

Checklist for assessors

KEY ACTIONS for accrediting agencies

Reviewing paper-based National Standard Medication Charts

The National Safety and Quality Health Service Standards require health service organisations to have governance and quality improvement systems for medication management in place. This includes quality management systems for National Standard Medication Charts (NSMCs).

Organisations using paper-based NSMCs are expected to comply with the charts' in-built safety features.

The 2020 NSMC audit showed four out of 10 charts audited did not comply with most safety features. Further, 90% of charts had an incomplete venous thromboembolism (VTE) risk assessment. Non-compliance can result in medication safety gaps.

This checklist is to assist assessors when reviewing medication safety actions for organisations using paper-based NSMCs. The checklist may identify areas where improvement strategies are required. Quality improvement processes to monitor and improve compliance with the NSMC safety features include an action plan (in response to the organisation's NSMC audit results), policies and procedures, training or further clinical audit.

Questions?

For more information, please visit:
safetyandquality.gov.au/our-work/medication-safety

You can also contact the Medication Safety team at:
medsafety@safetyandquality.gov.au

safetyandquality.gov.au

Assessors should ensure there is evidence that addresses:

VTE risk assessment

- ✓ Has the VTE risk assessment section been completed?
- ✓ Does the local medicines' governance group review VTE-related incidents?

Anticoagulant education record

- ✓ Is the provision of anticoagulation education to the patient documented on the medication chart?
- ✓ Is the provision and effectiveness of anticoagulant education monitored and reported to the local medicines' governance group?

Regular medicine orders

- ✓ Is therapy indication documented on the medication chart?

PRN (*pro re nata*) medicine orders

- ✓ Are there clearly defined doses, dose ranges, or variable dose orders?

Patient identification

- ✓ Is the patient's name handwritten under the patient identification label by the first prescriber?

Pharmaceutical review

- ✓ Are medication charts reviewed by pharmacists and the review is recorded on the chart?

Prescriber details

- ✓ Are prescriber details (e.g. prescriber's name and contact number) clearly available on all charts?

Documenting weight for paediatric patients

- ✓ Is weight and date (when weight was recorded) documented?

Adverse drug reactions (ADRs) and allergies

- ✓ Does the ADR section on the medication chart have the reaction type documented?