



<b><u>Scheduled Audit of Methoxyflurane</u></b>  <b>Procedure</b>	Version	FINAL – for publication
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	Primary Author	E. Williams
	Contributors	
	Authorised by	Dr David Fahey
	Compliance	All NSW units

## **1. Introduction**

Methoxyflurane is a restricted medication in St John (NSW) and must be entered in the Register of Restricted Medications (RRM). To ensure compliance with the use of the RRM, and ensure that methoxyflurane is being managed responsibly, regular audits of the RRM need to take place.

St John (NSW) conducts two different types of audits of the RRM; a local audit and a scheduled audit. Local auditing procedure is covered in the Medication Handling Policy and the RRM Completion Guide. This document covers the procedure of conducting a scheduled audit of methoxyflurane.

## **2. Frequency**

Scheduled audits are conducted twice in a twelve-month period. One audit must take place between the 1<sup>st</sup> January and 30<sup>th</sup> July and the other between 1<sup>st</sup> July and 31<sup>st</sup> December. If deemed necessary, scheduled audits may be conducted more frequently. This may be necessary if there has been evidence of poor compliance with the RRM or irresponsible management of methoxyflurane.

## **3. Approved Scheduled Auditors**

Scheduled Auditors are members who are authorised to conduct a scheduled audit of methoxyflurane in NSW.

<b>St John (NSW) unit holding store of methoxyflurane</b>	<b>Approved Auditor</b>
Divisions	Area Managers, Cluster Clinical Review Officers
State Groups	Cluster Clinical Review Officers, State Clinical Governance Officer

The State Clinical Group may conduct a scheduled audit of any store of methoxyflurane in NSW if it is deemed necessary based on evidence of poor compliance or inappropriate management of methoxyflurane.

## **4. Approved Witnesses**

Scheduled audits must be witnessed in accordance with the procedure outlined here and in the RRM completion guide. Below is a list of approved witnesses within St John (NSW).

<b>St John (NSW) unit holding store of methoxyflurane</b>	<b>Approved Witness</b>
Divisions	Divisional Member/Officer-In-Charge or Divisional Superintendent
State Groups	Person responsible for managing store of Methoxyflurane

## **5. Procedure**

- The approved scheduled auditor and approved witness count the stock of methoxyflurane
- Each vial and package is inspected for integrity and expiration date
- The stock count is then entered into the RRM as per the RRM completion guide
- The approved scheduled auditor completes the 'Scheduled Audit of Methoxyflurane' form and the approved witness signs the form indicating their agreement with the accuracy of details contained within
- This form is retained at a divisional level and a record of the audit is kept by the Area Manager/approved scheduled auditor
- Approved scheduled auditor advises approved witness to arrange disposal of any expired stock as per the 'Disposal of Methoxyflurane – Procedure' document

**DOCUMENT ENDS**