AIMS Assurance and Improvement in Medication Safety
A PATIENT SAFETY AND QUALITY IMPROVEMENT PROGRAM OF THE ONTARIO COLLEGE OF PHARMACISTS

AIMS Incident Management 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 National Incident Data Repository for Community Pharmacies (NIDR) uploaded daily

The Ontario College of Pharmacists (OCP) will receive aggregate data from the NIDR. However, no pharmacy-specific or identifiable information will be provided.

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.
- Registered pharmacy staff (pharmacists and pharmacy technicians) must have a unique login at their primary place of practice to support accountability and secure access to data. This requirement does not apply to relief or occasional staff.

Safety Self-Assessment (SSA) Tool

Pharmacies must have access to a validated safety self-assessment (SSA) tool. Where the selected platform does not include a validated SSA tool, pharmacies are required to subscribe to one. Nationally available and accepted tools are the ISMP Canada Medication Safety Self-Assessment (MSSA) and the Think Research (Pharmapod) Pharmacy Safety Self-Assessment (PSSA).

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. Route of administration
11. Associated Factors - Indicate if the event was associated with any of the following factors (select one or more): central fill, compliance packaging, compounded medication, injection by pharmacy professional, transition of care, or none of the above
12. Degree of harm to the patient
13. Incident description (free text)
14. Contributing factors
15. Actions taken at the pharmacy level in response

Near misses have the same requirements, except for no. 12, "degree of harm," as the event is intercepted before it reaches the patient.

Note: Some of the mandatory data fields listed above are not included in the data sharing agreement with ISMP Canada and are not submitted to the NIDR at this time. However, Ontario pharmacies are still expected to capture and retain these fields within their incident management platforms.

Recognized Incident Management Providers

Pharmacies may select a medication incident reporting platform of their choice; however, they are responsible for ensuring that the selected platform meets the AIMS Incident Management Platform Criteria.

Nationally available providers that currently meet these criteria include:

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

OCP does not approve or endorse specific platforms. The College maintains a recognized list of platforms that have successfully completed testing for data submission to the NIDR and have an executed agreement in place with ISMP Canada. Several platforms are currently undergoing testing for NIDR data submission.

Ensuring the privacy and security of data submitted to the platform is the responsibility of the pharmacy.

New incident management providers can contact AIMS@ocpinfo.com to arrange a platform demonstration and receive guidance on the next steps.