

**ASHP Center of Excellence in Medication-Use Safety**

**and Pharmacy Practice Certification Standard**

**Required Documents by Document Type and Standard**

PROGRESS ACCOUNTABILITY TOOL

Standard 10: Medication Use and Safety

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| **DOCUMENT TYPE** | **STANDARD** | **RESPONSIBLE**  **PERSON** | **PROGRESS** |
|  |  |  |  |
| Organizational Charts |  |  |  |
| Organizational Charts – Hospital | 10.1.1.d |  |  |
| Organizational Charts - Pharmacy | 10.1.2.a |  |  |
| Organizational Charts – Medication Safety Committee placement and relationship to P&T Committee | 10.3.3.d |  |  |
|  |  |  |  |
| Process Maps/Flow Diagrams |  |  |  |
| Medication event reporting system | 10.3.4.a |  |  |
| Illustration of collaboration between pharmacy department and IT for EHR | 10.3.6 |  |  |
| Performance improvement – pharmacy roles within the health-system | 10.4.1.c |  |  |
| Flow diagram to show medication approval process within hospital and/or health-system that shows reporting relationships to Med Exec Committee (or equivalent) | 10.1.b |  |  |
|  |  |  |  |
| Lists |  |  |  |
| P & T Committee members, their disciplines and roles and length of service on committee | 10.1.1.c |  |  |
| Restricted drugs and process used to measure compliance with restrictions | 10.1.6 |  |  |
| MUEs completed within last 12 months | 10.1.7.a |  |  |
| REMS for current and past 12 months | 10.1.11.a |  |  |
| Electronic medication information resources available to staff | 10.2.a |  |  |
| Print medication information resources available to staff | 10.2.a |  |  |
| Standardized concentrations and quality review processes | 10.3.5.a |  |  |
| Quality committees and their charters; corresponding pharmacy staff assigned and roles | 10.4.1.a |  |  |
| Stewardship programs ongoing | 10.5.1 |  |  |
|  |  |  |  |
| Data and Self-Audits |  |  |  |
| P & T Committee member attendance | 10.1.1.c |  |  |
| Percentage of patients educated | 10.1.11.b |  |  |
| Compliance with medication policy requirements | 10.1.11.d |  |  |
| Smart infusion pumps | 10.3.5.a |  |  |
| Outcomes of medication stewardship programs | 10.5.5 |  |  |
|  |  |  |  |
| Self-Assessments and Gap Analyses |  |  |  |
| ISMP, PAI, Pharmacy Forecast and similar | 10.4.2.d |  |  |
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| Scorecards, Dashboards and Similar |  |  |  |
| Balanced Scorecards and dashboards – pharmacy department | 10.4.2.a |  |  |
| Balanced scorecards and dashboards – hospital and/or health-system | 10.4.2.a |  |  |
|  |  |  |  |
| Descriptions |  |  |  |
| Quality assurance processes for P & T Committee functions and processes | 10.1.a |  |  |
| CQI activities for medication policy processes | 10.1.1.b |  |  |
| Role of hospital P & T Committee vs. health-system P & T Committee | 10.1.1.d |  |  |
| Pharmacy department FTE support for P & T Committee functions | 10.1.2.a |  |  |
| Specialized dosing programs | 10.01.09 (see also policies and procedures) |  |  |
| Drug information resource selection and placement | 10.2 |  |  |
| Just Culture presence in hospital/health-system | 10.3.1 |  |  |
| Medication-use safety planning | 10.3.2.a |  |  |
| Collaboration with other departments to develop guidelines, order sets, pathways, etc. | 10.3.5.a |  |  |
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| Examples |  |  |  |
| Quality assurance for P & T Committee functions | 10.1.a, b (see also descriptions) |  |  |
| Pre-meeting P & T Committee packet(s) | 10.1.1.a |  |  |
| Communications of P & T Committee actions | 10.1.1.f |  |  |
| Advisory, educational, and evaluative roles of P & T Committee | 10.1.1.f |  |  |
| Medication monographs | 10.1.4 |  |  |
| Completed medication use evaluations | 10.1.5.d  10.1.7.a |  |  |
| Specialized dosing program examples | 10.1.9.a |  |  |
| Pre-meeting packets for medication safety committees | 10.3.3.b |  |  |
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| Documents |  |  |  |
| Appointment process to P & T Committee | 10.1.1.c |  |  |
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| Meeting Minutes |  |  |  |
| P & T Committee and subcommittees and their activities and decisions | 10.1.1.e |  |  |
| Medication safety committee | 10.3.3.b  10.3.3.1.a  10.3.3.1.b |  |  |
| Medication stewardship committee(s) | 10.5.2.a |  |  |
|  |  |  |  |
| Job Descriptions and Competence Assessment |  |  |  |
| Pharmacy-based medication safety leader/officer | 10.3.3.c |  |  |
| Staff that use informatics and automation systems | 10.3.6 |  |  |
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| Stories |  |  |  |
| Medication event reporting | 10.3.3.2.c |  |  |
| Standardized concentration and quality processes | 10.3.5.a |  |  |
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| Presentations |  |  |  |
| Overview of hospital/health-system/organization |  |  |  |
| Process standardization and medication safety | 10.1  10.3.3.1.a.  10.3.3.1.b 10.3.3.2.a  10.3.3.2.b  10.3.3.2.c  10.4 |  |  |
| Medication stewardship programs | 10.5.1 |  |  |
|  |  |  |  |
| Policies and Procedures |  |  |  |
| Medication administration | 5.3.2 See also 10.1.9.c  11.1.a.a  11.6.1.a |  |  |
| Non-formulary medications | 10.1.8.a  10.1.8.b  10.1.8.c |  |  |
| Medication recalls | 10.1.11.a |  |  |
| Pharmacy department role in medication policy development | 10.1.a |  |  |
| Appointment process to P & T Committee | 10.1.1.c |  |  |
| Medication formulary | 10.1.3.a  10.1.3.b  10.1.3.c |  |  |
| Medication restrictions | 10.1.6 |  |  |
| Medication use evaluation | 10.1.7.a |  |  |
| Specialized dosing | 10.1.09 |  |  |
| Standardized medication administration times | 10.1.9.c |  |  |
| Dose rounding | 10.1.9.d |  |  |
| Therapeutic interchange | 10.1.10.b |  |  |
| Discharge medication review policy | 10.1.10.c |  |  |
| Transitions of care policy | 10.1.10.c |  |  |
| REMS management | 10.1.11.a |  |  |
| Black-box warning management | 10.1.11.a |  |  |
| Non-approved medication use | 10.1.11.a |  |  |
| Medical ethics role in medication use decisions | 10.1.12 |  |  |
| Medication-related changes in the EHR | 10.1.13.a  10.1.13.b |  |  |
| Selection of drug information resources | 10.2.a |  |  |
| Standardized concentrations | 10.3.5.a |  |  |
| BCMA use | 10.3.5.a |  |  |
| Smart infusion pump library development, updates | 10.3.5.a |  |  |
| Sentinel events | 10.3.5.a |  |  |
| Stewardship (all programs) | 10.5.1 |  |  |