



Government of **Western Australia**
Department of **Health**

High Risk Medication Management Policy Compliance Audit Tool

Medicines and Technology Unit

December 2025

Classification:
Official

High Risk Medication Management Policy

Compliance Audit Tool

Introduction

Medicines and Technology Unit are responsible for monitoring Health Service Providers compliance to the mandated requirements of [MP 0131/20 High Risk Medication Management Policy](#). This policy mandates the minimum requirements for the safe management of high risk medications, while upholding the principles of clinical governance under the *Health Services Act 2016*.

This Compliance Audit Tool supports Health Service Providers in the collection of required data used to evaluate the compliance of [MP 0131/20 High Risk Medication Management Policy](#).

Instructions for completing the Compliance Audit Tool

All Health Service Providers managing high risk medications must undertake ongoing audit and evaluation to ensure adherence to [MP 0131/20 High Risk Medication Management Policy](#) and monitor outcomes of compliance with this policy.

This audit tool must be completed annually by the Health Service's Medication Safety Governance Group, Medicine and Therapeutics Committee, or equivalent committee. Once completed, it must be submitted to the Medicines and Technology Unit via REDCap® [\[https://redcap.link/wahrmaudit\]](https://redcap.link/wahrmaudit) by 28 February each year.

If you have any questions about the Compliance Audit Tool, or require additional information, or are having problems using this tool, please contact:

doh.medicinesandtechnologyunit@health.wa.gov.au

A WORD document of the audit tool is provided below as a visual reference, or for internal data collection only. All compliance outcomes must be submitted to Medicines and Technology Unit via the REDCap® link provided [\[https://redcap.link/wahrmaudit\]](https://redcap.link/wahrmaudit).

MP 0131/20 High Risk Medication Management Policy

Hospital / Health Service			
Auditor (Name)			
Position		Date of assessment	___/___/___
Endorsed by (Name)			
Position		Date of endorsement	___/___/___

Policy Requirements:**High Risk Medication Management Program**

Does your health service have a local High Risk Medication Program that is governed by a Medicines and Therapeutics Committee (or equivalent governance committee)?

Compliance with policy requirement: ☐ Yes ☐ In progress ☐ No

Summary of Evidence: Attach physical copy, or provide link (where available)

☐ Attached

☐ Available here (insert link):

Rationale for non-compliance (Include actions requirement to ensure compliance with policy requirement)

☐

☐

Local High Risk Medication List

Does your health service have a local High Risk Medication List?

Does your health service have a process to review the High Risk Medication List annually?

Compliance with policy requirement: ☐ Yes ☐ In progress ☐ No

Summary of Evidence: Attach physical copy, or provide link (where available)

☐ Attached

☐ Available here (insert link):

Rationale for non-compliance (Include actions requirement to ensure compliance with policy requirement)

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Local High Risk Medication Management Policy

Does your health service have a High Risk Medication Management Policy which includes local governance arrangements, roles and responsibilities, monitoring and risk mitigation.

Compliance with policy requirement: ☐ Yes ☐ In progress ☐ No

Summary of Evidence. Attach physical copy, or provide link (where available)

☐ Attached

☐ Available here (insert link):

Rationale for non-compliance (Include actions requirement to ensure compliance with policy requirement)

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Local protocol, procedure or guideline is available for each medication / medication class on the High Risk Medication List

Does your health service have protocols, procedure or guidelines for each medication/medication class identified in your high risk medication list?

Compliance with policy requirement: ☐ Yes ☐ In progress ☐ No

Summary of Evidence. Attach physical copy, or provide link (where available)

☐ Attached

☐ Available here (insert link):

Rationale for non-compliance (Include actions requirement to ensure compliance with policy requirement)

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Adherence to Intravenous Potassium Standard Does your health service have local guidelines which adhere to the minimum safety requirements outlined in the Intravenous Potassium Standard?
Compliance with policy requirement: <input type="checkbox"/> Yes <input type="checkbox"/> In progress <input type="checkbox"/> No
Summary of Evidence. Attach physical copy, or provide link (where available) <input type="checkbox"/> Attached <input type="checkbox"/> Available here (insert link):
Rationale for non-compliance (Include actions requirement to ensure compliance with policy requirement) <input type="checkbox"/> <input type="checkbox"/>
Adherence to Vinca Alkaloids Standard Does your health service have local guidelines which adhere to the minimum safety requirements outlined in the Vinca Alkaloids Standard?
Compliance with policy requirement: <input type="checkbox"/> Yes <input type="checkbox"/> In progress <input type="checkbox"/> No
Summary of Evidence. Attach physical copy, or provide link (where available) <input type="checkbox"/> Attached <input type="checkbox"/> Available here (insert link):
Rationale for non-compliance (Include actions requirement to ensure compliance with policy requirement) <input type="checkbox"/> <input type="checkbox"/>
Education to support Health Service Provider's awareness of High Risk Medications Does your health service provide education on high risk medications?
Compliance with policy requirement: <input type="checkbox"/> Yes <input type="checkbox"/> In progress <input type="checkbox"/> No
Summary of Evidence. Attach physical copy, or provide link (where available) <input type="checkbox"/> Attached <input type="checkbox"/> Available here (insert link):
Rationale for non-compliance (Include actions requirement to ensure compliance with policy requirement) <input type="checkbox"/> <input type="checkbox"/>
Review of clinical incidents involving high risk medications into the clinical incident management system through local quality management systems Does your health service have a process of reviewing high risk medication related clinical incidents including trend analysis, mitigation strategies and quality improvement?
Compliance with policy requirement: <input type="checkbox"/> Yes <input type="checkbox"/> In progress <input type="checkbox"/> No
Summary of Evidence. Attach physical copy, or provide link (where available) <input type="checkbox"/> Attached <input type="checkbox"/> Available here (insert link):
Rationale for non-compliance (Include actions requirement to ensure compliance with policy requirement) <input type="checkbox"/> <input type="checkbox"/>

This document can be made available in alternative formats on request for a person with disability

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