ROYAL PHARMACEUTICAL SOCIETY

Top tips for using the Near Miss Error Log (NMEL)

Ensure the NMEL sheet is accessible to all staff for quick easy recording

Record all near miss errors as and when they happen

Record sufficient information to help capture/visualise the pharmacy environment at the time

Nominate a near miss errors lead or champion who regulary encourages everyone to record the near miss errors EVERYDAY. eg. by ensuring that locums/temporary staff are aware of where the NME log is located and how to fill it in

- 2P + 1T + 1D = 2 pharmacists, 1 technician, 1 dispenser
- 1P + 1H = 1 pharmacist + 1 healthcare assistant

Use table 1 from the log to help fill in sections 'type of near miss', 'possible causes' and 'things to consider'

Have a team discussion to raise awareness of potential consequences and adverse effects to the patient had the error actually reached them

Option to either record staff involved or anonymously, whichever your team believes will encourage accurate recording of **ALL** NMEs. If anonymous, ensure still able identify learning needs

Can record any immediate action taken e.g. check if there are any, more out of date products on the shelf or send staff members on their break if they are tired/at risk of making errors

No	Date	Time of day	Staffing level	Dispensed by (optional)	Checked by (optional)	Name and brand of drug	Type of near miss*	Possible causes (see table 1 in QRG)	Things to consider (see table 1 in QRG)	Action taken	Potential adverse event discussion (tick on completion)
1	01/07/15	M	2P,1T, 1D	ZB	RB	Sumatriptan (Imigran)		...al pack sizes ...ble		Separate different pack sizes	✓
2						...romycin	F	Product selected incorrectly	Familiar with all formulations?	Educate staff	✓
3	05/07/15	E	1P, 1H	–	–	Omeprazole (Losec)	MCA	Missing product	Is there an SOP?	Arrange for staff to revisit	✓
4	10/07/15	L	2P, 2T	TR	ZB	Furosemide	D	Similar packaging	P... be...		✓
5	12/07/15	M	1P, 1PR	–	–	Chloramphenicol	M	Fridge line	Wa... ...fridge line	...labels available	✓
6	18/07/15	A	...TR			Tamsulosin (Flomax)		...issue		Educate staff	✓
7	19/07/15	E	...ZB			Salbutamol (Ventolin evohaler)		...or all staff ...ants have ...ame?		Staff informed	✓
8	24/07/15	A	2P, 2T	–	–	Lorazepam		...e similar names?		Separated similar names	✓