### Analgesic Stewardship Committee Agenda for Meeting 1

|  |  |
| --- | --- |
| Date and time |  |
| Location |  |
| Chair |  |  |
| Attendees |  |  |
| Observers |  |  |
| Apologies |  |  |
| Tabled papers |  |

## Items for discussion

|  |  |  |  |
| --- | --- | --- | --- |
|  | Time | Description | Presenter |
|  |  | Welcome and Introduction* Acknowledgment of Country
 |  |
|  |  | Stewardship Infrastructure* Committee introduction
* Terms of reference and chairperson
 |  |
|  |  | Monitoring * Current local data/point prevalence audit data/clinical incident review
 |  |
|  |  | Guidelines and procedures* Discharge protocol for opioid analgesic supply
 |  |
|  |  | Education * Clinician education
 |  |
|  |  | Communication and transfers of care * Education material for patients, carers and families
 |  |
|  |  | Other business |  |
|  |  | Close |  |

## Action Register

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No.  | Action  | Responsible  | Date Raised  | Deadline  | Status  |
| 1 |  |  |  |  | Complete  |
| **2** |  |  |  |  | Open   |

### Analgesic Stewardship Committee Agenda for Meeting 2

|  |  |
| --- | --- |
| Date and time |  |
| Location |  |
| Chair |  |  |
| Attendees |  |  |
| Observers |  |  |
| Apologies |  |  |
| Tabled papers |  |

## Items for discussion

|  |  |  |  |
| --- | --- | --- | --- |
|  | Time | Description | Presenter |
|  |  | Welcome * Acknowledgment of Country
 |  |
|  |  | Stewardship infrastructure* Champion(s)
* Governance Reporting Structure
 |  |
|  |  | Monitoring * Opioid Analgesic Stewardship in Acute Pain Clinical Care Standard Indicators
 |  |
|  |  | Guidelines and procedures* Discharge protocol for opioid analgesic supply
* Weaning and cessation protocol
 |  |
|  |  | Education * ACSQHC high-risk medicines e-module
* Prescriber, Nursing and Pharmacy Education Plan
 |  |
|  |  | Communication and transfers of care * Education materials for patients, carers and family
 |  |
|  |  | Other business |  |
|  |  | Close |  |

## Action Register

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No.  | Action  | Responsible  | Date Raised  | Deadline  | Status  |
| 1 |  |  |  |  | Complete  |
| **2** |  |  |  |  | Open   |

### Analgesic Stewardship Committee Agenda for Meeting 3

|  |  |
| --- | --- |
| Date and time |  |
| Location |  |
| Chair |  |  |
| Attendees |  |  |
| Observers |  |  |
| Apologies |  |  |
| Tabled papers |  |

## Items for discussion

|  |  |  |  |
| --- | --- | --- | --- |
|  | Time | Description | Presenter |
|  |  | Welcome * Acknowledgment of Country
 |  |
|  |  | Monitoring * Quality Indicator Report
 |  |
|  |  | Guidelines and procedures* Discharge protocol for opioid analgesics
* Weaning and cessation protocol
 |  |
|  |  | Education * Newsletter, flyers
 |  |
|  |  | Communication and Transfers of Care * Education Materials for patients, carers and family
 |  |
|  |  | Communication and Transfers of Care Education Materials for patients, carers and family |  |
|  |  | Other business |  |
|  |  | Close |  |

## Action Register

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No.  | Action  | Responsible  | Date Raised  | Deadline  | Status  |
| 1 |  |  |  |  | Complete  |
| **2** |  |  |  |  | Open   |