

Near Miss Error Log

Date:

This log is designed to be used with our [Errors and near misses](#) pharmacy guide.

You can edit/download and print it out for record keeping.

It can be used to collect information to help capture the pharmacy environment at the time of the near miss error. It can also help you regularly review and identify areas that need improving or changing.

For further information on dealing with near misses including practical tips on completing this log, please see our [Errors and near misses](#) pharmacy guide.

DATE	TIME OF DAY	STAFFING LEVEL	DISPENSED BY (OPTIONAL)	CHECKED BY (OPTIONAL)	NAME AND BRAND OF MEDICINE / DEVICE	TYPE OF NEAR MISS*	POSSIBLE CAUSES (SEE PHARMACY GUIDE)	THINGS TO CONSIDER (SEE PHARMACY GUIDE)	ACTION TAKEN	POTENTIAL ADVERSE EVENT DISCUSSION (TICK ON COMPLETION)
1										
2										
3										
4										
5										

*** Type of near miss** (also see pharmacy guide)

- D = Wrong product
- E = Out of date product
- F = Wrong form
- L = Wrong label
- M = Missing product
- N = Wrong patient name
- P = Misread prescription
- Q = Wrong quantity
- S = Wrong strength
- MCA = MCA involved

Time of day (examples)

- M = Morning
- L = Lunch
- A = Afternoon
- E = Evening

Staffing level (record number of staff)

- E.g.
- Number of pharmacists = N x P
 - Number of foundation trainee pharmacists = N x FTP
 - Number of technicians = N x T
 - Number of dispensers = N x D
 - Number of healthcare assistants = N x H