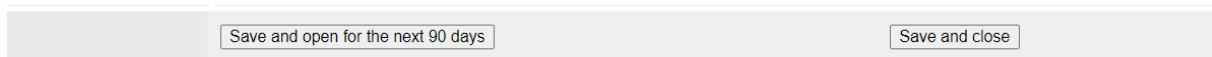


FAQ: Corporate Pharmacy Request for One Point of Entry for MIR in Saskatchewan

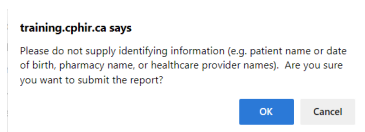
Question: My corporate office would like to have one point of data entry for medication incident reporting. How do I ensure I meet the COMPASS program requirements and minimize double entry of data for corporate medication incident reporting?

Answer: The steps below outline the process to export medication incident or near miss data from the Community Pharmacy Incident Reporting (CPhIR) platform into an Excel file. The corporate-selected incident reporting platform is responsible for programming/uploading the exported data fields as per corporate pharmacy requirements.

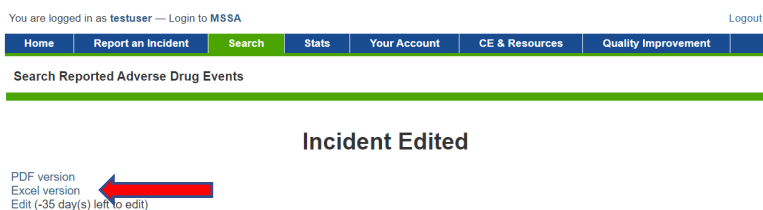
1. Enter medication incident or near miss into CPhIR as per Saskatchewan College of Pharmacy Professionals COMPASS program requirements.
2. Once the incident/near miss details are entered, ensure the incident/near miss is either:
 - a. Saved and remains open for 90 days, or
 - b. Saved and closed



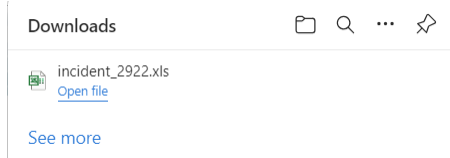
3. Confirm the incident report does not contain any identifiable information and click "OK".



4. Export the incident data by clicking the "Excel version."



5. Save the downloaded Excel file in a secure shared folder with the incident reporting platform provider or corporate office as designated.



For more information contact Enna Aujla, Director Community Pharmacy Reporting and Learning Programs, ISMP Canada: Enna.Aujla@ismpcanada.ca
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6. The corporate-selected incident reporting platform provider can import the incident/near miss data (fields noted below) from the shared folder into the corporate-selected incident reporting platform.

| | |
|----|--|
| 1 | Incident Number |
| 2 | Incident Date |
| 3 | Incident Time |
| 4 | Type |
| 5 | Discovered By |
| 6 | Stages |
| 7 | Drugs |
| 8 | Gender |
| 9 | Age |
| 10 | Degree of Harm to Patient due to Incident |
| 11 | Description |
| 12 | Background Info |
| 13 | Factors |
| 14 | Recommended Actions at Store Level |
| 15 | Shared Learning for ISMP Canada to Disseminate |
| 16 | Date Submitted |