| **Aim Statement:** Within 12 months, 100% of patients in geriatric ward A will have their admission medication reconciliation completed within 2 business days of admission. [Tailor the aim statement and measures so they are relevant to your QI project] | | | | | |
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| **Type of Measure**  Outcome/Process/ Balancing | **Name of Measure** | **Operational Definition**  Numerator/Denominator | **Team member responsible** | **Data Collection**  Methods/Sampling/Schedule | **Reporting**  Format, Frequency, to Whom |
| 1. **Outcome** | Completion rate of admission medication reconciliation | **Definition – Admission Reconciliation**   * Best Possible Medication History taken with the list reconciled against the inpatient medication orders within 2 business days of admission | **CNC.**  Ward  pharmacist to assist with generation of report. | **Sample size**   * See numerator and denominator | **Recording format**   * Excel |
| **Numerator**   * Number of patients with admission reconciliation completed within 2 business days | **Data source**   * eMeds report EM002, 003 | **Display format**   * Run chart |
| **Denominator**   * Total number of patients admitted to the ward for more than 2 business days | **Frequency**   * Weekly | **Reporting frequency**   * Project team - weekly * Sponsor - monthly |
| 1. **Process** | Completion rate of medical officers trained on Best Possible Medication History (BPMH) | **Definition – ‘Completion’ of training**   * Attended the education workshop AND passed the BPMH test | **JMO.**  Pharmacist to assist withmaterial and presentation | **Sample size**   * See numerator and denominator | **Recording format**   * Excel |
| **Numerator**   * Number of medical officers completed the training | **Data source**   * Education attendance record and test results | **Display format**   * Excel table of completion rate |
| **Denominator**   * Total number of medical officers at geriatric ward A | **Frequency**   * One off training at the beginning of each rotation | **Reporting frequency**   * Project team and Sponsor – as soon as training completes |
| 1. **Balancing** | Rate of patients who did not receive discharge counselling from pharmacist | **Definition – Discharge counselling**   * Verbal counselling provided by pharmacist to patient or carer regarding discharge medications | **Ward Pharmacist.** CNC to assist with daily discharge list. | **Sample size**   * See numerator and denominator | **Recording format**   * Excel |
| **Numerator**   * Number of patients who did not receive discharge counselling on the day | **Data source**   * Pharmacist discharge counselling progress notes * Daily patient discharge list * May require base line data to determine if there has been a negative impact to patient receiving discharge counselling from the project intervention | **Display format**   * Run chart |
| **Denominator**   * Total number of patients discharged on the day/who should have received discharge counselling by a pharmacist | **Frequency**   * Daily | **Reporting frequency**   * Project team - weekly * Sponsor - monthly |
|  |  | **Definition** |  | **Sample size** | **Recording format** |
| **Numerator** | **Data source** | **Display format** |
| **Denominator** | **Frequency** | **Reporting frequency** |