

Name of Area/Ward... ED Assessment

Name of Hospital... With

Name/initials of peer reviewer... [Redacted]

## Medicines management

### Standard 2.6

#### Review of medicines charts, recording and policies/ discussion with staff

When you consider the medicines management documentation and records, consider looking at the same patients as in the case tracking. You may need to speak to staff to assist you with understanding and reviewing this information.

Areas to consider	Finding <i>Prompts: include any good practice, suggestions and areas for improvement</i>	What is the evidence to support this? <i>Prompts: where did you see this? E.g. which chart, ward</i>
<p><b>Drug charts</b></p> <p>Are the All Wales Drug Charts completed correctly? Including:</p> <ul style="list-style-type: none"> <li>• Are they consistently signed and dated when prescribed and administered?</li> <li>• Are patient names/ID recorded throughout?</li> </ul>	<p>of the drug charts observed these were no omitted / unassigned doses</p> <p>pc names are recorded on linked page with addressograph but are not generally recorded there after.</p> <p>There were two patients identified without armbands on unit this was brought to the attention of staff do</p> <p>feeding. Both NHS have recently acquired ID bracelets printers.</p>	<p>As per pc case notes identified in review.</p>

OFFICIAL SENSITIVE WHEN COMPLETE

Areas to consider	Finding <i>Prompts: Include any good practice, suggestions and areas for improvement</i>	What is the evidence to support this? <i>Prompts: Where did you see this? E.g. Which chart, ward</i>
<ul style="list-style-type: none"> <li>• Is it clear what has been administered – including any self administered medication?</li> <li>• If prescribed medication is not administered, is a reason clearly recorded?</li> </ul>	<p>It was noted that 1 PCR/med chart had omitted the essus drug dose. This was the correct PC whose notes were omitted due to it being AGF. It was documented as the appropriate code.</p>	<p>medication / charts / documentation review</p>

Date 22/6/23

Time

OFFICIAL SENSITIVE WHEN COMPLETE

Signature

OFFICIAL SENSITIVE WHEN COMPLETE

Areas to consider	Finding <i>Prompts: include any good practice, suggestions and areas for improvement</i>	What is the evidence to support this? <i>Prompts: where did you see this? Eg. which chart, ward</i>
<p><b>Pharmacy</b></p> <p>Does the ward have a dedicated pharmacist?</p> <p>What are the arrangements for accessing medicines out of hours</p>	<p>X2 Reduce 2 a week + daily visit.</p> <p>The wards NTS have an omnice ll to access Medicines which is locked by pharmacy. The door to the omnice ll is accessed via digipad and is restricted.</p> <p>ONS supplies obtained via on call pharmacist if required.</p>	<p>Verbal report + observed</p>

Date

22/6/22

Time

OFFICIAL SENSITIVE WHEN COMPLETE

Signature



OFFICIAL SENSITIVE WHEN COMPLETE

Areas to consider	Finding <i>Prompts: Include any good practice, suggestions and areas for improvement</i>	What is the evidence to support this? <i>Prompts: where did you see this? E.g. which chart, ward</i>
<p>Oxygen</p> <p>Is all administered oxygen prescribed on the All Wales Drugs Chart?</p> <p>Is the administration of oxygen being monitored and recorded?</p>	<p>Not tested.</p>	

Date

22-6-22

Time

OFFICIAL SENSITIVE WHEN COMPLETE

Signature

OFFICIAL SENSITIVE WHEN COMPLETE

Areas to consider	Finding <i>Prompts: Include any good practice, suggestions and areas for improvement</i>	What is the evidence to support this? <i>Prompts: where did you see this? E.g. which chart, ward</i>
<p>IV</p> <p>Are intravenous fluids being prescribed on the All Wales Medication Administration Record?</p> <p>Are IV fluids being monitored and recorded on the All Wales fluid balance charts?</p>	<p>fluid balance charts are not routinely observed to be completed, of the notes observed the information regarding the amount of IV fluid administered is frequently absent.</p>	<p>Reck Assess Booklet A.</p>

Date

Time

Signature

OFFICIAL SENSITIVE WHEN COMPLETE

22.6.22

OFFICIAL SENSITIVE WHEN COMPLETE

Areas to consider	Finding <i>Prompts: Include any good practice, suggestions and areas for improvement</i>	What is the evidence to support this? <i>Prompts: Where did you see this? Eg. which chart, ward</i>
<p><b>Records/policies</b></p> <p>Is medicine administration being recorded consistently and contemporaneously?</p> <p>Where is the medicines management policy/ medicines manage file stored?</p> <p>Is the following information readily available for staff either on paper or electronically?:</p> <ul style="list-style-type: none"> <li>• Self administration of meds</li> <li>• Safe storage, prescription, administration and dispensing of drugs</li> </ul>	<p>Advised by staff when questioned that PSUs + Procedures available in internet.</p>	

Date

Time

OFFICIAL SENSITIVE WHEN COMPLETE

Signature

22-6-22

### Medicines storage

#### Ward observations

Ask staff to gain access to the medicines area/room (NB - you should not be left unattended in the medicines room) and speak to a nurse regarding medicines management. Consider the following:

Areas to consider	Finding <i>Prompts: include any good practice, suggestions and areas for improvement.</i>	What is the evidence to support this? <i>Prompts: where did you see this? E.g. which chart, ward</i>
<p>Are all drugs, including controlled drugs, stored securely?:</p> <ul style="list-style-type: none"> <li>• Locked cupboards?</li> <li>• Locked and secured medicines trolleys?</li> <li>• Locked fridges?</li> <li>• Bedside lockers?</li> </ul> <p>Are controlled drugs recorded and signed for correctly?</p> <p>Is there a regular stock check of controlled drugs against the logbook?</p> <p>Are fridge temperatures monitored consistently? i.e. daily</p>	<p>CD are stored appropriately in a locked CD cupboard within the locked medicine room treatment room. Administered by CD's was not observed but staff reported appropriate procedure on questionnaires.</p> <p>CD checks are not consistently recorded on a daily basis approx 4-5 times per week. Check is signed off CD book. Individual drug CD checks are not signed i.e. they are generically accounted which has potential issues in tracing any drug specific issue.</p>	

Date

Time

Signature

OFFICIAL SENSITIVE WHEN COMPLETE

22-6-22

OFFICIAL SENSITIVE WHEN COMPLETE

Medicines administration  
Ward observation

Watch a medicines round on the ward and consider the following:

<p>Areas to consider</p>	<p>Finding</p>	<p>What is the evidence to support this?</p>
<p>Do all patients have identification bands? Are they checked? (check back with case tracking)</p>	<p>There were 2 patients without ID bands in situ (brought to attention of staff) 1 of the patients had been on unit since yesterday. Medicine administration was not observed during attendance on unit. Therefore not possible to ascertain if ID checks performed appropriately as part of med. admin. Pt ID checks not observed during general case provision. The units now have access to 10 printers previously access via main ID on the IS on Imp in Basement.</p>	<p>Prompts: where did you see this? Eg. which chart, ward</p>

Date

22-6-22

Signature



OFFICIAL SENSITIVE WHEN COMPLETE



OFFICIAL SENSITIVE WHEN COMPLETE

Areas to consider	Finding <i>Prompts: Include any good practice, suggestions and areas for improvement.</i>	What is the evidence to support this? <i>Prompts: where did you see this? Eg. which chart, ward</i>
<p>Are children and young people weighed so that medication is correctly titrated to their body size?</p>	<p>Not observed as no children or young people on orders ment units NTS <del>ad</del> - Adult only areas.</p>	<p>NA</p>

Date

22.6.22

Time

OFFICIAL SENSITIVE WHEN COMPLETE

Signature

OFFICIAL SENSITIVE WHEN COMPLETE

<p>Areas to consider</p>	<p>Finding</p> <p><i>Prompts: Include any good practice, suggestions and areas for improvement</i></p>	<p>What is the evidence to support this?</p> <p><i>Prompts: where did you see this? Eg. which chart, ward</i></p>
<p>Are medicines checked and administered to patients appropriately?</p>	<p>not observed - med round not observed.</p>	

Date

22.6.22

Time

OFFICIAL SENSITIVE WHEN COMPLETE

Signature

OFFICIAL SENSITIVE WHEN COMPLETE

Areas to consider	Finding <i>Prompts: Include any good practice, suggestions and areas for improvement.</i>	What is the evidence to support this? <i>Prompts: where did you see this? E.g. which chart, ward</i>
Do patients receive support where necessary to take their medication?	Not observed - med round not observed	

Date

22.6.22

Time

OFFICIAL SENSITIVE WHEN COMPLETE

Signature

OFFICIAL SENSITIVE WHEN COMPLETE

Areas to consider	Finding <i>Prompts: include any good practice, suggestions and areas for improvement.</i>	What is the evidence to support this? <i>Prompts: where did you see this? E.g. which chart, ward</i>
<p>Are parents, carers and guardians supported to understand the medications being given so that they can continue with any administration necessary after discharge from the ward?</p>	<p>Adult only unit.</p>	

Date

Time

Signature

22.6.22

OFFICIAL SENSITIVE WHEN COMPLETE

<p>Areas to consider</p>	<p>Finding <i>Prompts: Include any good practice, suggestions and areas for improvement</i></p>	<p>What is the evidence to support this? <i>Prompts: Where did you see this? E.g. Which chart, ward</i></p>
<p>Are drugs trolleys left unattended at any time during the medicines round?</p>	<p>The unit uses omniceil for storage + dispensary of medication. There are no medicine trolleys or locked medication lockers in the case smart cases. Medicine administration was not observed during the inspection due to the "individualistic nature" of care provided. I.E. PLO are allocated to Quail, Nurse who oversees care + medicine admin are required.</p>	<p>Verbal feedback from Senior Nurse 21.6.22 + observed. Practice</p>

Date

22.6.22

Time

Signature

OFFICIAL SENSITIVE WHEN COMPLETE

OFFICIAL SENSITIVE WHEN COMPLETE

<p>Areas to consider</p>	<p>Finding</p> <p><i>Prompts: Include any good practice, suggestions and areas for improvement</i></p>	<p>What is the evidence to support this?</p> <p><i>Prompts: Where did you see this? E.g. Which chart, ward</i></p>
<p>Is there a system for safe, calm administration of medicines? E.g. red tabards</p>	<p>Red tabards are not in use in the ones.</p>	

Date

22-6-22

Time

OFFICIAL SENSITIVE WHEN COMPLETE

Signature

OFFICIAL SENSITIVE WHEN COMPLETE

Areas to consider	Finding <i>Prompts: include any good practice, suggestions and areas for improvement</i>	What is the evidence to support this? <i>Prompts: where did you see this? E.g. which chart, ward</i>
Is medication left on patient lockers?	<p>nil observed. Pt trolleys are available. lockers not generally available. PO property tends to be bagged + extra security placed on floor obstructions access for care + emergencies rooms if required.</p> <p>PO own medications are stored in locked cupboard or locked fridge.</p> <p>There is evidence that stock belonging to discharged pts is not being returned to patient or disposed of in a timely manner.</p>	

Date

22.6.22

Time

OFFICIAL SENSITIVE WHEN COMPLETE

Signature



OFFICIAL SENSITIVE WHEN COMPLETE

Summary/conclusion on medicines management

Areas to consider	Finding <i>Prompts: Include any good practice, suggestions and areas for improvement</i>	What is the evidence to support this? <i>Prompts: Where did you see this? Eg. which chart, ward</i>
<p>What are you overall findings on medicines management?</p> <p>Are there recurring themes/issues?</p> <p>Are there any areas of particular good practice shown?</p>	<p>At information regarding weights + allergies is poorly documented and omitted posing a potential PK safety risk</p> <p>Pts own medication is not appropriately returned / discarded once pt discharge</p> <p>There is consistent evidence that medications are being administered appropriately + omitted medications are recorded with rationale for omission.</p>	

Date

Time

Signature

OFFICIAL SENSITIVE WHEN COMPLETE

22.6.22



**OFFICIAL SENSITIVE WHEN COMPLETE  
ADDITIONAL NOTES**

(Tick as applicable) <input type="radio"/> Staff interview <input type="radio"/> Patient interview/discussion <input type="radio"/> Other observation	
Area/ward	
Workbook reference – page/section	
Name of interviewee/role/identifier	
Time and date	

Date

22.6.22

Time

**OFFICIAL SENSITIVE WHEN COMPLETE**

Signature



**OFFICIAL SENSITIVE WHEN COMPLETE  
ADDITIONAL NOTES**

(Tick as applicable) <input type="checkbox"/> Staff interview <input type="checkbox"/> Patient interview/discussion <input type="checkbox"/> Other observation	
<b>Area/ward</b>	
<b>Workbook reference – page/section</b>	
<b>Name of interviewee/role/identifier</b>	
<b>Time and date</b>	

Date

Time

Signature

**OFFICIAL SENSITIVE WHEN COMPLETE**