Implementation Quick Start Guide

Create a Safe Medicine List Together

1—Review intervention and training materials
- Understand the purpose, use, and benefits of Create a Safe Medicine List Together.
- Review the training toolkit.

2—Make decisions for your implementation

Obtain materials
- Will you print materials in the office or order printing?
- Who will be responsible for maintaining a supply?
- Do you need Spanish versions of the patient materials?

Set scope
- Which patients will you ask to bring in medicines? All patients? Patients with more than 5 medicines? Patients who were recently in the hospital or emergency room?
- How often will you ask patients to bring in medicines? Annually? When they’ve had a medicine change? When they’ve sought other care (specialist, hospital)?

Encourage bringing in medicines
- How will you ask patients to bring in their medicines?
- Will you give patients the reminder card? Will you hand it out? Mail it?
- Will you give patients a bag to bring in their medicines?
- Will you use a reminder call or text to remind patients to bring in their medicines?
- Will you put up posters? If yes, where?

Establish workflow
- Who will work with the patient to create the medicine list? The medical assistant? Nurse? Clinician? Pharmacist?
- How will the medicine list and any identified issues be handed off to the clinician?
- Who will document the updated medicine list in the EHR?
- Will you use the checklist?

Identify champions
- Who will champion the strategy within each role on the team?

3—Customize training for your practice
- Customize the training materials to reflect your decisions.
- Select and/or customize role play scenarios.
4 — Train team members
- Use staff meetings and huddles.
- Strive for training meetings of at least 15 minutes.
- Conduct role play sessions.
- Provide staff with scripts.

5 — Go live with implementation
- Inform staff of timeline.
- Go live.
- Identify good implementors and use them as peer coaches.
- Continue to promote the strategy and encourage its use.

6 — Evaluate your progress
Evaluate effectiveness
- How many adverse drug events occur pre- and post-implementation?
- How many unsafe medicine conditions are identified?
- Does medicine adherence improve?
- What is patient satisfaction with the strategy?
- What is clinician satisfaction with the strategy?

Evaluate implementation success
- What percentage of the target patient population brings in their medicines?
- With what percentage of your target patient population do you work to create a complete and accurate medicine list?