

Data Sharing Agreement (DSA)

Community Pharmacy in Alberta & National Incident Data Repository for Community Pharmacies (NIDR)

This Data Sharing Agreement is to be completed and submitted for any of the following:

Community Pharmacy authorizing data submission to the NIDR to support the [CQI+ Program of the Alberta College of Pharmacy](#).

Notification of Change in Community Pharmacy Licensee

Notification of Change in Community Pharmacy Ownership

Notification of Change of practice incident management platform provider

Pharmacy Name:

Pharmacy License #:

Pharmacy Licensee Name:

Practice Permit Number:

Pharmacy Address:

City:

Province:

Postal Code:

Pharmacy Licensee Email Address:

Pharmacy Phone #:

Pharmacy Fax #:

Reporting Platform Provider*:

Invoice for annual data processing fee (see Appendix 1: Fee Schedule), should be sent to:

Licensee listed above

Pharmacy Chain/Banner Office

Contact Name:

Email:

Platform Provider

Contact Name:

Email:

The Institute for Safe Medication Practices Canada ([ISMP Canada](#)) houses the National Incident Data Repository for Community Pharmacies ([NIDR](#)); a database of standardized data on medication incidents reported by community pharmacies and a component of the Canadian Medication Incident Reporting and Prevention System ([CMIRPS](#)).

ISMP Canada is an independent, not-for-profit, corporation continued under the Canada Not-for-profit Corporations Act by Articles of Continuance dated October 3, 2014 with a mandate to analyze medication incident reports and develop recommendations for enhancing patient safety. The activities to support this mandate are conducted in accordance with ISMP Canada's goals and purpose, as set out in the [ISMP Canada Vision and Strategic Plan](#). Personal information, as it is defined in the Alberta *Personal Information Protection Act* and individually identifying health information, as it is defined in the Alberta *Health Information Act*, are not collected.

The data is collected through a secure transfer protocol for the purpose of analysis and shared learning to advance medication safety in all health care settings in Canada. Data protection measures include encryption (for data in transit and at rest), access controls, and secure storage practices. ISMP Canada is committed to regularly reviewing and updating security practices.

The following categories of information are received by ISMP Canada from pharmacies:

- Date of incident
- Type of incident (e.g., incorrect drug, incorrect strength/concentration)
- Discoverer of incident (e.g., pharmacist, technician, patient)
- Medication system stages involved in the incident (e.g., order entry, dispensing, administration)
- Medication(s) involved (e.g., medication name, strength)
- Degree of harm to patient due to incident (e.g., no harm, harm)
- Description of the incident
- Contributing factors of the incident (e.g., miscommunication of drug order)
- Actions taken at the pharmacy level
- Gender, and age range of patient (*optional*)
- Incident background information (*optional*)
- Time (*optional*)
- Shared learnings (*optional*)

A reminder that we do not collect incident data that may identify an individual or an organization. Pharmacies (and applicable practice incident management platform providers) submitting incident data must ensure that all identifying information is removed before submission. ISMP Canada has a privacy program to guide handling of information by its employees. As part of the NIDR program, we have completed a privacy impact assessment (PIA). Our Privacy Policy is available at <https://ismpcanada.ca/about/#privacy>. In accordance with our policy, the data is used by ISMP Canada only for the purposes of analysis, recommended actions to improve medication safety, and shared learning.

As described in the Alberta College of Pharmacy [Guide to CQI+: A continuous quality improvement program for pharmacy teams](#), the pharmacy licensee is the custodian of the pharmacy's practice incident data. Therefore, according to the Alberta Health Information Act, the pharmacy licensee may be required to submit their own privacy impact assessment (PIA) to the Office of the Information and Privacy Commissioner of Alberta.

ISMP Canada may from time to time implement updates to the NIDR reporting and submission process. All pharmacies and reporting platform providers will be provided with notice of any changes.

There is an annual data processing fee that is outlined in Appendix 1: Fee Schedule. The NIDR activities are partially funded through CMIRPS by Health Canada.

This Data Sharing Agreement shall remain in effect until (i) ISMP Canada is notified by the pharmacy that the agreement has been cancelled; or (ii) ISMP Canada notifies the pharmacy of a change in the agreement. ISMP Canada will periodically conduct a reconciliation process with the Alberta College of Pharmacy to confirm that each licensed pharmacy has a valid signed Data Sharing Agreement in place to enable submission of practice incident and close call information to the NIDR.

Thank you for contributing your community pharmacy practice incident and close call data to the NIDR for the purpose of shared learning. If you have any questions, please do not hesitate to contact the NIDR team at ISMP Canada by e-mail nidr@ismpcanada.ca, or phone 416-733-3131 or 1-866-544-7672.

Thank you,

Carolyn Hoffman, CEO

Institute for Safe Medication Practices Canada info@ismpcanada.ca www.ismpcanada.ca

4711 Yonge St, Suite 706, Toronto, Ontario M2N 6K8, 416-733-3131 or 1-866-544-7672 Fax: 416-733-1146

I acknowledge that I have read and understood the above and agree to submit de-identified practice incident and close call data to the National Incident Data Repository for Community Pharmacies to support the [CQI+ Program of the Alberta College of Pharmacy](#).

Pharmacy Licensee's Signature

Pharmacy Licensee's Name

Date

Please email the completed and signed document to nidr@ismpcanada.ca or fax to 416-733-1146.

*Pharmacies in Alberta can subscribe to a Reporting Platform Provider that satisfies the [CQI+ Program of the Alberta College of Pharmacy](#); this may be an in-house incident reporting platform. The Reporting Platform Provider must follow a Data Submission Protocol, including but not limited to the use of specific code(s) for facilitating data submission to the National Incident Data Repository for Community Pharmacies (NIDR). A Reporting Platform Provider may pay the annual data processing fee as a component of their services.

Appendix 1: Fee Schedule

NIDR activities are partially funded through CMIRPS by Health Canada; a data processing fee is charged on an annual, per-community-pharmacy basis.

The data processing fee includes proportional costs associated with data transfer, data review and validation, data maintenance, technology system support and communications, report generation, consultation, and knowledge translation.

The data processing fee is \$70 per pharmacy, paid annually.

Options for payment of the data processing fee include:

- (i) working directly with ISMP Canada; or,
- (ii) authorizing ISMP Canada to direct the invoice to the Pharmacy Chain/Banner Office; or,
- (iii) authorizing ISMP Canada to direct the invoice to a third-party practice incident management platform provider.

Each community pharmacy is responsible for ensuring that the data processing fee is paid annually by the pharmacy OR by the third-party practice incident management platform provider.

Please refer to the NIDR FAQ web page for more information: [NIDR-faq.pdf \(ismpcanada.ca\)](#)