

# Medication Management Checklist

Sr. No.	Objective Element	Requirements	Yes	No
1	MOM 1 a	Is a documented procedure for purchase/ Procurement of Medication available?		
2	MOM 1 a	Is the policy on medication recall available?		
3	MOM 1 a	Is a pharmacy and therapeutic committee available to ensure that selection, compliance, distribution, storage, safe use and administration of drugs within the SHCO are as per standard laid down guidelines?		
4	MOM 1 a	Is there a documented drug formulary available for use in SHCO and is it evaluated by addition or deletion of drugs, depending on the usage?		
5	MOM 1 a	Is a documented procedure for storage of Medications available?		
6	MOM 1 a	Is a documented procedure for prescription of Medications available?		
7	MOM 1 a	Is a documented procedure for dispensing of Medication available?		
8	MOM 1 a	Is a list of medications used regularly in the SHCO maintained?		
9	MOM 1 a	Is there a document available, showing proper handling of stock with signatures of the staff that hand over and take over?		
10	MOM 1 a	Is the stock of medicines checked every morning in all areas?		
11	MOM 1 a	Is there a document available for ordering if the stock is less than the minimum stock level?		
12	MOM 1 a	Is the stock received from company checked for quantities, batch number, expiry date and any breakage of items etc.?		
13	MOM 1 b	Are Appropriate drug Licenses available ?		
14	MOM 1 b	Are all laws, regulations, directives, guidelines, and license requirements of the drug controller and excise department met?		
15	MOM 1 b	Is the drug retail license available in form 20 and form 21?		
16	MOM 1 b	Is the wholesale drug license, if applicable, available in form 20 B and form 21 B?		
17	MOM 1 b	Is a document available showing that temperature monitoring is conducted at least once in every shift for the medicines kept in the refrigerator?		
18	MOM 1 b	Are the narcotics and psychotropic substances act license available, if applicable?		

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19	MOM 1 b	Are the State pharmacy Council Registration certificates of pharmacist available?		
20	MOM 1 c	Are look-alike and sound-alike medicines stored separately in all areas of the SHCO ?		
21	MOM 1 c	Is a list of lookalike and sound-alike (LASA) medicines available?		
22	MOM 1 d	Is there a document available showing that medicines are checked every month to identify ones due to expire in the near future?		
23	MOM 1 d	Is there a document available showing that near expiry items are returned to the vendor for exchange?		
24	MOM 1 e	Is a list of implants that are used in SHCO maintained?		
25	MOM 1 e	Are implants which are frequently used stored in SHCO?		
26	MOM 1 e	Do the patient records, Master file and pharmacy contain the name, model, batch and serial number, expiry date and size of the implants used?		
27	MOM 2 a	Does the SHCO has a policy as to who can write medication orders ? Does the SHCO ensure that the prescriptions are written by registered medical doctors only?		
28	MOM 2 b	Does the SHCO ensure that medication orders are only written in designated locations in the medical record?		
29	MOM 2 c	Does the prescription contain: patient's name, age, and sex, UHID, date of prescription, ward or department name, form of drug like tablet, injection or syrup, name of drug, dosage of drug, route of administration, time and frequency of administration, duration of treatment and doctors full name and signature with date and time?		
30	MOM 2 c	Is a prescription audit available?		
31	MOM 2 d	Is a list of high-risk medications used in the hospital maintained?		
32	MOM 2 d	Are the high-risk medications stored as per the requirements of the law?		
33	MOM 2 d	Are the narcotic drugs kept separately in an almirah under double lock and key and are the keys to the locks kept with two separate people?		
34	MOM 2 d	Is a narcotic drug register available and does it contain the following information: serial number of the entry register, date and time, name of the patient name of the consultant and signatures?		
35	MOM 2 d	Are antidotes for Narcotics & High Reisk Medications available ?		
36	MOM 3 a	Is there an SOP available for dispensing medications and does it show that that dispensing of medication is done by a qualified pharmacist? Does the pharmacist cross verify the medication with prescription prior to dispensing and checks the correct drug and its expiry date?		

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37	MOM 3 b	Are high risk medication orders verified & documented before dispensing?		
38	MOM 4 a	Is the policy on verbal orders available? Are the verbal orders documented by the nurse who accepts the orders, including the name of the doctor issuing the order? Are the verbal orders signed by the doctor as soon as possible?		
39	MOM 4 b	Are high risk medication orders verified & documented before administration?		
40	MOM 4 b	Is the medication orders verified with patient details, dosage, route of administration & timings before administration?		
41	MOM 4 c	Are prepared medications labelled before preparation of second drug ?		
42	MOM 4 d	Is administration of Medications documented in patient records & registers?		
43	MOM 4 e	Is a proper record kept & available for usage, administration and disposal of Narcotics & Psychotropic Substances?		
44	MOM 5 a	Are Adverse drug events defined and Monitored ?		
45	MOM 5 b	Are Adverse drug events reported within a specific time frame?		
46	MOM 5 b	Does the pharmacy and therapeutic committee monitor adverse drug events and ensure that corrective and preventive actions are taken?		