

QUICK GUIDE: ENTERING A CPhIR REPORT

WHEN DO I ENTER A MEDICATION INCIDENT OR NEAR MISS TO CPhIR?

Ideally, medication incidents and near misses should be entered as they happen. Alternatively, staff can fill out paper reports and enter the information into CPhIR when the pharmacy is less busy.

The following instances are examples of what should be reported to CPhIR:

- All medication incidents that reach the patient regardless of harm
- Any near miss that had the potential to cause harm had it not been caught
- Any near miss that is occurring repeatedly
- Any near miss that a pharmacy member feels is important to report

WHO SHOULD I TALK TO IF I HAVE QUESTIONS ABOUT A MEDICATION INCIDENT OR NEAR MISS ?

You can talk with _____ about any medication incident, near miss, or patient safety concern.

HOW DO I ENTER A MEDICATION INCIDENT OR NEAR MISS INTO CPhIR?

Log in to CPhIR at www.cphir.ca using your pharmacy's unique username and password:

Username: _____

Password: _____

Fill out the seven mandatory fields:

- Date incident occurred
- Type of incident
- Incident discovered by
- Medication system stage involved
- Medications involved
- Degree of harm to patient due to incident
- Incident description/how it was discovered (only free text field)

The optional fields are also valuable for analysis. If you don't have time to enter the details, leave the incident report open until all information about the incident is included then close the incident.

KEY POINTS TO REMEMBER:

- Reporting is anonymous
- Short training videos are included in the CPhIR platform (see image above)
- DO NOT enter identifying patient information
- Open incidents **cannot** be searched--to find an open incident, click on the "Home" tab and you can sort incidents by date or number
- Open incidents will automatically close after 90 days
- Close open incidents as soon as the details are complete
- Closed incidents cannot be edited

