EAHP Tutorial on how to use the self-assessment tool





making the difference in medication

The first thing you will need to do is create an account.



You will need to include your email address and chose a password. Once your account is created, you can start assessing your hospital pharmacy.

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european association of hospital pharmacists			English •]
Home FAQ EAHP Website		Email Address	······ >	
Create Account First Name Email Address Password Security Question Select One Create Account	Last Name Title Confirm Password Security Answer	Create Quick Guide 1 Create Accou 2 Complete Ass 3 Prioritize Wor 4 Review Releva 5 Implement In 6 Update Asses Downloads	e an Account nt nt sessment rk Plan Items ant Resources nprovements ssment	

You have the option of choosing to do either an official assessment or a personal assessment.

EAHP will only collect data from the official assessments, therefore, official assessments should be led by the Chief of Pharmacy.



Your Assessments

Begin Assessment



All are welcome to complete the EAHP Hospital Self-Assessment Tool, however, it is important that only one submission be considered the "official" hospital response for data comparison purposes. Below, please designate the nature of this assessment and how it will be used.

Please select which best describes the nature of this assessment:

- Official Assessment
- Personal Assessment



EAHP strongly recommends to do the assessment with the whole pharmacy team when possible.

The tool also allows to do personal assessments but the data will not be sent to EAHP.

Please remember that all data is anonymised.



Self-assessment tool

Section A helps describing your hospital so you can then compare yourself with other hospitals with similar characteristics when generating the report.



Your Assessments

Section A

Your Hospital

This section will allow comparisons to be made with similar hospitals, provided there are at least 3 in the database

1: What country is your hospital in?

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--Select One--
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2: Is your hospital?

- A general hospital
- A teaching hospital (including general care)
- A specialist hospital (e.g. children, oncology, mental health)

3: Is your hospital?

- A public funded hospital
- A private, not-for-profit hospital
- O Private hospital

4: How many beds are served by your hospital?

🔵 Less than 100

Progress Indicator 0% 100% Section A Your Hospital Section B Section 1: Introductory Statements and Governance Section 2: Selection, Procurement and Distribution Section 3: Production and Compounding Section 4: Clinical Pharmacy Services Section 5: Patient Safety and Quality Assurance Section 6: Education and Research Section C (Optional)

Once you have finished Section A, just click save and continue and then you will start assessing the level of implementation of the European Statements of Hospital Pharmacy within your hospital.



You will have to assess then all 44 Statements by selecting the level of implementation within your pharmacy for each one of them, with a range going from not started to completed.



Each level of implementation has a score assigned to it. This scoring system will help create your individualised action plan.

Assessing your hospital pharmacy will take about 30 min, but don't worry, if you don't have time you can stop the assessment and come back to finish later on.



Your Assessments

Section B

Section 5: Patient Safety and Quality Assurance

5.3 Hospital pharmacists should ensure their hospitals seek review of their medicines use processes by an external quality assessment accreditation programme, and act on reports to improve the quality and safety of these processes.

○ N/A

- No external accreditation
- O Hospital or Pharmacy has a plan for external accreditation or inspection
- O Hospital or Pharmacy has external accreditation or inspection



Progress Indicator
0% 100%
Section A
Your Hospital
Section B
Section 1: Introductory Statements and
Governance
Section 2: Selection, Procurement and
Distribution
Section 3: Production and Compounding
Section 4: Clinical Pharmacy Services
Section 5: Patient Safety and Quality
Assurance
Section 6: Education and Research

Section C (Optional)

Please keep in mind that if a statement is **not applicable** to your pharmacy, that Statement will not be taken into account for the final scoring.



Once you have assessed the 44 Statements you can either fill out the remaining sections or just click save and continue and finish the assessment. Sections C, D and E are optional and you can come back and fill them out at any moment.



Your Assessments

Section C (Optional)

Click *Save and Continue* on the bottom of the page to move to the next section. You can come back and fill this out at any time.

Awareness of the Statements

This section will allow a hospital to demonstrate how awareness changes over time

1: How did you become aware of the Statements?

- Your country association
- Congress / Conference organised by your country association
- EJHP
- EAHP communication
- EAHP Congress
- **EAHP General Assembly**

2: What percentage of your staff are aware of the Statements?

- 🔵 I do not know if staff are aware
- No staff are aware
- A few staff are aware
- About half of staff are aware

Pro	gress I	ndicat	or			
0%					10	0%
S	ection A					
Ø	Your Ho	spital				
S	ection B					
0	Section Governa	1: Introdi nce	uctory St	atement	s and	
0	Section Distribu	2: Select tion	ion, Proc	urement	and	
0	Section	3: Produ	ction and	l Compo	unding	
0	Section	4: Clinica	al Pharma	acy Servi	ces	
0	Section Assuran	5: Patien ce	t Safety	and Qua	lity	
Ø	Section	6: Educa	tion and	Research	1	
S	ection C (Optiona	aD.			

Your assessment summary will give you an overall implementation score and also an individual score for each of the sections. Now is when you can create your individualised action plan



Section 1: Introductory Statements and Governance: 93.33% Section 2: Selection, Procurement and distribution: 56.00% Section 3: Production and Compounding : 93.33% Section 4: Clinical Pharmacy Services : 51.43% Section 5: Patient Safety and Quality Assurance : 85.45% Section 6: Education and Research : 80.00% The first thing you will need to do in order to get an individualised action plan is to prioritise the Statements by rating the feasibility and benefit of implementing those Statements within your hospital.

Statements that are already implemented and "not applicable" Statements will not appear in this section

european association



The Statements are divided in two categories depending on the scoring: First Priority and Second Priority

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evaluations where these are available.			
4.6 - Hospital pharmacists, as an integral part of all patient care teams, should ensure that patients and carers are offered information about their clinical management options, and especially about the use of their medicines, in terms they can understand	0 0 0	0 0 0	
4.1 - Hospital pharmacists should be involved in all patient care settings to prospectively influence collaborative, multidisciplinary therapeutic decision making; they should play a full part in decision making including advising, implementing and monitoring medication changes in full partnership with patients, carers and other health care professionals	0 0 0	0 0 0	
4.4 - All the medicines used by patients should be entered on the patient's medical record and reconciled by the hospital pharmacist on admission. Hospital pharmacists should assess the appropriateness of all patients' medicines, including herbal and dietary supplements.	0 0 0	0 0 0	
4.2 - All prescriptions should be reviewed and validated as soon as possible by a hospital pharmacist. Whenever the clinical situation allows, this review should take place prior to the supply and administration of medicines.	$\circ \circ \circ$	0 0 0	
2.4 - Procurement should be according to the medicine formulary and informed by the formulary selection process. A robust process should also be in place to appropriately procure medicines not included in the formulary where their use is indicated for the safe and effective care of individual patients	0 0 0	0 0 0	
2.5 - Each hospital pharmacy should have contingency plans for shortages of medicines that it procures	$\circ \circ \circ$	$\circ \circ \circ$	

Second Priority (these are the items that exceeded the threshold but still scored lower relative to all the questions the user answered)

	Feasibility	<u>Benefit</u>
Action Items	Low Medium High	Low Medium High
5.8 - Hospital pharmacists should ensure accurate recording of all allergy and other relevant medicine related information in the patient's health record. This information should be accessible and evaluated prior to prescription and administration of medicines	0 0 0	0 0 0
5.7 - Hospital pharmacists should ensure that the medicines administration process is designed such that transcription steps between the original prescription and the medicines administration record are eliminated	0 0 0	0 0 0
5.5 - Hospital pharmacists should help to decrease the risk of medication errors by disseminating evidence- based approaches to error reduction including computerised decision support.	0 0 0	0 0 0
5.4 - Hospital pharmacists should ensure the reporting of adverse drug reactions and medication errors to regional or	0 0 0	0 0 0

If you rate a Statement as Low feasibility and Low benefit, that Statement will not go to the final action plan.

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2017

P Hospital

lestions on the feasibility and benefit of implementing the recommendation at your hospital/health system given the financial and ailable.

ems that are added to the action list based on the score threshold)

	Feasibility	<u>Benefit</u>
	Low Medium High	Low Medium High
rdinate the development, maintenance and use of a medicines formulary system, tional. The medicine formulary system should be linked to guidelines, protocols best available evidence including patient outcomes and pharmacoeconomic	• • •	• • •

After rating the Statements a final action plan (again divided in two categories) will be created taking into account the ratings you assigned to each one of the Statements.



Assessment Action Plan

Summary My Assessment Action Plan Comparative Report Assessment Questions

Completed: October 17, 2017

Assessment: EAHP Hospital

Below is your customized action plan. Based on the answers your provided regarding impact and feasibility, we ranked identified up to 20 items on which you should focus your efforts. Those items are listed below from highest to lowest priority. Action items with a low ranking for both feasibility and benefit have been removed from your Action Plan. You can always re-prioritize your action plan by using the link below.

Export to PDF Re-prioritize

First Priority Action Plan

1 4.6 - Hospital pharmacists, as an integral part of all patient care teams, should ensure that patients and carers are offered information about their clinical management options, and especially about the use of their medicines, in terms they can understand

http://statements.eahp.eu/statements/statement-46

2 4.4 - All the medicines used by patients should be entered on the patient's medical record and reconciled by

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Please keep in mind that if priorities change within your hospital you can re-prioritise your action plan



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For each Statement included in the final action plan you can find a link that goes to our brand new Statements website

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Completed: October 17, 2017

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Each Statement has its own landing page with a description and a list of resources that will help your pharmacy to move towards Statement implementation



The tool allows you to generate a report that will help you compare your hospital with other hospitals within your country and within others member countries.



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Assessment: EAHP Hospital

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You will be able to choose different filters to generate the report, so for instance, you can compare your hospital with other hospitals within your country or with other hospitals with the same number of beds...



Comparative Report

Summary My Assessment Action Plan Comparative Report Assessment Questions

Completed: October 17, 2017

Assessment: EAHP Hospital

This report compares the answers you provided for your hospital's assessment with compiled data from the data set you define with the filters below.

Dataset 1: EAHP Hospital

Dataset 2: Use the filters below to define the hospitals to which you'd like to compare your assessment.

Country	•]	Туре	•	Classification	Beds	•	
Country							
Austria		Technicians	•	Other Staff	Trainees	•	
Belgium							
BiH							
Bulgaria	E	xport to PDF					
Croatia							
Czech Republic	_						
Denmark		Duit of a charter				Constant	Citerran
Estonia	her	Privacy State	ment	About this website a	ind online policy	Copyright	Sitemap
Finland							
France							

...you can combine the filters as you want.

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Home FAQ EAHP Website		Welcome, EAH	P TUTORIAL
Compara	ative Report		

Assessment Questions

Completed: October 17, 2017

My Assessment

Assessment: EAHP Hospital

This report compares the answers you provided for your hospital's assessment with compiled data from the data set you define with the filters below.

Comparative Report

Dataset 1: EAHP Hospital

Summary

Dataset 2: Use the filters below to define the hospitals to which you'd like to compare your assessment.

Action Plan



You can then compare yourself by checking the answers given by the hospitals you filtered before (with those characteristics). You will be able to check which percentage of hospitals have selected your same answers and then see where you are in comparison with the rest of the hospitals.

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Ge	nerate Report	Export to PDF		
Datas	et 1 (N=1): EAHP Ho	ospital		
Datas	et 2 (N=20): Countr	v:Belgium.		
Over	all Score: Dataset 1:	74 71% Dataset 2.64 G	8%	
Overe	Dataset #1	Dataset #2 (%)	Answer	
•	1.1 - The over achieve the respon pharmacy practic	arching goal of the hospital sible use of medicines acros e.	oharmacy service is to optimise patient outcomes through working collaboratively within multidisciplinary teams in order to ss all settings. For this statement hospitals should indicated progress on the basis of national standards for hospital	
		15.00%	Not started	
		30.00%	Started	
		0%	Good progress	
		5.00%	Excellent progress	
	x	20.00%	Completed	
•	1.2 - At a Europea include correspond services	an level, 'Good Hospital Pha ling human resources and tr	rmacy Practice' guidelines based on the best available evidence should be developed and implemented. These guidelines will aining requirements and assist national efforts to define recognised standards across the scope and levels of hospital pharmacy	
		5.00%	Not started	
		25.00%	Started	
		10.00%	Good progress	
	x	15.00%	Excellent progress	
		15.00%	Completed	
•	1.3 - Health syste with other stakehol	ems have limited resources a ders, criteria and measurem	Ind these should be used responsibly to optimise outcomes for patients. Hospital pharmacists should develop, in collaboration ents to enable the prioritisation of hospital pharmacy activities	
		5.00%	Not started	
		5.00%	Started	

25 00%

Good progress

Please keep in mind that you can also check all your answers by clicking on my assessment /



Export to PDF

1.1 -

The overarching goal of the hospital pharmacy service is to optimise patient outcomes through working collaboratively within multidisciplinary teams in order to achieve the responsible use of medicines across all settings.

For this statement hospitals should indicated progress on the basis of national standards for hospital pharmacy practice.

Completed - Hospital Pharmacy is involved in all relevant specialites

1.2 - At a European level, 'Good Hospital Pharmacy Practice' guidelines based on the best available evidence should be developed and implemented. These guidelines will include corresponding human resources and training requirements and assist national efforts to define recognised standards across the scope and levels of hospital pharmacy services

Don't forget that you can export the action plan and all your answers into a PDF...that way you can share the results with your colleagues



First Priority Action Plan

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2 4.4 - All the medicines used by patients should be entered on the patient's medical record and reconciled by

EAHP recommends to update the assessment at least once every 6 months



You can update the assessment as many times as you want by clicking "Update" EAHP will received the updated data automatically



Your Assessments

The European Statements of Hospital Pharmacy Assessment Tool uses multiple-choice questions to identify policies, procedures, and services that should be implemented. After inswering the questions, you will have a chance to prioritize the actions recommended to improve your practice. A complete list of assessment questions and available resources are provided as PDFs. Review of these documents imadvance may ease your completion of the assessment.

The average time to complete the assessment is 30 min. Please keep in mind that you can stop the assessment at any time and finish it later on as the progress is saved. EAHP encourages Chief Hospital Pharmacists and/or the person in charge of doing the official assessment to go through the assessment with the whole pharmacy team.

Your Assessments

Your completed and pending assessments are below. You have the ability to revise completed assessments over time.

+ Create New Assessment



Let's Collaborate!

We invite you to send relevant resources and evidence.

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Tutorial

Do you still have questions about the tool? Don't worry you can visit our Q&A Section...



Assessment Action Plan

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Export to PDF Re-prioritize

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...or just drop us an email at <u>Statements@eahp.eu</u> and we will get in touch with you.



Self-assessment tool

Visit <u>www.statements.eahp</u> to learn more about the Statements and the implementation project.

And do not forget to subscribe to our newsletter!

