

MEDICATION RECONCILIATION AUDIT (MED REC)

Complete 4 times per year for every care unit. Deliver this document to the Quality Improvement Team before the end of August, November, February and May.

Audit 10 files per unit for each of these 2 criteria. If you have less than 10 files since the last audit, audit all the files meeting the criteria.

AUDIT INFORMATION

DATE & TIME:	UNIT: SHORT-TERM CARE
AUDIT DONE BY:	SIGNATURE:

AUDIT CRITERIA

Criteria #1 - Medication Reconciliation at admission	Number of files audited	Number of files conform to criteria
Med Rec done at admission is present in the client file. <i>Instructions: Take a random sample of at least 10 new files since the last audit, of clients who have been admitted to your unit.</i>		
Number of conform files ÷ number of audited files x 100 =		_____ %
Criteria #2 - Medication Reconciliation at discharge	Number of files audited	Number of files conform to criteria
Med Rec done at discharge is present in the client file. <i>Instructions: Take a random sample with at least 10 new files since the last audit, of clients discharged.</i>		
Number of conform files ÷ number of audited files x 100 =		_____ %

TOTAL CONFORMITY IN PERCENTAGE

Calculation: $\frac{\text{Total number of conform files}}{\text{Total number of audited files}} \times 100 = \%$	_____ %
---	---------

ADDITIONAL COMMENTS

--