**Monthly patient safety report**

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| **Pharmacy name (and branch number, if applicable)** |  | **Month and year** |  |
| **Record completed by (name)** |  | **Date of report** |  |
| **Pharmacy team members who participated in preparing this report (initials)** |  | | |

1. **Monthly summary of patient safety incidents and activity in the pharmacy (enter numbers in the table below)**

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| **Month** | **Prescribing interventions** | **Near misses** | **Near misses involving high-risk LASA\* (if known)** | **D. Dispensing incidents** | **E. Dispensing incidents involving high-risk LASA\* (if known)** | **F.**  **National safety alerts** | **G.**  **Other patient safety activity†** |
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\* *‘*Look-Alike, Sound-Alike’ (LASA), [sometimes also referred to as Sound Alike Look Alike Drugs (SALAD).

**†** Including drug recalls.

1. **How have the patient safety priorities that were agreed in the last month’s patient safety report been acted upon?**

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1. **Outline your learnings and actions, if you have had a LASA medicines incident or near miss in the last month (refer to columns C and E in the monthly summary table above).**

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| **What were the key learning points for the pharmacy team following the completion of the CPPE reducing look-alike, sound, alike errors e-learning and e-assessment? (Fill in this box in the month you complete the CPPE training and for the following month)** | **What actions have been implemented to minimise LASA incidents and near misses from your last monthly Patient Safety Report?** |
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| **How have these learnings and actions helped to reduce the number of LASA incidents occurring in your pharmacy? Quantify where possible.** | **If these learnings have not helped to reduce the number of LASA incidents, why is this the case and what additional actions will you now take?** |
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1. **Outline key patient safety improvements that have occurred within your pharmacy during the month in relation to:**
   1. **Improvement 1: Pharmacy safety – patient safety incidents (refer to columns A, B and D in the monthly summary table above).**

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| **Reviewing patient safety incidents, what was the key learning point and how was it identified?** | **What actions have been taken at the pharmacy as a result?** | **How has patient safety improved as a result?** |
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* 1. **Improvement 2: National patient safety alerts (refer to column F in the monthly summary table above).**

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| **Reviewing patient safety alerts, what was the key learning point and how was it identified?** | **What actions have been taken at the pharmacy as a result?** | **How has patient safety improved as a result?** |
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1. **How have you shared what you have learned above (in relation to section 3, 4.1 and 4.2) both with your team and externally?**

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1. **What will be the team’s patient safety priorities for the next month?**

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| **Priority 1:**  **Priority 2:**  **Priority 3:** |