Quick-Start Checklist

☐ SELECT AND IMPLEMENT REPORTING PLATFORM

DEADLINE JUNE 1, 2026

Platform must:

- ☐ Support all **8** mandatory data fields
- ☐ Submit required de-identified data to a national database (Community → NIDR; Hospital → NSIR)

Community pharmacy managers must:

- ☐ Complete a Data Sharing Agreement with NIDR, authorizing the platform provider to submit data on their behalf to the national database

8 Mandatory Data Fields

1. Date incident occurred
2. Type of medication incident
3. Incident discovered by (position/title only)
4. Medication system stages involved
5. Medication(s) involved
6. Degree of harm to client
7. Incident description/how discovered
8. Contributing factors

*If your pharmacy already uses an incident reporting platform, you **MUST** confirm it meets CIRCL requirements. Work with your provider to ensure compliance by June 1, 2026—or select a new platform.*

***NOTE:** BC Patient Safety & Learning System (BCPSLS), which is already in place within most hospital pharmacies, meets CIRCL's reporting platform requirement.*

☐ ESTABLISH POLICIES AND PROCEDURES

DEADLINE JUNE 1, 2026

Pharmacy managers must develop written policies and procedures that include:

- ☐ A continuous quality improvement program for the pharmacy

Community: *Pharmacy Operations and Drug Scheduling Act* Bylaws s.24(2)

Hospital: *Pharmacy Operations and Drug Scheduling Act* Bylaws s.29(1)

***At a minimum, a near miss must be reported when ANY of the following apply:**

- If the event had reached the client, actual harm would have been likely
- The event is a recurring problem for the pharmacy
- The event provides a learning opportunity for the pharmacy or for pharmacy practice in general

- ☐ A process for reporting, documenting, analyzing, following up on, and learning from incidents and near misses
- ☐ Clear steps staff must take when incidents or near misses occur, including disclosure
- ☐ Criteria for determining whether a near miss must be reported to the national database*

Quick-Start Checklist

☐ TEAM TRAINING

DEADLINE JUNE 1, 2026

Pharmacy professionals must understand:

- Their pharmacy's policies and procedures
- What must be reported, by whom and when
- Your role in incident response and disclosure
- How to incorporate continuous quality improvement into practice
- How to enter de-identified medication incidents and near misses within their pharmacy's reporting platform using the 8 mandatory reporting fields

Post-Implementation Checklist

☐ HOLD TEAM MEETINGS

BY JUNE 1, 2027, THEN ANNUALLY

Team Meeting: *A regular meeting of pharmacy staff to review and assess incident data, discuss contributing factors, and determine how to address identified issues.*

Document each meeting and include the following:

- ☐ Date of meeting
- ☐ Name of pharmacy staff in attendance
- ☐ Topic of discussion
- ☐ Any resulting improvement plans

☐ COMPLETE SAFETY SELF-ASSESSMENT

BY JUNE 1, 2027, THEN EVERY 3 YEARS

Safety Self-Assessment (SSA): *A regular process used by pharmacy staff to identify potential safety risks, reduce medication incidents, and find opportunities to improve client safety.*

If your pharmacy's reporting platform does not have an included SSA tool, you can subscribe to one of the standalone SSA tools listed on the CPBC website, or an equivalent software tool appropriate for your pharmacy's licence type that has the necessary technical features and capabilities to consistently and reliably generate adequate SSA for the pharmacy.