

Patient Care Systems: Medication Management System Review

Name of Hospital: _____

Date: _____ Hospital Contact: _____

This review is not a test. It is designed to help you uncover areas in your medication management system that could create liability risks. The effectiveness of the review depends on how candid you are.

- Make sure you have the correct policies and procedures in place. Use the Policies and Procedures list below as a starting point. You may have others.
- Conduct a chart review of patients that are receiving medications that frequently cause problems. There are examples under Chart Review below.
- Review the minutes of your medication management committees or process—look for issues that have not been resolved through direction, education, or process changes.
- Conduct a tour of the areas that prepare, store, and administer medications. Watch to see if the procedures are being followed.

Yes No

POLICIES AND PROCEDURES

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Medication Errors: Definitions and Reporting |
| <input type="checkbox"/> | <input type="checkbox"/> | Double Check of Orders (Calculated Orders for High-Risk/High-Alert) |
| <input type="checkbox"/> | <input type="checkbox"/> | Drug History |
| <input type="checkbox"/> | <input type="checkbox"/> | Patient Education |
| <input type="checkbox"/> | <input type="checkbox"/> | Formulary Additions and Deletions |
| <input type="checkbox"/> | <input type="checkbox"/> | Sample Drugs |
| <input type="checkbox"/> | <input type="checkbox"/> | Medication Storage |
| <input type="checkbox"/> | <input type="checkbox"/> | Sound-Alike/Look-Alike Medications |
| <input type="checkbox"/> | <input type="checkbox"/> | Concentrated Medications and Electrolytes |
| <input type="checkbox"/> | <input type="checkbox"/> | Verbal Orders |
| <input type="checkbox"/> | <input type="checkbox"/> | Error-Prone Abbreviations |
| <input type="checkbox"/> | <input type="checkbox"/> | Medication Reconciliation Process Across the Continuum |
| <input type="checkbox"/> | <input type="checkbox"/> | Medication Order Review |
| <input type="checkbox"/> | <input type="checkbox"/> | Off-Label or Uncommon Use of Medications |
| <input type="checkbox"/> | <input type="checkbox"/> | Patient Medications from Home |
| <input type="checkbox"/> | <input type="checkbox"/> | High-Risk Medications |

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CHART REVIEW

Two charts for patients receiving calculated chemotherapy

Two charts for pediatric patients receiving calculated medications

Two charts for female patients of child-bearing age admitted for other than OB

Two outpatient charts with the following: sample drugs, injections, or refills

DOCUMENT REVIEW

Minutes of the Medication Safety or Pharmacy and Therapeutics Committee

TOUR

Automated Drug Distribution System (for example, Pyxis®)

Floor Stock

This interactive guide is not a standard of care. Any guidelines suggested here are not rules, do not constitute legal advice, and do not ensure a successful outcome. The ultimate decision regarding the appropriateness of any action or treatment must be made by each health care practitioner in light of all circumstances prevailing in the individual situation and in accordance with the laws of the jurisdiction in which the care is rendered.