

## Data Sharing Agreement

### Community Pharmacy in New Brunswick & National Incident Data Repository for Community Pharmacies (NIDR)

This Data Sharing Agreement is to be completed and submitted for any of the following:

- Community Pharmacy authorizing data submission to the NIDR to support the [Mandatory Medication Incident Reporting Practice Directive](#) of the New Brunswick College of Pharmacists
- Notification of Change in Community Pharmacy Manager
- Notification of Change in Community Pharmacy Ownership
- Notification of Change of medication incident Reporting Platform Provider

Pharmacy Name: \_\_\_\_\_

Pharmacy License #: \_\_\_\_\_

Pharmacy Manager Name: \_\_\_\_\_

Pharmacy Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Pharmacy Phone #: \_\_\_\_\_ Pharmacy Fax #: \_\_\_\_\_

Reporting Platform Provider Selected\*: \_\_\_\_\_

Invoice for annual data processing fee (see Appendix 1: Fee Schedule), should be sent to:

- Pharmacy Manager listed above
- Pharmacy Chain / Banner Office    Contact Name: \_\_\_\_\_ email: \_\_\_\_\_
- Reporting Platform Provider        Contact Name: \_\_\_\_\_ email: \_\_\_\_\_

The Institute for Safe Medication Practices Canada (ISMP Canada) houses the National Incident Data Repository for Community Pharmacies ([NIDR](#)); a database of standardized data on medication incidents reported by community pharmacies and a component of the Canadian Medication Incident Reporting and Prevention System ([CMIRPS](#)).

ISMP Canada is an independent, not-for-profit, federally incorporated organization with a mandate to analyze medication incident reports and develop recommendations for enhancing patient safety. The activities to support this mandate are conducted in accordance with ISMP Canada's goals and purpose, as set out in its letters patent (July 14, 2000 under the Canada Corporations Act) and the [ISMP Canada Vision and Strategic Plan](#). Personal health information, as it is defined in the federal Personal Health Information Protection Act, 2004, is not collected.

The data is collected through a secure transfer protocol for the purpose of analysis and shared learning to advance medication safety in all health care settings in Canada. The following categories of information are received by ISMP Canada from pharmacies:

- Date of incident
- Type of incident (e.g. incorrect drug, incorrect strength/concentration)
- Discoverer of incident (e.g. pharmacist, technician, patient)
- Medication system stages involved in the incident (e.g. order entry, dispensing, administration)
- Medication(s) involved (e.g. medication name, strength)
- Degree of harm to patient due to incident (e.g. no harm, harm)

- Description of the incident
- Contributing factors of the incident (e.g. miscommunication of drug order)

A reminder that we do not collect incident data that may identify an individual or an organization. Pharmacies (and applicable medication incident Reporting Platform Providers) submitting incident data must ensure that all identifying information is removed before submission. ISMP Canada has a privacy program to guide handling of information by its employees. As part of the program, we have completed a privacy impact assessment (PIA). Our Privacy Policy is available at [http://www.ismp-canada.org/privacy\\_policy.htm](http://www.ismp-canada.org/privacy_policy.htm). In accordance with our policy, the data is used by ISMP Canada only for the purposes of analysis, recommended actions to improve medication safety, and shared learning.

There is an annual data processing fee that is outlined in Appendix 1: Fee Schedule. The NIDR activities are partially funded through CMIRPS by Health Canada.

ISMP Canada may from time to time implement updates to the NIDR reporting and submission process. All pharmacies and reporting platform providers will be provided with notice of any changes.

This Data Sharing Agreement shall remain in effect until (i) ISMP Canada is notified by the pharmacy that the agreement has been cancelled; or (ii) ISMP Canada notifies the pharmacy of a change in the agreement.

Thank you for contributing your community pharmacy incident data to the NIDR for the purpose of shared learning. If you have any questions, please do not hesitate to contact the NIDR team at ISMP Canada by e-mail [nidr@ismpcanada.ca](mailto:nidr@ismpcanada.ca), or phone 416-733-3131 or 1-866-544-7672.

Thank you,

*Carolyn Hoffman, CEO*

Institute for Safe Medication Practices Canada [info@ismpcanada.ca](mailto:info@ismpcanada.ca) [www.ismpcanada.ca](http://www.ismpcanada.ca)

A Key Partner in the Canadian Medication Incident Reporting and Prevention System (CMIRPS)

4711 Yonge St, Suite 501, Toronto, Ontario M2N 6K8, 416-733-3131 or 1-866-544-7672 Fax : 416-733-1146

Please sign the completed form, scan, and EMAIL to [nidr@ismpcanada.ca](mailto:nidr@ismpcanada.ca) or fax to 416-733-1146.

*I acknowledge that I have read and understood the above and agree to submit de-identified medication incident data to the National Incident Data Repository for Community Pharmacies to support the [Mandatory Medication Incident Reporting Practice Directive](#)*

\_\_\_\_\_  
*Pharmacy Manager's Signature*

\_\_\_\_\_  
*Pharmacy Manager's Signature*

\_\_\_\_\_  
*Pharmacy Manager's Name (Print)*

\_\_\_\_\_  
*Pharmacy's Manager's Name (Print)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

\* Pharmacies in New Brunswick can subscribe to a Reporting Platform Provider that satisfies the New Brunswick College of Pharmacists; this may be an in-house incident reporting platform. The Reporting Platform Provider must follow a Data Submission Protocol, including but not limited to the use of specific code(s) for facilitating data submission to the National Incident Data Repository for Community Pharmacies (NIDR).

A Reporting Platform Provider may pay the annual data processing fee as a component of their services.

## Appendix 1: Fee Schedule

NIDR activities are partially funded through CMIRPS by Health Canada; a data processing fee is charged on an annual, per-community-pharmacy basis.

The data processing fee includes proportional costs associated with data transfer, data review and validation, data maintenance, technology system support and communications, report generation, consultation and knowledge translation.

The data processing fee is \$70 per pharmacy, paid annually.

Options for payment of the data processing fee include:

- (i) working directly with ISMP Canada; or,
- (ii) authorizing ISMP Canada to direct the invoice to a third-party Reporting Platform Provider.

Each community pharmacy is responsible for ensuring that the data processing fee is paid annually by the pharmacy OR by the third-party Reporting Platform Provider.

Please refer to the NIDR FAQ web page for more information: [NIDR-faq.pdf \(ismpcanada.ca\)](#)