**TRINITY VALLEY COMMUNITY COLLEGE**

**HEALTH OCCUPATIONS DIVISION**

**MEDICATION ERROR/PROCEDURAL ERROR REPORT FORM**

Name: Date report completed:

Clinical Facility: Instructor:

Client’s Diagnosis: Date error occurred:

Mark One: \_\_\_\_ Med Error (Actual)

 \_\_\_\_ Med Error (Instructor Caught)

 \_\_\_\_ Procedural Error

1. In what clinical area did the error occur (e.g. ICU, med/surg)?

2. What time did the error occur?

3. When was the instructor notified?

4. Was this your first, second or third error?

5. Which of the Six Right(s) was (were) violated (check all that apply)? For procedural errors mark which right could have been violated.

\_\_\_ Patient \_\_\_ Drug \_\_\_ Dosage \_\_\_ Time \_\_\_ Route \_\_\_\_ Documentation

6. What is the category of the medication error according to the National Coordinating Council for Medication Error Reporting & Prevention Index for Categorizing Medication Errors? Use the algorithm to determine the category.

<http://www.nccmerp.org/sites/default/files/indexColor2001-06-12.pdf>

<http://www.nccmerp.org/sites/default/files/algorColor2001-06-12.pdf>

 Category: \_\_\_\_\_\_

7. Describe the error (exactly what occurred).

8. What circumstances contributed to the error?

9. What potential system problems contributed to the error?

10. What steps were taken after the error was discovered?

11. Was a hospital or facility incident report completed?

12. Who was notified regarding the error (list all)?

13. What was the client outcome?

14. What physician orders were obtained?

15. What nursing interventions were performed?

16. For each drug involved in the medication error, list the following:

a. Brand name

b. Generic name

c. Classification

d. Action

e. Use

f. Dosage

g. Side Effects

h. Nursing Implications

17. For each drug, what ramification could have occurred due to your error? This needs to show analysis and critical thinking. Think about complications, cost, age of patient, biopsycho-social aspects, etc.

18. What actions will you take in your practice to prevent future errors?

19. What suggestions would you make for the school to change its curriculum to prevent another student from making an error similar to yours?

20. If this is your second or third med error, why should you be allowed to remain in your health occupations program?

J:Policies/Health Occupations Policies\Med Error Report Form Revised 03/17