

## Medication Chart - NSW Implementation of the National Inpatient Medication Chart

**Document Number** PD2006\_028

**Publication date** 04-May-2006

**Functional Sub group** Corporate Administration - Purchasing  
Corporate Administration - Records  
Clinical/ Patient Services - Medical Treatment  
Clinical/ Patient Services - Surgical  
Clinical/ Patient Services - Pharmaceutical

**Summary** This policy directive specifies the mandatory implementation of the National Inpatient Medication Chart across all NSW Health inpatient facilities by January 2007. The introduction of a National Inpatient Medication Chart (NIMC) is considered to be a significant quality improvement strategy aimed at addressing safety and quality issues associated with prescription, supply and administration of medications in hospitals.

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**Applies to** Area Health Services/Chief Executive Governed Statutory Health Corporation, Board Governed Statutory Health Corporations, Affiliated Health Organisations - Non Declared, Public Health System Support Division, Community Health Centres, Dental Schools and Clinics, NSW Dept of Health, Public Hospitals

**Audience** All Staff

**Distributed to** Public Health System, Community Health Centres, Dental Schools and Clinics, Divisions of General Practice, Government Medical Officers, Health Professional Associations and Related Organisations, NSW Ambulance Service, NSW Department of Health, Public Health Units, Public Hospitals, Private Hospitals and Day Procedure Centres, Private Nursing Homes, Tertiary Education Institutes

**Review date** 01-Jun-2009

**File No.** 05/1808

**Status** Active

**Director-General**

This Policy Directive may be varied, withdrawn or replaced at any time. Compliance with this directive is **mandatory** for NSW Health and is a condition of subsidy for public health organisations.

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## NSW Implementation of the National Inpatient Medication Chart

### Background

NSW Health has developed the NSW Medication Safety Strategy bringing together a range of activities that focus on all stages in the medication management pathway. The three key initiatives of the strategy are:

- Implementation of the National Inpatient Medication Chart
- Implementation of pharmaceutical review
- Implementation of medication reconciliation

The purpose of the NSW Medication Safety Strategy (NSW MSS) implementation is to build on the lessons learnt from the pilot of the National Inpatient Medication Chart, the literature and from experiences in other jurisdictions to improve the safety of medicines management in the NSW public health system.

### Introduction

The introduction of a National Inpatient Medication Chart (NIMC) is a significant quality improvement strategy aimed at addressing safety and quality issues associated with prescription, supply, administration and review of medications in hospitals. Quality and safety improvements will be achieved through standardising processes of communication; optimising workflow patterns to reduce the potential for error; and introducing functions to improve the safe effective and efficient use of medicines.

This policy directive should be distributed to the following:

- All Directors of Medicine, Pharmacy and Nursing
- All staff involved in the medicines management system
- All Drug and Therapeutics Committees
- Area Quality/Quality Improvement Managers/Patient Safety Managers
- Clinical Governance Units
- Area Health Service Forms Committees
- AHS Corporate Services

The aims of the National Inpatient Medication Chart are to:

- Provide a standard medication chart across all NSW Health inpatient facilities;
- Reduce medication prescribing, dispensing and administration errors, and therefore reduce associated patient harm; and
- Standardise training for staff on safe medication management processes across the State, including prescribing, dispensing and administration.

Implementation of the National Inpatient Medication Chart across NSW Health inpatient facilities is mandatory. Implementation must be completed by **1 January 2007**. Implementation will be accompanied by a training and education strategy and continued evaluation of the safety impact of the chart will be ongoing through periodic audit.

*Title: NSW Implementation of the National Inpatient Medication Chart*

NB The implementation of the National Inpatient Medication Chart **does not** preclude the use of specialty charts (eg pain, heparin, insulin etc) where appropriate.

## Performance Measures

AHS are required to monitor appropriate application of the NIMC. This will occur via an annual chart audit process using the **NIMC audit tool**. Results of the annual audit will be reported to **AHS Chief Executives**.

## Chart supply

There are three National Inpatient Medication Charts:

- **MR70** - NCR (non carbon required) regular medication chart
- **MR71** - Non-NCR regular medication chart
- **MR72** - Long stay medication chart.

The MR70 and MR71 NIMC are 7 ½ day charts incorporating facility for 10 regular, 1 variable dose and 1 Warfarin medication orders. As required (PRN) medicines, once only medicines, pre-medication, telephone orders & nurse-initiated medicines are also provided for in specific sections of the charts. The difference between the charts lies in the NCR capacity of the MR70, which facilitates specific pharmacy work practices associated with dispensing and clinical pharmacy processes. Decision to use this version of the NIMC must be made in consultation with the relevant Drug and Therapeutics Committee(s) and specific procedures must be in place to minimise the risks associated with dispensing from NCR copies.

The MR72 is a long stay 36 ½ day chart incorporating facility for 5 regular and 1 Warfarin medication orders. As required (PRN) medicines, once only medicines, pre-medication, telephone orders & nurse-initiated medicines are also provided for in specific sections of the charts. This chart is designed for inpatient use in units such as rehabilitation and geriatric units where the expected length of stay is longer than that for the average inpatient.

These charts can be ordered through Salmat Document Management Solutions Pty Ltd. Salmat will manage the supply, distribution and recouping of costs from Health Services of the National Inpatient Medication Chart in accordance with the contract between Salmat and the Department. Specific details on how to order forms can be found in IB2005\_017 Standard Forms Stocked by cmSolutions. (Government Printing Service).

## References

This policy directive should be read in conjunction with the following:

NSW Health PD2005\_206 Policy on the Handling of Medication in NSW Public Hospitals

NSW Health PD2005\_105 Guidelines for the Handling of Medication in Community-Based Health Services / and Residential Facilities in NSW

Guiding Principles to Achieve Continuity in Medication Management (Available on the department of Health and Aging website at [www.health.gov.au](http://www.health.gov.au) (A-Z Index, under N for National Medicines Policy)

NSW Health Shared Corporate Services Program Scope