**Medication Management Field Audit Checklist**

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| **Contract:** |
| **Area:** |
| **Station:** |
| **Staff name:** |
| **Auditor name:** |
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1. **Regulations and Clinical Education:**
2. Clinician administering medication is DOH/MOH Licensed

**⃝** Yes ⃝ No

1. Staff is oriented about clinical guidelines/protocols related to medications use

⃝ Yes ⃝ No

1. Staff is familiar with Medication Management Manual for all medications’ related procedures

⃝ Yes ⃝ No

1. Staff is aware of calculation of infusion rates, liquid doses and pediatric doses based on weight

⃝ Yes ⃝ No

1. Staff is familiar with the different tiers of medications

⃝ Yes ⃝ No

1. Staff is aware of the labels information on different drugs

⃝ Yes ⃝ No

1. Staff can easily identify LASA and High Alert Medications

⃝ Yes ⃝ No

1. Staff is aware of the 7'Rs in medication use

⃝ Yes ⃝ No

**(B) Tracking and Inventory using Operative IQ:**

1. Staff is familiar with OpIQ

⃝ Yes ⃝ No

1. Staff is aware of the physical and OpIQ handover checks of drug bags

⃝ Yes ⃝ No

1. Staff is familiar with adding and removing drug bags in OpIQ

⃝ Yes ⃝ No

1. Staff is familiar with Physical and OpIQ logging of Inventory

⃝ Yes ⃝ No

1. Staff is familiar with Inspection of drug bags and filling discrepancy forms

⃝ Yes ⃝ No

1. Staff is familiar with Log supply usage after attending a call

⃝ Yes ⃝ No

1. Staff is aware of the process of swapping/changing of drug bags and how to record this action on OpIQ

⃝ Yes ⃝ No

**(C) Handling of Drug Bags:**

1. Staff is familiar with the Quick Reference Cards found in drug bags

⃝ Yes ⃝ No

1. Staff is able to recognize the critical levels of medications inside the drug bags

⃝ Yes ⃝ No

1. Staff is able to identify damaged medications and is aware of their disposal process

⃝ Yes ⃝ No

1. Staff is able to identify expired medication and is aware of related disposal process

⃝ Yes ⃝ No

**(D) Storage and Safeguarding of Medications:**

1. Staff is aware of temperature and humidity requirements

⃝ Yes ⃝ No

1. Staff is aware of storage and security requirements when handling drug bags

⃝ Yes ⃝ No

1. Staff is aware of segregating full and used drug bags in the allocated drug safes

⃝ Yes ⃝ No

1. Drug safes are labelled clearly with new/used drug bags

⃝ Yes ⃝ No

1. Staff is aware of the monthly tracking systems of drug bags and the importance of keeping drug trackers

⃝ Yes ⃝ No

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| Comments from the staff: |

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| Overall auditor comments: |