AIMS Assurance and Improvement in Medication Safety

A PATIENT SAFETY AND QUALITY IMPROVEMENT PROGRAM OF THE ONTARIO COLLEGE OF PHARMACISTS

Checklist for Designated Managers to Meet Updated AIMS Program Requirements

New requirements for the AIMS Program come into effect on January 1, 2027. Designated Managers are required to take several steps to ensure compliance. This checklist is intended as guidance. For all information and resources, please see the Changes to the Assurance and Improvement in Medication Safety Program webpage.

COMPLETE AS SOON AS POSSIBLE

◯ **Review the guidance on expectations during the 2026 transition year.**

Read the *Pharmacy Connection* article **AIMS Program: Expectations and Requirements of Pharmacies During 2026**. Pharmacies must continue to meet the core requirements of the AIMS Program throughout 2026.

COMPLETE AS SOON AS POSSIBLE

◯ **Review the AIMS Incident Management Platform Criteria and select a platform of your choice.**

The **criteria and the list of incident management providers** will be updated as new vendors become available and complete testing with ISMP Canada. Ensuring the security and privacy of data in the incident management platform is the responsibility of the pharmacy and the Designated Manager.

COMPLETE AS SOON AS POSSIBLE

◯ **Complete the Data Sharing Agreement with ISMP Canada after selecting an incident management platform.**

The agreement enables data sharing between your incident management platform and the National Incident Data Repository for Community Pharmacies (NIDR). Create an account for your pharmacy on the **ISMP Canada website** and follow the steps provided in the **NIDR Portal User Guide**.

COMPLETE BY JANUARY 1, 2027

◯ **Review the updated AIMS requirements that take effect in 2027.**

The **updated supplemental Standard of Practice (sSOP)** outlines the revised requirements.

COMPLETE BY JANUARY 1, 2027

◯ **Implement the incident management platform at your pharmacy.**

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COMPLETE BY JANUARY 1, 2027

◯ **Set up unique logins in your incident management platform for registered pharmacy staff members.**

Unique logins are required for pharmacists and pharmacy technicians whose primary place of practice is your pharmacy. Occasional or relief staff do not need to be included. Access may be granted to other pharmacy staff at the discretion of the Designated Manager.

COMPLETE BY JANUARY 1, 2027

◯ **Ensure pharmacy staff complete the AIMS e-Learning modules available on the College's website.**

In addition to the e-Learning modules, staff should also receive training on the incident management platform used at your pharmacy.

FIRST MEETING TO OCCUR BY APRIL 1, 2027

◯ **Schedule CQI meetings with pharmacy staff at least once every quarter.**

These meetings can be used to educate pharmacy team members on medication safety, encourage open dialogue on medication events, and complete the safety self-assessment when required. Keep a record of meetings held and the attendees. A CQI meetings sample agenda is available.

COMPLETE AT LEAST ONCE EVERY TWO YEARS

◯ **Complete a safety self-assessment for the pharmacy.**

A validated safety self-assessment (SSA) must be completed every two years or more frequently as determined by the Designated Manager. If your platform does not include a validated SSA tool, you 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).

Related Resources

- Changes to the Assurance and Improvement in Medication Safety Program webpage
- Updated supplemental Standard of Practice: Mandatory Standardized AIMS Program in Ontario Pharmacies (in effect January 1, 2027)
- AIMS Incident Management Platform Criteria for Pharmacies
- AIMS Program: Expectations and Requirements of Pharmacies During 2026
- Infographic: AIMS Program
- Learning from Near Misses Is an Important Part of Medication Safety
- Continuous Quality Improvement Meetings Sample Agenda