MEDICATION INCIDENT AND DISCREPANCY OR NEAR MISS REPORT FORM

INTRODUCTION

Standard of Practice #9: Medication Incidents and Discrepancies or Near Miss Events requires pharmacists to promptly document all medication incidents on a pharmacy incident report form.

The pharmacist discovering the error must initiate the report. The prescriber and pharmacy manager must be notified of ALL medication incidents.

DEFINITIONS

Medication incident: a preventable occurrence or circumstance that may cause or lead to inappropriate medication use or patient harm.

Medication discrepancy or near miss: an event or circumstance that took place, and could have resulted in an unintended or undesired outcome(s), but was discovered before reaching the patient.

<table>
<thead>
<tr>
<th>PATIENT INFORMATION</th>
<th>INCIDENT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: _______________________________</td>
<td>Error date: ___________________________</td>
</tr>
<tr>
<td>Address: _______________________________</td>
<td>Discovery date: ________________________</td>
</tr>
<tr>
<td>Phone: _______________________________</td>
<td>Name of pharmacist initiating report:</td>
</tr>
<tr>
<td>Sex: ______ DOB: ________________________</td>
<td></td>
</tr>
<tr>
<td>Rx #: _______________________________</td>
<td></td>
</tr>
<tr>
<td>PHIN: ________________________________</td>
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</tr>
</tbody>
</table>

INCIDENT/DISCREPANCY OR NEAR MISS DESCRIPTION

Type of Incident:
- ☐ Incorrect Dose
- ☐ Incorrect Generic Selection
- ☐ Outdated Product
- ☐ Drug Unavailable/Omission
- ☐ Incorrect Dosage Form
- ☐ Incorrect Patient
- ☐ Allergic Reaction to Medication
- ☐ Drug-Drug Interaction
- ☐ Incorrect Drug
- ☐ Incorrect Strength
- ☐ Incorrect Label/Directions
- ☐ Other: ________________________________

Type of Discrepancy or Near Miss:
- ☐ Prescribing (specify): ________________________________
- ☐ Dispensing (specify): ________________________________
- ☐ Documentation (specify): ________________________________
- ☐ Other: ________________________________
Incident Report #: __________

## Severity of incident/discrepancy or near miss:
- **None**: no change in patient’s condition; no medical intervention required
- **Minor**: produces a temporary systemic or localized response; does not cause ongoing complications
- **Major**: requires immediate medical intervention

## Additional details:
(include information about the prescribed drug, dose, route, directions for use, etc. State any facts as known at the time of discovery)

## Contributing Factors
(to be completed by the pharmacist responsible)
- Improper patient identification
- Incorrect transcription
- Lack of patient counselling
- Misread/misinterpreted drug order
- Drug unavailable
- Other:

## Notification

<table>
<thead>
<tr>
<th>Patient notified:</th>
<th>____________________</th>
<th>Date</th>
<th>____________________</th>
<th>Signature of notifying pharmacist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physician notified:</td>
<td>____________________</td>
<td>Date</td>
<td>____________________</td>
<td>Signature of notifying pharmacist</td>
</tr>
</tbody>
</table>

## Follow-Up

<table>
<thead>
<tr>
<th>Problem Identification:</th>
<th>Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lack of knowledge</td>
<td>Education provided</td>
</tr>
<tr>
<td>Performance problem</td>
<td>Policy/procedure changed</td>
</tr>
<tr>
<td>Administration problem</td>
<td>System changed</td>
</tr>
<tr>
<td>Other</td>
<td>Individual awareness</td>
</tr>
<tr>
<td></td>
<td>Group awareness</td>
</tr>
<tr>
<td></td>
<td>Other:</td>
</tr>
</tbody>
</table>

Resolution of the problem that resulted in the error being made:

Signature (pharmacist initiating report)  Signature (pharmacy manager)