

Inappropriate Missed Doses: How To Guide

2.

Please insert the drug name or medication type of each **inappropriate** missed dose for the previous 5 days – please record each instance on a separate line ensuring it corresponds to the correct patient number

3.

Please insert the type of inappropriate missed dose, using the codes in the box at the bottom of the page

4.

Please use the comments box to record the reason for the missed dose. If the code is 'patient refused' use the comments box on the right side of the page to record why this is inappropriate. For example: If a patient refuses paracetamol because they are not in pain, this **would not be inappropriate** and does not need to be recorded. If they missed the medication because of difficulty swallowing and it was not later administered in another form, **this would be an inappropriate missed dose**, and recorded as such.

1.

Please insert the patient number (between 1 and 5)

Ward	Hospital	RAH <input type="checkbox"/>	IRH <input type="checkbox"/>	VOL <input type="checkbox"/>	VIC <input type="checkbox"/>	SGH <input type="checkbox"/>	Number kardexes audited	Month of audit
Auditor		GRI <input type="checkbox"/>	STO <input type="checkbox"/>	GGH <input type="checkbox"/>	WIG <input type="checkbox"/>			

Guidance for completion: Review 5 patient medication prescription charts. Audit previous five days or every day since admission/transfer if inpatient for less than five days. It is recognised that there can be a valid clinical reason to miss a dose. Where there is no valid reason, this is seen as an 'inappropriate' missed dose. This should not include patients who get their medication in a reasonable timeframe e.g. when the prescription is signed or patients who refuse optional medication such as sedation, laxatives and pain control. Please include all information for each drug missed, each time it was missed. You may need more than one form per audit of 5 patients.

Patient number (1-5)	Drug name or type of medication	Type of inappropriate missed dose (select codes 1-11)	Route <i>(if another route than those listed, please indicate in the comments section)</i>						Time of day 1: 07.00 - 12.00 2: 12.00 - 18.00 3: 18.00 - 22.00 4: 22.00 - 07.00	Weekday Or Weekend (WD/WE)	Comment
			Oral <input type="checkbox"/>	IV <input type="checkbox"/>	SC <input type="checkbox"/>	Entral <input type="checkbox"/>	IM <input type="checkbox"/>	Neb/Inhaled <input type="checkbox"/>			
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			Oral <input type="checkbox"/>	IV <input type="checkbox"/>	SC <input type="checkbox"/>	Entral <input type="checkbox"/>	IM <input type="checkbox"/>	Neb/Inhaled <input type="checkbox"/>			

5.

Please input the time of day using the codes, as well as weekday or weekend

6.

Note the **total** number of doses prescribed per patient

Type of inappropriate missed dose - codes			
1	No reason documented	7	Patient not available
2	No prescription signature (and not given in reasonable timeframe)	8	Unable to swallow (and alternative should have been given)
3	Patient refused (indicate why in comment box)	9	No IV access
4	Drug not available: not ordered by staff	10	Prescription clarification required (but not resolved)
5	Drug not available: not supplied by pharmacy	11	Other reason for inappropriate missed dose
6	Fasting /NBM (but medication should still have been given)		

If using code 11 'Other' please note other reasons:

Total number of doses prescribed	
Patient	No.
1	
2	
3	
4	
5	
total	

Guidance for identifying an inappropriate missed dose

- All medication doses which are missing a prescribers signature and/or an administration signature is regarded as an inappropriate missed dose.
- With regard to deciding an inappropriate missed dose when a patient refuses:
 - The key issue for the auditor is to decide on the basis of how long a patient has refused a medicine before it requires to be addressed
 - For critical medicine this will generally be one dose refused (e.g. cardiac medication)
 - For non critical this will generally be after one day (e.g. laxative)
- If a drug is not available, it is generally expected that:
 - It will be administered within 2 hours if it is a critical medication
 - It will be administered by the next medication round if non critical
 - If it is not supplied within these parameters, then it is an inappropriate missed dose
- A datix form should be completed for any inappropriate missed dose for the following:
 - Treatment of life threatening conditions
 - IV parenteral medications
 - Where obvious harm is likely if omitted*

* Please consider critical or urgent categories on 'Prevention of Missed doses' poster