Checklist for CQI Coordinator for Training Other Staff

☐	Community Pharmacy Professionals Advancing Safety in Sask. (COMPASS)	☐ About COMPASS / Purpose ☐ Benefits of COMPASS ☐ Importance of Safety Culture Change (No "Blame & Shame") ☐ Bylaw Requirements ☐ Role of QI Coordinator / Field Officer ☐ Goals of QIR (Quality Improvement Review) ☐ MedSCIM Analysis ☐ Communication Tools e.g., directions, SMART Medication Safety Agenda, CQI Coordinator Manual

☐	Community Pharmacy Incident Reporting (CPhIR) Tool	☐ Benefits of CPhIR
		
		☐ Overview of CPhIR Reporting (5 W's)
		
		☐ Who can Report?
		   - Anonymous Reporting
		   - Username and Password to Login
		
		☐ What Information is Required to Report a Medication Incident?
		   - Required Fields
		   - Optional Fields
		   - Do Not Include Identifying Information When Reporting
		
		☐ When Should a Medication Incident be Reported?
		
		☐ Where Should a Medication Incident be Reported?
		
		☐ Why Should a Medication Incident be Reported?
		
		☐ How to Report a Medication Error
		   - SCPP Cheat Sheet for Entering a Medication Incident
		
		☐ Incident Reporting Expectations
		
		☐ Editing Incidents (Within 90 Days of Initial Reporting)
		
		☐ Searching Reported Incidents
		
		☐ Accessing CE & Medication Safety Resources

☐	Medication Safety Self-Assessment (MSSA) Tool	☐ Overview of MSSA tool
		☐ Benefits of the MSSA
		☐ Process for Completing MSSA
		☐ Team Make-up
		☐ MSSA Scoring
		☐ Viewing and Interpreting MSSA Results (Graphs/Charts)
☐	Quality Improvement (QI) Tool in CPhIR	☐ Utilizing Stats Features in CPhIR
		☐ Developing CQI Meeting Agenda
		- Determining and Importing Medication Incidents for Discussion
		- Determining and Importing MSSA Improvements for Discussion
		- Importing Upcoming Staff Education Requirements
		- Other Safety Issues for Discussion
		☐ Developing and Documenting a CQI Action Plan
		- Analyzing Medication Incidents and Developing Action Plan
		o 7-Step Process
		o Hierarchy of Effectiveness
		- Analyzing MSSA Improvement Initiatives and Development Action Plan
		- Determining Staff Education Initiatives Action Plan
		☐ Documenting CQI Meetings
		- Monitoring and Updating CQI Plan
		☐ SCPP CQI Plan Cheat Sheet
☐	Other CQI Tools	☐ Root Cause Analysis
		☐ Constellation Diagrams
		☐ PDSA Cycles