# 2 Documentation Request Form

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| **To:** | <Service Manager> |
| **From:** | <Lead Auditor> |
| **Date:** |  |

Please provide the following documentation for review by the audit team and indicate in the checklist below whether or not the document has been provided.

In this form, *OST Guidelines* refers to the *New Zealand Practice Guidelines for Opioid Substitution Treatment 2014* (Ministry of Health 2014).

| **Documentation** | **Yes** | **No** | **Comment (if necessary)** |
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| Approval to offer OST (under section 24, Misuse of Drugs Act 1975 or other relevant legislation) |  |  |  |
| Organisational chart |  |  |  |
| Treaty of Waitangi: policy |  |  |  |
| Treatment outcomes monitoring policy: and/or most recent report |  |  |  |
| OST service plans (eg, quality plan, disaster and emergency plan, strategic plan) |  |  |  |
| OST service philosophy, principles, description and objectives |  |  |  |
| Consumer involvement in service policy development: policy |  |  |  |
| Access to service: policy/protocols   * OST admission criteria * OST exclusion criteria and management * Assessment * Waiting list management * Interim prescribing |  |  |  |
| OST treatment pathway |  |  |  |
| Client information booklet/information sheets |  |  |  |
| Informed consent: template |  |  |  |
| Comprehensive assessment: template |  |  |  |
| Treatment plan: template |  |  |  |
| Client rights: information |  |  |  |
| Complaints: policy |  |  |  |
| Benefits and limitations of OST medications: information |  |  |  |
| Consumer advocacy and peer-support services: policy |  |  |  |
| Treatment review: policy |  |  |  |
| Drug screening: policy |  |  |  |
| Case management (key worker) and care coordination: policy |  |  |  |
| Prescribing and dispensing OST medications: policy/protocols including:   * takeaway medication * change of medication dose procedure * change of dispensing procedure * dispensing arrangements * replacement doses * missed doses |  |  |  |
| Accessing psychosocial interventions: policy |  |  |  |
| Accessing psychosocial supports, self-help, family and whānau support groups and cultural and spiritual guidance: information |  |  |  |
| Management of coexisting mental health and medical problems: policy |  |  |  |
| Managing blood-borne virus: policy/information |  |  |  |
| Managing the needs of older clients: policy |  |  |  |
| Safety and risk management: policy:   * Overdose * Substance-impaired driving * Drug interactions * Safety of staff and clients |  |  |  |
| Managing intoxication and/or suspected diversion: policy |  |  |  |
| Pain management: policy |  |  |  |
| Managing pregnant and breastfeeding women: policy/protocol |  |  |  |
| Managing clients ending OST: policy/protocol |  |  |  |
| Interim prescribing: policy |  |  |  |
| Community pharmacy interface: policy/protocol   * Informing and consulting pharmacists * Training and support for community pharmacists * Management of errors in community pharmacy |  |  |  |
| Primary health care interface: policy/protocol   * Authorisation of GPs/other health professionals to prescribe OST medications * Transfer of clients to and from primary health care * Review of treatment * Support for authorised GP prescribers |  |  |  |
| Prison interface: policy/MOU   * Managing clients who are in prison * Review of client care * Liaison * Support for authorised prison medical officers |  |  |  |
| Interface with other OST services: policy   * Transfer of care consistent with *OST Guidelines* |  |  |  |
| Wellbeing of children: policy/protocol |  |  |  |
| Client records: policy |  |  |  |
| Staff training/education: policy |  |  |  |
| Clinical supervision: policy |  |  |  |
| Performance management: policy |  |  |  |
| Position description for each designation |  |  |  |
| Two most recent reports to Ministry of Health |  |  |  |
| Other (please list) |  |  |  |