

NHS Greater Glasgow and Clyde

Medicine Omissions Tool Quick Guide

Medicines Omission Tool – a tool in preventing missed doses

The medicines omission tool was developed in order to reduce the occasions where a patient is not receiving a medication that they are prescribed. Originating from Glasgow Royal Infirmary this tool has proved significant in reducing numbers of missed doses where the administration code '15' (denoting prescription clarification required) was used, reducing missed doses from 53.3% to 0% (1 year post- intervention) . The tool was also tested in the Beatson West of Scotland Cancer Centre against all omission codes where missed doses went from 28% missed to 9% missed following the implementation of the tool.

Medicines Omission Tool - A Practical Guide

The tool below is completed by nursing staff at each drug round in order to highlight to the prescriber, any omitted medications and the reason for this omission. This allows the prescriber to review the prescription and ensure appropriate action is taken.

Medicines Omission Tool

Ward:

Date:

Please complete during medicines administration rounds and reconcile any medicines omitted at the end of the round by discussing with medical staff/appropriate prescriber and agreeing appropriate actions.

To be completed by nursing staff administering medications					To be completed by prescriber	
Date/Time	Patient's Name	CHI	Medicine Omitted	Reason for Omission	Outcome* (i.e. withhold/continue/stop)	Prescriber Signature

*The outcome and plan should be clearly communicated to nursing staff and documented on the drug administration chart.

When beginning to implement the tool in your own area, please see the guide below to enable successful implementation.

Establish your team: Identifying individual roles in the implementation is key to succeeding. Listed below you will see an example of roles and responsibilities in relation to implementation of the tool.

Role:	Responsibilities:
- Lead Nurse	-Support SCNs with team coordination
- Senior Charge Nurse (SCN)/Deputy Charge Nurse (DCN)	-Coordinate education and data collection for the ward/area -Observe data collection and completed forms, identify strengths and weaknesses to celebrate or improve on -Ensure confidential disposal of used tools within 1month
- Medicines Management Link Nurse	-Collect missed dose data as baseline and routinely to measure improvement -Ensure all nurses are aware of how to use the tool
- Ward Staff Nurses	-Ensure use of tool following use of education resources -Support link nurse with data collection
- Ward Doctor/Ward Pharmacist/Acute Nurse Practitioner	-Review medicines omitted, decide actions to be taken communicate plan with team and document plan clearly - Ensure all prescribers are aware of how to use the tool
- Ward clerk/Housekeeper/HCSW	-Ensure supply of Medicine Omission Tool available at all times -Ensure completed copies of Medicine Omission Tools stored for SCN to review

Project planning

Week 1:

- Link Nurse to complete Missed Dose data collection tool to establish baseline
- SCN/DCN and Link nurse to discuss with wider team regarding individual responsibilities
- SCN/DCN and Link Nurse begin education on how to use the tool keeping record of which staff members have seen the training video ensuring all staff captured.
- SCN/DCN and Link Nurse and promotion of resources available in NHSGG&C CAS standard 5 webpage.
- Staff Nurses and prescribers to ensure they are familiar with the tool and their responsibilities
- Ward clerk/Housekeeper/HCSW to ensure adequate supply of Medicine Omission Tool paperwork

Week 2:

- Commence use of tool at each drug round
- After each drug round, the nurse will show completed Medicines Omission tool relevant prescriber for review of prescription
- Prescriber will review any medicines omitted, make a decision on any actions to be taken, document and communicate these actions with the relevant members of the team
- Staff nurse to ensure any actions to be taken following omitted medication to be carried out
- SCN to obtain feedback from team members using tool, point to resources as required and assist in dealing with any specific issues in use of the tool

Week 3:

- Continue with use of tool as with Week 2
- Link Nurse to collect data using Missed Dose data collection form and feedback results to SCN
- SCN to share Missed Dose data collection form results with team to celebrate success or identify areas for improvement

Beyond:

- Ongoing use of tool and data collection
- Ongoing review of data and sharing learning from these results
- Continued education for new staff when introduced to the ward/area