**<INSERT ORGANISATION NAME> MEDICATION AUDITING ACTION PLAN TEMPLATE**

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| **MEDICATION AUDITING ACTION PLAN TEMPLATE** |
| One of the simplest ways of outlining what you need to do is through the development of an action plan. The template below shows you how you can achieve this. |
| **Problem Identified** | **Improvement Required** | **Actions Required for Change** | **Resources Needed** | **Responsible Person** | **Date for Achievement** | **Was this Achieved?** | **Action Required** |
| Medication administration records (MARs) not being completed correctly. | Staff understand the reasons why MARs must be fully completed.Staff know what they should do to complete the MARs correctly.Staff complete MARs correctly every time. | Review the policy and procedure to ensure it is clear about recording requirements.Identify the staff responsible for the poor recording.Carry out record keeping training for all staff who recorded medication administration incorrectly. | Time to complete policy review.Training facilities.Updated record keeping training presentation and available presenter.Care worker time to attend training.Course attendance and travel time. | Katie Bright | XX/XX/XX |  |  |
| Lack of clarity of what constitutes a medication error. | Staff understand what constitutes a medication error and know the reasons these must be recorded.Staff understand the importance of giving medications correctly.Staff understand the importance of recording medication correctly. Staff complete MARs correctly every time. | Identify responsible care staff who did not record omitted medication.Decide whether disciplinary action is required and manage this as applicable. Staff receive training on how to administer medication correctly. | Medication administration training and available presenter.Care worker time to attend training.Course attendance and travel time. | Katie Bright | XX/XX/XX |  |  |