

# Continuous Quality Improvement Meetings Sample Agenda

New requirements under the Assurance and Improvement in Medication Safety (AIMS) Program **come into effect** January 1, 2027. Pharmacies will be required to hold continuous quality improvement (CQI) meetings at least once per quarter. CQI meetings are intended to support ongoing medication safety at the pharmacy, including discussing recent incidents and near misses, developing action plans, monitoring progress, and sharing safety tips.

*NOTE: The sample agenda provided below is intended as guidance only. Designated Managers are responsible for ensuring their pharmacy is meeting the requirements of the AIMS Program in a way that is appropriate for their pharmacy.*

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	<p><b>Record the meeting date and attendees. Assign someone to take notes.</b></p>	
	<p><b>Review follow-up items from previous meetings.</b></p>	<p><i>Check progress on action plans from previous medication events and the most recent safety self-assessment.</i></p>
	<p><b>Discuss any new medication incidents, near misses or safety opportunities.</b></p>	<p><i>Ask: What happened? Why did it happen? Have you noticed any patterns or trends?</i></p>
	<p><b>Develop and document new action plans to implement appropriate steps to help prevent the event from occurring again.</b></p>	<p><i>Document what needs to be done, who is responsible for doing it, and a target date to get it done.</i></p>
	<p><b>Share any medication safety successes, safety tips and challenges.</b></p>	<p><i>Consider: What's working well? Are there any barriers? What resources are needed?</i></p>
	<p><b>Confirm next steps and responsibilities.</b></p>	<p><i>Ensure meeting minutes are complete and accessible to the whole pharmacy team.</i></p>