

# 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.
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## 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.
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## 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?
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