



COMMONWEALTH OF AUSTRALIA

DEPARTMENT OF HEALTH

National Health Act 1953

National Health (Pharmaceutical Benefits) Regulations 2017

**INSTRUMENT OF APPROVAL FOR PBS NATIONAL RESIDENTIAL
MEDICATION CHARTS**

I, Thea Daniel, Assistant Secretary, Pricing and PBS Policy Branch, Technology Assessment and Access Division, Department of Health have the authority to approve forms of medication charts for the prescribing, supply and claiming of PBS medicines, under subsection 41(5) of the *National Health (Pharmaceutical Benefits) Regulations 2017* (the Regulations), as Delegate for the Secretary of the Department of Health.

A medication chart is a chart in a form approved under subsection 41(5) of the Regulations, used for prescribing, and recording the administration of pharmaceutical benefits to persons receiving treatment in or at a residential care service or hospital, whether or not the chart is used for any other purpose, or contains any other information. An electronic medication chart is a medication chart in a form approved under subsection 41(5) of the Regulations for the purpose of writing an electronic prescription.

I hereby revoke the instrument of approval as signed by the Secretary of the Department of Health on 25 March 2015, approving a Medication Chart Form for persons receiving treatment in, or at, a residential aged care service at which the person is receiving residential care. In its place, I approve the following:

- (a) for the purposes of a chart that is used for prescribing, and recording the administration of, pharmaceutical benefits to persons receiving treatment in or at a residential care service-a form that includes all of the information, and meets all the other requirements, specified in the Schedule;
- (b) for the purposes of writing an electronic prescription--an electronic form that includes all of the information specified in the Schedule.

This instrument commences on 1 November 2019.

Dated this Day of 2019.

Thea Daniel
Assistant Secretary
Pricing and PBS Policy Branch
Technology Assessment and Access Division
Department of Health

SCHEDULE
National Health Act 1953
National Health (Pharmaceutical Benefits) Regulations 2017

Medication Chart Form - For PBS/RPBS Medication Chart prescriptions for persons receiving treatment in or at a residential care service at which the person is receiving residential care.

1. Definitions used in this Instrument

Electronic medication chart has the same meaning as in Section 41(6) of the Regulations

Medication chart has the same meaning as in Section 41(4) of the Regulations.

PBS prescriber has the same meaning as in Part VII of the *National Health Act 1953*.

Pharmaceutical benefit has the same meaning as in Part VII of the *National Health Act 1953*.

Regulations means the *National Health (Pharmaceutical Benefits) Regulations 2017*.

Residential care has the same meaning as in the *Aged Care Act 1997*.

Residential care service has the same meaning as in the *Aged Care Act 1997*.

2. Residential care service patients

2.1 The standard fields for a patient who is receiving residential care in a residential care service must include:

- (a) the patient's:
 - (i) full name; and
 - (ii) preferred name (if any); and
 - (iii) date of birth; and
 - (iv) Unit Record Number(URN)or Medical Record Number(MRN), expressed as 'URN/MRN'; and
 - (v) healthcare identifier; and
 - (vi) Medicare number; and
- (b) the patient's allergies, including:
 - (i) drugs or other substances that cause allergic reactions; and
 - (ii) the date, type and description of each allergic reaction; and
- (c) the patient's adverse drug reactions, including:
 - (i) drugs or other substances that cause adverse drug reactions; and
 - (ii) the date, type and description of each adverse drug reaction; and
- (d) any number specified on a card, issued by the Commonwealth, as an entitlement number (however described) for the patient.

3. Residential care services

3.1 The standard fields for a residential care service must include standard fields for the residential care service's:

- (a) business name; and
- (b) business address; and
- (c) Residential Aged Care Service ID.

4. Commencement and expiry dates

4.1 The standard fields for the period of validity of the medication chart must include standard fields for the chart's:

- (a) commencement date; and
- (b) expiry date.

5. PBS prescriber

5.1 The standard fields for a PBS prescriber must include standard fields for the PBS prescriber's:

- (a) full name and signature:
 - (i) on the front page of the medication chart for a patient; and
 - (ii) for each pharmaceutical benefit that the PBS prescriber prescribes for the patient using the medication chart; and
- (b) address; and
- (c) PBS prescriber number; and
- (d) contact details sufficient to make contact with the PBS prescriber at any time.

6. Regularly administered pharmaceutical benefits

6.1 The standard fields for a regularly administered pharmaceutical benefit must include standard fields for:

- (a) particulars sufficient to identify the pharmaceutical benefit, including the name, pharmaceutical dose, form and strength, expressed as 'medicine/form/strength'; and
- (b) the pharmaceutical benefit's:
 - (i) date of prescribing; and
 - (ii) dose; and
 - (iii) route of administration; and
 - (iv) frequency of administration; and
- (c) the day, month and year of the date (the start date) to start administering the pharmaceutical benefit; and
- (d) the day, month and year of the date (the stop date) to stop administering the pharmaceutical benefit; and
- (e) a check box next to the words 'Valid for duration of chart'; and
- (f) a check box next to the words 'Brand substitution not permitted'; and
- (g) a check box next to the expression 'CTG'; and
- (h) the expression 'PBS/RPBS'; and
- (i) the words 'Streamlined Authority Code' and (immediately next to those words) 4 empty boxes, with each box being large enough for a single digit number to be clearly written in the box; and
- j) additional instructions (if any) to be added by the medical practitioner, expressed as 'Additional instructions'; and
- (k) a box next to the heading, enclosing the name of each calendar month, and
 - (i) next to a box enclosing the words 'Date' and 'Times'- a numbered box for each day of each month, laid out on the page horizontally and numbered consecutively, beginning with '1' and ending with '31'; and
 - (ii) under the box enclosing the words 'Date' and 'Times' - a column of several boxes, laid out on the page vertically, with each box being empty and large enough for the time the pharmaceutical benefit is administered, if not administered by means of a multi-dose pack, to be clearly written in the box; and
 - (iii) next to the column of empty boxes mentioned in subparagraph (ii)- several rows of boxes, laid out on the page horizontally, with each box being large enough for the initials of the person who administered the pharmaceutical benefit to be clearly written in the box.

- 6.2 The standard fields for a regularly administered pharmaceutical benefit must also include a standard field to record the administration of the benefit if the benefit has been administered by means of a multi-dose pack, being a box enclosing the name of each calendar month, and:
- (a) next to a box enclosing the words 'Date' and 'Times' - a numbered box for each day of each month, laid out on the page horizontally and numbered consecutively, beginning with '1' and ending with '31'; and
 - (b) under the box enclosing the words 'Date' and 'Times'- a column of several boxes, laid out on the page vertically, with:
 - (i) a box including the word 'Breakfast'; and
 - (ii) below that, a box including the word 'Lunch'; and
 - (iii) below that, a box including the word 'Dinner'; and
 - (iv) below that, a box including the word 'Bed time'; and
 - (v) each other box being empty and large enough for the time when the pharmaceutical benefit is administered as part of the multi-dose pack to be clearly written in the box; and
 - (c) next to the column of boxes mentioned in paragraph (b) - several rows of boxes, laid out on the page horizontally, with each box being large enough for the initials of the person who administered the pharmaceutical benefit as part of the multi-dose pack to be clearly written in the box.
- 6.3 For paragraphs 6.1 (k)(iii) and 6.2(c), there must be enough rows and enough boxes in the rows to allow the administration of the pharmaceutical benefit to be recorded for each day of the four-month period of validity of the medication chart.
- 6.4 For the standard fields mentioned in paragraph 6.2(6), the boxes mentioned in subparagraphs 6.2(b)(i) to (iv) may be preceded, separated or followed by one or more of the empty boxes mentioned in subparagraph 6.2(b)(v).
- 6.5 For the standard fields at paragraphs 6.1(d) and (e), the fields must be enclosed in the same box and clearly presented as being mutually exclusive.

7. Insulin pharmaceutical benefits (non-PRN) and blood glucose level (BGL) recording

- 7.1 The standard fields for a pharmaceutical benefit that is insulin that is not required to be administered PRN (as required) must include standard fields for:
- (a) the information mentioned in subsection 6.1, other than subparagraphs 6.1(b)(ii) and (iv) and paragraphs 6.1 (f), (i) and (k); and
 - (b) the pharmaceutical benefit's dose, which must include the word 'units'; and
 - (c) the pharmaceutical benefit's time of administration; and
 - (d) a row of boxes, laid out on the page horizontally, with:
 - (i) the first box enclosing the word 'Time'; and
 - (ii) each other box being empty and large enough for the time at which the patient's blood glucose level is monitored to be clearly written in the box; and
 - (e) immediately under the row of boxes mentioned in paragraph (d) - a row of boxes, laid out on the page horizontally, with:
 - (i) the first box enclosing the acronym 'BGL'; and
 - (ii) each other box being empty and large enough for patient's blood glucose level to be clearly written in the box; and
 - (f) a row of boxes, laid out on the page horizontally, with:

- (i) the first box enclosing the words 'Time'; and
- (ii) each other box being empty and large enough for the time at which the pharmaceutical benefit is administered to be clearly written in the box; and
- (g) immediately under the row of boxes mentioned in paragraph (t) - a row of boxes, laid out on the page horizontally, with:
 - (i) the first box enclosing the words 'Dose'; and
 - (ii) each other box enclosing the word 'units' and being large enough for the dose, in units, to be clearly written in the box; and
- (h) immediately under the row of boxes mentioned in paragraph (g) a row of boxes, laid out on the page horizontally, with:
 - (i) the first box enclosing the term 'Initial 1'; and
 - (ii) each other box being empty and large enough for the initials of the person who administers the pharmaceutical benefit to be clearly written in the box; and
- (i) immediately under the row of boxes mentioned in paragraph (h) - a row of boxes, laid out on the page horizontally, with:
 - (i) the first box enclosing the term 'Initial 2'; and
 - (ii) each other box being empty and large enough for the initials of the person who administers the pharmaceutical benefit to be clearly written in the box.

7.2 For paragraphs 7.1(c) to (i), there must be enough rows and enough boxes in the rows to allow the administration of the pharmaceutical benefit to be recorded for each day of the four-month period of validity of the medication chart.

8. Insulin PRN (as required) pharmaceutical benefits

- 8.1 The standard fields for a pharmaceutical benefit that is insulin that is required to be administered **PRN** (as required) must include standard fields for:
- (a) the information mentioned in paragraphs 6.1 (a), (c), (d), (e), (g) and (h), and paragraph 6.1 (b) other than subparagraph (iv).
 - (b) the pharmaceutical benefit's time of administration; and
 - (c) the expression 'Max dose/24hr'; and
 - (d) a column of 4 boxes, laid out on the page vertically, with:
 - (i) the first box enclosing the word 'Date'; and
 - (ii) the second box enclosing the word 'Time'; and
 - (iii) the third box enclosing the word 'Dose'; and
 - (iv) the fourth box enclosing the word 'Initial'; and
 - (e) 4 rows of empty boxes next to the column of 4 boxes mentioned in paragraph (d):
 - (i) laid out on the page horizontally; and
 - (ii) with each box in each row being large enough for the information mentioned in subparagraph (d)(i),(ii), (iii) or (iv) to be clearly written in the box.

9. PRN (as required) pharmaceutical benefits

- 9.1 The standard fields for a pharmaceutical benefit, other than insulin, that is required to be administered PRN (as required) must include standard fields for:
- (a) the information mentioned in paragraphs 6.1 (a) to (i); and

- (b) the word 'Indication'; and
- (c) the expression 'Max dose/24hr'; and
- (d) a column of 4 boxes, laid out on the page vertically, with:
 - (i) the first box enclosing the word 'Date'; and
 - (ii) the second box enclosing the word 'Time'; and
 - (iii) the third box enclosing the word 'Dose'; and
 - (iv) the fourth box enclosing the word 'Initial'; and
- (e) 4 rows of empty boxes next to the column of 4 boxes mentioned in paragraph (d):
 - (i) laid out on the page horizontally; and
 - (ii) with each box in each row being large enough for the information mentioned in subparagraph (d)(i), (ii), (iii) or (iv) to be clearly written in the box.

10. Pharmaceutical benefits: short-term medicines

- 10.1 The standard fields for a pharmaceutical benefit that is a short-term medicine must include standard fields for the information mentioned in paragraphs 6.1(a) to (d) and (f) to (k), other than subparagraph 6.1(k)(i).

11. Variable dose pharmaceutical benefits (non-insulin)

- 11.1** The standard fields for a pharmaceutical benefit, other than insulin, that can be administered in variable doses must include standard fields for:
- (a) the information mentioned in subsection 6.1, other than paragraph 6.1(k); and
 - (b) a box enclosing the name of each calendar month; and
 - (c) next to a box enclosing the word 'Date'-a numbered box for each day of each month, laid out on the page horizontally and numbered consecutively, beginning with '1' and ending with '31'; and
 - (d) a row of boxes, laid out on the page horizontally, with:
 - (i) the first box enclosing the words 'Pathology result'; and
 - (ii) each other box being empty and large enough for the pathology result to be clearly written in the box; and
 - (e) immediately under the row of boxes mentioned in paragraph (d)-a row of boxes, laid out on the page horizontally, with:
 - (i) the first box enclosing the Words 'Dose prescribed'; and
 - (ii) each other box being large enough for the dose prescribed to be clearly written in the box; and
 - (f) a row of boxes, laid out on the page horizontally, with:
 - (i) the first box enclosing the words 'Dose given'; and
 - (ii) each other box being large enough for the dose given to be clearly written in the box; and
 - (g) a row of boxes, laid out horizontally, with:
 - (i) the first box enclosing the word 'Time'; and
 - (ii) each other box being empty and large enough for the time at which the pharmaceutical benefit is administered to be clearly written in the box; and
 - (h) a row of boxes, laid out horizontally, with:
 - (i) the first box enclosing the term 'Initial 1'; and
 - (ii) each other box being empty and large enough for the initials to be clearly written in the box; and

- (i) a row of boxes, laid out horizontally, with:
 - (i) the first box enclosing the term 'Initial 2'; and
 - (ii) each other box being empty and large enough for the initials to be clearly written in the box.

11.2 For paragraph 11.1(d) to (i), there must be enough rows and enough boxes in the rows to allow the administration of the pharmaceutical benefit to be recorded for each day of the four-month period of validity of the medication chart.

12. Nutritional supplements pharmaceutical benefits

- 12.1 The standard fields for a pharmaceutical benefit that is a nutritional supplement must include standard fields for:
- (a) particulars sufficient to identify the pharmaceutical benefit, including the name and strength, expressed as 'nutritional supplement'; and
 - (b) the pharmaceutical benefit's:
 - (i) date of prescribing; and
 - (ii) dose; and
 - (iii) route of administration; and
 - (iv) frequency of administration; and
 - (c) the day, month and year of the date (the start date) to start administering the pharmaceutical benefit; and
 - (d) the day, month and year of the date (the stop date) to stop administering the pharmaceutical benefit; and
 - (e) a check box next to the words 'Valid for duration of chart'; and
 - (f) a check box next to the words 'Brand substitution not permitted'; and
 - (g) a check box next to the expression 'CTG'; and
 - (h) the expression 'PBS/RPBS'; and
 - (i) additional instructions (if any) to be added by the PBS prescriber, expressed as 'Additional instructions'.

13. Characteristics of certain standard fields

- 13.1 The standard fields mentioned in the following provisions must be easily readable and clearly visible to a person looking at any page of the medication chart:
- (a) subparagraphs 2.1 (a)(i) to (v); and
 - (b) paragraphs 2.1 (b) and (c) and 3.1(a) and (c).
- 13.2 The standard fields for the commencement date and expiry date mentioned in section 4 must be on the front page of the medication chart.
- 13.3 The standard fields for a pharmaceutical benefit that is insulin must be in a part of the medication chart that relates only to insulin.
- 13.4 The standard field for the patient's blood glucose level must be clearly visible to a person looking at the standard fields for administering insulin.
- 13.5 The standard fields for a pharmaceutical benefit that is required to be administered in variable doses must be in a part of the medication chart that relates only to that pharmaceutical benefit.