



Quick-start checklist

Step	Details and links
<input type="checkbox"/> Conduct a safety self-assessment (SSA)	The SSA must be repeated at least every two years per pharmacy, or within six months of a licensee change, whichever is earlier.
<input type="checkbox"/> Select and implement a practice incident management platform	The practice incident management platform must meet ACP's requirements .
<input type="checkbox"/> Establish a data sharing agreement with the National Incident Data Repository (NIDR)	The data sharing agreement enables your pharmacy's practice incident and close call details to be transmitted anonymously to the NIDR.
<input type="checkbox"/> Evaluate whether your pharmacy's privacy impact assessment (PIA) needs to be updated	If your practice incident management platform involves the collection, disclosure, or use of patient information, you need to submit a PIA to the Office of the Information and Privacy Commissioner.
<input type="checkbox"/> Develop policies and procedures to support your pharmacy's CQI program	See ACP's general policies and procedures manual template for tips on developing your pharmacy-specific policies.
<input type="checkbox"/> Complete CQI+ training	CQI+ training must be completed by the entire pharmacy team.
<input type="checkbox"/> Schedule regular CQI meetings (at least every three months)	Scheduling your CQI meetings will ensure you are able to involve as many members of your pharmacy team as possible.

For detailed information on each of these steps, please refer to ACP's Guide to CQI+: a continuous quality improvement program for pharmacy teams.

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