

eMedRec Implementation Checklist

Adapted with permission from the MARQUIS Manual (2014, p. 92) and Acute Care GSK (2017, Appendix A)

eMedRec Implementation Checklist

1. Gain and secure senior leadership commitment		<input type="checkbox"/>
<input type="checkbox"/>	Secure senior leadership commitment	
<input type="checkbox"/>	Develop a communication plan to inform senior leadership and staff about eMedRec implementation progress	
<input type="checkbox"/>	Identify resources that may help facilitate eMedRec implementation within your organization	
<input type="checkbox"/>	Identify organizational support challenges that may impede eMedRec implementation	
<input type="checkbox"/>	Project is linked to the hospital's quality / safety reporting structure	
2. Form a team		<input type="checkbox"/>
<input type="checkbox"/> Physician <input type="checkbox"/> Nurse <input type="checkbox"/> Pharmacist <input type="checkbox"/> Pharmacy Technician <input type="checkbox"/> Educator	<input type="checkbox"/> Affiliated Staff <input type="checkbox"/> Patient or Family Representative <input type="checkbox"/> Senior Administrator <input type="checkbox"/> Quality Improvement Expert <input type="checkbox"/> Medication Reconciliation Expert	
Technical Expertise (of those that apply)		
<input type="checkbox"/> Team Leader <input type="checkbox"/> Content Expert <input type="checkbox"/> Data Analyst	<input type="checkbox"/> Opinion Leader / Clinical Expert <input type="checkbox"/> Project Manager <input type="checkbox"/> Informatics	
3. Define the project		<input type="checkbox"/>
Set aims (goals and objectives)		
Make sure the goals and objectives for your eMedRec implementation are S.M.A.R.T.E.R. (Doran, 1981)		
<input type="checkbox"/> Specific <input type="checkbox"/> Attainable <input type="checkbox"/> Time-bound <input type="checkbox"/> Re-evaluate	<input type="checkbox"/> Measurable <input type="checkbox"/> Relevant <input type="checkbox"/> Evaluate	

eMedRec Implementation Checklist

Identify project scope

- Determine what is within and beyond the realm of the eMedRec implementation.

Identify existing and needed resources

- Outline what you have that will support the eMedRec implementation and what you need to acquire to support the implementation.

Collect baseline data

- On current level of automation and access to electronic resources needed before proceeding
- Map current processes (paper-based / electronic) and ideal process with interdisciplinary team

Risk Assessment

- Have you selected a risk assessment model (a protocol or algorithm for identifying patients at increased risk for post-discharge adverse drug events?)
- If yes, have you developed recommendations for different levels of risk?

4. Establish policies and procedures for eMedRec

- Establish your hospital's definition of eMedRec
- Establish the management infrastructure for oversight of eMedRec

Establish how the management infrastructure plans to measure and evaluate eMedRec

- What data will be reviewed
- The person responsible for reviewing data
- The frequency of data review

If applicable, develop organizational policies for the following:

- An individual (or role) with overall responsibility for eMedRec
- Individuals (or roles) with responsibility for each component of medication reconciliation
- Communicate the process of what needs to be performed during each episode of eMedRec

5. Conduct your selection/procurement of needed electronic components to carry out eMedRec

- See Ideal Features of eMedRec Tool Checklist.
- See eMedRec Evaluation Checklist

6. Design the change management and educational program.

eMedRec Implementation Checklist

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| 7. Start with a small pilot project (e.g. on admission to one hospital unit) and build expertise in reconciling medications. | <input type="checkbox"/> |
| 8. Evaluate improvements being made – Collect data and identify ways the process can be improved. | <input type="checkbox"/> |
| 9. Spread eMedRec across the organization. | <input type="checkbox"/> |