### 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 |