# National Inpatient Medication Chart Audit Tool

## National Medication Chart Prescribing Audit

### 1. Patient Identification & Weight
1.1 Total current Medication Charts (ie. charts in use) ____________
1.2 Patient ID complete on all pages (incl. hand-printed name if label used) ____________
1.3 Weight documented on Medication Chart ____________

### 2. Adverse Drug Reaction (ADR) Details
2.1 ADR documentation complete on all charts (incl. NKDA / Unknown) ____________
2.2 Patient has previous ADR ____________
2.3 Similar class of medication prescribed ____________

### 3. Medication History
3.1 Medication History documented on Medication Chart ____________
3.2 If "No" is a Medication History cross-referenced on Medication Chart ____________
3.3 Medication Management Plan (MMP) Form in 'end of bed' folder ____________
3.4 Allergies / ADR box completed on MMP Form ____________
3.5 No. medicines taken prior to presentation to hospital recorded on MMP Form ____________
3.6 No. medicines with Dr's Plan on Admission completed on MMP Form ____________
3.7 No. medicines with Reconcile column ticked on MMP Form ____________
3.8 More than one source indicated on MMP Form ____________

### 4. Variable Dose
4.1 No. Variable Dose medications (Variable Dose & Regular Order sections) ____________

### 5. Venous Thromboembolism (VTE) Prophylaxis
5.1 VTE Risk Assessment documented on any current medication ____________
5.2 VTE Prophylaxis prescribed (VTE & Regular sections) ____________
5.3 VTE Prophylaxis prescribed in VTE section ____________

### 6. Warfarin
6.1 Warfarin Guidelines at end of patient's bed or with Medication Chart ____________
6.2 No. times patient prescribed warfarin (Warfarin & Regular Order sections) ____________
6.3 No. Target INR ranges documented if prescribed in Warfarin section ____________
6.4 No. Target INR ranges documented if prescribed in Regular section ____________
6.5 Warfarin Education recorded ____________

### 7. Sustained Release
7.1 No. Sustained Release medications ordered (Regular Order section) ____________
7.2 No. Sustained Release medications with SR box ticked ____________

### 8. Intermittent Medications
8.1 No. Intermittent medications ordered (ie. weekly, fortnightly, twice weekly) ____________
8.2 No. Intermittent medications ordered & 'boxed' ____________

### 9. Duplicate Orders
9.1 No. Duplicated orders (Record Duplications here) ____________

### 10. Pharmaceutical Review
10.1 Pharmaceutical Review occurred (ie. initial at bottom of chart) ____________

### Comments:

---

Form not suitable for transmission by facsimile

SCANNABLE FORM: DO NOT BEND OR FOLD THIS PAGE
### National Inpatient Medication Chart Audit Tool

#### 11. Prescribing and Administration

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Definitions: Error Prone Abbreviations**

- R = Regular
- P = PRN
- S = Stat/Phone/Once Only
- V = Variable Dose
- W = Warfarin

- U = Unclear
- C = Clear & Correct
- M = Missing
- I = Incorrect
- NA = Not Applicable

- mcg, µg, ug = microgram
- U or u = unit
- qd or QD = every day
- o.d. or OD = once daily

- SC, S/C = subcutaneous
- SL, S/L = sublingual
- o (degree symbol) = hourly frequency

- No leading zero before a decimal point (eg .5mg) = 0.5mg
- Trailing zero after decimal point (eg 1.0mg) = 1mg

---

**Form not suitable for transmission by facsimile**

**SCANNABLE FORM: DO NOT BEND OR FOLD THIS PAGE**

AUSTRALIAN COMMISSION on SAFETY and QUALITY in HEALTH CARE

Page 2 2274012389
### 11. Prescribing and Administration

#### Legend

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>R = Regular</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P = PRN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S = Stat/Phone/Once Only</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>V = Variable Dose</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>W = Warfarin</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Definitions: Error Prone Abbreviations

- SC, S/C = subcutaneous
- SL, S/L = sublingual
- o (degree symbol) = hourly frequency
- qd or QD = every day
- o.d. or OD = once daily
- Scoring: Errors in calculations, dosage, indication, administration, and clear annotation.

- Y = Yes
- N = No
- A = Applicable
- NA = Not Applicable
- U = Unclear

---

**Note:** This document is not suitable for transmission by facsimile.
### National Inpatient Medication Chart Audit Tool

#### Definitions: Error Prone Abbreviations
- mcg, µg, ug = microgram
- U or u = unit
- qd or OD = every day
- o.d. or OD = once daily
- SC, S/C = subcutaneous
- SL, S/L = sublingual
- \( ^\circ \) (degree symbol) = hourly frequency
- No leading zero before a decimal point (eg. 0.5mg) = 0.5mg
- Trailing zero after decimal point (eg. 1.0mg) = 1mg

#### Legend
- **Drug Order:**
  - R = Regular
  - P = PRN
  - S = Stat/Phone/Once Only
  - V = Variable Dose
  - W = Warfarin
- **Drug Name:**
  - U = Unclear
  - C = Clear & Correct
  - M = Missing
  - T = Trade
  - C = Clear
  - I = Incorrect
- **Dose / Frequency:**
  - D = Dose
  - C = Clear
  - M = Missing
  - U = Unclear
  - I = Incorrect
- **Others:**
  - Y = Yes
  - N = No
  - NA = Not Applicable

#### Form not suitable for transmission by facsimile
**SCANNABLE FORM: DO NOT BEND OR FOLD THIS PAGE**

---

### 11. Prescribing and Administration

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**AUSTRALIAN COMMISSION on SAFETY and QUALITY in HEALTH CARE**

Page 4 0030012387