

## Drug incident quarterly review report

### Follow-up process: Standards for the Operation of Licensed Pharmacies

6.6 The licensee must, at least quarterly

- a. review the drug-error reports for the licensed pharmacy to evaluate whether practice changes or preventative measures are required to prevent future drug errors, and
- b. assess whether any changes implemented as a result of a drug error were successful in advancing patient safety.

6.7 Nothing in Standard 6.6 relieves a licensee from the duty to make changes or take preventative measures promptly in response to a drug error if the protection of the public requires it.

6.8 The licensee must communicate the results of the licensee's drug error review to all employees who work in the prescription department, along with any other information required to assist in ensuring that the risk of a drug error is reduced.

Retain this report for 10 years.

### How to complete this report

For each quarter, please document

1. drug incidents and required actions reviewed - consider a review of ISMP Canada drug error reports for insight on similar errors;
2. any significant findings (e.g., repeated incidents of similar errors - are there any patterns?); and
3. further actions implemented and whether those actions resolved the issue.

#### Pharmacy information

Name \_\_\_\_\_ Licensee name \_\_\_\_\_  
Address \_\_\_\_\_ Reporting year \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

**First quarter review – January to March**

Review date \_\_\_\_\_  
Day / Month / Year

Licensee name \_\_\_\_\_

Licensee signature \_\_\_\_\_

**Second quarter review – April to June**

Review date \_\_\_\_\_  
Day / Month / Year

Licensee name \_\_\_\_\_

Licensee signature \_\_\_\_\_

**Third quarter review – July to September**

Review date \_\_\_\_\_  
Day / Month / Year

Licensee name \_\_\_\_\_

Licensee signature \_\_\_\_\_

**Fourth quarter review – October to December**

Review date \_\_\_\_\_  
Day / Month / Year

Licensee name \_\_\_\_\_

Licensee signature \_\_\_\_\_