



Implementation Checklist

The following checklist will assist in a streamline implementation of *MedsIndex* ensuring that all staff are up to speed with this important new program. Please complete the following and maintain with your Quality Care Pharmacy Program (QCPP) records.

Pharmacy Details

Pharmacy Name: _____

Address: _____

City: _____ State: _____ Postcode: _____

Phone: () _____ Fax: () _____

PBS Approval Number: _____ Date: _____

NO.	TASK	SIGNED
1	A senior staff member has been made responsible for the implementation of <i>MedsIndex</i> – Name:	
2	Key staff member responsible for implementation becomes familiar with <i>MedsIndex</i> Kit material including all elements contained on CD-Rom.	
3	Schedule a staff meeting and use the <i>MedsIndex</i> meeting agenda template on the CD-Rom for the meeting. Add additional meeting items.	
4	Owners determine charge for <i>MedsIndex</i> service (some owners may wish to provide <i>MedsIndex</i> as a value added service for your best customers and thus not charge some patients).	
5	Create a folder on your hard drive to save the Excel template <i>MedsIndex</i> file and other program material. Ensure the staff are aware of the file save format employed by the pharmacy. In addition bookmark www.guild.org.au/medsindex	
6	Staff meeting – Use PowerPoint on CD-Rom to explain program to staff. Ensure all staff have a copy of the Q&A sheet which is available on the CD-Rom.	
7	Once staff have been trained, set up program promotional material e.g. window decal, counter card, consumer leaflets etc.	



8	Write to targeted doctors and health support groups in the local area using the template letters provided. The letter is to include a dummy completed <i>MedsIndex</i> Score sheet. Ensure a list of those persons which have been targeted is maintained.	
9	If required use the <i>MedsIndex</i> advertising templates to advertise the service.	
10	Establish a method to target those existing patients who would ideally benefit from a <i>MedsIndex</i> Score (e.g. SN and CN card holders, key disease state group).	
11	Use draft media kit to target local media outlets informing them that your pharmacy offers a <i>MedsIndex</i> Score service.	
12	When requested by the Guild, fax through de-identified <i>MedsIndex</i> Scores.	
13		
14		

Owner/ Manager: _____ Date: _____

COMMENTS
