



ShireGPs

AGED CARE REGIONAL MEDICATION ADVISORY COMMITTEE

Role

To facilitate inter-professional collaboration in the development, promotion, monitoring and evaluation of regional activities and policies that promote quality use of medicines, to ensure positive health outcomes for older people living in Residential Aged Care Facilities (RACFs).

Medication is defined as “something that treats or prevents or alleviates the symptoms of disease”.
(Ref: <http://www.cogsci.princeton.edu/cgi-bin/webwn?stage=1&word=medication>)

Terms of Reference

1. To advise on the implementation of national standards, guidelines, policies and relevant legislation on medication use in Shire residential aged care facilities.
2. To develop and evaluate policies and performance indicators on medication use.
3. To assist in the development and evaluation of indicators for quality use of medicines.
4. To make recommendations to management of residential aged care facilities on matters relating to quality use of medicines, to facilitate optimal health outcomes for residents living in residential aged care facilities.
5. To facilitate the implementation of education programs related to quality use of medicine.
6. To comply with the Privacy Act 2001 and the privacy principles.

Membership

Membership will comprise of:

- General Practitioners (one to Chair)
- Residential Aged Care Facility representatives (one to be Secretary)
- Pharmacists
- Hospital representative - Geriatrician
- Consumer of aged care services or a representative

Specialist advisors will be co-opted to the Committee to participate in discussion and decision making on specific issues as required e.g. Southcare Geriatrician. Some topic areas may also require small working groups to be established.

These positions will be filled through calls for membership from interested stakeholders within the Sutherland Shire.

Tenure: Appointments will be for a term of one year, renewable.

Quorum: A quorum will comprise of 50% of members.

All Shire RACFs and GPs can submit agenda items to the Regional MAC and attend meetings as an observer. All submissions must be made to the Secretary at least 2 weeks prior to the next scheduled meeting. The Secretary will fax out a reminder to all RACFs, GP practices and MAC Committee members.

Where issues relate solely to an individual facility these are best handled at the local level between the individuals involved and should therefore not be referred to the Regional Medication Advisory Committee.

Meeting Schedule: Quarterly meetings (January, April, July & October) for a maximum of 2 hours.

Activities

1. To support RACFs to develop mechanisms which allow for review and evaluation of:
 - Medication usage
 - Emergency medication supply
 - Nurse initiated medications, including unscheduled substances
 - PRN medication usage
 - Outcomes of medication reviews
 - Medication incidents e.g. register if medicine incidents
 - Adverse drug events & reactions – reporting to the national reporting system via the established “blue card” system of the Adverse Drug Advisory Committee (ADRAC)
2. To obtain feedback from stakeholders and make recommendations for the use of psychotropic agents for behavioural management
3. To obtain feedback from stakeholders and make recommendations for the appropriate pain management of residents.
4. To obtain feedback from stakeholders and make recommendations for the use of generic medicines in residential aged care.
5. To obtain feedback from stakeholders and advise on the management of any other clinical problem involving medications as appropriate.
6. To obtain feedback and advise on appropriate provision of medicines information and education programs for staff of facilities.
7. To support facilities to develop mechanisms for the provision of Consumer Medicine Information.
8. To support facilities to promote in residents/carers the awareness of their rights and responsibilities with regard to their medication management.
9. To make recommendations on the medicine information/resources to be available at facilities.
10. To advise on the development of an information technology strategy relevant to medication management within facilities.
11. To obtain feedback on medication related incidents and make recommendations where appropriate.
12. To provide a mechanism to facilitate timely, effective communication between the prescriber and the pharmacist for any change to the medication regimen, in accordance with legislative requirements.
13. To obtain feedback, develop and disseminate regional policies and procedures.
14. To obtain feedback, develop, maintain a list of and distribute:
 - Drug products which cannot be altered (e.g., crushed or broken) prior to administration;
 - Medications which can be initiated by nursing personnel; and
 - Medications which may be stored in the facility for emergency purposes.

Decision Making

Recommendations arising from the deliberations of the Committee will be by consensus. All documents will be circulated to key stakeholders for comment who will provide feedback directly to the Committee.

Reporting

- Committee members, GPs and RACFs in the Sutherland Shire will receive official feedback in the form of minutes from meetings, policy statements etc via secretariat.
- Committee members will report progress and activities to their colleagues and peers.
- Divisional GPs will report to other GPs on activities of the Regional MAC biannually via Division newsletter and personal contact.
- Committee members will provide feedback to the Regional MAC annually to enable agenda setting for following year.

Evaluation

To monitor the effectiveness of the Regional Medication Advisory Committee an annual evaluation will be undertaken which will include a review of the Committee terms of reference.

References: Guidelines for medication management in residential aged care facilities (3rd Edition) November 2002
<http://www.cogsci.princeton.edu/cgi-bin/webwn?stage=1&word=medication>