

Guidance for Near Miss Reviews

Included with this document is a template to use when reviewing near misses in your Community Pharmacy; it is intended to be used in conjunction with a Near Miss Log.

A review of near misses can be done at any time but as a minimum, a monthly review is recommended. This review can be performed using most recognised near miss log formats but in order to gain most benefit from a review, the following data should be captured at the time of the near miss:

1. Date and time
2. Description; including name, strength and form of item
3. Type of near miss
4. Persons involved in dispensing and checking of the item

An effective review is dependent on the quality of information recorded at the time of the near miss and therefore it is suggested that enough space is used on the Near Miss Log to capture a sense of why the near miss occurred.

The template is in a basic grid format in order to quickly identify any trends and also to allow pharmacy teams to input as much or as little detail as required. During a review, each near miss should be taken in turn and a description entered into one of the sections of the grid. Once all of the near misses are entered, the reviewer will be able to identify any trends or patterns occurring and record any actions taken as a result.

Community Pharmacy Near Miss Review Grid

Date of Review:	Period Being Reviewed:
Environmental Factors e.g. Time of near miss, staff levels, interruptions	Near misses occurring during labelling:
Near misses occurring during dispensing:	Near misses occurring during handout:
Actions taken as a result of review:	