

Safety in Practice

Suggested Safety in Practice Trigger Tool Medtech 32 Process

Before searching each record:

1. Remember “death in the study period” is one of the triggers so ensure that searches to find your cohort to study include inactive or deceased patients
2. Having developed the cohort to be studied then selected a random sample of this group up to 25 patients use the NHI to bring up the medtech 32 patient-record and remember to include inactive patients while searching for the record.
3. Is the patients address at an Aged Residential Care Facility (ARC)? If so are integrated notes used with the full information required below. If not then an alternate process will be needed to complete the trigger tool review. If the entire cohort is involved then the trigger tool process may be easier at the ARC. At very least it is likely copies of the medication charts for the selected patients would need to be available. These charts need to have been current from before the study period until after the study period. If new charts have been printed during the study period then older likely archived charts will need to be accessed as well. Use the charts for allergies listing [though often not dated] and for medication changes or medication stoppages.

Trigger Search Process:

The rest of this process is in reverse order to the trigger recording as this will enable the greatest likelihood of both rapid trigger tool use while also ensuring completeness.

1. Is the patient deceased and if so did this occur during the study period. This is recorded as D on the patient identification bar at the top of the screen.
2. Bring up the patient manager screen for the rest of this process
3. Inbox Tab:
 - Use the filter tab [looks like the rainbow] set the date from the first day of the study period until todays date [some inbox documents may take some time to come into the system]
 - Look for any renal function test during the study period; open red coloured ones only, check if eGFR is under 35[if there are a lot of inbox documents then you can right click over a renal function result and select this result only]
 - Look for any full blood counts [fbc] open red ones only look for Hb less than 100. [again right click over the fbc to select only this result if inbox numbers require this]
 - Look for any EDS, note some private hospital EDS will not have the normal electronic format so the filtered inbox will need to be rapidly scanned
 - Look for an Accident and Medical or other afterhours documents; this will also require a quick scan of the filtered inbox.

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4. Medication Tab:

- Use filter tab: select show all this will display medicines in chronological order.
- We are interested in ongoing medication i.e. medication that has been or would have been part of the regular medication list if it had been tolerated. Some GPs will not have chosen to highlight this in blue as a “Regular” medication so clinical knowledge will need to be used.
- Review the period for three months before the study period as a comparison as there may have been a long term medication prescribed up to 3 months ago that was then changed during the study period and therefore is a valid trigger.
- Look for medication stopped during the study period
- Look for medication with reduced dose during the study period.

8. Medication Reaction tabs: look for any new reactions/allergies listed during the study period

9. Classifications tab: look for a new cancer diagnosis in the read codes. Note sometimes this displays in the read codes as an asterisk in front of the anatomical area and you may need to review the daily record to confirm the diagnosis

10. Appointments Tab: review for 2 or more appointments in a 7 day period with any prescribing provider.

This will complete the trigger tool review but as an extra check I would recommend the following

11. Daily Record Tab: Choose the Filter button and choose the date range for the three months of the study period [this will **always** be the first of one month to the last day of the month completing the 3 month period].

- Quickly scan the notes to see if any mention of A&M visits not addressed in the appointment records.
- Are there 2 or more consults in any consecutive 7 day period?
- Is there any mention of cancer diagnosis or use this to double check re uncertain read codes re cancer?