



Medication Chart Policy

1. Purpose

The Medication Chart Policy (Policy) mandates the implementation of a suite of standardised medication charts for prescribing and administering medications for inpatient care. The use of standardised medication charts leads to consistent and efficient documentation, and the safe prescription and administration of medication.

This Policy is a mandatory requirement for Health Service Providers under the *Clinical Governance, Safety and Quality Policy Framework* pursuant to section 26(2)(a) of the *Health Services Act 2016*.

2. Applicability

This Policy is applicable to WA health entities that provide inpatient care and/or mental health outpatient care.

The requirements contained within this Policy are applicable to the services purchased from contracted health entities where it is explicitly stated in the contract between the contracted health entity and the State of Western Australia or Health Service Provider. The State of Western Australia or Health Service Provider contract manager is responsible for ensuring that any obligation to comply with this Policy by the contracted health entity is accurately reflected in the relevant contract and managed accordingly.

3. Policy Requirements

3.1 Medication Charts

WA health entities must implement the following medication charts in the relevant health facilities.

Medication Chart	Health Facility
WA Pharmaceutical Benefit Scheme Hospital Medication Chart (Adult chart) abbreviated to WA Hospital Medication Chart, or WA HMC – ‘Short Stay’ (Adult Chart) version and ‘Long Stay’ (Adult Chart) version.	All inpatient facilities.
WA Paediatric Hospital Medication Chart – ‘Short Stay’ version and ‘Long Stay’ version.	
WA Anticoagulation Medication Chart (Adult Chart).	

WA Clozapine Initiation and Titration Chart (Adult Chart).	Adult mental health inpatient facilities.
WA Agitation and Arousal 'PRN' Chart (PRN or pro re nata - when required - Adult Chart).	
WA Intramuscular Long-Acting Injection Chart (Depot Antipsychotic – Adult Chart).	Adult mental health inpatient and outpatient facilities.

Note: The WA Hospital Medication Chart and the WA Paediatric Hospital Medication Chart templates have been adapted from the Australian Commission for Safety and Quality in Health Care (ACSQHC) Pharmaceutical Benefits Scheme Hospital Medication Chart (PBS HMC) and Paediatric National Inpatient Medication Chart (Paediatric NIMC) respectively with additional WA specific requirements.

3.2 Amendments to Medication Charts

WA health entities must not amend any charts included in this Policy except for the:

- addition of the medical record number, hospital name and logo
- removal of 'Chart Valid for:' and 'Authority Prescription Number' sections if the Health Service Provider will not be using the WA HMC for PBS reimbursement
- addition of Health Service Provider specific activated partial thromboplastin time (aPTT) ranges for the WA Anticoagulation Medication Chart.

WA health entities must forward issues and changes to the Department of Health Medicines and Technology unit on DoH.MedicinesandTechnologyUnit@health.wa.gov.au, for consideration and escalation to the ACSQHC as required.

4. Compliance Monitoring

WA health entities must conduct regular compliance assessments to ensure the medication charts are used in the relevant facilities. The Medication Chart Policy Compliance Assessment and Action Form provided in the Supporting Information may be used.

The System Manager will use the results from the biennial ACSQHC NSMC audit for compliance and effectiveness monitoring.

The System Manager may also carry out, or request Health Service Providers to carry out, additional compliance audits and/or effectiveness evaluations regarding the use of medication charts listed within this policy, as deemed necessary.

5. Related Documents

The following documents are mandatory pursuant to this Policy:

- [WA Hospital Medication Chart – Short Stay \(Adult Chart\)](#)
- [WA Hospital Medication Chart – Long Stay \(Adult Chart\)](#)
- [WA Paediatric Hospital Medication Chart – Short Stay](#)

- [WA Paediatric Hospital Medication Chart – Long Stay](#)
- [WA Anticoagulation Medication Chart \(Adult Chart\)](#)
- [WA Clozapine Initiation and Titration Chart \(Adult Chart\)](#)
- [WA Agitation and Arousal ‘PRN’ Chart \(PRN, or pro re nata – when required – Adult Chart\)](#)
- [WA Intramuscular Long-Acting Injection Chart \(Depot Antipsychotic - Adult Chart\)](#)

6. Supporting Information

The following information is not mandatory but informs and/or supports the implementation of this Policy:

- [Medication Chart Policy Compliance Assessment and Action Form](#)
- Department of Health [Medication Charts](#) website contains resources to support the WA Hospital Medication Chart (WA HMC), the WA Anticoagulation Chart and the Clozapine Initiation and Titration Chart

7. Definitions

The following definition(s) are relevant to this Policy.

Term	Definition
Contracted health entity	A non-government entity that provides health services, goods and support services under a contract or other agreement entered into with the Director General on behalf of the State, a Health Service Provider or the Minister.
Medication chart	A medication chart is a form of prescription used to direct and record the supply and administration of all medicines in public and private hospitals. Medication charts help to standardise medication management and can increase medication safety.
WA health entities	WA health entities include: <ul style="list-style-type: none"> • Health Service Providers as established by an order made under section 32(1)(b) of the <i>Health Services Act 2016</i> • Department of Health as an administrative division of the State of Western Australia pursuant to section 35 of the <i>Public Sector Management Act 1994</i>.

8. Policy Contact

Enquiries relating to this Policy may be directed to:

Title: Manager – Medicines and Technology Unit

Directorate: Patient Safety and Clinical Quality

Email: DOH.MedicinesandTechnologyUnit@health.wa.gov.au

9. Document Control

Version	Published date	Effective from	Review date	Amendment(s)
MP 0078/18	17 January 2018	31 March 2018	March 2021	Original version
MP 0078/18 v.1.1	19 April 2018	19 April 2018	March 2021	Amendments as below.
<ul style="list-style-type: none"> Amendment to WA Anticoagulation Medication Chart – wording revised to clarify information under Nomogram for modifying rate of administration for Venous Thromboembolism and Acute Coronary Syndrome. 				
MP0078/18 v.1.2	29 May 2019	29 May 2019	March 2021	Minor amendments to amend broken links.
MP 0078/18 v.2.0	8 November 2022	31 March 2023	November 2025	Policy review and amendments as below.
<ul style="list-style-type: none"> Refined and reworded policy to update and clarify information. Inclusion of a medication charts table within the Policy Requirements section. Refined the Compliance Monitoring section. Updated all related document charts. Included the supporting information document <i>Medication Chart Policy Compliance Assessment and Action Form</i>. Transitioned to the current mandatory policy template. 				

10. Approval

Approval by	Dr David Russell-Weisz, Director General, Department of Health
Approval date	8 January 2018

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