



**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

SECTION: DEPARTMENT OF PHARMACY

SUBJECT: MEDICATION ERROR REPORTING

CODE: 1.40.0

DATE: 6/26/07

REVISED: 4/19/22

APPROVED: Tinh Tran, Pharm. D

MEC APPROVED: 2/22/12, 11/18/15

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POLICY

It is the responsibility of the Facility disciplines to immediately report medication errors in Safety Intelligence and notify the responsible practitioner.

Definition of a Medication Error: Any preventable event that may cause or lead to inappropriate medication use or patient harm while the medication is in the control of the healthcare professional, patient, or consumer.

A significant medication error is a medication event that could lead to death, disability, or transfer to a higher level of care.

PROCEDURE

1. A medication error will be reported on the facility's intranet on Safety Intelligence.
2. The individual initiating the report will follow the prompts in Safety Intelligence and provide a complete report as possible including the medication involved and the circumstances or what precipitated the error.
3. The report will be forwarded to the responsible individuals for response.
4. All medication errors will be investigated as soon as is reasonably possible, but not later than 2 business days from the date the medication error is discovered.
5. An analysis, trend, and recommendation of medication errors will be presented at the monthly P&T Committee by the Medication Safety Committee, a subcommittee of the P&T Committee.
6. Other reports (i.e. Pharmacists' Queries and referrals of medication events from facility meetings) will be reviewed, trended, and reported to the P&T Committee.
7. All medication error reports and reviews will be immediately retrievable in the pharmacy for at least one year from the date the record was created.

MEDICATION SAFETY COMMITTEE RESPONSIBILITY:

1. Monthly analysis, trends, and recommendations will be presented by the Medication Safety Committee to the P&T Committee for review and action.

Reviewed: 4/28/14bj, 11/14/2018bdk, 4/19/2022 TT

Approved By: *Ben Arndt*

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PHARMACY AND THERAPEUTICS COMMITTEE RESPONSIBILITY:

1. Review the Medication Safety Committee data and recommendations and act on the recommendations.