MEDICATION GOVERNANCE FLOWCHART

Appendix 15c Version 3 dated 17/04/19

Senior Management Team Meeting (SMT)

Extended SMT Meeting

Medication Trainers

- Deliver training.
- Contribute to the development of the policy and procedure.
- Identify best practice.
- Review the medication policy and procedures
- Alter training in line with best practice.
- Accountable to QA Manager and County Manager/Clinical Lead.

Medication Supervisors

- Support Registered Manager with any aspect of medication training and competencies.
- Conduct annual audits.
- Conduct random audits as requested by Operations Managers.
- Deliver training.
- Accountable to Quality Assurance Manager.
- Ensure actions plans on share point are completed.

Assistant Director / Nominated Individual

- Overall responsibility with CQC
- Residential locations
- Risk Management plans

County Manager

- Responsible for safe medicines governance.
- Liaise with Operations Managers regarding reporting medication, competencies.
- Accountable to the Assistant Director

Quality Assurance and Governance Manager

- Accountable to Assistant Director for Governance purposes.
- Risk and Performance Data.
- Audits from Auditor / Medication Supervisors
- CQC Notifications.

Operations Manager

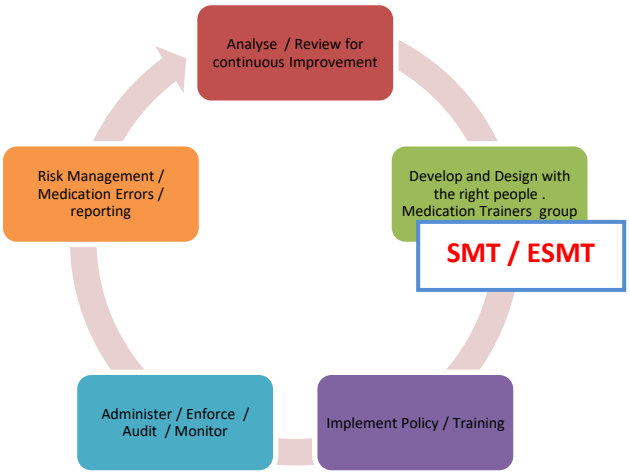
- Risk matrix and checking meds error reports for themes.
- Support Registered Managers with competencies and medication errors.
- Sample medication audits and observations.
- Discuss medication audits with Registered Managers and action plans in supervisions.
- Accountable to the County Manager.
- Discuss medication in team meetings.
- Discuss medication in supervisor's supervisions.

Registered Manager → See specific roles flow chart Appendix 15a / 15b

Supervisor → See specific roles flowchart Appendix 15a /15b

Lead / Support Worker → See specific roles flowchart Appendix 15a / 15b

Senior Support Worker → See specific roles flowchart Appendix 15b

Night Support Worker → See specific roles flowchart Appendix 15a /15b

QUALITY ASSURANCE AND GOVERNANCE CYCLE