

## B4 Simple checklist for a general practice to review its quality management of drugs of dependence

This simple checklist was developed from content in this guide. It is designed to enable general practices to evaluate their status in managing drugs of dependence for their respective populations. As each general practice is different, findings should be interpreted individually.

**Table B4. Practice management of drugs of dependence checklist**

### 1. Quality and safety infrastructure (tick each item that applies)

Is your practice accredited to The Royal Australian College of General Practitioners' (RACGP's) *Standards for general practices*?

Is there a clinical leader responsible for safety and quality within your general practice?

Is the acquisition, use, storage and disposal of Schedule 4 and Schedule 8 medicines made in accordance with legislative requirements?

If your general practice contains a drugs of dependence management program:

- Does it ensure staff are suitably qualified?
- Is there organised support?
- Are there ongoing quality assurance arrangements?

Does your general practice have strategies to ensure the occupational health and safety of GPs and other members of the practice team?

### 2. Clinical policy

Does your general practice have agreed clinical policies regarding prescribing drugs of dependence?

### 3. Organisation of services

Does your general practice have an effective handover system (eg during staff absence) to ensure safe and continuing healthcare delivery for patients (eg a buddy system for continued care in the GP's absence)?

Does your general practice facilitate GPs' access to information management data to monitor potential prescription drug abuse (eg state and territory health ministries' drug units and Prescription Shopping Information Service [PSIS])?

Does your general practice allow GPs the right to discontinue care of a patient who has behaved in a violent or threatening manner?

### 4. Preventive health and screening

Is there evidence that GPs use urine drug screening to detect misuse or abuse of drugs of dependence?

### 5. Clinical documentation

Do GPs ensure patient records are clear, up to date and contain sufficient information for another practitioner to take over care?

### 6. Clinical assessment

Is there evidence of an adequate assessment and management plan for each patient taking a drug of dependence?

**Table B4. Practice management of drugs of dependence checklist****7. Clinical management**

Do GPs use principles of universal precautions to guide their approach to patients who require drugs of dependence?

Do GPs use specialist support to manage problematic drug use in patients with more complex issues or if the clinical situation deteriorates?

**8. Prescribing safety**

Do GPs prescribe within legislative frameworks and comply with professional standards and approved clinical guidelines?

Do GPs ensure a permit or authority is obtained from the relevant state or territory health department when prescribing a Schedule 8 drug to a patient who is drug dependent?

Do GPs inform patients that drugs of dependence are to be prescribed from one practice and preferably by one GP, and drugs should be dispensed from one pharmacy?

**9. Clinical practice review**

Do GPs have a structured approach to reviewing opioid prescriptions after 12 months? (eg similar to [Appendix B9](#))

**10. Populations for intervention**

Does your general practice engage in practice population interventions to reduce use of drugs of dependence?