

FACILITY TOOL

Medication Management Spot Audit

Trace a focused sample from current order through medication-record integrity, preparation or administration workflow, exceptions, escalation, and shift closeout. Use facility-approved secure identifiers on working copies only.

HOW TO USE

Mark each item Yes, No, Not Applicable, or Needs Follow-up in your working copy. Add evidence, an owner, and a recheck for every gap. Do not use this public blank template to transmit resident information.

Choose the sample

- ☐ Select a current order change, time-sensitive medication, held or refused dose, PRN, high-risk workflow, hospital return, or recent exception.
- ☐ Include more than one shift or employee when testing a recurring process.
- ☐ Record why the sample is useful and which source is considered authoritative.

Order and source integrity

- ☐ The current provider order is legible, complete, and available to authorized staff.
- ☐ The order agrees with the current medication record and available pharmacy information.
- ☐ Start, stop, hold, dose, route, timing, and special instruction changes propagated to all required sources.
- ☐ Discontinued or superseded information is not still active at the point of work.

Point-of-administration workflow

- ☐ Resident and medication are verified using the facility's approved process.
- ☐ Timing and special instructions are visible before the task is performed.
- ☐ Interruptions, unavailable medications, late delivery, or access problems have an exception path.
- ☐ The process distinguishes performed work from documentation entered later.

Exceptions and escalation

- ☐ Missed, late, held, refused, unavailable, or questionable items are recognizable in the workflow.
- ☐ The exception is assigned to a role with authority to act.
- ☐ Clinical escalation and provider communication occur when appropriate.
- ☐ Open items remain visible across shift handoff until resolution.
- ☐ Closeout evidence shows what happened, who acted, and whether follow-up remains open.

Audit conclusion

- ☐ Sources agree and the sampled medication process reached the intended outcome.
- ☐ Any discrepancy is classified as isolated, repeated, or potentially systemic with rationale.
- ☐ Immediate protection, correction, owner, and recheck are documented.
- ☐ If the same failure can recur, a workflow or control change is assigned.

Working notes

Use a secure facility or family working copy when recording any resident-specific details. Keep the public blank tool free of identifying information.

Secure sample reference	_____
Order / medication process sampled	_____
Source of truth	_____
Exception found	_____
Immediate action	_____
Systemic concern	_____
Owner and recheck date	_____

Action and verification log

Action / control	Owner	Due	Evidence / result

Scope disclaimer

This tool is a general process-control aid. It does not replace emergency care, treating-clinician judgment, legal advice, or facility-specific regulatory review. It does not establish a treating relationship or guarantee compliance or outcomes. Use authorized secure methods for resident-identifying information and records.

Care Reliability Partners is a healthcare services brand of Autilogix LLC.