

MOUNT ST. MARY HOSPITAL

STANDARDS AND PROCEDURES

TOPIC: Interdisciplinary Team Medication Reviews **STANDARD No.** E-105

SECTION: PHARMACY

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DATE ESTABLISHED: November 2012

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SIGNATURE: _____

STANDARD

Resident medications are reviewed by the Medical Coordinators and Interdisciplinary Team every six months following a weekly schedule. 'Medical QI & Interdisciplinary Team Medication Review' (Form #2012-3) with Medication Management Questions is faxed to physicians.

Medical Coordinator reports to the Medical Quality Improvement (QI), Medication Safety & Review and Section 51 Committee.

DOCUMENTS REQUIRED

Medication Review Schedule

Form #2012-2 – 'Medical QI & Interdisciplinary Team Medication Review Preparation Form'

Form #2012-3 - 'Medical QI & Interdisciplinary Team Medication Review – Fax for Physician'

Form #2012-4 - Chart Reviews (for Medical Coordinator Completion Only)

Resident Chart

Resident Medication Profile (RMP)

Medication Administration Records (MARs)

Treatment Administration Records (TARs)

Bowel Records

Resident Labels

PROCEDURE

Preparation:

Care Leader:

- Every six months, prepares a weekly Medication Review Schedule for 16 houses on a rotating basis.

Unit Clerk:

- Posts Medication Reviews Schedule in each Team Centre
- One week before review (Wednesdays), labels and inserts 'Medical QI & Interdisciplinary Team Medication Review Preparation Form' (#2012-2), 'Medical QI & Interdisciplinary Team Medication Review – Fax for Physician' (#2012-3) and Chart Reviews (for Medical Coordinator Completion Only) (#2012-4) for each scheduled resident in front of resident's chart.

Nurses (all shifts):

- Complete the first section of the 'Medical QI & Interdisciplinary Team Medication Review Preparation Form' (#2012-2) for assigned residents - see Medication Review Schedule.

Medication Review

- Medical Coordinator, pharmacist and nurse(s) review charts – physician visits, diagnoses, weights, vitals, labs, falls histories, pressure relieving devices, skin conditions, bowel records, current regular prn medications and any other identified concerns.
- Medical Coordinator completes Section 1 (Medical QI Chart Review) of Form 2012-3.
- Team completes Section 2 (Interdisciplinary Medication Management Questions) of Form 2012-3 for physicians.
- Medical Coordinator signs Form 2012-4 'Chart Review' records (filed on front of charts).

Post Review:**Nurses:**

- File fully completed 'Medical QI & Interdisciplinary Team Medication Review Preparation Form' (# 2012-2) containing both Nursing & Pharmacy completed sections in front of Dr's Order section of resident chart.
- Take copies of all Medical QI and Interdisciplinary Medication Review forms for physicians (#2012-3) and place in Outbox in interdepartmental envelope addressed to 'RC Admin'.
- Fax half of the Medical QI & Interdisciplinary Medication Review forms for physicians on Day Shift and half of the Medical QI & Interdisciplinary Medication Review forms for physicians on Evening Shift. Attach Resident Medication Profile (RMP), as needed. (This process will ensure that physician responses can be managed and processed in a timely manner.)
- Place the faxed Medical QI and Interdisciplinary Medication Reviews forms in 'Faxed' wall holder awaiting physicians' responses.
- Process orders received from physician following Pharmacy Standard C-124.
- File original physician's response behind Medication Review preparation form in Dr's Order section of chart.

Medication Review preparation forms and Medical QI and Interdisciplinary Team Review physician's responses remain on residents' charts until after the next review and are then filed in the brown 'Old MARs, TARs and Signed TMDR' section of chart for thinning.