





This checklist to accompany the *Medication Management Review Reports: Best practice recommendations* is intended to assist accredited pharmacists, or pharmacists undergoing accreditation, with writing medication management review (MMR) reports.







Report summary

	Include the individual's details (eg, name, date of birth and address) and the date, time and place of the interview.
	Highlight key points of your findings and your recommendations in order of priority.
	Address the reason(s) for referral and any major issues or specific questions raised by the medical practitioner in the referral.
	Highlight the individual's expectations and key medicine-related issues identified during your interview with the individual, their carer, family or substitute decision-maker.







Current medicines list

	Include a current and accurate medicines list including all regular and as-needed prescription, non-prescription and complementary medicines the individual is taking and duration of use.
	Clearly specify any differences between the list you compile and that provided in the referral.
	Include details about the individual's understanding of their medicines and their indications and how they should be taking them.
	Include active ingredient names alongside brand names.



Details about medicine-related issues and environment

	Provide details on medicine management, such as the use of dose administration aids or other dosing aids (eg, instillation aids for eye drops) if relevant.
	Ensure a person-centred approach has been taken (eg, beliefs and preferences have been explored, treatment goals have been discussed and any concerns the individual has raised have been addressed).
	Include details about any dosing or administration issues (eg, compliance, swallowing difficulties, issues with manual dexterity or poor device technique).
	Include details about environmental factors (eg, medicine storage, environmental hazards or expiry dates).



Details about education and counselling provided

- Any counselling or information resources provided during the interview, including any advice given about the timing of doses (eg, AM/PM doses, with/without food).
- Details of any medicine-related issues identified and resolved during the interview (including the disposal of expired or ceased medicines).



Clinical review, findings and recommendations

- Prioritise the recommendations according to the reason(s) for referral and/or issues of importance to the individual, their carer, family or substitute decision-maker.
- Ensure the recommendations are concise and provide clear points of action.
- Ensure the recommendations are clinically relevant, evidence based and referenced.
- When recommending changes to medicines, provide specific and practical instructions for dose adjustments and any monitoring required (including details of the dose titration plan).



Follow-ups

- Include a request for a medication management plan if relevant.
- Include a section for feedback from the referring medical practitioner on specific recommendations and provide preferred contact details.
- Indicate whether follow-ups are needed and provide an appropriate timeline for when they should occur.



Supporting literature (add as attachment if necessary)

- Summarise evidence or guidelines where appropriate.
- Summarise changes or updates to existing guidelines where appropriate.