

AIMS Medication Incident Reporting Platform Criteria for Pharmacies

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To fulfill the requirements of the AIMS Program, pharmacies must have access to an incident management platform that supports continuous quality improvement (CQI). The platform must enable the following **core functionalities**:

- Documentation and analysis of all incidents and near misses
- Documentation of action plans developed in response to incidents
- Anonymous reporting of incidents and near misses to the <u>National Incident Data</u> <u>Repository for Community Pharmacies</u> (NIDR) uploaded daily

The Ontario College of Pharmacists (OCP) may receive aggregate data from the NIDR but will not have access to identifiable information or individual incident details.

Data Sharing and User Access Requirements

- Pharmacies must enter into a data-sharing agreement with ISMP Canada for NIDR submissions, regardless of which platform is selected.
- Each registered pharmacy staff member must have a unique login at their primary place of practice to ensure accountability and secure data access.

Safety Self-Assessment (SSA) Tool

Pharmacies must have access to an appropriate safety self-assessment (SSA) tool. If the selected platform does not include an integrated SSA tool, the pharmacy is required to subscribe to a separate tool. Currently available SSA tools include those offered by ISMP Canada and Think Research.

Mandatory Data Fields

Each reported incident must include the following details:

- 1. Date incident occurred
- 2. Time incident occurred
- 3. Patient date of birth (age range)
- 4. Patient gender

- 5. Type of incident (e.g., incorrect drug, incorrect patient)
- 6. Incident discovered by (e.g., pharmacist, patient)
- 7. Medication prescribed by (e.g., physician, pharmacist)
- 8. Medication system stages involved (e.g., prescribing, order entry)
- 9. Medication(s) involved
- 10. Degree of harm to the patient
- 11. Incident description (free text)
- 12. Contributing factors
- 13. Actions taken at the pharmacy level in response

Near misses have the same requirements, except for no. 10, "degree of harm," as the event is intercepted before it reaches the patient.

Recognized Incident Management Providers

The following providers currently meet the AIMS Incident Management Platform Criteria:

- CPhIR ISMP Canada
- Pharmapod Think Research
- TPSC Cloud The Patient Safety Company

Pharmacies may select other providers but are responsible for ensuring the platform meets the AIMS Incident Management Platform Criteria.