

Data Sharing Agreement (DSA)

Community Pharmacy in British Columbia & 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 [CIRCL \(Continuous Improvement, Reporting, Collaborating, and Learning\) Program of the College of Pharmacists of British Columbia](#).

Notification of Change in Community Pharmacy Manager

Notification of Change in Community Pharmacy Ownership

Notification of Change of medication incident Reporting Platform Provider

Pharmacy Name:

Pharmacy License #:

Pharmacy Manager Name:

Pharmacy Address:

City:

Province:

Postal Code:

Pharmacy Manager Email Address:

Pharmacy Phone #:

Pharmacy Fax #:

Reporting Platform Provider*:

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

Pharmacy Manager 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 and near misses 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 health information, as it is defined in the British Columbia *Pharmacy Operations and Drug Scheduling Act*, and personal information as defined in British Columbia's *Personal Information Protection 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 (*optional*)
- 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 medication incident Reporting 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.

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 College of Pharmacists of British Columbia to ensure each licensed pharmacy has a valid signed Data Sharing Agreement.

Thank you for contributing your community pharmacy medication incident and near miss 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 medication incident and near miss data to the National Incident Data Repository for Community Pharmacies to support the [CIRCL Program of the College of Pharmacists of British Columbia](#).

Pharmacy Manager's Signature

Pharmacy Manager's Name

Date

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

*Pharmacies in British Columbia can subscribe to a Reporting Platform Provider that satisfies the [CIRCL Program of the College of Pharmacists of British Columbia](#); 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 medication incident Reporting 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 medication incident Reporting Platform Provider.

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