Checklist for Medication Management and Policies

Each facility should review policies/procedures for medication management from the contracted pharmacy. Then, the facility can develop policies/procedures for medication management that were not covered by the contracted pharmacy. A medication safety committee, with representation from all disciplines, may be the best place for medication policies to be developed. Changes in policies/procedures for medication management are effectively communicated to all clinical staff.

	Does your facility have the following?	Yes	No	Assigned to	Comments
1	Guidelines for components of the history & physical that the nurse needs to complete prior to calling the practitioner?				
2	Recommendations that the indication for treatment be included in the original medication order?				
3	Standards for legible handwriting?				
4	A policy for medication reconciliation and a tool?				
5	Guidelines for warfarin and a warfarin worksheet or flowsheet for monitoring?				
6	Access to a list of high alert medications?				
7	A policy about verbal orders?				
8	A policy about monthly editing?				
9	A policy about transmission of medication orders to the pharmacy?				
10	A list of acceptable/unacceptable abbreviations that are the same as the pharmacy?				
11	A list of look-alike/sound-alike drugs?				
12	Access to the pharmacy dispensing protocol?				
13	A time frame policy in place for timely delivery of routine and "stat" medications?				
14	Access to contracted pharmacy computer system that alerts staff to inappropriate doses, potential side effects, allergies, drug-drug interactions & therapeutic duplication?				
15	A policy for drug administration that includes checking the right patient, dose, route, frequency, & dosage form?				
16	A policy requiring staff to demonstrate competency regarding medication administration upon hire and routinely thereafter?				
17	A morphine sulfate administration chart that is readily accessible to staff?				
18	A Do Not Crush List that is readily available to staff?				
19	Policies in place for monitoring high-risk medications such as psychoactive medications?				
21	A policy that requires review of patients on 9 or more medications?				
22	Standards for therapeutic blood levels & monitoring recommendations for drugs with narrow therapeutic windows such as Digoxin or Phenytoin?				
23	A standard of practice that encourages all caregivers to report a change in condition to the physician or nurse practitioner?				

Review the items for which there was a "no" response and rank in order of importance for your facility.

Adapted from "A Systems Approach to Quality Improvement in Long-Term Care: Safe Medication Practices Workbook"

http://www.macoalition.org/Initiatives/docs/safe_medication_practices_wkbk-2008.pdf