

Kansas Administrative Regulations

State Board of Pharmacy

Article 7.—Miscellaneous Provisions

68-7-12b. Incident reports.

(a) For purposes of this regulation, "reportable incident" and "incident" shall mean a preventable medication error involving a prescription drug and resulting in any of the following:

- (1) The patient receiving the wrong drug;
- (2) the patient receiving an incorrect drug strength;
- (3) the patient receiving an incorrect dosage form;
- (4) the drug being received by the wrong patient;
- (5) inadequate or incorrect packaging, labeling, or directions; or
- (6) the dispensing of a drug to a patient in a situation that results in or has the potential to result in serious harm to the patient.

(b) For each pharmacy other than a medical care pharmacy, the pharmacist-in-charge shall ensure that procedures exist requiring each pharmacist who becomes aware of a reportable incident to report the incident to the pharmacist-in-charge as soon as practical.

(c) As soon as possible after discovery of the incident, the pharmacist shall prepare a report containing the following information:

- (1) The name, address, age, and phone number of any complainant, if available;
- (2) the name of each pharmacy employee and the license number of each licensee involved;
- (3) the date of the incident and the date of the report;
- (4) the pharmacist's description of the incident;
- (5) the prescriber's name and whether or not the prescriber was contacted; and
- (6) the signatures of all pharmacy employees involved in the incident.

For each pharmacy, the pharmacist-in-charge shall ensure that procedures exist requiring that the incident report be maintained in the pharmacy for at least five years in

a manner so that the report can be provided to the board or its representative within three business days, upon request.

(d) The preparation of an incident report that meets the requirements of this regulation shall be the responsibility of each pharmacist involved in the incident and the pharmacist-in-charge. The maintenance of incident reports as required by this regulation shall be the responsibility of the pharmacist-in-charge.

(Authorized by K.S.A. 65-1630; implementing K.S.A. 2007 Supp. 65-1626 and K.S.A. 2007 Supp. 65-1626d; effective Feb. 7, 2003; amended Oct. 24, 2008.)

***** Authenticated Kansas Administrative Regulation *****