse Drug Reactions (ADR)**

4.1 The following has been documented in the ADR section:  
(select one option only)

Details of any medicine (or other) allergies or ADR(s)

'Nil known' or 'unknown' box marked with signature, name and date on all active charts

None of the above apply

4.2 The medicine (or other) section and reaction type has been documented on all active charts.\*

YES NO

4.3 The ADR documentation includes signature, name and date on all active charts.\*

YES NO

CANCEL BACK  NEXT

**Table 9: Requirements for questions 4.1–4.3**

Question	Description
4.1	Mandatory for all patients
4.2	Only displays if the answer to 4.1 was 'Details of any medicine (or other) allergies or ADRs' was Yes; otherwise the user goes straight to 5.1
4.3	Only displays if the answer to 4.2 was Yes; otherwise the user goes straight to 5.1

## Section 5 Medication history

The medication history section is mandatory for all chart types.

**Figure 38: Section 5 screen**

The screenshot shows the 'National Standard Medication Chart (NSMC) audit form' with a blue header for 'Section 5. Medication history'. Question 5.1 asks for the medication history for the current episode of care, with three radio button options: 'Documented on the chart', 'Documented elsewhere according to local procedure' (which is selected), and 'Not documented'. Question 5.2 asks if the medication history is cross-referenced on the chart, with 'YES' and 'NO' buttons. The bottom of the screen features 'CANCEL', 'BACK', and 'NEXT' buttons, along with a progress indicator showing seven steps.

**Table 10: Requirements for questions 5.1–5.2**

Question	Description
5.1	Mandatory for all patients
5.2	Only displays if the answer to 5.1 was 'Documented elsewhere according to local procedure'; otherwise the user goes straight to 6.1

A hover-over note appears over question 5.2 that states: 'Where medication history is recorded elsewhere (e.g. MMP or eMR), record Y if the patient's medication history is cross-referenced on at least one active chart. Note that this is not the same as reconciling medication history'.

## Section 6 VTE risk assessment

The venous thromboembolism (VTE) section is mandatory for adult acute charts only (NIMC acute and PBS HMC acute).

**Figure 39: Section 6 screen**

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**Section 6. VTE risk assessment and VTE prophylaxis**

(NIMC acute & PBS HMC acute only)

6.1 The following has been documented in the VTE risk assessment section:  
(select all that apply)

- 'yes' box marked
- 'prophylaxis not required' or 'contraindicated' box marked
- signature and date documented
- none of the above apply

6.2 VTE prophylaxis has been prescribed\*

**YES** **NO**

6.3 Section in which VTE prophylaxis was prescribed:  
(select one option only)

- The VTE prophylaxis order section only
- The regular medicines order section only
- Both the VTE prophylaxis and regular medicines sections

CANCEL BACK  NEXT

**Table 11: Requirements for questions 6.1–6.3**

Question	Description
6.1	Mandatory for NIMC acute and PBS HMC acute charts
6.2	Mandatory for NIMC acute and PBS HMC acute charts
6.3	Only displays if the answer to 6.2 was Yes; otherwise the user goes straight to 7.1

## Section 7 Pharmaceutical review

The pharmaceutical review section is mandatory for all patients.

Figure 40: Section 7 screen

National Standard Medication Chart (NSMC) audit form

**Section 7. Pharmaceutical review**

7.1 Pharmaceutical review has been documented at least once on all charts\*  
(i.e. clinician initials are recorded in the pharmaceutical review box under the regular medicines section)

YES NO

CANCEL BACK NEXT

Table 12: Requirements for question 7.1

Question	Description
7.1	Mandatory for all patients

## Section 8 Chart numbering

The chart numbering section is mandatory for all patients.

Figure 41: Section 8 screen

National Standard Medication Chart (NSMC) audit form

**Section 8. Chart numbering**

8.1 All charts for the patient are correctly numbered\*

YES NO

CANCEL BACK NEXT

**Table 13: Requirements for question 8.1**

Question	Description
8.1	Mandatory for all patients

## Section 9 Anticoagulant education record

The anticoagulant education record section is mandatory for all adult chart types.

Figure 42: Section 9 screen

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**Section 9. Anticoagulant education record**

(NIMC acute, NIMC long-stay, PBS HMC acute & PBS HMC long-stay only)

9.1 The patient has been initiated on an anticoagulant for ongoing treatment\*

YES NO

9.2 The anticoagulant education record has been completed\*

YES NO

CANCEL BACK NEXT

**Table 14: Requirements for questions 9.1–9.2**

Question	Description
9.1	Mandatory for all adult chart types
9.2	Only displays if the answer to 9.1 was Yes; otherwise the user goes straight to 10.1

## Section 10 Regular medicine orders

The regular medicine orders section is mandatory for all patients.

**Figure 43: Section 10 screen**

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**Section 10 : Regular medicine orders**

10.1 Total number of regular medicine orders ⓘ

---

10.2 Record the number of orders in this section where the following errors are identified: ⓘ

order not legible	medicine name not complete and correct	frequency not complete and correct
order contains one or more error-prone abbreviation(s)	route not complete and correct	prescriber name not legible on the chart ⓘ
	dose not complete and correct	order not signed by prescriber

10.3 How many regular medicine orders contain one or more of the above errors? ⓘ

10.4 Total number of SR medicine orders ⓘ

10.5 Number of orders where SR box is not ticked for SR medicines

10.6 Number of orders where indication is not documented

10.8 Total number of required doses prescribed in the regular medicines section ⓘ

10.9 How many doses were missed without a reason for not administering specified? ⓘ

CANCEL BACK ●●●●●●●●●● NEXT

These sections require numerical responses. The fields use count validation, only allowing integers within the correct range. The fields can be navigated using the mouse or tab key. Several help text messages are displayed when the mouse is hovered over the information icon (i).

**Table 15: Requirements for questions 10.1–10.9**

Question	Description
<b>10.1</b>	Mandatory for all patients. If the answer to 10.1 is 0, the remainder of the section is not displayed as these questions become not applicable. Must be between 0 and 60
<b>10.2</b>	Only displays if the answer to 10.1 was >0; otherwise the user goes straight to 11.1. Must be less than or equal to the answer in 10.1
<b>10.3</b>	Must be less than or equal to the sum of question 10.2, and less than or equal to the answer in 10.1
<b>10.4</b>	Must be less than or equal to the answer in 10.1
<b>10.5</b>	Must be less than or equal to the answer in 10.4

Question	Description
10.6	Must be less than or equal to the answer in 10.1
10.7	Mandatory for NIMC paediatric (acute and long-stay) charts only, where the patient was 12 years of age or under. Otherwise does not display
10.8	Must be between 0 and 1999
10.9	Must be less than or equal to the answer in 10.8

If the field fails validation, a red line appears. Hover the mouse over the red line to see the error message.

## Section 11 PRN medicine orders

The PRN medicine orders section is mandatory for all patients.

**Figure 44: Section 11 screen**

NSMC Pilot Audit July / August 2018

**Section 11. PRN medicine orders**

11.1 Total number of PRN medicine orders ⓘ

| |

11.2 Record the number of orders in this section where the following errors are identified: ⓘ

order not legible	route not complete and correct	maximum PRN dose in 24 hours is not documented
order contains one or more error-prone abbreviation(s)	dose not complete and correct	prescriber name not legible on the chart ⓘ
medicine name not complete and correct	hourly frequency not complete and correct	order not signed by prescriber

11.3 How many PRN medicine orders contain one or more of the above errors? ⓘ

11.4 Number of orders where indication is not documented

CANCEL BACK ●●●●●●●●●● NEXT

These sections require numerical responses. The fields use count validation, allowing integers within the correct range only. The fields can be navigated using the mouse or tab key.

Several help text messages are displayed when the mouse is hovered over the information icon (i).

**Table 16: Requirements for questions 11.1–11.5**

Question	Description
11.1	Mandatory for all patients. If the answer to 11.1 is 0, the remainder of the section is not displayed as these questions become not applicable. Must be between 0 and 49
11.2	Only displays if the answer to 11.1 was >0, otherwise the user goes straight to 12.1. Must be less than or equal to the answer in 11.1
11.3	Must be less than or equal to the answer in 11.2, and less than or equal to the answer in 11.1
11.4	Must be less than or equal to the answer in 11.1
11.5	Mandatory for NIMC paediatric (acute and long-stay) charts only, where the patient was 12 years of age or under. Otherwise does not display

If the field fails validation, a red line appears. Hover the mouse over the red line to see the error message.

## Section 12 Once only, nurse-initiated and phone orders

The once only, nurse-initiated and phone orders section is mandatory for all patients.

**Figure 45: Section 12 screen**

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**Section 12. Once only, nurse initiated & phone orders**

12.1 Total number of once only and nurse initiated orders ⓘ      12.2 Total number of phone orders ⓘ

1      ×      0      ×

12.3 Record the number of orders in this section where the following errors are identified ⓘ

order not legible	route not complete and correct	double signature not complete (phone orders only)
order contains one or more error-prone abbreviation(s)	dose not complete and correct	prescriber name not legible on the chart ⓘ
medicine name not complete and correct	frequency not complete and correct (phone orders only)	order not signed by prescriber

12.4 How many once only, nurse initiated and phone orders contain one or more of the above errors? ⓘ

12.5 Total number of required doses prescribed in the once only, nurse initiated and phone order section ⓘ

12.6 How many doses were missed without a reason for not administering specified? ⓘ

CANCEL    BACK    . . . . .    NEXT

These sections require numerical responses. The fields use count validation, allowing integers within the correct range only. The fields can be navigated using the mouse or tab key.

Several help text messages are displayed when the mouse is hovered over the information icon (i).

**Table 17: Requirements for questions 12.1–12.6**

Question	Description
<b>12.1</b>	Mandatory for all patients. Must be between 0 and 19
<b>12.2</b>	Mandatory for all patients. If the answer to both 12.1 and 12.2 is 0, the remainder of the section is not displayed as these questions become not applicable. Must be between 0 and 19
<b>12.3</b>	Only displays if the answer to questions 12.1 + 12.2 was >0; otherwise the user goes straight to 13.1. Must be less than or equal to the total from 12.1 and 12.2. Please note, some of the questions are only relevant to phone orders, these must be less than or equal to the answer in 12.2
<b>12.4</b>	Must be less than or equal to the sum of question 12.3, and less than or equal to the total from 12.1 and 12.2
<b>12.5</b>	Must be between 0 and 299

Question	Description
12.6	Must be less than or equal to the answer from 12.5

If the field fails validation, a red line appears. Hover the mouse over the red line to see the error message.

## Section 13 Variable dose medicine orders

The variable dose medicine orders section is mandatory for NIMC acute and PBS HMC acute only.

**Figure 46: Section 13 screen**

These sections require numerical responses. The fields use count validation, allowing integers within the correct range only. The fields can be navigated using the mouse or tab key.

Several help text messages are displayed when the mouse is hovered over the information icon (i).

**Table 18: Requirements for questions 13.1–13.6**

Question	Description
13.1	Mandatory for all NIMC acute and PBS HMC acute patients. If the answer to 13.1 is 0, the remainder of the section is not displayed as these questions become not applicable. Must be between 0 and 19

Question	Description
13.2	Only displays if the answer to 13.1 was >0; otherwise the user goes straight to 14.1. Must be less than or equal to the answer in 13.1
13.3	Must be less than or equal to the sum of question 13.2, and less than or equal to question 13.1
13.4	Must be less than or equal to question 13.1
13.5	Must be between 0 and 299
13.6	Must be less than or equal to question 13.5

If the field fails validation, a red line appears. Hover the mouse over the red line to see the error message.

## Section 14 Regular medicine orders

The regular medicine orders section is mandatory for NIMC acute, NIMC long-stay, PBS HMC acute and PBS HMC long-stay only.

Figure 47: Section 14 screen

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**Section 14. Warfarin orders**  
 (NIMC acute, NIMC long-stay, PBS HMC acute and PBS HMC long-stay only)

14.1 Total number of orders in the warfarin section ⓘ

14.2 Record the number of orders in this section where the following errors are identified: ⓘ

- order not legible
- route not complete and correct
- order not signed by prescriber
- order contains one or more error-prone abbreviation(s)
- daily warfarin dose not documented and signed ⓘ
- brand name not selected
- prescriber name not legible on the chart ⓘ

14.3 How many orders in the warfarin section contain one or more of the above errors? ⓘ

14.4 Number of orders where INR result(s) are not documented at least once on the chart

14.5 Number of orders where INR target range is not documented

14.6 Number of orders where indication is not documented

14.7 Total number of required doses prescribed in the warfarin section ⓘ

14.8 How many doses were missed without a reason for not administering specified? ⓘ

14.9 How many warfarin orders are prescribed in the regular medicines section?

CANCEL BACK SUBMIT

These sections require numerical responses. The fields use count validation, allowing integers within the correct range only. The fields can be navigated using the mouse or tab key.

Several help text messages are displayed when the mouse is hovered over the information icon (i).

**Table 19: Requirements for questions 14.1–14.9**

Question	Description
14.1	Mandatory for patients with NIMC acute, NIMC long-stay, PBS HMC acute and PBS HMC long-stay charts only. If the answer to 14.1 is 0, the remainder of the section up to question 14.9 is not displayed, as these questions become not applicable. Must be between 0 and 3
14.2	Only displays if the answer to 14.1 was >0; otherwise the user goes straight to 14.9. Must be less than or equal to the answer in 14.1
14.3	Must be less than or equal to the sum of question 14.2, and less than or equal to question 14.1
14.4	Must be less than or equal to the answer from 14.1
14.5	Must be less than or equal to the answer from 14.1
14.6	Must be less than or equal to the answer from 14.1
14.7	Must be between 0 and 199
14.8	Must be less than or equal to the answer from 14.7
14.9	Mandatory for patients with NIMC acute, NIMC long-stay, PBS HMC acute and PBS HMC long-stay charts only. Must be between 0 and 9

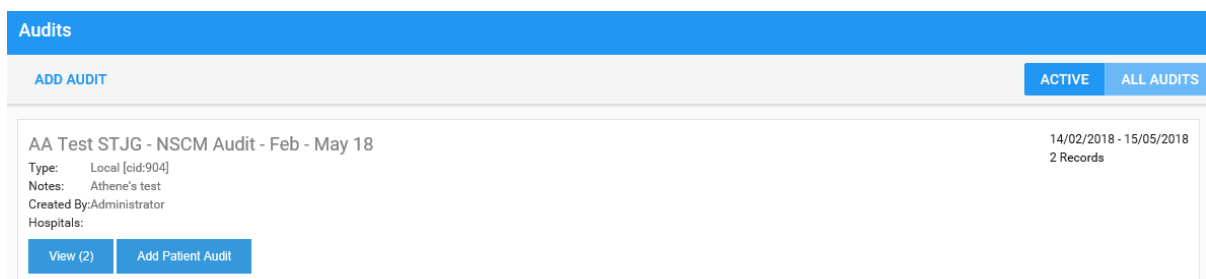
If the field fails validation, a red line appears. Hover the mouse over the red line to see the error message.

## Submission

The SUBMIT button completes the patient audit and saves the record. The CANCEL button cancels the patient audit record; no data are saved.

The audit view will update to display the number of patient audit records that have been submitted. The count is visible to all users who can access the audit.

**Figure 48: Saved audit screen**



Click on VIEW to display the list of patient audit records (Figure 49).

**Figure 49: List of patient audit records**

Patient Audits			
Hospital Name	Patient Audit Number	Audit Date	Created By
ST JOHN OF GOD HOSPITAL	W000000046	15/02/2018	Administrator
ST JOHN OF GOD HOSPITAL	W000000047	15/02/2018	Administrator

## Patient audits – viewing and editing

If the user navigates to the logged in home page they will be able to see their active audits. Click on VIEW to see a list of patient audits.

**Figure 50: List of patient audits**

Patient Audits	
AA Test STJG - NSCM Audit - Feb - May 18	14/02/2018 - 15/05/2018 2 Records

Click on VIEW to display the list of patient audit records.

The user selects the audit they wish to view and the EDIT button becomes active. Click on EDIT and the data entry screens as detailed in section ‘Patient audit – data entry’ appear. The audit can be navigated using the NEXT and BACK buttons. Make any changes and click SUBMIT.

**Figure 51: Edit NSMC Audit screen**

The screenshot displays the 'Edit NSMC Audit' screen. On the left is a sidebar with navigation icons for Audits, Reports, Settings, Admin, and Logout. The main area has a blue header 'Audits' with a 'BACK' button and a 'SETUP' gear icon. Below the header, the audit title is 'NSMC Pilot Audit July / August 2018' with a date range of '25/07/2018 - 23/10/2018' and '1 Records'. The audit details include: Type: Local; Notes: Created Admin; By: ST JOHN OF GOD BENDIGO HOSPITAL, PETER MACCALLUM CANCER CENTRE, GREENSLOPES PRIVATE HOSPITAL, ST JOHN OF GOD MIDLAND PUBLIC & PRIVATE HOSPITAL, JESSIE MCPHERSON PRIVATE HOSPITAL; and a list of sections. Below this is a 'Patient Audits' section with 'ADD', 'EDIT', and 'REMOVE' buttons. A table lists the patient audit record.

Hospital Name	Patient Audit Number	Audit Date	Created By
GREENSLOPES PRIVATE HOSPITAL	W000000009	26/07/2018	Admin