

Name of Hospital System

Title: Non Punitive Reporting of Medication Errors

Purpose:

To provide a non punitive mechanism for the reporting of medication errors in an effort to continuously improve the medication process and the quality of patient care.

Policy:

A critical success factor at NAME OF HOSPITAL is to “demonstrate continuous improvement in quality.” Reporting of medication errors provides the opportunity to receive and analyze the data necessary to do this. With an emphasis on a non punitive 48 hour approach, focusing on performance improvement, it is expected that medication error reporting will increase and provide the necessary data. All data will be reviewed in a confidential manner.

**Medication Error Definition:** A medication error is 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. (Developed, adopted and publicized by the National Coordination Council for Medication Error Reporting and Prevention, Office of the Secretariat, in cooperation with the USP Medication Error Reporting Program and the Institute for Safe Medication Practice).

It is the expectation that any employee of NAME OF HOSPITAL who believes a medication error has occurred will report the error. If the error is reported within 48 hours of being discovered, the non punitive action steps will be followed.

**Non Punitive Action** means that there will be no disciplinary action taken against an employee for a medication error that is reported within 48 hours of being discovered. Under this policy, nothing will be placed in the employee’s permanent employment record or used during the performance appraisal process. Continuing education, remedial training or an individualized action plan is not considered “punitive or disciplinary action” under this policy.

Exceptions to Non Punitive Action:

1. Information gathered through audits of medical records
2. Intentional acts by the employee in the administration of medications (i.e. not an “error”, not the result of “negligence”)
3. The wrongful/unlawful consumption of medications/controlled substances by the employee making the error.
4. Employees who knowingly fail to report a medication error.