

CQI Meeting Agenda

Date: _____

1. Attendance
2. Old Business
 - a. Quick review of medication incident statistics from last meeting or incident discussion
 - b. Review of action plans made
 - c. Discuss Progress (continue/change action plans as needed)
3. New Business
 - a. Presentation of medication incidents for consideration
 - b. Discussion and analysis of medication incidents
 - i. Summarization of issues
 - ii. Identify solutions
 - iii. Create action plan
4. Announcements
 - a. Medication Safety Education
5. Schedule date for follow-up meeting if needed
6. Adjourn

Adapted from Florida Pharmacy Continuous Quality Improvement (CQI) Manual, 2002.

CQI Meeting Report Form

	Meeting #1	Meeting #2	Meeting #3	Meeting #4
Date				
Number of pharmacists present				
Number of pharmacy technicians present				
Number of pharmacy assistants present				
Pharmacy manager present (Y/N)				
Pharmacy owner present (Y/N)				

CQI Meeting Notes

Meeting #1 Notes

Meeting #2 Notes

Meeting #3 Notes

Meeting #2 Notes

CQI Meeting Action Plan

Planned Action	Meeting date and discussion	Follow Up		
<p>Example: Place Rx's to be picked up in red basket</p>	<p>Sept 15, 2021 Confusion surrounding which Rx's to be picked up vs. waited for. Will use colour-coded baskets.</p>	<p>Dec 15, 2021 Not adopted by all staff. Discussed again to ensure everyone is on same page.</p>	<p>March 15, 2022 Working well. Less confusion and reduced near misses.</p>	<p>June 15, 2022 Trained new staff on procedure. Still working well.</p>