

Data Sharing Agreement (DSA)

Community Pharmacy in Ontario & 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 [AIMS \(Assurance and Improvement in Medication Safety\) Program](#) of the Ontario College of Pharmacists.

Notification of Change in Community Pharmacy Designated Manager

Notification of Change in Community Pharmacy Ownership

Notification of Change of Medication Incident Reporting Platform Provider

Pharmacy Name:

Pharmacy Accreditation #:

Designated Manager Name:

Pharmacy Address:

City:

Province:

Postal Code:

Designated Manager Email Address:

Pharmacy Phone #:

Pharmacy Fax #:

Reporting Platform Provider*:

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 Ontario's *Personal Health Information Protection Act, 2004*, is 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
- Time incident occurred (range)
- Prescriber type
- Incident background information (*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.

The Ontario College of Pharmacists will cover the annual \$70 NIDR data processing fee. 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 Ontario College of Pharmacists 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 1-416-733-3131 or 1-866-544-7672.

Thank you,

Natalie Borden, CEO

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

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

Cc: Enna Aujla, ISMP Canada
Sylvia Hyland, ISMP Canada

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 [AIMS Program of the Ontario College of Pharmacists](#).

Designated Manager's Signature

Designated Manager's Name

Date

Please email the completed and signed document to nidr@ismpcanada.ca or fax to 1-416-733-1146.

*Pharmacies in Ontario can subscribe to a Reporting Platform Provider that satisfies the [AIMS Program of Ontario College of Pharmacists](#); 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).