



**Service Priorities and Programmes**  
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**Enhance Medication Safety by Reviewing the Workflow of Filing Medication Administration Record (MAR)**

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**Introduction**

There were several incidents on missing dose of medication due to premature filing of in-use medication administration record (MAR) in patient folders recently. As a result, improvement measure is planned and implemented so as to prevent MAR related incidents.

**Objectives**

1.Increase the awareness of proper MAR filing among colleagues 2.Enhance medication safety for patients by ensuring timely and appropriate medication administration to patients 3. Standardize the MAR filing procedure across all clinical departments

**Methodology**

The workflow of MAR filing was reviewed by Nursing Executive Committee as follows. 1.Counter check the completed MAR to ensure all drugs currently in-use have been re-written in the new MAR. 2.The completed MAR should then be chopped and signed by two nurses before filed in patient's folder. On site briefing was conducted in all clinical areas in April 2016 by Ward Managers.

**Result**

To enhance medication safety, all MAR should be checked by two staff before filing in order to avoid similar MAR incidents. Two compliance audits on MAR filing were conducted on 28/9/2016 and 11/9/2017. A total of 188 and 172 patients' folders and MAR were reviewed respectively. Both audit results were encouraging, with the overall compliance rate of 98.7% and 97% in 2016 and 2017 respectively. Audit results were shared in Nursing Executive Committee Meeting for comments and follow-up. No related MAR incidents have been reported after the implementation of the standardized MAR filing workflow.