



Dementia
Training
Australia

INSTRUCTION MANUAL

Antipsychotic Tracking Tool

Dementia Training Australia is supported by funding from the Australian Government under the Dementia and Aged Care Services Fund.

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Acknowledgments

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Introduction and background

Antipsychotic medications are often used to support people living with dementia who are experiencing responsive behaviours. This is despite antipsychotic medication use being associated with an increased risk for injury and death for the person living with dementia.¹⁻⁵ In most circumstances, the management of responsive behaviours with non-pharmaceutical (non-drug) approaches may be as effective, if not more so, than using antipsychotic medications.^{6,7}

The Antipsychotic Tracking Tool (APTT) has been developed by Dementia Training Australia (DTA) for use in aged care settings to monitor antipsychotic usage. The APTT provides a way to optimise the use of these medications by creating a benchmark, and then following over time antipsychotic usage for all residents in the facility, regardless of whether the person is living with dementia or not. The APTT can be used to generate regular antipsychotic audit reports to determine the prevalence of use of these medications. The APTT can be used by any health professional with experience within a residential aged care setting and familiarity with antipsychotic medications, for example, a clinical nurse or pharmacist.

Monitoring antipsychotic usage through audits contributes to quality improvement activities. As of September 2018¹, such audits may provide evidence for compliance with the Australian Government, Australian Aged Care Quality Agency Accreditation Standards:

- 1.1 Continuous improvement (Management systems, staffing and organisational development);
- 1.3 Education and staff development;
- 2.1 Continuous improvement (Health and personal care); and
- 2.7 Medication management.⁸⁻¹⁰

Participating healthcare professionals may also be able to use their involvement in these audits for Continuous Professional Development.

Instructional videos for using the APTT are available on the DTA website, which can be downloaded for offline use where internet access is limited. This manual compliments these videos and aims to provide detailed information on how to use the APTT to generate an audit and monitor antipsychotic usage within a residential aged care setting.

To view or download these videos please go to this web address

<https://www.dta.com.au/resources/monitor-antipsychotic-medications-tracking-tool>.

¹ **Note:** The Australian Aged Care Quality Agency Accreditation Standards will be replaced by the Aged Care Quality Standards from the 1st July 2019 and this information may be subject to change.⁹

Requirements to use the APTT

Essential

- A desktop computer or 'smart' device, e.g. Android tablet or iPad™ that supports Microsoft Excel version 2013 or later.

Optional

- A printer installed and connected to your desktop computer or 'smart' device to allow printing of the audit results.

Overview of the audit process

There are six steps required to complete an antipsychotic audit using the APTT. This is illustrated in

Figure 1. **Green steps** represent navigation buttons which direct you to the relevant worksheet; **Blue steps** perform actions as per the description.

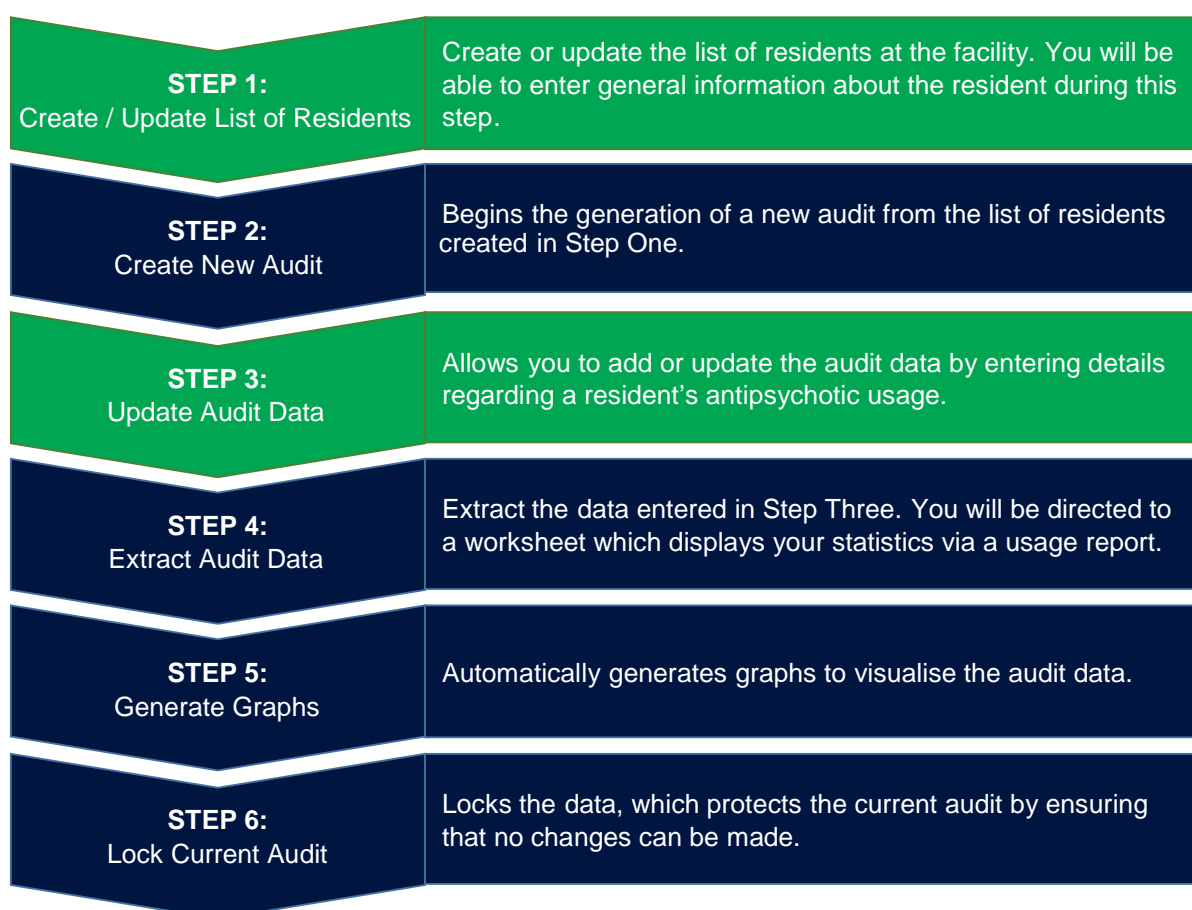


Figure 1 - Overview of the audit process.

In addition to these required steps, there are two additional optional functions that may be useful when using the APTT. These functions are performed using orange buttons, as shown in Figure 2. See the Frequently Asked Questions (FAQs) section at the end of this document for more information regarding these miscellaneous actions.

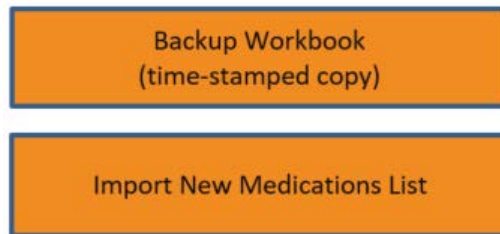


Figure 2 - Miscellaneous functions in the APTT

Initial set up

This section provides information on how to set up the APTT for the first time.

Download and save the APTT resource folder to a chosen location that complies with your organisation's Information Technology policies and procedures.

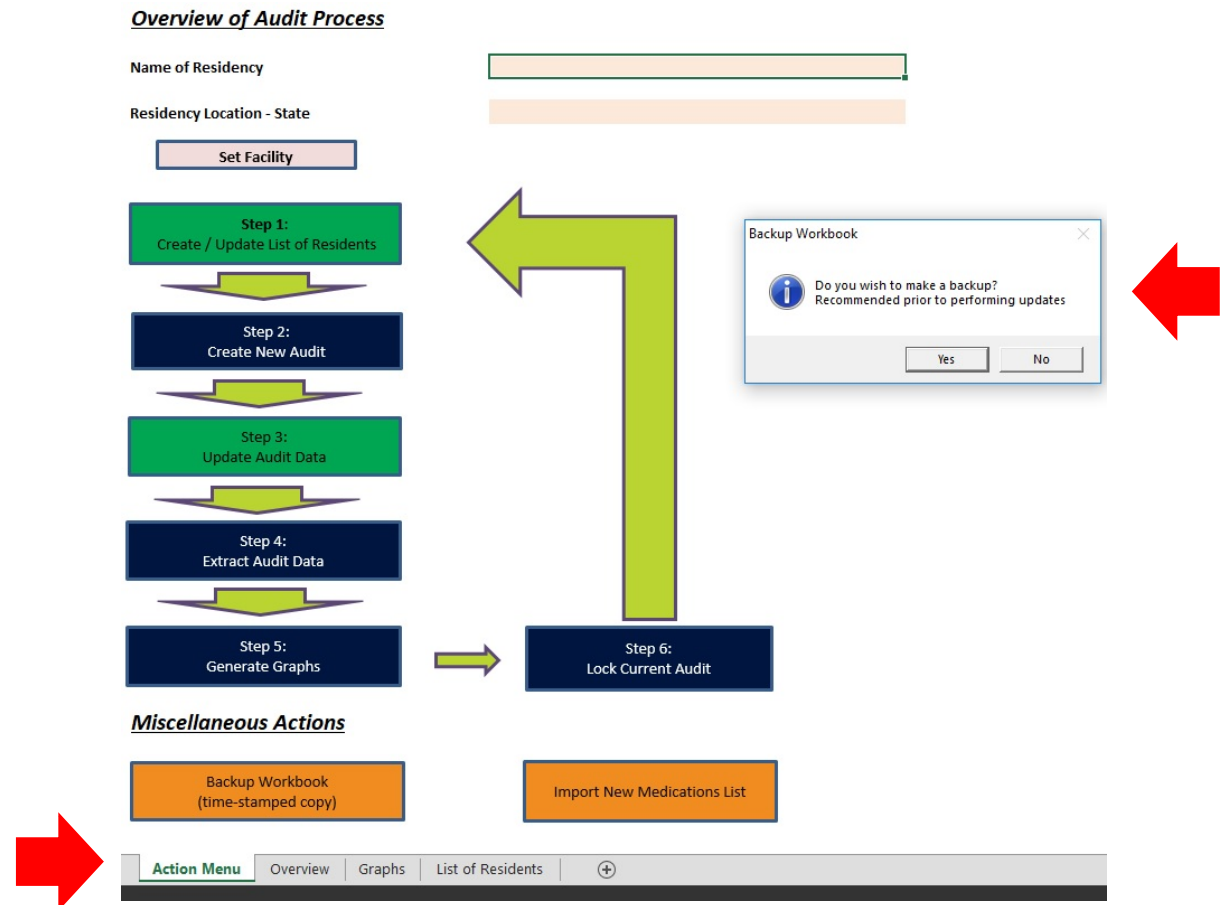
The APTT resource folder contains:

- Two Microsoft Excel files:
 - ***DTA APTT v1.0.xlsx***
 - ***DTA APTT Antipsychotic Medication Lists.xlsx***
- One PDF copy of the **APTT instruction manual**.

Instructional videos for using the APTT are available on the DTA website, which can be downloaded for offline use where internet access is limited. To view or download these videos please go to this web address <https://www.dta.com.au/resources/monitor-antipsychotic-medications-tracking-tool>.

If you wish to download the videos please save them to the APTT resource folder.

Open the APTT by double clicking on the Microsoft Excel file titled DTA APTT v1.0. This will display the first worksheet tab titled Action Menu which contains an overview of the audit process. A window will appear, prompting you to create a backup. Click on Yes. This backup will automatically save to the same location.



The title for a backup worksheet will be date and time stamped. For example, if you select **Yes** to making a backup at 3:17pm, on the 30th of October 2018, the title will be "2018-10-30 1517.xlsx". It is recommend that you keep the last ten backups in case you need to access previous audit data in the event that a mistake is made, or if the file accidentally becomes corrupted.

See the FAQs at the end of this document for more information regarding backups.

A window will appear **each time** the APTT is open, prompting you to backup the worksheet. ALWAYS click **yes** so that a backup is automatically saved.

Do NOT alter file names as this may corrupt the worksheet and you may not be able to use the APTT.

Within the **Action Menu** there are two beige coloured boxes. Enter the facility name in the first box and select the facility state or territory using the drop-down list in the second box.

Overview of Audit Process

Name of Residency

Enter facility name here

Residency Location - State

Set Facility

Step 1:
Create / Update List of Residents

ACT
NSW
NT
QLD
SA
TAS
VIC
WA

Once complete, click on the **Set Facility** button. The **Set Facility** button will disappear and this information can no longer be adjusted.

Overview of Audit Process

Name of Residency

Enter facility name here

Residency Location - State

Set Facility

Step 1:
Create / Update List of Residents

ACT
NSW
NT
QLD
SA
TAS
VIC
WA

The APTT set up process is now complete for the facility and will not require repeating.

Creating an antipsychotic audit for the first time

Step 1: Create/Update List of Residents

Once the APTT is set up, the first step to creating an audit involves filling in the relevant fields regarding the resident's background information. For accuracy, **every person** residing at the facility on the day an audit is conducted should be included in this list. See FAQs for more information.

To begin, click on the green box titled **Step 1: Create/Update List of Residents** within the **Action Menu**. This will open the **List of Residents** worksheet.



Enter data for the first resident into the **first blank row** of the worksheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Resident Id	Surname	Forename1	Forename2	DoB	Sex	Ward/House	Bed	Entry Date	Leaving Date						
2	ID example															
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																

Once the data for the first resident is completed, enter data for the second resident into the next blank row of the worksheet, and so on for the remaining residents.

Do not leave an entire row blank as this may affect the generation of an audit.

Information regarding the fields that need to be completed for each resident are shown in Table 1.

Table 1 Fields to complete for each resident

Field name	Information in this field	Format	Mandatory or Optional	Comments
Resident ID	A unique identifier for each resident	None specified	Mandatory	Decide on a suitable format within the facility's team e.g. this may be the resident's registration number, their iCare ID, or a system of your own choice. A window prompt will appear to explain any issues that may arise when entering data e.g. if you accidentally enter the same ID for two different residents.
Surname	The resident's surname	None specified	Mandatory	
Forename 1	The resident's forename	None specified	Mandatory	
Forename 2	The resident's forename	None specified	Optional	E.g. this may be the resident's middle name.
DOB	The resident's date of birth	dd/mm/yyyy	Mandatory	E.g. for a DOB of the 5th of August 1938, enter as 05/08/1938.
Sex	The resident's sex	M for Male, F for Female	Optional	
Ward/House	The resident's ward or house number	None specified	Optional	
Bed	The resident's bed number	None specified	Optional	
Entry Date	The date a resident starts living within the site or facility	dd/mm/yyyy	Mandatory	An entry date must be completed. Only residents with a completed entry date will be included in the

				current audit. This needs to be in the same format as the DOB.
Leaving Date*	The date the resident is leaving the facility	dd/mm/yyyy	Optional	Enter a leaving date if the resident has left the facility for an extended period of time. This needs to be in the same format as the DOB.

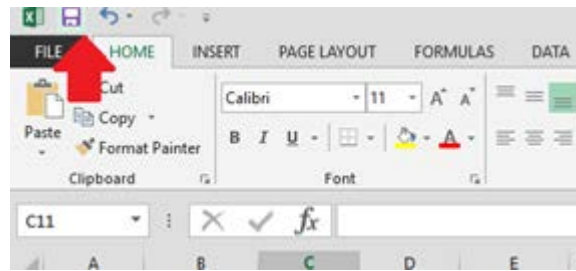
*If you entered a **leaving date** the resident will be tagged as **inactive** and will not be included in the current audit. Should the resident return, delete the **leaving date** to **reactivate** the resident and include them in the current audit data. Examples of a resident leaving the facility for an extended period of time may include moving back home, moving to a different facility, deceased since the last audit date or having an extended stay in hospital (e.g. if they have spent most of the time since the last audit in hospital).

A completed list of residents will look similar to the example in Figure 3. **Note:** clicking on the blue boxes to the right of the screen allows you to sort the list e.g. you may hide or unhide residents who have been tagged as **inactive** or sort by name or ID.

	A	B	C	D	E	F	G	H	I	J	K	N	O	P
1	Resident Id	Surname	Forename1	Forename2	DoB	Sex	Ward/House	Bed	Entry Date	Leaving Date				
2	A011	Cahil	Peter	John	24/Jul/1931	M	Hemming	1	1/02/2015					
3	A012	Hen	Judith	Jill	1/Feb/1935	F	Heathal	2	5/06/2014					
4	A013	Kenn	Henry	Lock	3/Nov/1940	M	Hemming	2	1/01/2013					
5	A014	Jack	Tim	David	4/Jun/1932	M	Hemming	3	1/06/2014					
6	A015	Inda	Henn	Lid	4/Mar/1941	M	Hemming	4	1/02/2013					
7	A016	Yelk	Jill	Mae	6/Jun/1932	F	Heathal	3	1/06/2015					
8	A017	Lee	Kate	Sophie	3/Jan/1929	F	Heathal	1	9/03/2015					
9	A018	Reed	Sarah	June	1/Aug/1930	F	Heathal	4	1/02/2014	30/10/2018				
10	A019	Neive	Helga	El	3/Mar/1931	F	Heathal	5	6/09/2015					
11	A020	Kauti	Mae	Wu	6/Feb/1942	F	Poppit	1	1/10/2013					
12	A021	Handli	Ju	Wae	10/Nov/1940	F	Poppit	2	1/10/2013					
13	A022	Cathai	Jim	Yu	11/Feb/1941	M	Hemming	5	3/09/2015					
14	A023	Hunt	Greg	Fallon	3/Jul/1943	M	Hemming	6	1/01/2016					
15	A024	Adi	Fred	Jack	6/May/1944	M	Hemming	7	6/09/2015					
16	A025	Yunn	Ki	Mee	4/Apr/1935	F	Poppit	3	3/03/2017					
17	A026	Wright	Co	David	1/Jan/1930	M	Hemming	8	1/01/2015	30/10/2018				
18	A027	Bran	Geai	Joo	3/Mar/1931	M	Hemming	9	8/08/2016					
19	A028	Lee	Ken	Douglas	12/Dec/1932	M	Gantry	1	6/06/2012					
20	A029	Hellma	Dorothy	Lee	1/Sep/1931	F	Poppit	4	3/12/2012					
21	A030	Stilt	Mary	Flui	12/Mar/1932	F	Poppit	5	4/03/2011					

Figure 3 - Example of a completed resident list

Once you have completed the resident list, save this using the standard Microsoft Excel save option.



We recommend that you regularly save your progress as you enter data.

Step 2: Create New Audit

This step involves the generation of an audit using the completed list of residents from Step 1. In the **Action Menu**, click on the blue box titled **Step 2: Create New Audit**.

Step 2:
Create New Audit

An audit worksheet will open and a date and time stamped backup of the APTT will be automatically saved (no window prompt will appear). This ensures that a backup is available if you require access to previously entered data. A highlighted cell will be visible which reflects the current audit's date and a new worksheet tab will be created. The worksheet tab will be titled with the **audit number, month and year of creation** e.g. the first audit completed on the 30th of October 2018 will be titled as **Audit #1, Oct 18**.

	A	B	C	D	E	F	G	H	I	J	K
1	Audit #	Audit Date	Sort By Name			Sort By Ward/Bed			Back to Action Menu	Print List of Antipsychotics	
2	1	30/10/2018									
3	Resident ID	Surname	Forename1	Forename2	DoB	Sex	Ward/House	Bed	Respite/Absent (Y/N)	Antipsychotic 1	Frequency
4	A011	Cahil	Peter	John	24/Jul/1931	M	Hemming	1			
5	A012	Hen	Judith	Jill	1/Feb/1935	F	Heathal	2			
6	A013	Kenn	Henry	Lock	3/Nov/1940	M	Hemming	2			
7	A014	Jack	Tim	David	4/Jun/1932	M	Hemming	3			
8	A015	Inda	Henn	Lid	4/Mar/1941	M	Hemming	4			
9	A016	Yelk	Jill	Mae	6/Jun/1932	F	Heathal	3			
10	A017	Lee	Kate	Sophie	3/Jan/1929	F	Heathal	1			
11	A019	Neive	Helga	El	3/Mar/1931	F	Heathal	5			
12	A020	Kauiti	Mae	Wu	6/Feb/1942	F	Poppit	1			
13	A021	Handli	Ju	Wae	10/Nov/1940	F	Poppit	2			
14	A022	Cathai	Jim	Yu	11/Feb/1941	M	Hemming	5			
15	A023	Hunt	Greg	Fallon	3/Jul/1943	M	Hemming	6			
16	A024	Adi	Fred	Jack	6/May/1944	M	Hemming	7			
17	A025	Yunn	Ki	Mee	4/Apr/1935	F	Poppit	3			
18	A027	Bran	Geai	Joo	3/Mar/1931	M	Hemming	9			
19	A028	Lee	Ken	Douglas	12/Dec/1932	M	Gantry	1			
20	A029	Hellma	Dorothy	Lee	1/Sep/1931	F	Poppit	4			
21	A030	Stilt	Mary	Flui	12/Mar/1932	F	Poppit	5			
22											
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36											
37											

◀ ▶
Action Menu
Overview
Graphs
List of Residents
Audit #1, Oct 18

You may now enter data relating to antipsychotic use for the list of residents into this new worksheet.

Step 3: Update Audit Data

This step involves entering details regarding regular and when required (PRN) antipsychotic medications for the list of residents within a current audit.

Note: if you are already in the audit worksheet that was created in Step 2, you do not need to return to the **Action Menu** to click this box for step 3. Otherwise, if you have closed the worksheet or returned to the **Action Menu**, you will need to click the green box titled **Step 3: Update Audit Data** to begin this step.



Information regarding the fields that need to be completed for each resident are shown in Table 2.

Table 2 Fields to complete for each resident regarding antipsychotic medications

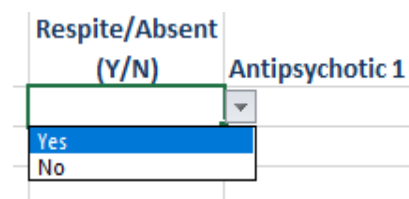
Field name	Information in this field	Format	Mandatory or Optional	Comments
Respite/Absent (Y/N)*	Distinguish residents who are in respite care or who are absent	Select either Yes ; No from the drop-down list	Mandatory for residents who are in respite care or who are absent	The worksheet will automatically default to No for all other residents.
Antipsychotic 1	The first antipsychotic prescribed for the resident	Select medication from the drop-down list	Optional	Select the medication from the drop-down list. Most commonly prescribed antipsychotics in aged care are listed first.
Frequency	The frequency of the first antipsychotic prescribed for the resident	Select either Regular ; PRN from the drop-down list	Mandatory if antipsychotic 1 is entered	Regular represents any antipsychotic prescribed on a frequent basis; this could be daily, twice daily or weekly. PRN is any antipsychotic prescribed on a 'when required' basis.

Antipsychotic 2	The second antipsychotic prescribed for the resident	Select medication from the drop-down list	Optional	Select the medication from the drop-down list. Most commonly prescribed antipsychotics in aged care are listed first.
Frequency	The frequency of the second antipsychotic prescribed for the resident	Select either Regular ; PRN from the drop-down list	Mandatory if antipsychotic 2 is entered	Regular represents any antipsychotic prescribed on a frequent basis; this could be daily, twice daily or weekly. PRN is any antipsychotic prescribed on a 'when required' basis.
Antipsychotic 3	The third antipsychotic prescribed for the resident	Select medication from the drop-down list	Optional	Select the medication from the drop-down list. Most commonly prescribed antipsychotics in aged care are listed first.
Frequency	The frequency of the third antipsychotic prescribed for the resident	Select either Regular ; PRN from the drop-down list	Mandatory if antipsychotic 3 is entered	Regular represents any antipsychotic prescribed on a frequent basis; this could be daily, twice daily or weekly. PRN is any antipsychotic prescribed on a 'when required' basis.
Antipsychotic 4	The fourth antipsychotic prescribed for the resident	Select medication from the drop-down list	Optional	Select the medication from the drop-down list. Most commonly prescribed antipsychotics in aged care are listed first.

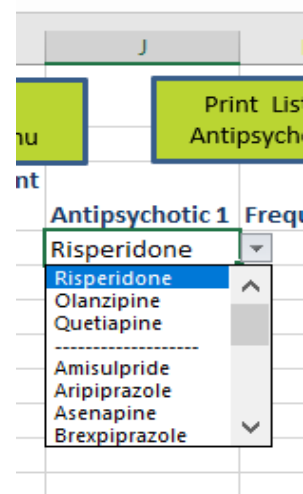
Frequency	The frequency of the fourth antipsychotic prescribed for the resident	Select either Regular ; PRN from the drop-down list	Mandatory if antipsychotic 4 is entered	Regular represents any antipsychotic prescribed on a frequent basis; this could be daily, twice daily or weekly. PRN is any antipsychotic prescribed on a 'when required' basis.
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***When completing an audit, we recommend that you do not include residents who are either not residing in the facility on the day of the audit (e.g. they are hospitalised), or temporary residents (e.g. those staying at the facility on a respite basis).** This is because these residents are unlikely to be under the care of the usual care team at the facility, and their medication use may not reflect the actual situation at your facility. Do NOT delete these residents from the list.

To exclude these residents, use the column **Respite/Absent (Y/N)**. Selecting a resident, an arrow on the right-hand side of the **Respite/Absent (Y/N)** cell appears. This is a drop-down list which displays **Yes** or **No**. For residents who are in respite or are absent, select **Yes** from the drop-down list for these residents. The worksheet will automatically default to **No** for all others.

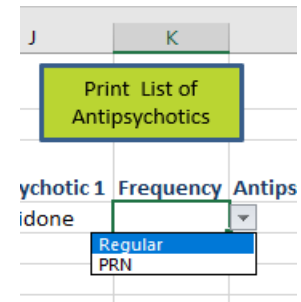


For residents who are using antipsychotic medications, enter information about these medications. Click in the cell column under the heading **Antipsychotic 1**. An arrow on the right-hand side of the cell appears as seen in the diagram. This is a drop-down list which displays all the available antipsychotics in Australia by generic name, with the first four being the most commonly used antipsychotics in aged care. See Appendix 1 for a list of medications that are current as of the 27th of November 2018.¹¹



Select the first antipsychotic that the resident is using; you can record a maximum of four antipsychotics per resident. If the resident is prescribed one antipsychotic only fill in the data for **Antipsychotic 1**. If the resident is prescribed two antipsychotics only enter data in cells for **Antipsychotic 1 and Antipsychotic 2**; leaving the remaining cells empty. If a resident is not prescribed any antipsychotic medications leave the **Antipsychotic 1** cell blank and move onto the next resident.

Click in the cell column under the heading **Frequency**. An arrow on the right-hand side of the cell appears. This is a drop-down list which displays **Regular** or **PRN**. Select the appropriate frequency from the drop-down list as seen in the diagram. **Regular** represents any antipsychotic prescribed on a frequent basis; this could be daily, twice daily or weekly. **PRN** is any antipsychotic prescribed on a 'when required' basis.



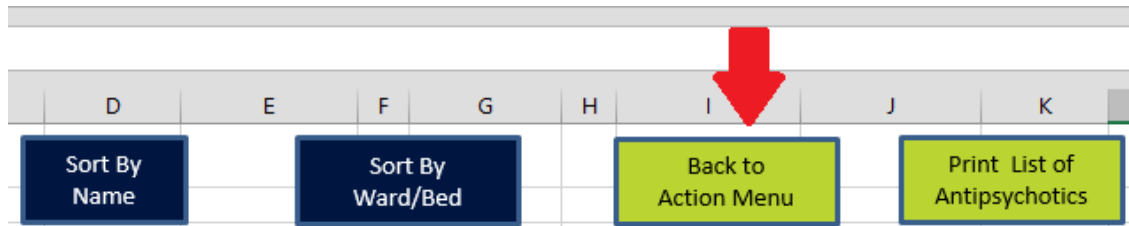
Note: the worksheet will not allow you to manually enter medications. If the antipsychotic medication you are trying to find is not in the drop-down list, visit <http://dta.com.au/> and download the relevant file from the resources section of the website; making sure you save the file to the same location as the APTT. Delete the outdated medication list, download the new list and save it to the APTT folder. Click the import medications button to ensure the APTT file is updated. If you cannot locate the new medication list on the DTA website, contact DTA through the website. Additionally, you can print a full list of all antipsychotics that are available in Australia from this worksheet. See the FAQs at the end of this document for more information on updating and printing this list.

A completed list of residents will look similar to the example in Figure 4. **Note:** clicking on the blue boxes at the top of the screen allows you to sort the list e.g. you may sort by name or ward/bed.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Audit #	Audit Date		Sort By		Sort By			Back to	Print List of			
2	1	30/10/18		Name		Ward/Bed			Action Menu	Antipsychotics			
3	Resident ID	Surname	Forename1	Forename2	DoB	Sex	Ward/House	Bed	Respite/Absent	Antipsychotic 1	Frequency	Antipsychotic 2	Frequency
4	A011	Cahil	Peter	John	24/Jul/1931	M	Hemming	1		Risperidone	Regular	Risperidone	PRN
5	A012	Hen	Judith	Jill	1/Feb/1935	F	Heathal	2		Risperidone	Regular	Risperidone	PRN
6	A013	Kenn	Henry	Lock	3/Nov/1940	M	Hemming	2	Yes				
7	A014	Jack	Tim	David	4/Jun/1932	M	Hemming	3		Quetiapine	Regular		
8	A015	Inda	Henn	Lid	4/Mar/1941	M	Hemming	4					
9	A016	Yelk	Jill	Mae	6/Jun/1932	F	Heathal	3		Risperidone	Regular	Risperidone	PRN
10	A017	Lee	Kate	Sophie	3/Jan/1929	F	Heathal	1		Olanzipine	Regular	Risperidone	PRN
11	A019	Neive	Helga	El	3/Mar/1931	F	Heathal	5	Yes				
12	A020	Kauiti	Mae	Wu	6/Feb/1942	F	Poppit	1		Olanzipine	Regular	Olanzipine	PRN
13	A021	Handli	Ju	Wae	10/Nov/1940	F	Poppit	2		Risperidone	Regular	Risperidone	PRN
14	A022	Cathai	Jim	Yu	11/Feb/1941	M	Hemming	5		Risperidone	Regular	Risperidone	PRN
15	A023	Hunt	Greg	Fallon	3/Jul/1943	M	Hemming	6					
16	A024	Adi	Fred	Jack	6/May/1944	M	Hemming	7					
17	A025	Yunn	Ki	Mee	4/Apr/1935	F	Poppit	3					
18	A027	Bran	Geai	Joo	3/Mar/1931	M	Hemming	9		Amisulpride	PRN		
19	A028	Lee	Ken	Douglas	12/Dec/1932	M	Gantry	1					
20	A029	Hellima	Dorothy	Lee	1/Sep/1931	F	Poppit	4					
21	A030	Stilt	Mary	Flui	12/Mar/1932	F	Poppit	5		Olanzipine	Regular		
22													
23													
24													
25													
26													
27													
28													
29													
30													
31													
32													
33													
34													
35													
36													
37													

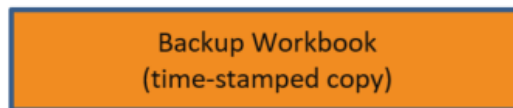
Figure 4 Completed list of residents with antipsychotic medications for a first audit

When all antipsychotic medication data has been entered for **every resident** prescribed an antipsychotic medication, click on the green box titled ***Back to Action Menu***.



Next you will need to click on the orange box titled ***Backup Workbook (time stamped copy)*** to create a backup of the current data entries.

Miscellaneous Actions



When prompted to make a backup click **yes** and the backup file will be automatically saved.

Step 4: Extract Audit Data

This step involves creating a facility-wide antipsychotic usage report for the current audit.


Click on the blue box titled **Step 4: Extract Audit Data**. You will be directed to a worksheet that displays the usage report.

Step 4: Extract Audit Data

Do not manually change any of the numbers on the usage report as this may affect the audit.

Figure 5 displays a usage report for the current audit (Audit #1, completed in Oct 2018).

	A	B	C	D	E	F	G
1							
2	Site:						
3	DTA TEST						
4							
5	Current Audit	1					
6							
7							
8	Date of audit:	RedUse (Aus)	RedUse (WA)	30/Oct/2018			
9							
10	Audit number			Audit 1			
11	Number of residents included in audit data:			16			
12							
13	Number of residents prescribed an antipsychotic medication at the time of audit:			10			
14	Number of residents prescribed multiple antipsychotic medications at the time of audit:			7			
15							
16	Percentage of residents prescribed an antipsychotic medication at the time of audit:	21.8%	24.2%	62.5%			
17	Percentage of residents prescribed multiple antipsychotic medications at the time of audit:			43.8%			
18							
19	*RedUse trial audited antipsychotics prescribed between April 2014 - October 2015 and calculated percentages for each state based on the total number of residents within the facilities on the day of the audits. ¹²						
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							



Dementia Training Australia

Back to
Action Menu

Action Menu
 Overview
 Graphs
 List of Residents
 Audit #1, Oct 18
 +

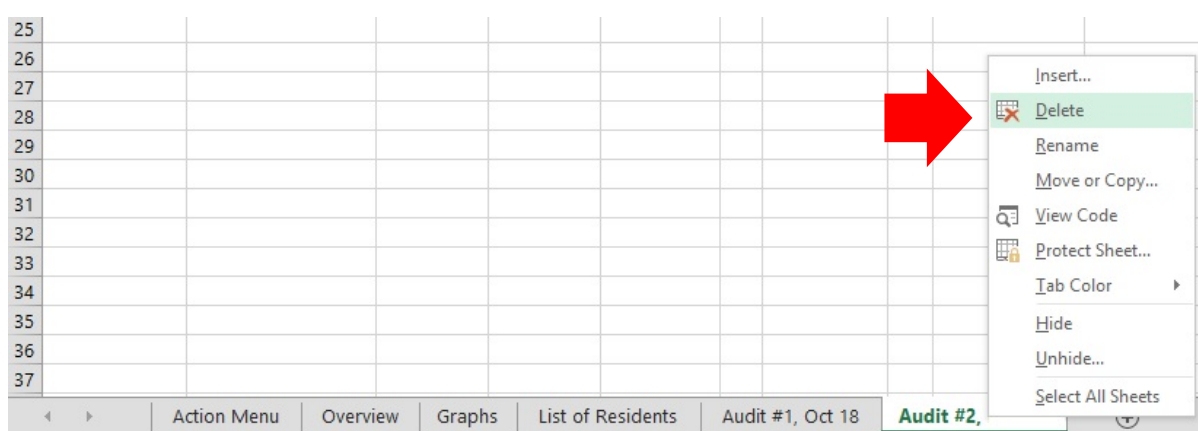
Figure 5 – Overview worksheet showing the results of a single completed audit

The date columns display the number and percentage of residents that are prescribed one antipsychotic or multiple antipsychotics for each audit. The red coloured data displays state-based benchmark percentages from the RedUSE study² which may be a useful comparator when interpreting your facility's audits.¹²

Troubleshooting

If you need to view or adjust the list of residents, return to the **Action Menu** and select **Step 1: Create/Update List of Residents**. To edit a resident's antipsychotic medications, click on the box titled **Step 3: Update Audit Data**.

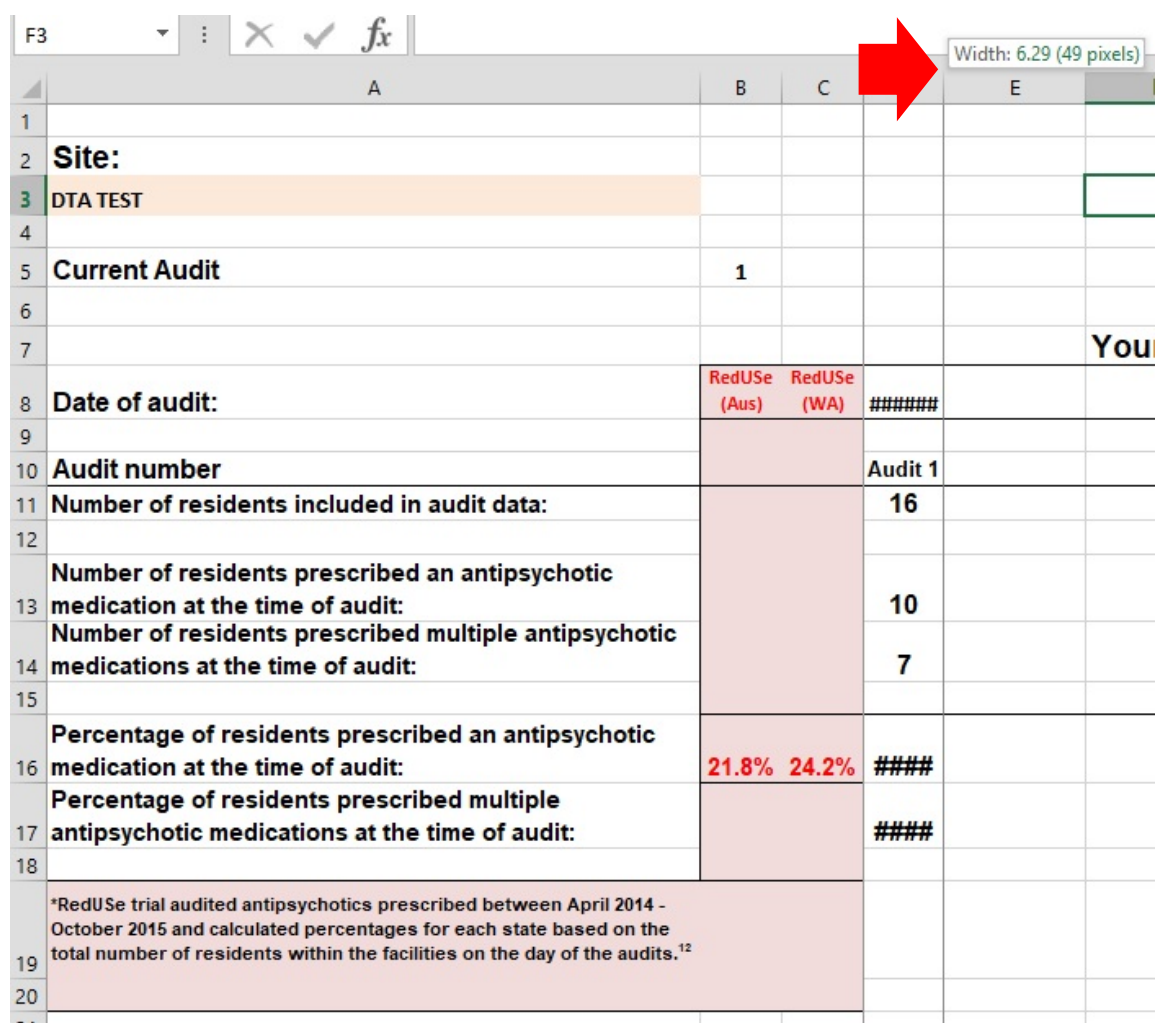
If you accidentally click on **Step 2** during Step 4, a new audit worksheet will be generated. To delete this, right click on the tab in the toolbar and select **delete**.



Check that the data in the usage report for the current audit does not contain a row of hash symbols (#####) which may occasionally appear within a cell. This may mean that you need to widen the column width OR that an error may have occurred.

First check that this is not an error by clicking and dragging the column to adjust the width. If there are no errors, the row of symbols should disappear after widening the column.

² RedUSE study data for the Northern Territory is not available as the study was not conducted in the NT. See FAQs for more information on interpreting the RedUSE study data.



	A	B	C	E
1				
2	Site:			
3	DTA TEST			
4				
5	Current Audit	1		
6				
7				You
8	Date of audit:	RedUSE (Aus)	RedUSE (WA)	#####
9				
10	Audit number		Audit 1	
11	Number of residents included in audit data:		16	
12				
13	Number of residents prescribed an antipsychotic medication at the time of audit:		10	
14	Number of residents prescribed multiple antipsychotic medications at the time of audit:		7	
15				
16	Percentage of residents prescribed an antipsychotic medication at the time of audit:	21.8%	24.2%	####
17	Percentage of residents prescribed multiple antipsychotic medications at the time of audit:			####
18				
19	*RedUSE trial audited antipsychotics prescribed between April 2014 - October 2015 and calculated percentages for each state based on the total number of residents within the facilities on the day of the audits. ¹²			
20				
21				

If the row of hash symbols are still present after widening the column then an error is likely to have occurred in entering the audit data.

Firstly, check the resident data is entered correctly by returning to the **Action Menu** and clicking on **Step 1: Create/Update List of Residents**. Correct any errors in the list of residents, such as blank rows between residents, or residents without *Resident ID* fields.

Next, check the list of residents taking antipsychotic medications for the current audit. Return to the **Action Menu** and click on **Step 3: Update Audit Data**. If you identify any errors, such as blank rows between antipsychotics in residents taking multiple antipsychotics, correct them.

Then, re-run **Step 4: Extract Audit Data** to check if the row of hash symbols now contains meaningful figures.

Once you have viewed the usage report, save this by using the standard Microsoft Excel save option and return to the **Action Menu**.

Step 5: Generate Graphs

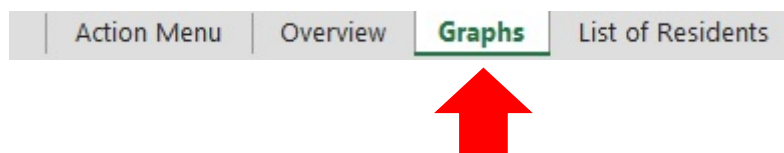
This step involves generating graphs to visualise the data. Click on the blue box titled **Step 5: Generate Graphs**.



Two graphs are automatically created, titled:

- **Residents Prescribed Antipsychotic Medication/s Recent Data** and
- **Residents Prescribed Antipsychotic Medication/s Historical Data**.

View the graphs in the **Graphs** worksheet which is located on the toolbar.



Residents Prescribed Antipsychotic Medication/s Recent Data provides a percentage visualisation of the most recent audits (up to the **last six audits**) for your facility. Figure 6 displays an example of Audit #1, completed on the 30th Oct 2018.

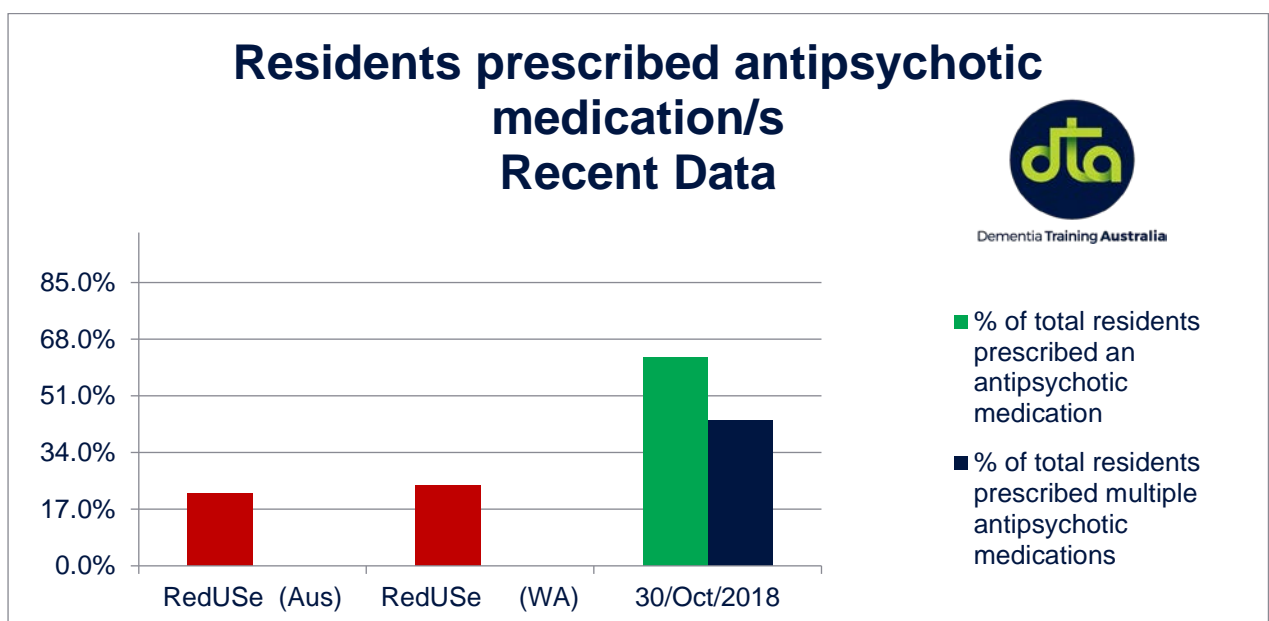


Figure 6 Recent data graph example of Audit #1, completed on the 30th Oct 2018

The graph titled **Residents Prescribed Antipsychotic Medication/s Historical Data** provides a percentage visualisation of **all audits** including the current audit. Figure 7 displays an example of Audit #1, completed on the 30th Oct 2018.

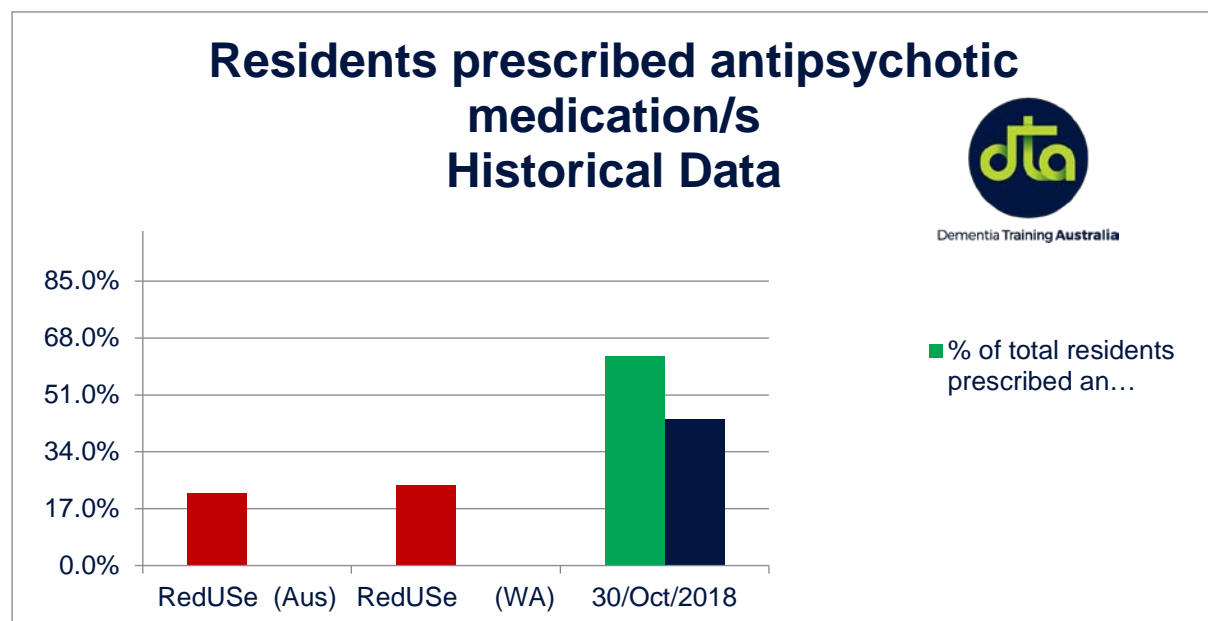


Figure 7 Historical data graph example of Audit #1, completed on the 30th Oct 2018

Note: until you have completed six or more audits, both graphs will appear identical.

For both graphs, data from the RedUSE study is included which you may like to use as a comparison. However, for seven or more audits the RedUSE study data will only be displayed on the **Historical Data** graph.

For information on how to interpret these graphs see the FAQs.

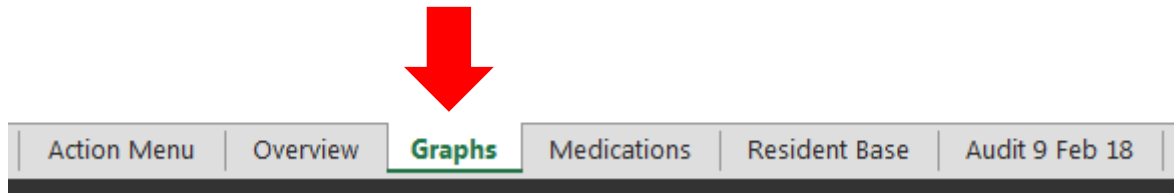
Save the graphs by using the standard Microsoft Excel save option.

You may print the graphs that you generate with each audit. We recommend that you print the graphs for each audit as a point of reference e.g. you may like to use these graphs during team meetings as a point of discussion regarding antipsychotic usage within your facility.

There are two different ways in which the graphs may be printed, as follows:

First print option:

Select the **Graphs** tab on the toolbar to display the **Graphs** worksheet.



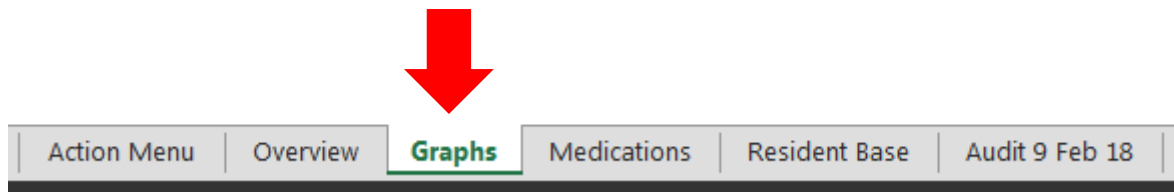
Click the green box titled **Print graphs** located at the top right-hand side of this worksheet.



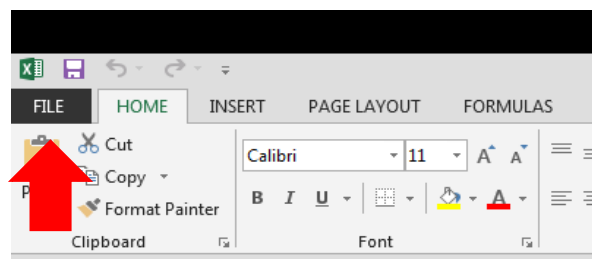
The graphs will be automatically printed on your installed printer. Each graph will appear on a separate page in landscape orientation. If this does not occur, follow **Second print option** as below.

Second print option:

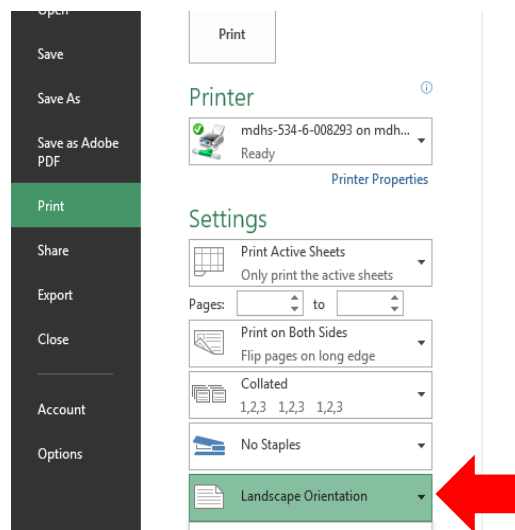
Select the **Graphs** tab on the toolbar to display the **Graphs** worksheet.



Use the standard Microsoft Excel print option, press File and select Print.



In the Print preferences ensure the document layout is set to Landscape orientation.



See the FAQs at the end of this document for more information regarding the graphs.

Note: these graphs can be recreated at any point by clicking on the blue box titled **Generate graphs** in the **Action Menu**. Upon clicking this box, the graphs are deleted and recreated.

Step 6: Lock Current Audit

This final step ensures the data is locked and no changes to the current audit can be accidentally made. To lock the audit, click on the blue box titled **Step 6: Lock Current Audit** in the **Action Menu**.



This will protect and hide the tab in the toolbar which contained the current audit data and ensure the APTT is ready for the next audit (a subsequent audit). Save your progress using the standard Microsoft Excel save option.

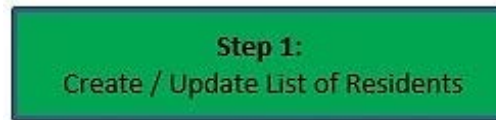
Note: you can only update data from the current audit before completing step 6. Once you have locked the audit you will not be able to edit the audit data. You will still be able to view the **Overview** and **Graph** tabs. If you notice an error and the data requires adjustment, you will need to reactivate the latest backup. See the FAQs at the end of this document for more information regarding backups.

You have completed the first audit using the APTT.

Creating a subsequent antipsychotic audit

Step 1: Create/Update Resident Base

To begin, click on the green box titled **Step 1: Create/Update List of Residents** within the **Action Menu**. This will open the **List of Residents** worksheet.



Add new residents and/or update the list of residents as required. Do NOT delete residents from the list. Enter a **leaving date** if you would like to remove a resident from the audit. For accuracy **every person** residing at the facility on the day an audit is conducted should be included in this list. See FAQs for more information.

Do not leave an entire row blank as this may affect the generation of an audit.

Information regarding the fields that need to be completed for each resident are shown in Table 3

Table 3 Fields to complete if adding or updating residents

Field name	Information in this field	Format	Mandatory or Optional	Comments
Resident ID	A unique identifier for each resident	None specified	Mandatory	Decide on a suitable format within the facility's team e.g. this may be the resident's registration number, their iCare ID, or a system of your own choice. A window prompt will appear to explain any issues that may arise when entering data e.g. if you accidentally enter the same ID for two different residents.
Surname	The resident's surname	None specified	Mandatory	
Forename 1	The resident's forename	None specified	Mandatory	

Forename 2	The resident's forename	None specified	Optional	E.g. this may be the resident's middle name.
DOB	The resident's date of birth	dd/mm/yyyy	Mandatory	E.g. for a DOB of the 5th of August 1938, enter as 05/08/1938.
Sex	The resident's sex	M for Male, F for Female	Optional	
Ward/House	The resident's ward or house number	None specified	Optional	
Bed	The resident's bed number	None specified	Optional	
Entry Date	The date a resident starts living within the site or facility	dd/mm/yy	Mandatory	An entry date must be completed. Only residents with a completed entry date will be included in the current audit. This needs to be in the same format as the DOB.
Leaving Date*	The date the resident is leaving the facility	dd/mm/yy	Optional	Enter a leaving date if the resident has left the facility for an extended period of time.

*If you entered a **leaving date** the resident will be tagged as **inactive** and will not be included in the current audit. Should the resident return, delete the **leaving date** to **reactivate** the resident and include them in the current audit data. Examples of a resident leaving the facility for an extended period of time may include moving back home, moving to a different facility, deceased since the last audit date or having an extended stay in hospital (e.g. if they have spent most of the time since the last audit in hospital).

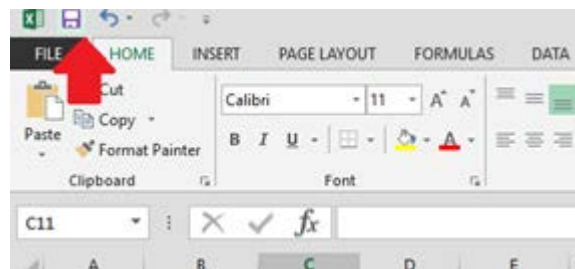
A completed list of residents will look similar to the example in Figure 8. Do NOT delete a resident from this list, entering a leaving date will remove this resident from being included in further audits. See FAQs for more information.

Note: clicking on the blue boxes on the right of the screen allows you to sort the list e.g. you can hide or unhide residents who have been tagged as **inactive** or sort by name or ID.

	A	B	C	D	E	F	G	H	I	J	K	N	O	P
1	Resident Id	Surname	Forename1	Forename2	DoB	Sex	Ward/House	Bed	Entry Date	Leaving Date				
2	A011	Cahil	Peter	John	24/Jul/1931	M	Hemming	1	1/02/2015	29/11/2018				
3	A012	Hen	Judith	Jill	1/Feb/1935	F	Heathal	2	5/06/2014					
4	A013	Kenn	Henry	Lock	3/Nov/1940	M	Hemming	2	1/01/2013					
5	A014	Jack	Tim	David	4/Jun/1932	M	Hemming	3	1/06/2014					
6	A015	Inda	Henn	Lid	4/Mar/1941	M	Hemming	4	1/02/2013					
7	A016	Yelk	Jill	Mae	6/Jun/1932	F	Heathal	3	1/06/2015					
8	A017	Lee	Kate	Sophie	3/Jan/1929	F	Heathal	1	9/03/2015					
9	A018	Reed	Sarah	June	1/Aug/1930	F	Heathal	4	1/02/2014	30/10/2018				
10	A019	Neive	Helga	El	3/Mar/1931	F	Heathal	5	6/09/2015					
11	A020	Kauiti	Mae	Wu	6/Feb/1942	F	Poppit	1	1/10/2013	1/11/2018				
12	A022	Cathai	Jim	Yu	11/Feb/1941	M	Hemming	5	3/09/2015					
13	A023	Hunt	Greg	Fallon	3/Jul/1943	M	Hemming	6	1/01/2016					
14	A024	Adi	Fred	Jack	6/May/1944	M	Hemming	7	6/09/2015					
15	A025	Yunn	Ki	Mee	4/Apr/1935	F	Poppit	3	3/03/2017					
16	A026	Wright	Co	David	1/Jan/1930	M	Hemming	8	1/01/2015	30/10/2018				
17	A028	Lee	Ken	Douglas	12/Dec/1932	M	Gantry	1	6/06/2012					
18	A029	Hellma	Dorothy	Lee	1/Sep/1931	F	Poppit	4	3/12/2012					
19	A030	Stilt	Mary	Flui	12/Mar/1932	F	Poppit	5	4/03/2011					
20	A031	Humppt	Jeff		15/Feb/1936	M	Hemming	9	4/11/2018					
21	A032	Killen	Ken	Hattlin	6/Jun/1930	M	Gantry	2	1/11/2018					
22	A033	Ioo	Delia	June	10/Aug/1928	F	Poppit	6	3/11/2018					
23	A034	Jilpp	Helga	Mar	1/Jan/1936	F	Rili	1	6/11/2018					

Figure 8 - Example of a completed resident list for a subsequent audit

Once you have completed the resident list, save this using the standard Microsoft Excel save option.



We recommend that you regularly save your progress as you enter data.

Step 2: Create New Audit

This step involves the generation of a subsequent audit using the completed list of residents from Step 1. In the **Action Menu**, click on the blue box titled **Step 2: Create New Audit**.

Step 2:
Create New Audit

An audit worksheet will open and a date and time stamped backup of the APTT will be automatically saved (no window prompt will appear). This ensures that a backup is available if you require access to previously entered data. A highlighted cell will be visible which reflects the current audit's date and a new worksheet tab will be created at this time. The worksheet tab will be titled with the **audit number, month and year of creation** e.g. this subsequent audit which was completed on the 30th of Nov 2018 will be titled as **Audit #2, Nov 18**.

	A	B	C	D	E	F	G	H	I	J	K
1	Audit #	Audit Date		Sort By		Sort By			Back to	Print List of	
2	2	30/11/2018		Name		Ward/Bed			Action Menu	Antipsychotics	
3	Resident ID	Surname	Forename1	Forename2	DoB	Sex	Ward/House	Bed	Respite/Absent	Antipsychotic 1	Frequency
4	A024	Adi	Fred	Jack	6/May/1944	M	Hemming	7			
5	A027	Bran	Geal	Joo	3/Mar/1931	M	Hemming	9			
6	A022	Cathai	Jim	Yu	11/Feb/1941	M	Hemming	5			
7	A021	Handli	Ju	Wae	10/Nov/1940	F	Poppit	2			
8	A029	Hellma	Dorothy	Lee	1/Sep/1931	F	Poppit	4			
9	A012	Hen	Judith	Jill	1/Feb/1935	F	Heathal	2			
10	A031	Humppt	Jeff		15/Feb/1936	M	Hemming	9			
11	A023	Hunt	Greg	Fallon	3/Jul/1943	M	Hemming	6			
12	A015	Inda	Henn	Lid	4/Mar/1941	M	Hemming	4			
13	A033	Ioo	Delia	June	10/Aug/1928	F	Poppit	6			
14	A014	Jack	Tim	David	4/Jun/1932	M	Hemming	3			
15	A034	Jilpp	Helga	Mar	1/Jan/1936	F	Rili	1			
16	A013	Kenn	Henry	Lock	3/Nov/1940	M	Hemming	2			
17	A032	Killen	Ken	Hattlin	6/Jun/1930	M	Gantry	2			
18	A017	Lee	Kate	Sophie	3/Jan/1929	F	Heathal	1			
19	A028	Lee	Ken	Douglas	12/Dec/1932	M	Gantry	1			
20	A019	Neive	Helga	El	3/Mar/1931	F	Heathal	5			
21	A030	Stilt	Mary	Flui	12/Mar/1932	F	Poppit	5			
22	A016	Yelk	Jill	Mae	6/Jun/1932	F	Heathal	3			
23	A025	Yunn	Ki	Mee	4/Apr/1935	F	Poppit	3			
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37											

You may now enter data relating to antipsychotic use for the list of residents into this new worksheet.

Step 3: Update Audit Data

This step involves entering details regarding regular and PRN antipsychotic medications for the list of residents.

Note: if you are already in the audit worksheet that was created in Step 2, you do not need to return to the **Action Menu** to click this box for step 3. Otherwise, if you have closed the worksheet or returned to the **Action Menu**, you will need to click the green box titled **Step 3: Update Audit Data** to begin this step.



Information regarding the fields that need to be completed for each resident are shown in Table 4.

Table 4 Fields to complete for each resident regarding antipsychotic medications

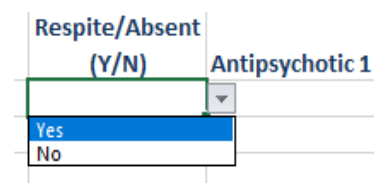
Field name	Information in this field	Format	Mandatory or Optional	Comments
Respite/Absent (Y/N)*	Distinguish residents who are in respite care or who are absent	Select either Yes ; No from the drop-down list	Mandatory for residents who are in respite care or who are absent	The worksheet will automatically default to No for all other residents.
Antipsychotic 1	The first antipsychotic prescribed for the resident	Select medication from the drop-down list	Optional	Select the medication from the drop-down list. Most commonly prescribed antipsychotics in aged care are listed first.
Frequency	The frequency of the first antipsychotic prescribed for the resident	Select either Regular ; PRN from the drop-down list	Mandatory if antipsychotic 1 is entered	Regular represents any antipsychotic prescribed on a frequent basis; this could be daily, twice daily or weekly. PRN is any antipsychotic prescribed on a 'when required' basis.

Antipsychotic 2	The second antipsychotic prescribed for the resident	Select medication from the drop-down list	Optional	Select the medication from the drop-down list. Most commonly prescribed antipsychotics in aged care are listed first.
Frequency	The frequency of the second antipsychotic prescribed for the resident	Select either Regular ; PRN from the drop-down list	Mandatory if antipsychotic 2 is entered	Regular represents any antipsychotic prescribed on a frequent basis; this could be daily, twice daily or weekly. PRN is any antipsychotic prescribed on a 'when required' basis.
Antipsychotic 3	The third antipsychotic prescribed for the resident	Select medication from the drop-down list	Optional	Select the medication from the drop-down list. Most commonly prescribed antipsychotics in aged care are listed first.
Frequency	The frequency of the third antipsychotic prescribed for the resident	Select either Regular ; PRN from the drop-down list	Mandatory if antipsychotic 3 is entered	Regular represents any antipsychotic prescribed on a frequent basis; this could be daily, twice daily or weekly. PRN is any antipsychotic prescribed on a 'when required' basis.
Antipsychotic 4	The fourth antipsychotic prescribed for the resident	Select medication from the drop-down list	Optional	Select the medication from the drop-down list. Most commonly prescribed antipsychotics in aged care are listed first.

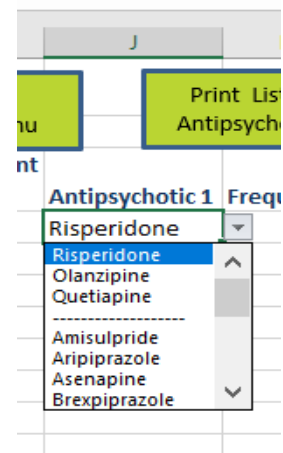
Frequency	The frequency of the fourth antipsychotic prescribed for the resident	Select either Regular ; PRN from the drop-down list	Mandatory if antipsychotic 4 is entered	Regular represents any antipsychotic prescribed on a frequent basis; this could be daily, twice daily or weekly. PRN is any antipsychotic prescribed on a 'when required' basis.
------------------	---	---	---	--

***When completing a subsequent audit, we recommend that you do not include residents who are either not residing in the facility on the day of the audit (e.g. they are hospitalised), or temporary residents (e.g. those staying at the facility on a respite basis).** This is because these residents are unlikely to be under the care of the usual care team at the facility, and their medication use may not reflect the actual situation at your facility. Do NOT delete residents from the list.

To exclude these residents, use the column **Respite/Absent (Y/N)**. Selecting a resident, an arrow on the right-hand side of the **Respite/Absent (Y/N)** cell appears. This is a drop-down list which displays **Yes** or **No**. For residents who are in respite or are absent, select **Yes** from the drop-down list for these residents. The worksheet will automatically default to **No** for all others.

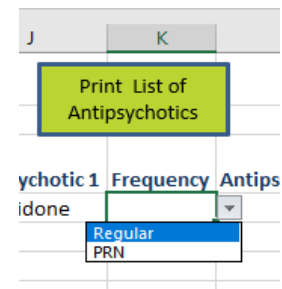


For residents who are using antipsychotic medications, enter and/or update information about these medications. Click in the cell column under the heading **Antipsychotic 1**. An arrow on the right-hand side of the cell appears as seen in the diagram. This is a drop-down list which displays all the available antipsychotics in Australia by generic name, with the first four being the most commonly used antipsychotics in aged care. See Appendix 1 for a list of medications that are current as of the 27th of November 2018.¹¹



Select the first antipsychotic that the resident is using; you can record a maximum of four antipsychotics per resident. If the resident is prescribed one antipsychotic only fill in the data for **Antipsychotic 1**. If the resident is prescribed two antipsychotics only enter data in cells for **Antipsychotic 1** and **Antipsychotic 2**; leaving the remaining cells empty. If a resident is not prescribed any antipsychotic medications leave the Antipsychotic 1 cell blank and move onto the next resident.

Click in the cell column under the heading **Frequency**. An arrow on the right-hand side of the cell appears. This is a drop-down list which displays **Regular** or **PRN**. Select the appropriate frequency from the drop-down list as seen in the diagram. **Regular** represents any antipsychotic prescribed on a frequent basis; this could be daily, twice daily or weekly. **PRN** is any antipsychotic prescribed on a 'when required' basis.



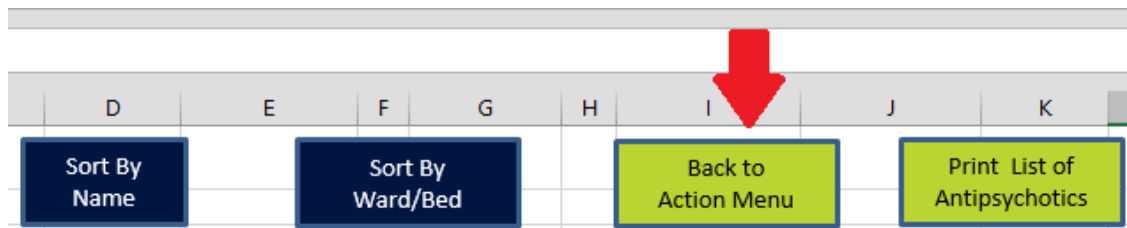
Note: the worksheet will not allow you to manually enter medications. If the antipsychotic medication you are trying to find is not in the drop-down list, visit <http://dta.com.au/> and download the relevant file from the resources section of the website; making sure you save the file to the same location as the APTT. Delete the outdated medication list, download the new list and save it to the APTT folder. Click the import medications button to ensure the APTT file is updated. If you cannot locate the new medication list on the DTA website, contact DTA through the website. Additionally, you can print a full list of all antipsychotics that are available in Australia from this worksheet. See the FAQs at the end of this document for more information on updating and printing this list.

A completed list of residents will look similar to the example in Figure 9. **Note:** clicking on the blue boxes at the top of the screen allows you to sort the list e.g. you sort by name or ward/bed.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Audit #	Audit Date		Sort By Name		Sort By Ward/Bed			Back to Action Menu	Print List of Antipsychotics			
2	2	30/11/18											
3	Resident ID	Surname	Forename1	Forename2	DoB	Sex	Ward/House	Bed	Respite/Absent (Y/N)	Antipsychotic 1	Frequency	Antipsychotic 2	Frequency
4	A024	Adi	Fred	Jack	6/May/1944	M	Hemming	7		Risperidone	Regular	Risperidone	PRN
5	A027	Bran	Geai	Joo	3/Mar/1931	M	Hemming	9				Risperidone	PRN
6	A022	Cathai	Jim	Yu	11/Feb/1941	M	Hemming	5	Yes				
7	A021	Handli	Ju	Wae	10/Nov/1940	F	Poppit	2		Quetiapine	Regular		
8	A029	Hellma	Dorothy	Lee	1/Sep/1931	F	Poppit	4					
9	A012	Hen	Judith	Jill	1/Feb/1935	F	Heathal	2				Risperidone	PRN
10	A031	Humppt	Jeff		15/Feb/1936	M	Hemming	9		Olanzipine	Regular	Risperidone	PRN
11	A023	Hunt	Greg	Fallon	3/Jul/1943	M	Hemming	6	Yes				
12	A015	Inda	Henn	Lid	4/Mar/1941	M	Hemming	4		Olanzipine	Regular		
13	A033	Ioo	Delia	June	10/Aug/1928	F	Poppit	6		Risperidone	Regular	Risperidone	PRN
14	A014	Jack	Tim	David	4/Jun/1932	M	Hemming	3					
15	A034	Jilpp	Helga	Mar	1/Jan/1936	F	Rili	1					
16	A013	Kenn	Henry	Lock	3/Nov/1940	M	Hemming	2					
17	A032	Killen	Ken	Hattlin	6/Jun/1930	M	Gantry	2					
18	A017	Lee	Kate	Sophie	3/Jan/1929	F	Heathal	1					
19	A028	Lee	Ken	Douglas	12/Dec/1932	M	Gantry	1					
20	A019	Neive	Helga	El	3/Mar/1931	F	Heathal	5					
21	A030	Stilt	Mary	Flui	12/Mar/1932	F	Poppit	5					
22	A016	Yelk	Jill	Mae	6/Jun/1932	F	Heathal	3		Risperidone	Regular		
23	A025	Yunn	Ki	Mee	4/Apr/1935	F	Poppit	3					
24													
25													
26													
27													
28													
29													
30													
31													
32													
33													
34													
35													
36													
37													

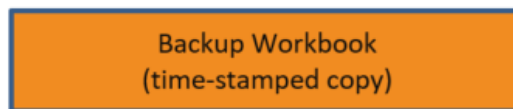
Figure 9 Completed list of residents with antipsychotic medications for a subsequent audit

When all antipsychotic medication data has been entered for **every resident** prescribed an antipsychotic medication, click on the green box titled ***Back to Action Menu***.



Next you will need to click on the orange box titled ***Backup Workbook (time stamped copy)*** to create a backup of the current data entries.

Miscellaneous Actions



When prompted to make a backup click **yes** and the backup file will be automatically saved.

Step 4: Extract Audit Data

This step involves creating a facility-wide antipsychotic usage report for a subsequent audit.


Click on the blue box titled **Step 4: Extract Audit Data**. You will be directed to a worksheet that displays the usage report.

Step 4: Extract Audit Data

Do not manually change any of the numbers on the usage report as this may affect the audit.

Figure 10 displays a usage report for a subsequent audit (Audit #2, completed in Nov 2018).

	A	B	C	D	E	F	G
1							
2	Site:						
3	DTA test						
4							
5	Current Audit	2					
6							
7							
8	Date of audit:	RedUSE (Aus)	RedUSE (WA)	30/Oct/2018	30/Nov/2018		
9							
10	Audit number			Audit 1	Audit 2		
11	Number of residents included in audit data:			16	18		
12							
13	Number of residents prescribed an antipsychotic medication at the time of audit:			10	6		
14	Number of residents prescribed multiple antipsychotic medications at the time of audit:			7	3		
15							
16	Percentage of residents prescribed an antipsychotic medication at the time of audit:	21.8%	24.2%	62.5%	33.3%		
17	Percentage of residents prescribed multiple antipsychotic medications at the time of audit:			43.8%	16.7%		
18							
19	*RedUSE trial audited antipsychotics prescribed between April 2014 - October 2015 and calculated percentages for each state based on the total number of residents within the facilities on the day of the audits. ¹²						
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							



Dementia Training Australia

[Back to Action Menu](#)

← → Action Menu Overview Graphs List of Residents Audit #2, Nov 18 ⊕

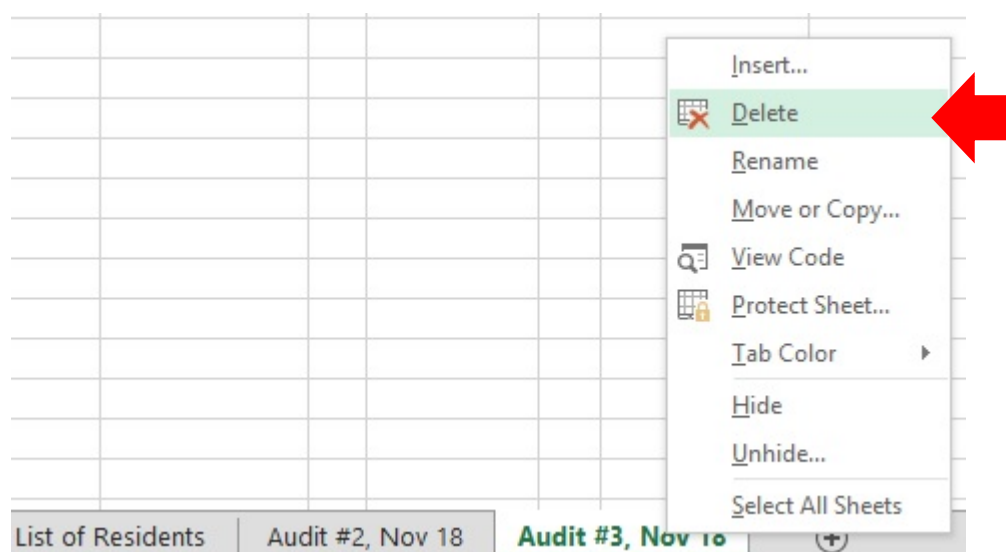
Figure 10 Overview worksheet showing the results of a single completed subsequent audit

The date columns display the number and percentage of residents that are prescribed one antipsychotic or multiple antipsychotics for each audit. The red coloured data displays state-based benchmark percentages from the RedUSE study³ which may be a useful comparator when interpreting your facility's audits.¹²

Troubleshooting

If you need to view or adjust the list of residents, return to the **Action Menu** and select **Step 1: Create/Update List of Residents**. To edit a resident's antipsychotic medications, click on the box titled **Step 3: Update Audit Data**.

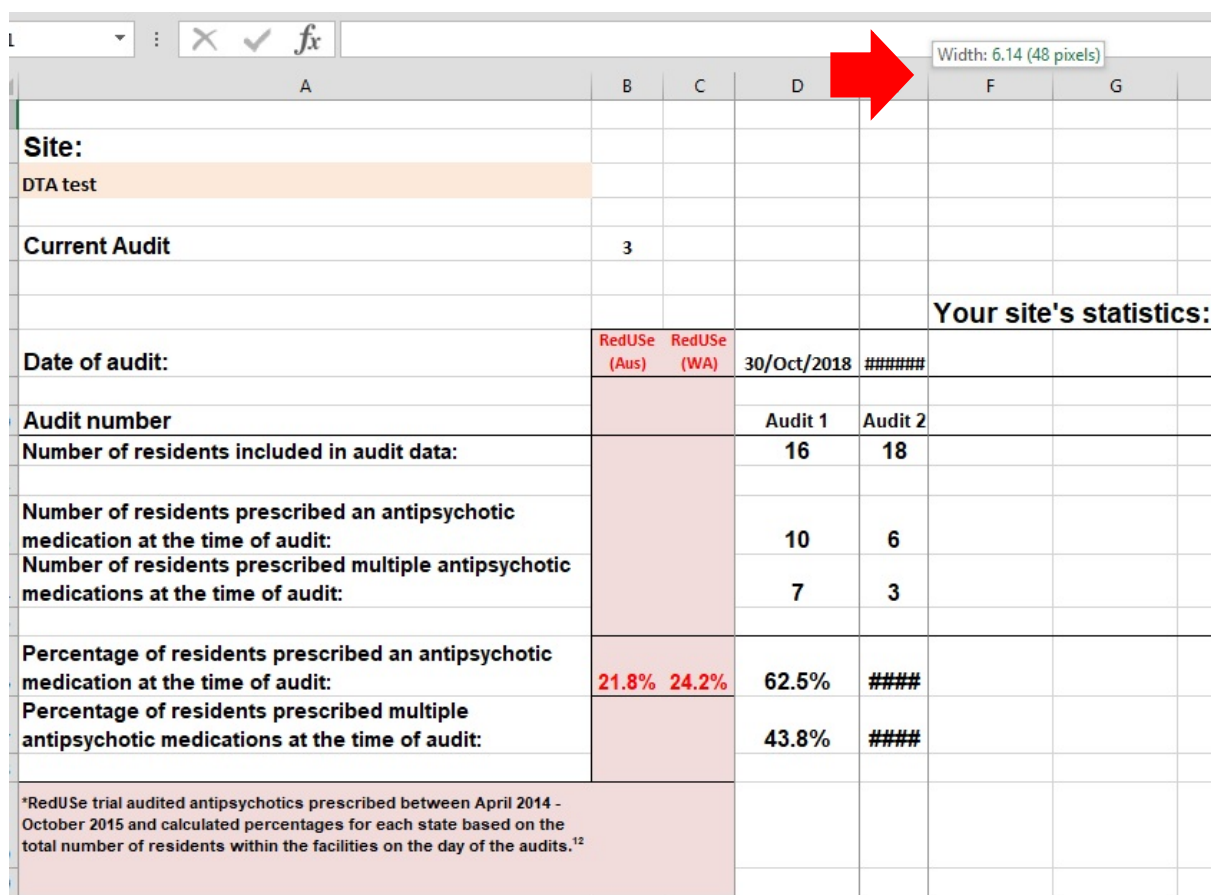
If you accidentally click on **Step 2**, during Step 4, a new audit worksheet will be generated. To delete this, right click on the tab in the toolbar and select **delete**.



Check that the data in the usage report for the current audit does not contain a row of hash symbols (#####) which may occasionally appear within a cell. This may mean that you need to widen the column width OR that an error may have occurred.

First check that this is not an error by clicking and dragging the column to adjust the width. If there are no errors, the row of symbols should disappear after widening the column.

³ RedUSE study data for the Northern Territory is not available as the study was not conducted in the NT. See FAQs for more information on interpreting the RedUSE study data.



A	B	C	D	E	F	G
Site:						
DTA test						
Current Audit	3					
					Your site's statistics:	
Date of audit:	RedUse (Aus)	RedUse (WA)	30/Oct/2018	#####		
Audit number			Audit 1	Audit 2		
Number of residents included in audit data:			16	18		
Number of residents prescribed an antipsychotic medication at the time of audit:			10	6		
Number of residents prescribed multiple antipsychotic medications at the time of audit:			7	3		
Percentage of residents prescribed an antipsychotic medication at the time of audit:	21.8%	24.2%	62.5%	####		
Percentage of residents prescribed multiple antipsychotic medications at the time of audit:			43.8%	####		
*RedUse trial audited antipsychotics prescribed between April 2014 - October 2015 and calculated percentages for each state based on the total number of residents within the facilities on the day of the audits. ¹²						

If the row of hash symbols are still present after widening the column then an error is likely to have occurred in entering the audit data.

Firstly, check the resident data is entered correctly by returning to the **Action Menu** and clicking on **Step 1: Create/Update List of Residents**. Correct any errors in the list of residents, such as blank rows between residents, or residents without *Resident ID* fields.

Next, check the list of residents taking antipsychotic medications for the current audit. Return to the **Action Menu** and click on **Step 3: Update Audit Data**. If you identify any errors, such as blank rows between antipsychotics in residents taking multiple antipsychotics, correct them.

Then, re-run **Step 4: Extract Audit Data** to check if the row of hash symbols now contains meaningful figures.

Once you have viewed the usage report, save this by using the standard Microsoft Excel save option and return to the **Action Menu**.

Step 5: Generate Graphs

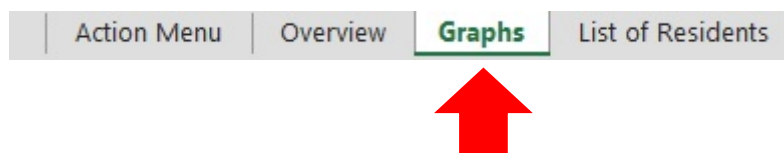
This step involves generating graphs to visualise the data. Click on blue box titled **Step 5: Generate Graphs**.



Two graphs are automatically created, titled:

- **Residents Prescribed Antipsychotic Medication/s Recent Data** and
- **Residents Prescribed Antipsychotic Medication/s Historical Data**.

View the graphs in the **Graphs** worksheet which is located on the toolbar.



Residents Prescribed Antipsychotic Medication/s Recent Data provides a percentage visualisation of the most recent audits (up to the **last six audits**) for your facility. Figure 11 is an example of two audits which have been completed on the 30th Oct 2018 and the 30th Nov 2018.

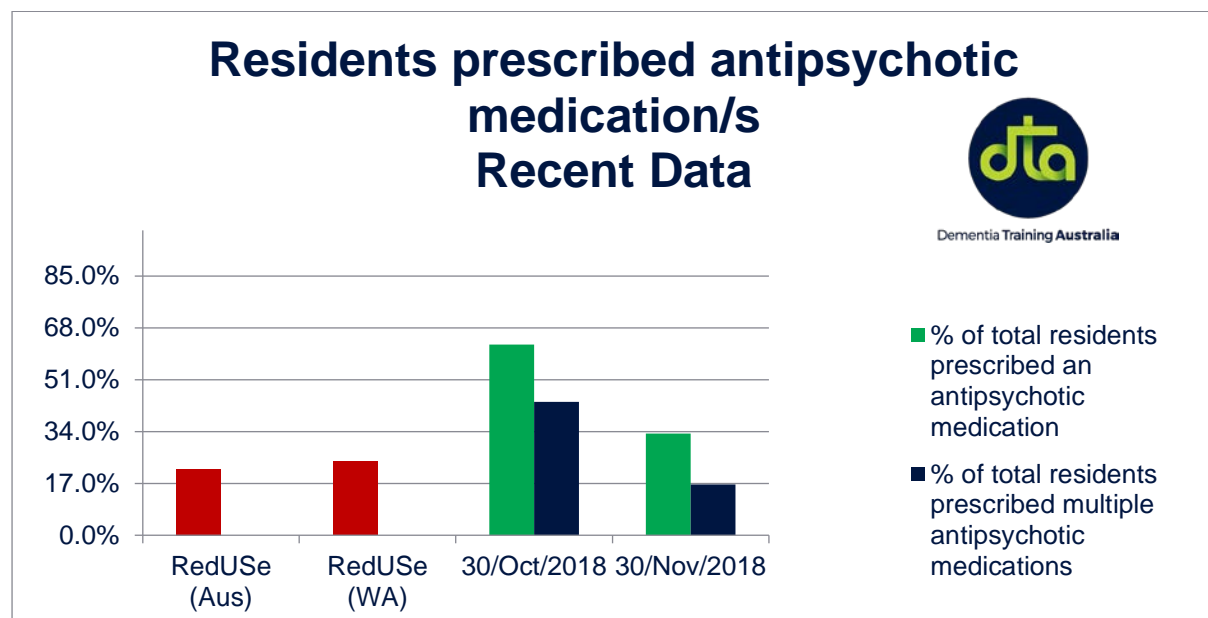


Figure 11 Recent data graph example of two audits; completed on the 30th Oct 2018 and the 30th Nov 2018.

The graph titled **Residents Prescribed Antipsychotic Medication/s Historical Data** provides a percentage visualisation of **all audits** including the current audit. Figure 12 is an example of two audits which have been completed on the 30th Oct 2018 and the 30th Nov 2018.

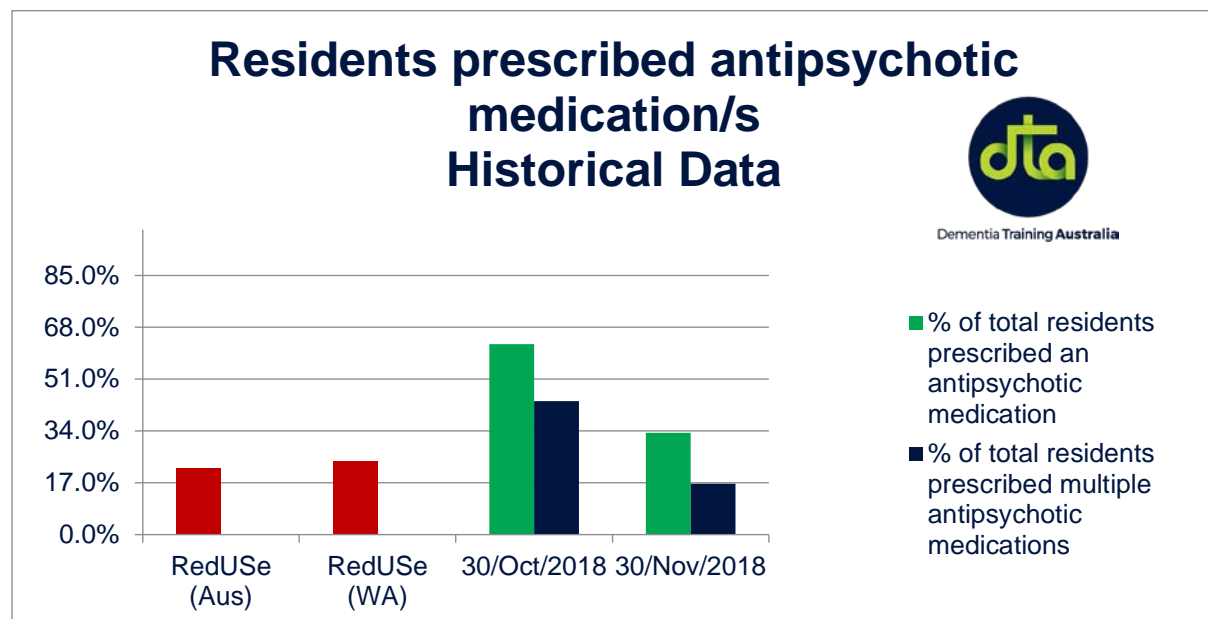


Figure 12 Historical data graph example of two audits; completed on the 30th Oct 2018 and the 30th Nov 2018.

Note: until you have completed six or more audits, both graphs will appear identical.

For both graphs, data from the RedUSE study is included which you may like to use as a comparison. However, for seven or more audits the RedUSE study data will only be displayed on the **Historical Data** graph.

For information on how to interpret these graphs see the FAQs.

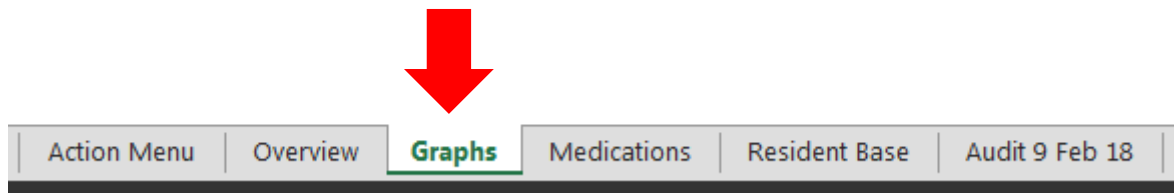
Save the graphs by using the standard Microsoft Excel save option.

You may print the graphs that you generate with each audit. We recommend that you print the graphs for each audit as a point of reference e.g. you may like to use these graphs during team meetings as a point of discussion regarding antipsychotic usage within your facility.

There are two different ways in which the graphs may be printed, as follows:

First print option:

Select the **Graphs** tab on the toolbar to display the **Graphs** worksheet.



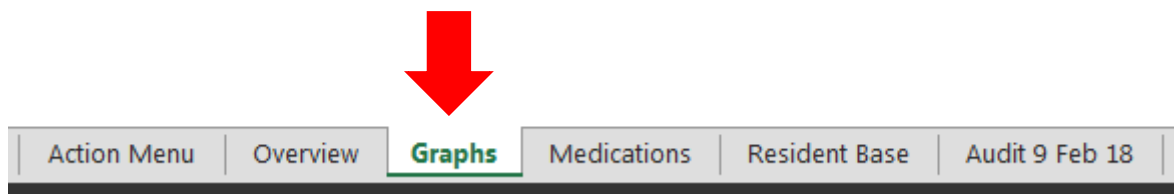
Click the green box titled **Print graphs** located at the top right-hand side of this worksheet.



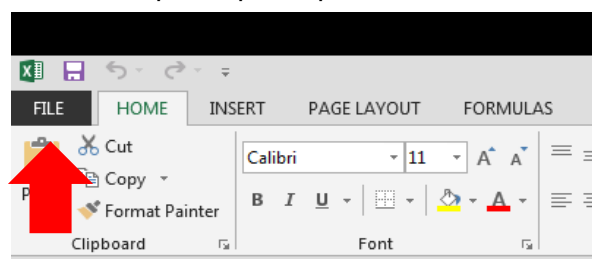
The graphs will be automatically printed on your installed printer. Each graph will appear on a separate page in landscape orientation. If this does not occur, follow **Second print option** as below.

Second print option:

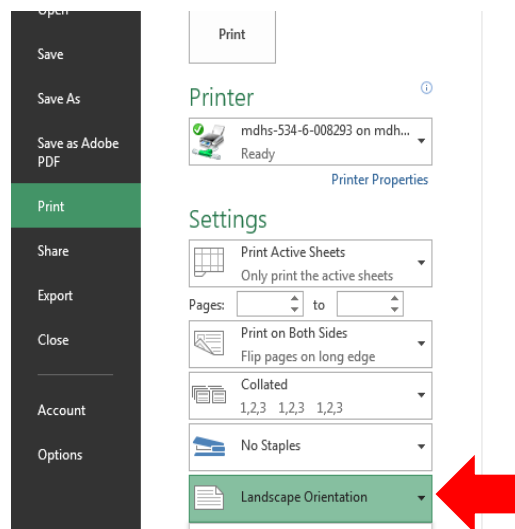
Select the **Graphs** tab on the toolbar to display the **Graphs** worksheet.



Use the standard Microsoft Excel print option, press *File* and select *Print*.



In the *Print preferences* ensure the document layout is set to *Landscape orientation*.



See the FAQs at the end of this document for more information regarding the graphs.

Note: these graphs can be recreated at any point by clicking on the blue box titled **Generate graphs** in the **Action Menu**. Upon clicking this box, the graphs are deleted and recreated.

Step 6: Lock Current Audit

This final step ensures the data is locked and no changes to the current audit can be accidentally made. To lock the audit, click on the blue box titled **Step 6: Lock Current Audit** in the **Action Menu**.



This will protect and hide the tab in the toolbar which contained the current audit data and ensure the APTT is ready for the next audit. Save your progress using the standard Microsoft Excel save option.

Note: you can only update data from the current audit before completing step 6. **Once you have locked the audit you will not be able to edit the audit data.** You will still be able to view the **Overview** and **Graph** tabs. If you notice an error and the data requires adjustment, you will need to reactivate the latest backup. See the FAQs at the end of this document for more information regarding backups.

You have completed a subsequent audit using the APTT.

Frequently Asked Questions

Why do I need to include all people residing in the facility on the day of the audit?

We recommend that **every person** residing at the facility on the day an audit is conducted should be included in the list of residents. This is because the audit usage report calculates percentages based on the number of residents prescribed one or multiple antipsychotic medications divided by the **total number of residents** that were entered into the **List of Residents**.

Can I delete residents from the List of Residents?

Do **NOT** delete residents from the **List of Residents**. Enter a **leaving date** if you would like to remove a resident from the current audit. If a resident is permanently deleted from the list, you will not be able to accurately review and compare previous audit percentages with the current audit.

What is the medication list and how do I access this?

The medication list is a list of all the antipsychotic medications available in Australia and is current as of the 27th of November 2018, see Appendix 1. Antipsychotic medications can be selected from the drop-down list for a resident when completing an audit using the APTT. A separate Microsoft Excel file titled **DTA APTT Antipsychotic Medication Lists.xlsx** contains this list of antipsychotic medications and has been automatically included in the APTT resource folder.

View the list in the APTT by clicking on the miscellaneous orange box titled **Import New Medications List**, located in the **Overview** tab. Unless you need to update the medication list, do NOT alter this list or delete the file as it may affect the generation of an audit.

Miscellaneous Actions

Import New Medications List

How do I print the medication list?

You will only be able to print the list of antipsychotic medications when you are completing **Step 3: Update Audit Data**. Print the medication list by clicking on the blue box titled **Print List of Antipsychotic Medications**. The list will automatically print via your installed printer.

	A	B	C	D	E	F	G	H	I	J	K
1	Audit #	Audit Date		Sort By Name		Sort By Ward/Bed			Back to Action Menu	Print List of Antipsychotics	
2	2	30/11/18									
3	Resident ID	Surname	Forename1	Forename2	DoB	Sex	Ward/House	Bed	Respite/Absent (Y/N)	Antipsychotic 1	Frequency
4	A024	Adi	Fred	Jack	6/May/1944	M	Hemming	7			Antipsychotic 2

What if a medication is not available from the drop-down list?

If the antipsychotic medication you are trying to find is not in the drop-down list, visit <http://dta.com.au/> and download the relevant file from the resources section of the website; making sure you save the file to the same location as the APTT. Delete the outdated medication list, download the new list and save it to the APTT folder.

Open the APTT and click the orange box titled **Import New Medications List** to import the updated medication list.

Miscellaneous Actions



If you cannot locate the new medication list on the DTA website, contact DTA through the website. DTA will advertise when there is an updated list or new version of the APTT to download in the 'news' section of the home screen.

Note: if you need to make an update whilst you are already in the process of an audit, download and save the update as described above, then go back to the **Action Menu** and click the orange box titled **Import New Medications List**. This will update the list and you can continue with the audit.

Can I rename a tab on the toolbar?

Do NOT rename tabs on the toolbar of the APTT. Macros look for specific names and processes may fail if these tabs are altered.

Can I rename files?

Do NOT rename the file names of any of the APTT resources. Macros look for specific names and tracking tool may fail if file names are altered.

Can I save and close the APTT at any time?



The standard Microsoft Excel save option can be used at any time. This is located next to the file menu at the top left-hand corner. We recommend that you save data entered on a regular basis.

You can also save and close the tracking tool and come back to work on the current audit at any point up until you reach step 6. Once you have locked the audit you cannot change the data entered, any mistakes will need to be corrected by reactivating the last backup.



What are backups and how do I reactivate one?

Timestamped backups are a saved snapshot of the APTT. Should you need to reactivate a backup due to file corruption (e.g. if a mistake was made) or if the audit was locked (at step 6) with incorrect information, first find the backup which does not contain the error (usually the last backup, with the most recent time and date). Exit out of the corrupt file and **delete this version of the tracking tool from the folder** by right clicking on the file name and pressing delete. Then **rename the timestamped backup** that you want to reactivate **by removing the date and time from the title (as pictured)**.

Name	Date modified	Type	Size
 DTA antipsychotic tracking tool (2018-03-21 1144).xslm	AM	Microsoft Excel M...	222 KB
 DTA antipsychotic tracking tool.xslm	14/03/2018 10:42 ...	Microsoft Excel M...	221 KB

This reactivated version is now the APTT and is the version you will use for any new audits (unless this becomes corrupted, in which case repeat the same process as above).

Can I delete previously saved backups?

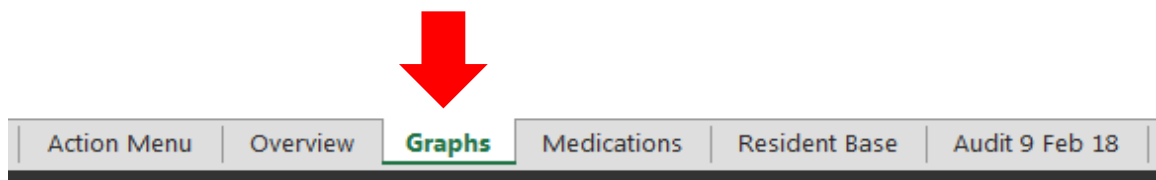
Previous timestamped backups can be deleted when you no longer need to view these. Right click on the file in the original folder and click delete. However, we recommend that you keep the last ten backups in case you need to access previous audit data in the event that a mistake is made, or if the file accidentally becomes corrupted.

Can I print the graphs?

You may print the graphs that you generate with each audit. We recommend that you print the graphs for each audit as a point of reference e.g. you may like to use these graphs during team meetings as a point of discussion regarding antipsychotic usage within your facility. You may print the graphs utilising two options, as detailed below.

First print option:

Select the **Graphs** tab on the toolbar to display the **Graphs** worksheet.



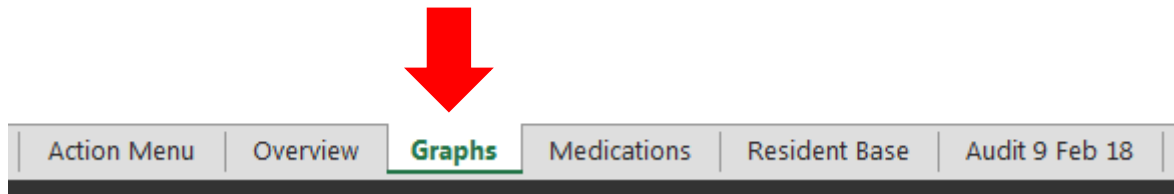
Select the green box titled **Print graphs** located at the top right-hand side of this worksheet.



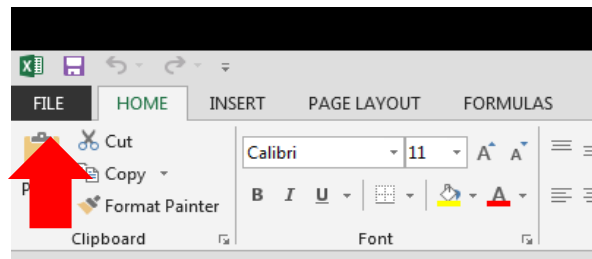
The graphs will be automatically printed on your installed printer. Each graph will appear on a separate page within landscape orientation. If this does not occur, follow **Second print option** as below.

Second print option:

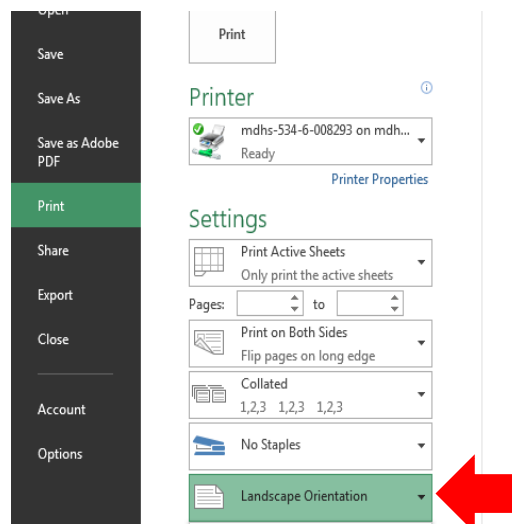
Select the **Graphs** tab on the toolbar to display the **Graphs** worksheet.



Use the standard Microsoft Excel print option, press file and select print.



In the print preferences ensure the document layout is set to landscape orientation.



How do I interpret the graphs?

There are two graphs that will be displayed in the Graphs worksheet, titled **Residents prescribed antipsychotic medication/s, Recent Data** and **Residents prescribed antipsychotic medication/s, Historical Data**.

Residents prescribed antipsychotic medication/s, Recent Data

This graph shows the percentage of the **total number** of residents who are prescribed one antipsychotic medication as well as the percentage of the total residents who are prescribed multiple antipsychotic medications, for the past SIX audits.

This graph displays short term trends in antipsychotic usage within your facility. You will need to assess the raw data and review residents' medication history to interpret any changes in the trend.

This graph also includes the RedUSE study data specific to the state that you selected as your location during set up. This data should not be considered to be national standards or best practice, it is simply included as a comparison of antipsychotic usage for the state you selected as your location during set up.

If you use the RedUSE study as a comparator, it is important to note that all residents residing at the facility on the day of the audit were included and the percentage for each state is based on an average.

Note: data for the Northern Territory was not available for the RedUSE study and therefore will not be represented in this graph.

Residents prescribed antipsychotic medication/s, Historical Data

This graph shows the percentage of the **total number** of residents who are prescribed one antipsychotic medication as well as the percentage of the total residents prescribed multiple antipsychotic medications, from all audits to date.

This graph displays the long term trends in antipsychotic usage within your facility. You will need to assess the raw data and review residents' medication history to interpret any changes in the trend.

This graph also includes the RedUSE study data specific to the state that you selected as your location during set up. This data should not be considered to be national standards or best practice, it is simply included as a comparison of antipsychotic usage for the state you selected as your location during set up.

If you use the RedUSE study as a comparator, it is important to note that all residents residing at the facility on the day of the audit were included and the percentage for each state is based on an average.

Note: data for the Northern Territory was not available for the RedUSE study and therefore will not be represented in this graph.

What does multiple antipsychotic medications mean?

'Multiple antipsychotic medications' is defined as a resident who is prescribed more than one antipsychotic (e.g. risperidone and olanzapine), OR prescribed an antipsychotic medication

both regularly and PRN (e.g. risperidone daily and risperidone PRN), OR a combination of both.

How frequently should the antipsychotic auditing be completed?

The APTT may be used to regularly complete antipsychotic audits; aiming to provide a snapshot of antipsychotic usage within the facility. Regular antipsychotic audits may assist with monitoring and reviewing antipsychotic usage within the facility e.g. you may like to complete an antipsychotic audit using the APTT, on the same day of each month and discuss the usage at a team meeting.

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3. Tampi RR, Tampi DJ, Balachandran S, Srinivasan S. Antipsychotic use in dementia: a systematic review of benefits and risks from meta-analyses. *Ther Adv Chronic Dis*. 2016;7(5):229-245.
4. Faculty of Psychiatry of Old Age and Committee for Therapeutic Interventions and Evidence-Based Practice. (Amended August 2016). Professional Practice Guideline 10 - Antipsychotic medications as a treatment of behavioural and psychological symptoms of dementia. RANZCP; 2016. Available from: <https://www.ranzcp.org>
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12. Westbury J, Gee P, Ling T, Kitsos A, Peterson G. More action needed: Psychotropic prescribing in Australian residential aged care. *Aust N Z J Psychiatry*. 2018.

Appendices

Appendix 1 Antipsychotic medications list, current as of 27th November 2018

Antipsychotic medication name:

Risperidone
Olanzapine
Quetiapine
Haloperidol
Amisulpride
Aripiprazole
Asenapine
Brexpiprazole
Chlorpromazine
Clozapine
Droperidol
Flupentixol
Lurasidone
Paliperidone
Pericyazine
Ziprasidone
Zulcopenthixol