

SAFETY IQ TRAINING Checklist

According to the [Medication Incident and Near-Miss Event Practice Direction](#), “licensed pharmacists, pharmacy technicians, pharmacy assistants and employees of the pharmacy must be trained and are required to comply with systems, policies, and procedures related to medication incidents and near-miss events.” All community pharmacies should have a **documented training plan** included in their policies and procedures manual outlining how all pharmacy staff will receive initial and ongoing training on Safety IQ.

You can use the following checklist and prompts to build and/or assess your pharmacy’s training plan for Safety IQ.

YES	NO	TRAINING PROGRAM ITEM
<input type="checkbox"/>	<input type="checkbox"/>	Pharmacy manager considers whether to appoint a staff member as a Continuous Quality Improvement (CQI) coordinator in addition to themselves to help ensure training is ongoing and complete and staff report incidents and near-miss events in a timely manner.
<input type="checkbox"/>	<input type="checkbox"/>	Pharmacy manager and CQI Coordinator (if appointed) review and understand College resource documents about the Safety IQ program: <ul style="list-style-type: none"> • Medication Incident and Near-Miss Event Practice Direction • Guide to Safety IQ • Community Pharmacy Safety Culture Toolkit
<input type="checkbox"/>	<input type="checkbox"/>	The pharmacy has a documented training plan included in their policies and procedures manual.
<p>If no, we will develop and implement a training plan by:</p> <p>Who is responsible for developing and implementing the training plan:</p>		
<input type="checkbox"/>	<input type="checkbox"/>	Pharmacy staff members, including pharmacists, pharmacy technicians, and pharmacy assistants, review and understand College resource documents on the Safety IQ program: <ul style="list-style-type: none"> • Safety IQ FAQ • Medication Incident and Near-Miss Event Practice Direction • Introduction to Safety IQ Training Video • Quick Guide to Reporting • Quick Guide to Documenting • Quick Guide to Responding to an Incident
<input type="checkbox"/>	<input type="checkbox"/>	Pharmacy staff including pharmacists, pharmacy technicians, and pharmacy assistants review and understand the pharmacies policies and procedures for Safety IQ including <ul style="list-style-type: none"> • Discovery and disclosure of medication incidents • Reporting medication incidents and near-miss events • Investigation and analysis of medication incidents and near-miss events • Safety self-assessment • Continuous quality improvement meetings

YES	NO	TRAINING PROGRAM ITEM
<input type="checkbox"/>	<input type="checkbox"/>	All pharmacy staff have completed the training provided by the medication incident reporting platform.
<input type="checkbox"/>	<input type="checkbox"/>	Pharmacy manager engages staff in discussion on processes and encourages staff to report incidents and near-miss events.

STAFF TRAINING IMPROVEMENT SUMMARY IF APPLICABLE

Items to be added to documented training plan:

Who is responsible for the documented training plan:

Staff that require additional Safety IQ training are:

We will complete additional training by (date):