



# Mental Health Consumer Medication Information Policy

## 1. Purpose

The *Mental Health Consumer Medication Information Policy* (the Policy) outlines the requirement for health professionals to provide mental health consumers and, if applicable, their family members or carers with timely verbal and written information for every medication prescribed or reviewed for the consumer.

This Policy aligns with the requirements of the *Mental Health Act 2014*, and supports Mental Health Services to meet the Chief Psychiatrist's Standards for Clinical Care 2015 and two of the recommendations of the *Review of admission or referral to and the discharge and transfer practices of public mental health facilities/services in Western Australia* (Stokes Review):

- 2.5: a detailed explanation of the advantages and side effects of psychiatric drugs is given to patients and the need to maintain medication regimes is comprehensively discussed.
- 7.10.14: Practitioners prescribing medications should ensure they comprehensively discuss compliance issues and discontinuation issues as well as any other relevant information associated with the particular medication prescribed. I would prefer both providers and dispensers of medication ensured up to date CMI's [consumer medicine information] or other written information be provide[d] to patients and/or carers as a written record, approved by TGA [the Therapeutic Goods Administration] of the advice given.

This Policy supersedes *Mental Health Consumer Medication Information – OD 0596/15* and is a mandatory requirement under the *Mental Health Policy Framework*.

## 2. Applicability

This Policy is applicable to health professionals authorised to prescribe and/or dispense medications to mental health patients in North Metropolitan Health Service, South Metropolitan Health Service, East Metropolitan Health Service, Child and Adolescent Health Service, Western Australian Country Health Service and Contracted Health Entities to the extent that this policy forms part of the contract.

## 3. Policy requirements

Relevant Health Service Providers and Contracted Health Entities must ensure consumer medication information (CMI), approved by the Therapeutic Goods Administration (TGA) or information endorsed by the WA Psychotropic Drugs Committee, is made available to all health professionals prescribing medications.

Health professionals prescribing and dispensing medications must ensure the following:

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- Up to date CMI or other written information is provided to the consumer when every medication is prescribed and reviewed;
  - The CMI or other written information is accessible and readable for all consumers, including the culturally and linguistically diverse community and Aboriginal Australians;
  - The CMI or other written information is accompanied by a verbal explanation of medication treatment options, benefits, associated risks and side-effects;
  - Compliance issues and discontinuation issues are discussed with the consumer when every medication is prescribed and reviewed;
  - A brief summary of the above actions, reasons for medication decisions, and medication dosage is documented within the patient record.

The above CMI or other written information should also be provided to the consumer's carer or family member. However, information must be provided to the consumer's carer or family member if the patient has consented to this disclosure, or where this disclosure is permitted by law.

If the responsible health professional decides that it is inappropriate to provide the CMI or other written information to the consumer and/or their family members or carers, the reasons for this must be documented within the patient record.

Relevant Health Service Providers and Contracted Health Entities are required to develop their own procedures to address the requirements of this Policy.

#### **4. Compliance, monitoring and evaluation**

Relevant Health Service Providers and Contracted Health Entities are responsible for complying with this Policy and should develop systems to monitor and record the provision of consumer medication information to assist with monitoring their compliance.

The System Manager may monitor compliance with this Policy by requesting information from relevant Health Service Providers regarding the number and type of written consumer medication information provided to consumers and their family members or carers, auditing patient records and assessing the procedures developed.

The System Manager may evaluate this Policy through surveys of mental health professionals from relevant Health Service Providers and through surveys of mental health consumers to ensure the effectiveness of the Policy.

#### **5. Related documents**

The following documents are required to give affect to this Policy (i.e. the documents included are mandatory):

- N/A

#### **6. Supporting information**

The following documents inform this Policy (i.e. documents that are not mandatory to the implementation of this policy but may support the implementation of the policy):

- [Department of Health Choice and Medication Printable Leaflets for Psychotropic Medications Website.](#)

## 7. Definitions

Term	Definition
Consumer medication information	A document containing written information on the safe and effective use of a medication and potential side effects.
WA Psychotropic Drugs Committee	A WA Health committee that provides guidance and advice on the use of psycho-pharmacological agents chaired by the Western Australian Chief Psychiatrist.
Mental Health Service	As defined in the <i>Mental Health Act 2014</i> , Division 1 - Definitions and notes, mental health service means any of these services: (i) a hospital, but only to the extent that the hospital provides treatment or care to people who have or may have a mental illness; (ii) a community mental health service; (iii) any service, or any service in a class of service, prescribed by the regulations for this definition.
Health professional	A person who is a health practitioner registered under the <i>Health Practitioner Regulation National Law (WA) Act 2010</i> or is in a class of persons prescribed as a health professional under the <i>Health Services Act 2016</i> (section 6).

## 8. Policy owner

### Assistant Director General System Policy and Planning

Enquiries relating to this policy may be directed to:

Title: Program Manager, Mental Health Unit

Division: System Policy and Planning

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## 9. Review

This mandatory policy will be reviewed and evaluated as required to ensure relevance and recency. At a minimum it will be reviewed within 3 years after first issue and at least every 3 years thereafter.

Version	Effective from	Effective to	Amendment(s)
MP0069/17	04 October 2017	04 October 2020	Original version

The review table indicates previous versions of the mandatory policy and any significant changes.

## 10. Approval

This mandatory policy has been approved and issued by the Director General of the Department of Health.

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<b>Approval by</b>	Rebecca Brown, Acting Director General, Department of Health
<b>Approval date</b>	2, October, 2017
<b>Published date</b>	4, October, 2017
<b>RMR#</b>	F-AA-54147

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