



Instructions for Conducting the Self Assessment

1 Establish a **multidisciplinary team** to complete the self assessment. The team should **at a minimum** consist of appropriate representatives from medical, pharmacy and nursing professions. Ideally the following personnel should be included :

- Director of pharmacy
- Patient safety officer
- IT representative/patient information service representative
- At least two staff nurses from different specialty areas
- At least two staff pharmacists
- At least two active staff doctors from different specialty areas
- Senior hospital administrator.

Your team should appoint a team leader who will be responsible for coordinating self assessment team activities.

The team should be provided with sufficient time to complete the self assessment and be charged with responsibility to evaluate, accurately and honestly, the current status of medication practices in your facility. Because

medication use is a complex, multidisciplinary process, the value and accuracy of the self assessment is significantly reduced if it is completed by a single discipline. We estimate that it will take three team meetings to complete the self assessment.

- 2 Read and review the self assessment document.** Each team member should read and review the self assessment in its entirety before the assessment process begins. The copyright allows you to make copies of the self assessment for internal use.
- 3 Complete the “Demographic Information” section.** The team leader should verify the responses in this section with the hospital’s administration.
- 4 Convene the first team meeting.**
- 5 Discuss each core characteristic and evaluate the hospital’s success with implementing the self assessment items.** As necessary, investigate and verify the level of implementation with other healthcare practitioners outside your team. When a consensus on the level of implementation for each self assessment item has been reached, place a checkmark (✓) in the appropriate column using the scoring key below.

Scoring Key

Score	Interpretation
A	There has been no activity to implement this item, that is, this item has never been considered.
B	This item has been formally discussed and considered , but it has not been implemented.
C	This item has been partially implemented in some or all areas of the organisation.
D	This item is fully implemented in some areas of the organisation.
E	This item is fully implemented throughout the organisation.

Important Scoring Guidelines

For all self assessment items: Unless otherwise stated, self assessment items refer to **medications** prescribed, dispensed, and administered to all inpatients and outpatients, including patients admitted to the emergency department and ambulatory surgery/procedure units.

For self assessment items with multiple components: Full implementation (score D or E) is evidenced only if all components are present in some or all areas of the organisation. If only one or some of the components have been partially or fully implemented throughout the organisation, self assessment scores should not exceed level C.

For self assessment items with two or more distinct elements, each separated with the word, “**OR**” and labelled (A) and (B): Answer either part (A) **OR** part (B), but not both.

For self assessment items that offer an option for “Not Applicable”: Select “Not Applicable” only if the item does not correspond to any services you provide in your hospital, either to inpatients or outpatients. Scores will not be negatively affected for selecting “Not Applicable” where appropriate.

6 Repeat the process for all self assessment items.

If you have questions, please refer to the Frequently Asked Questions (FAQ) section of this document or go to the Frequently Asked Questions section of our website at www.cec.health.nsw.gov.au/mssa. If you require additional assistance please send your enquiry to mssa@cec.health.nsw.gov.au.

7 Take advantage of the web-based program.

This program provides hospitals with a report based on a weighted scoring system developed by ISMP. Once the self assessment has been completed by the team, send an email to mssa@cec.health.nsw.gov.au to obtain a password to access the web-based program. (For more information about ISMP’s weighted scoring system refer to the FAQ section of this document).

Once you have received your password, you can submit data from the completed self assessment to the CEC electronically through the secure web site at <http://www.cec.health.nsw.gov.au/mssa>. The Medication Safety Self Assessment page has a tab entitled *Enter Survey/See Results*. On this page is the field to enter your password and access the MSSA. The special web-based survey tool will immediately download the information onto a database maintained by CEC and provide you with an online report for your hospital. If you subsequently repeat the self assessment process, you will be able to compare your results online. If you wish, you can also compare your results with geographically or demographically similar hospitals. No data will be maintained on the Internet survey form after it has been submitted. **Confidentiality will be assured.**