



995 Worthington Street, Springfield, MA 01109
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Staff Med Audits Guideline and Practices

We strive to provide quality care and your audits are valuable and important. This guideline will give you best practices for auditing medications, MAR's and health care orders at your program. Audit schedules are established by your program Supervisor. Prepare for the audit by having on hand these helpful items; pen, note paper, appointment book / calendar, contact list containing pharmacy, health care providers and MAP consultant numbers, and MOR sheets.

Review the count book

Is the count correct?

Is the index page accurate?

Is the transfer documentation correct & signed by two people?

Are the headings of count pages complete & accurate? (Especially the RX # & date of last refill)

Do the verification pages have any blank spaces?

Check Orders for Each Person

Check the orders

Compare each order to the MAR to the med label. These things must all agree exactly.

Each order that is in the binder must be on the MAR.

Each med on the MAR must have an order in the binder.

All orders must be signed & dated by the prescriber and posted & verified by us.

(HCP orders are valid for one year. Psych orders are valid for 3 months)

Re-check the transcription on any new orders.

OTC medications must have orders and labels. Check expiration dates.

Let your supervisor know about any orders that don't match up.

Check Medications for Each Person

Are there initials on the back of the blistercard for each dose that is given? If there is a problem, let your supervisor know.

Are refills needed? If so follow the procedure at that program.

Are meds running low? If so follow the procedure for that program for re-ordering from the pharmacy.

Are medications expired? If so follow the procedure for that program for re-ordering and destroying medication.

Check MAR's for Each Person

Are all appropriate boxes initialed?

Has everyone who has initialed signed the MAR?

Are the MARs are posted & verified?

Do all circled doses & PRNs that were or were not given have a progress note on the back?

Are allergies highlighted or in red? (If none, must say "NKA").

Vitals and Blood Sugar Monitoring

Orders for monitoring parameters are written by health care provider and are clear and understandable

Monitoring is recorded on medication sheets and when applicable treatment sheets

Program notifies health care provider and obtains f/u instructions when appropriate

(Program documents the reason health care provider was notified and instructions received)

If you find an error

Be sure to check on the participant (assess for ill-effects or need for medical attention), call the consultant, and begin an MOR for any errors you discover and leave the information for the Supervisor according to the procedure at that program.



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Staff Med Audits Tracking Sheet

Participant Initial and Date																				
Count book																				
Count correct																				
Index page accurate																				
Signed by two staff																				
Index/Page Correct																				
Any blank spaces																				
Check the orders																				
Order matches MAR																				
Order matches Label																				
Label matches MAR																				
OTC Matches Order																				
New Transcriptions																				
Check Meds/Blister																				
Initials on back																				
Meds running low																				
Refills needed																				
Medications expired																				
Check MAR's																				
Boxes initialed																				
Posted & verified																				
Allergies highlighted																				
Protocols-Monitoring																				
Orders are clear																				
No gaps in recording																				
Staff Initials																				

Additional Notes: