

## 1. Project Details

**Project Title:** Victorian Framework for the Management of Schedule 9, Schedule 8 and Schedule 4D Medications

### Project Synopsis:

This project will develop a framework and implementation tools to facilitate the management of Schedule 9, Schedule 8 and Schedule 4D Medications that is consistent with legislation and best practice. The framework will include guidance on storage, auditing, incident reporting and management, recording of transactions, destruction and disposal, as well as a suite of easy to use implementation tools. The use of technologies available to facilitate management of processes will also be included. The framework will be developed in consultation with hospital representatives from across the State, Department of Health Victoria, Medicines and Poisons Regulation Unit and vendors of software and equipment relating to the management of Schedule 9, Schedule 8 and Schedule 4D Medications.

## 2. Project Details

### Aims and Objectives

To develop a Victorian Framework for the management of Schedule 9, Schedule 8 and Schedule 4D Medications. The framework will include:

- Definition of a Schedule 9, Schedule 8 and Schedule 4D Medication, including an indicative list of medications
- Outline of the legislative and Environment Protection Authority requirements relevant to managing Schedule 9, Schedule 8 and Schedule 4D Medications
- Outline of requirements for real time prescription monitoring
- Requirements for transport and storage of Drugs of Dependence, including those requiring refrigeration and utilisation of automated dispensing cabinets
- Guidance on processes for destruction and disposal
- Guidance on recording of transactions, including electronic solutions
- Guidance on measuring of liquids and acceptable volume discrepancies
- Recommendations for auditing and managing incidents, including reporting to Victoria Police and Medicines and Poisons Regulation Victoria
- Guidance on management of patient's own and discharge medicines
- A suite of implementation tools if required

### Items out of scope

- Clinical considerations such as analgesic stewardship activities and opioid substitution
- Storage and management of medicines that are not a Schedule 9, Schedule 8 and Schedule 4D Medication

### Background

Victorian health services have requested an update to the archived 2003 document that provided recommendations regarding Schedule 8 and Schedule 4 medicines within hospitals. Since 2003, there have been some changes to legislation and regulations, as well as differences in the storage requirements for medicines now available on the market. Technology has advanced and there is now software and equipment available to assist with handling these medicines.

# Seeking Expressions of Interest

## Method

1. Convene an advisory group, with representatives from Victorian metropolitan and rural health services, Medicines and Poisons Regulation who will consult with relevant vendors where appropriate
2. Develop a project plan for approval by the VicTAG Management Committee
3. Develop a draft framework to meet the aims and objectives, in consultation with relevant stakeholders
4. Provide final version to VicTAG Management Committee

## Timetable

EOI closing date: Thursday 31<sup>st</sup> August 2023

## Expected Outcomes

Final draft submitted to VicTAG Management Committee 6 months after commencement.

A brief monthly update to be provided to the VicTAG Management Committee.

## 4. Proposed Grant Budget

Grade 3, Year 4 salary 0.2 EFT (8 hours per week) for 6 months = \$12,787 + 25% oncosts = \$15,984

Design costs are additional and will be provided by VicTAG with approval from the Management Committee

## 5. How to submit an Expression of Interest

- Provide information on why your health service would be a suitable lead site for the project (max 250 words)
- Provide details and credentials of lead pharmacist, and any other pharmacist who will be involved in the project
- Provide a brief project outline and timeline for the 6-month period, including possible commencement date and dates for submission final draft
- Provide a statement of support from the Director of Pharmacy