دائـــــرة الـصـــحـــة
DEPARTMENT OF HEALTH

Pharmacovigilance program **برنـامج اليقظة الدوائية**

Medication Error Reporting Form

(Please complete as much as possible, but do not be put off reporting because some details are missing)

A. Patient Details (See confidentiality section)

Name: _____ * **Age / D.O.B** _____ * **Health Care Institution:** _____

***Sex:** ⊙ **M** ○ **F** **Weight (kg):** _____ * **Medical Record No:** _____

Patient contact Details:

B. * Description of the event - date & time

(Please describe the error, sequence of events, staff involved, work time and shift add separate sheet if needed)

C. Medical Product Involved in the Event

		Medical Product Name	Strength	Dosage form	Manufacturer	Expiry Date	Type and Size of Container
Drug (s) used	1						
	2						
	3						

D.* Impact of the Error

Did the error reach the patient ⊙ Yes ○ No

E. *Consequences:

☐ No Harm to patient ☐ Monitoring / intervention to prevent harm was required ☐ Patient suffered temporary harm ☐ Patient was hospitalized

☐ Permanent patient harm ☐ Life-saving intervention was required ☐ Error caused death

F. *Intervention

☐ Administered antidote ☐ Change to correct dose ☐ Change to correct drug

☐ Change frequency ☐ No action was required ☐ Other intervention

Comments

G. If this is a follow up report of an already reported ME case, please tick this box ☐

H. Reporter Details

Name and complete address _____ * Profession (Specialty): _____

_____ Date of filling report: _____

Phone: Fax : E-mail: Signature:

* indicates mandatory fields

Report No:

- **Medication Error**

  Medication Error (ME) is defined as any preventable event that may cause or lead to inappropriate medication use or patient harm, while the medication is in the control of the health care professional, patient, or consumer. Such events may be related to professional practice, health care products, procedures, and systems including: prescribing; order communication; product labeling, packaging, and nomenclature; compounding; dispensing distribution; administration; education; monitoring; and use.

- **Medical Products**

  Medical Products for the purpose of this document include pharmaceutical products (prescription and non prescription drugs), vitamins and minerals, herbal medicines, traditional and complementary medicines biotechnology products and biologically derived products such as vaccines, serums, and blood derived products; cells, tissues and organs; disinfectants and radiopharmaceuticals**.**

- **The value of reporting ME to Pharmacovigilance Program**

  Medication Errors can lead to serious patient morbidity and /or mortality, and because drugs are used so frequently, the number of preventable injuries are substantial. The benefits of such a system include increased patient safety, improved quality of care, decreased liability and reduced health care cost.

- **What to Report**
  - Potential Error: Errors that have been detected and corrected through intervention by another healthcare professional or patient, before actual medication administration.
  - Prescribing error: Incorrect drug selection (based on indications, contraindications, drug allergies etc), dose, dosage form, quantity, route, concentration, rate of administration, or instructions, for use of drug product ordered or authorized by physician (or other legitimate prescriber), illegible prescriptions or medication orders that lead to errors that reach the patient.
  - Omission error, Wrong time error, Unauthorized drug error
  - Improper dose error, Wrong dosage form error
  - Wrong drug preparation error, Wrong administration technique error
  - Deteriorated drug error, Monitoring error
  - Compliance error, Dispensing error
  - Other medication errors

- **Medication Error severity classification** (National coordination council for Medication Error Reporting and Prevention)

Category A	Circumstances or events that have the capacity to cause error
Category B	An error occurred but the error did not reach the patient
Category C	An error occurred that reached the patient but did not cause patient harm
Category D	An error occurred that reached the patient and required monitoring to confirm that it resulted in no harm to the patient and /or required intervention to preclude harm.
Category E	An error occurred that may have contributed to or resulted in temporary harm to the patient and required intervention.
Category F	An error occurred that may have contributed to or resulted in temporary harm to the patient and required initial or prolonged hospitalization.
Category G	An error occurred that may have contributed to or resulted in permanent patient harm
Category H	An error occurred that required intervention necessary to sustain life.
Category I	An error occurred that may have contributed to or resulted in patient death.

- **Reporting by Whom**

  Health care professionals including medical doctors, dentists, pharmacists, nurses and other allied health professionals are the preferred source for reporting a ME. Anyone including consumers, patients, caregivers, etc can also report a medication error (preferably through their health care professional).

- **When to report**

  Medication errors of severity level category G, H and I should be reported within 24 hours of identifying and documenting the error. All other errors (severity level category A to category F) should be reported on a monthly basis to Department of Health- Abu Dhabi Pharmacovigilance Program.

- **How to Report**
  - Fill out the ME reporting form
  - Attach additional information (if needed)
  - Use a separate form for each patient
  - Report online through the e-notification system (Preferred method), or send this form to Department of Health- Abu Dhabi pharmacovigilance program by email / fax

- **Confidentiality**
  Any information related to the identity of the patient and / or the reporter of the Medication Error will be protected to the fullest extent of law and will not be used in anyway against him.

For submitting the completed ME forms or for more information on reporting, please contact:

Department of Health- Abu Dhabi Pharmacovigilance Program
Tel: 02 4193 496 Fax: 02 4193 668 Email: pharmacovigilance@haad.ae
Online e-notification system: https://bpmweb.haad.ae/UserManagement/MainPage.html