

AGED CARE ONSITE PHARMACIST ORIENTATION CHECKLIST

Embedding the onsite pharmacist into the clinical care team is key to the role's success. This checklist supports residential aged care homes to orient the pharmacist to the facility, establish clear ways of working and identify priority activities.

Onsite pharmacist's name:	
Start date:	

IN THE FIRST 1–4 WEEKS

Completed	Item	Date	Comments
	Complete the facility's induction processes		
	Identify line manager and discuss preferred communication processes (e.g. weekly meetings, email)		
	Ensure access to information systems e.g. resident records, medication charts, My Health Record, email and clinical resources		
	Review the <u>position description</u> and <u>pharmacist activities</u> and identify priority activities for the facility		
	Orientate to clinical governance structures, policies and procedures and identify priority clinical risks		
	Introduce to residents, families and carers (letters, meetings, newsletters, hall-way notices)		
	Introduce to facility staff, discuss their role and activities (letters, in person, staff meetings)		
	Introduce to GPs, prescribers, visiting health professionals, supply pharmacy (letter, in person introductions, attendance at resident case conferences, provide list of all GPs' contact details to pharmacist)		



Leadership



Collaboration



Respect



Accountability



Innovation

ONGOING			
Completed	Item	Date	Comments
	Invite to participate in clinical governance including MAC and other committees and handover/clinical meetings		
	Involve in reviewing and improving medication management policies and procedures, including policies for updating residents' clinical documentation, including allergies, ADR and diagnoses; usage, storage and disposal of S8 medications		
	Review and/or develop systems for medication review at transitions of care (admission, hospital return, deterioration)		
	Identify priorities and deliver staff education sessions around medication management and participate in assessing staff medication administration competencies		
	Observe medication administration rounds and recommend improvements		
	Support vaccination processes and uptake		
	Promote ongoing collaboration with multidisciplinary teams, residents and families		
THREE MONTHS AFTER START DATE			
Completed	Item	Date	Comments
	Review pharmacist activities and orientation checklist with the onsite pharmacist		
SIGN OFF			
Role	Name	Signature	Date
Onsite pharmacist			
Manager/ clinical lead			

Resources:

- Aged Care Onsite Pharmacist indicative [position description](#)
- List of activities that can be undertaken by ACOP: [pharmacist activities](#).

Checklist adapted from: Kosari S, Naunton M, Koerner J, Haider I, Batten M, Dale M, Davey R and the Study Team (2022). *Integrating On-Site Pharmacists into Residential Aged Care Facilities — RACF Handbook*. University of Canberra.