



Australian Government

**Department of Health
and Aged Care**

Audit tool and checklist for a Medication Advisory Committee

National quality use of medicines



Audit tool and checklist for a MAC

Introduction

This *Audit Tool and Checklist for a Medication Advisory Committee* (audit tool and checklist) is based upon the content of the *User Guide: Role of a Medication Advisory Committee* (User Guide) and aims to assist a residential aged care facility (RACF) to either implement a medication advisory committee (MAC) or optimise an existing MAC. The audit tool and checklist includes an action plan section for the MAC to complete.

The User Guide is a 'supplement' to the *Guiding Principles for Medication Management in Residential Aged Care Facilities* and provides best-practice guidance and suggests several key tasks, strategies and resources that a RACF needs to consider when forming or reviewing its MAC.

Instructions

The RACF and/or MAC can use this electronic audit tool and checklist to:

- Assess compliance with the User Guide's recommended best-practice guidance
- Evaluate the performance of the MAC in overseeing medication management within the RACF
- Develop an action plan.

When the RACF and/or MAC are completing the audit tool and checklist, and depending upon the results of the assessment, they may need to consider relevant risk reduction strategies within their action plan.

Examples of risk reduction strategies can be found within the User Guide: Figure 2: Hierarchy (power or strength) of risk-reduction strategies. The RACF should select strategies that suit its own local context, and ensure they are meaningful and relevant to the organisation's governance framework, structure, location, workforce, and individual care recipients.

The action plan can be used by the MAC to monitor and/or report to the RACF's Board of Management and Executive.

Related publications

Users of this audit tool and checklist should refer to other closely related publications and refer to them as needed:

- *User Guide: Role of a Medication Advisory Committee*
- *Guiding Principles for Medication Management in Residential Aged Care Facilities*
- *Glossary for the Guiding Principles and User Guide.*



Residential aged care facility/organisation name					Date assessment completed	
Recommendation	Criteria	Yes	No	Action	To be actioned by	Date for completion
Establish and implement medication management governance using a MAC or alternative committee	The MAC has membership that is representative and multidisciplinary					
	The MAC reports to the Executive (senior management) through to the Board of Management (or Board of Directors)					
	The MAC has an accountability framework					
	The MAC has an agreed and approved ToR which is reviewed at least annually					
	The MAC meets regularly, for example, quarterly					

Residential aged care facility/organisation name					Date assessment completed	
Recommendation	Criteria	Yes	No	Action	To be actioned by	Date for completion
1. Develop and endorse policies and procedures, and advise on legislation and standards	The MAC has developed and/or endorsed policies/procedures/guidelines representing all elements of medication management					
	The MAC has ensured policies/procedures/guidelines are accessible to all RACF healthcare professionals and external healthcare providers					
	The MAC has a communications strategy for new, revised, or updated policies/procedures guidelines					

Residential aged care facility/organisation name				Date assessment completed	
Recommendation	Criteria	Yes	No	Action	To be actioned by Date for completion
2. Advise on risk-management systems and the management of risks associated with medication management	The MAC uses the <u>National Aged Care Mandatory Quality Indicator Program*</u> , internal audit and quality improvement strategies, <u>Serious Incident Response Scheme†</u> adverse events, clinical outcomes and care recipient experiences to inform and update risk assessments and the risk management system				
	The MAC collaboratively develops strategies to control, reduce, or eliminate medicine-related risks				
	The MAC regularly reviews the need for RACF healthcare professional education and training on medication management and risk mitigation strategies				
	The MAC ensures adherence with the <u>Guiding Principles for Medication Management in Residential Aged Care Facilities</u>				

* Australian Government Department of Health. National Aged Care Mandatory Quality Indicator Program (QI Program). [Internet] [cited May 2022]
Available from: www.health.gov.au/initiatives-and-programs/national-aged-care-mandatory-quality-indicator-program-qi-program.

† Aged Care Quality and Safety Commission (AU). Serious Incident Response Scheme. [Internet] Canberra: ACQSC; [updated 29 April 2022; cited May 2022]
Available from: www.agedcarequality.gov.au/sirs.

Residential aged care facility/organisation name					Date assessment completed	
Recommendation	Criteria	Yes	No	Action	To be actioned by	Date for completion
3. Identify education and training needs for medication management	The MAC supports the provision and access to education and training on medication management which is based on the specific needs of the RACF healthcare professionals, the facility and those receiving care					
	The MAC supports and provides input into an internal and/or external learning and development program					

Residential aged care facility/organisation name					Date assessment completed	
Recommendation	Criteria	Yes	No	Action	To be actioned by	Date for completion
3. Identify education and training needs for medication management (continued)	The MAC implements processes to:					
	<ul style="list-style-type: none"> Assess the competency and training needs of the RACF workforce 					
	<ul style="list-style-type: none"> Perform a risk assessment to inform the training needs and priorities for care workers consistent with their role of assisting with self-administration and CPD for healthcare professionals 					
	<ul style="list-style-type: none"> Develop or provide access to training and education resources to meet the needs of the healthcare professional workforce regarding medication management 					
	<ul style="list-style-type: none"> Use ongoing education programs to supplement existing knowledge and skills to inform the multidisciplinary workforce (including nurses, general practitioners, pharmacists and allied health professionals) 					

Residential aged care facility/organisation name					Date assessment completed	
Recommendation	Criteria	Yes	No	Action	To be actioned by	Date for completion
4. Monitor effectiveness and performance as well as the implementation of quality improvement strategies for medication management	The MAC develops policies, procedures and guidelines for the systematic evaluation of the quality use of medicines					
	The MAC evaluates existing QUM strategies					
	The MAC is both proactive and responsive to medication management issues and risks, and develops an action plan accordingly					
	The MAC utilises an accredited or registered pharmacist* to support QUM activities					

* Aged Care Quality and Safety Commission (AU). The Aged Care Quality Standards. [Internet] Canberra: ACQSC; 2021 [updated 9 November 2021; cited May 2022]
Available from: www.agedcarequality.gov.au/providers/standards.

Residential aged care facility/organisation name					Date assessment completed	
Recommendation	Criteria	Yes	No	Action	To be actioned by	Date for completion
4. Monitor effectiveness and performance as well as the implementation of quality improvement strategies for medication management (continued)	The MAC reviews medicine utilisation trends and usage patterns					
	The MAC measures and improves individuals' experience with medication management					
	The MAC plans and drives QUM and medication safety initiatives/strategies					

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All information in this publication is correct as at June 2022