



Checklist for Investigating Deaths Involving Medication Incidents



Institute for Safe Medication Practices Canada
L'Institut pour l'utilisation sécuritaire des médicaments du Canada

INCIDENT DETAILS:

- Detailed description of incident circumstances, including:
 - Name, dose, route of medication as ordered
 - Name, dose, route of medication administered
 - How the incident was discovered
- Copies of original prescriber's order(s)
- Copies of medication administration record(s), narcotic record sheet(s), if applicable
- Actual packaging and/ or photographs of medications involved
 - In the case of an incorrect medication administration, include the intended medication/ dose as well as the actual medication/ dose administered

SUPPORTING INFORMATION FOR ANALYSIS:

- Physical environment
 - Photographs of drug storage in patient care areas and/ or pharmacy
 - Other information related to physical environment that may aid in understanding the circumstances
- Context for activities related to incident:
 - Copies of progress notes (physicians as well as other disciplines as applicable)
 - Information provided by practitioners and others surrounding the circumstances (e.g., staffing, workload, interruptions, environment (e.g., poor lighting), communication challenges (e.g., language barriers), difficult technology, etc.)
- Recommendations/ corrective actions arising from review conducted by facility

The goal is to look beyond the “what happened” to understand why and how it happened. Look beyond the provider/ patient interface for underlying contributing factors in order to develop recommended solutions that will be system-based, rather than reliant solely on education and care and vigilance of individual practitioners.