

Create a Safe Medicine List Together



How To Use the Training Toolkit

What is the Create a Safe Medicine List Together strategy?

The Create a Safe Medicine List Together strategy is an effort to engage patients and families to actively participate in developing a complete and accurate medicine list. Patients are asked to bring in all the medicines they take, both prescribed and over-the-counter, including non-oral medications such as injections, inhalers, ointments, and drops, as well as medicines they only take occasionally.

Staff within your practice will work with the patients and their families to develop a complete and accurate medicine list, and clinicians will conduct medication reconciliation based on the list.

What is the training toolkit?

The training toolkit:

- Helps you understand the strategy to Create a Safe Medicine List Together.
- Gives you the tools to help you train your practice in the strategy.
- Includes:
 - Training slides with speaker notes.
 - Role play scenarios for practice.
 - Scripts that care team members can use.

How should I train my practice?

1. Customize the slides, role play scenarios, and scripts to reflect the decisions you have made about how you will implement the strategy.
2. Decide who within the practice will receive training. You may want to train clinicians and staff together, or you may want staff training to have a different focus than clinician training.
3. Schedule a training meeting (or several meetings). If possible, try to schedule training meetings of at least 15 minutes.
4. Present the training.
5. Conduct role play scenarios to give your staff practice opportunities.
6. Provide staff with copies of the scripts you have chosen.

How should I use the training slides?

Training slides are provided to help you train your practice to use the strategy. You can customize slides, remove slides, or create additional slides – whatever you think is appropriate. You will need to customize several slides to reflect how your practice will implement the strategy. The training slides include speaker notes to help you present the training.

How should I use the role play scenarios?

Three role play scenarios are provided to allow your care team members to practice creating a safe medicine list. The scenarios should be conducted during group training so both participants and observers can benefit. A facilitator should play the role of the patient; it is best if the facilitator is already familiar with the strategy. A volunteer should play the role of the care team member.

The role play scenarios include:

- A description of the patient and the situation. This should be provided to everyone in attendance. It may be projected on a slide, handed out to everyone to read individually, or read aloud to the group.
- Additional information about the patient for the facilitator. This should be read only by the facilitator and will help the facilitator respond to the care team member during the role play.
- Prompts for the facilitator to use after the role play to engage the entire group in a learning discussion on what went well and what could be improved.

The scenarios are examples. They can be customized to fit your practice or used as models to develop additional scenarios.

How should I use the scripts?

Three scripts are provided to help members of your staff with what to say to patients about bringing in their medicines. These are examples and can be customized to fit your practice. Your staff will likely only use the scripts initially, until they are comfortable with the strategy. Scripts are provided to:

- Request that patients bring in all their medicines.
- Remind patients to bring in all their medicines.
- Respond to patients who are reluctant to bring in their medicines.