

Needs assessment

1. Medication storage and ordering

Are medications currently stored on premises?	
If yes, are the medication supplied under Section 100, under prescription, directly from wholesalers, from the local hospital, or a mix of the above?	
Who is in charge of the drug store?	
Who holds the poisons license?	
How is the storeroom laid out (alphabetical, therapeutic groups)?	
Describe the stock control system in place, for example, how are medications ordered?	
Is there any wastage of medicines? Describe the processes, (if any) to ensure that medication wastage is reduced.	
What happens to medications that are out of date?	

Action required (1)

Priority level: High Medium Low

2. Cold storage and cold chain

Are there cold storage facilities for cold storage items?	
Are medications kept at an appropriate temperature in the appropriate area?	
Is there a means of ensuring that the cold storage is the right temperature (i.e. Is there a thermometer?)	
If there are any trips to outlying clinics or communities, how is the cold chain maintained?	

Action required (2)

Priority level: High Medium Low

3. Types of medication

Does the clinical staff of the AHS work off a set list, e.g. imprest list, standard medicines list or preferred medicines list?

Who decides what type of medication is kept?

And how is this decided?

How often is the imprest list revised?

Action required (3)

Priority level: High Medium Low

4. Medication dispensing/supply

Where are the medications dispensed?

Describe how the medications are labelled.

Are caution and advisory labels being attached?

Who is dispensing the medication? Describe the checking system for dispensing medications.

How are possible interactions identified (e.g. reference books, computer program, doctor etc.), and who does this?

Where are the medications supplied to the patient?

Does this area facilitate optimum communication between the health professional and the patient?

What sort of instructions are provided to the patient on the medication, and by whom?

What sort of training on medication issues is in place for the clinical staff (non-GP) to ensure maximum QUM?

Action required (4)

Priority level: High Medium Low

5. Ensuring medication compliance

How is patient's compliance, and understanding of their medication assessed and monitored?	
Is there a system which ensures that patients who are on multiple medications receive a regular review of these medications? If so, how does this occur?	
Do any patients currently have dose administration aids (DAAs) filled?	
Who does this?	
Describe the procedure for the filling of DAAs.	
Describe the documentation completed and protocols used when filling DAAs.	

Action required (5)

Priority level: High Medium Low

6. Medication record keeping

What sort of records are kept on the medications dispensed/supplied to individuals, and where are these records kept?	
What records are kept within the patient notes of when a medication was prescribed and dispensed, i.e. a medication chart.?	
Are records are kept within the patient file to indicate:	
When the medication was originally prescribed?	
The length of time the medication is to be used for?	
When the patient must see the doctor next?	
When dispensing has occurred?	
Is the medication for an acute or chronic condition?	
Any allergies?	

Action required (6)

Priority level: High Medium Low

7. Security

Describe the security arrangements and access for the medication store

How are schedule 8 items, (if present), stored?

Action required (7)

Priority level: High Medium Low

8. Health provider knowledge of medication issues

Is clinical AHW training available in the area?

What institution provides such training?

Does it include medication management? (Please describe)

Has there been any continuing education on medication related issues for any of the AHW'S or clinical staff over the last 12 months?

If yes, who delivered this education, and what did the education comprise?

If no, would they like some? And in what areas?

If the AHWs or other staff have any queries about medications, who do they usually ask?

Action required (8)

Priority level: High Medium Low

9. Other issues

Explain the current contact the AHS has with a community or hospital Pharmacist.

Are any professional services such as medication reviews or concordance assessment provided by the local community Pharmacist?

Action required (9)

Priority level: High Medium Low