

POLICY: Medication Delivery Practice Audit

Program Area: Personal Care Home

Section: General

Reference Number: CLI.6410.PL.009

Approved by: Regional Lead – Community and Continuing Care

Date: Issued 2018/Jul/30
Revised 2024/Mar/25



POLICY SUBJECT:

Medication Delivery Practice Audit

PURPOSE:

Routine medication delivery audits provide opportunities to improve the quality of resident care, through observation, analysis, learning, sharing, and improving the process of medication administration.

A requirement of the Manitoba Health Personal Care Home Standards, Standard 12 Pharmacy Services, is that medication pass audits are completed periodically for nursing staff. Medications are to be administered in accordance with current best practice. This policy provides direction for compliance with this measure.

BOARD POLICY REFERENCE:

Executive Limitation (EL-01) Global Executive Restraint & Risk Management
Executive Limitation (EL-02) Treatment of Clients
Executive Limitation (EL-03) Treatment of Staff

POLICY:

Audits of medication delivery practices are completed for each nurse periodically in Personal Care Homes (PCH) and Transitional Care Units (TCU). Medications are to be administered in accordance with evidenced-informed best practice guidelines.

PROCEDURE:

Medication Practice Audit – Annual Audits

- The Manager, Health Services- LTC Administration, or designate observes each nurse administering medications at least annually using the Medication Delivery Practice Audit Tool (CLI.6410.PL.009.FORM.01).
 - The nurse is observed providing at minimum five (5) residents their medications.
 - Following completion of the audit, the Manager, Health Services- LTC Administration, or designate is to meet with each individual nurse being audited to review the results of the Medication Delivery Practice Audit.
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- Feedback is provided on areas of success, as well as potential improvements to confirm that medications are administered in accordance with evidenced-informed best practice guidelines.
- Medication Delivery Practice audits are to be undertaken more frequently if concerns have arisen about nursing practice.

Medication Delivery Practice Audit Summary – Quarterly

- Audits completed in each quarter are summarized using the Medication Delivery Practice Audit Summary (CLI.6410.PL.009.FORM.02), and the summary is discussed with nursing staff. The summary is forwarded to the local Pharmacy and Therapeutics (P&T) Committee.
- The summary is analyzed and recommendations for improvement are made either by nursing staff and/or the P&T Committee. Improvements are implemented as required.
- If there are system-wide learning opportunities, the Manager, Health Services- LTC Administration shares the information (e.g. learning opportunities, trends, audit results, etc.) with the Directors, Health Services – Personal Care Homes - East & West, Quality, Planning & Performance team, and the Director of Pharmacy.

Retention of Non-Client Records:

- The Manager, Health Services- LTC Administration or designate is to maintain an administrative file for the Medication Delivery Practice Audit Tool and Medication Delivery Practice Audit Summary in accordance with the Retention of Non Client Records (ORG.1410.PL.202).

SUPPORTING DOCUMENTS:

- [CLI.6410.PL.009.FORM.01](#) Medication Delivery Practice Audit Tool
- [CLI.6410.PL.009.FORM.02](#) Medication Delivery Practice Audit Summary

REFERENCES:

- ORG.1410.PL.202 Retention of Non-Client Records
- Manitoba Health, Seniors and Active Living - *Personal Care Home (PCH) Standards Suggested Evidence Document (2015)*.