

ISMP Medication Safety Self Assessment® for High-Alert Medications

Instructions for Accessing the Online Self-Assessment Form

For complete, detailed instructions:

The PDF (or Workbook) of the full self assessment contains the detailed instructions for conducting the self assessment, as well as all of the demographic questions and self-assessment items.

- Please see the PDF/Workbook for the complete instructions for how to conduct and submit the assessment to ISMP. Please see below though for instructions on how to create a new account or use an existing account to access the online self-assessment form. The PDF/Workbook of the full self assessment and the frequently asked questions (FAQs) can be accessed via the ISMP website on the high-alert assessment webpage at: <https://www.ismp.org/assessments/high-alert-medications> (will need to sign in to ISMP website to access).

If your facility has NOT created an account:

1. Go to the following link to create a new user account for the online self-assessment form: http://ismpassessments.org/high_alert/user/register. (Only 1 individual per facility should create an account.)
2. Create a username and password and provide an email address that can be used to reset your password or recover a forgotten username (email address is optional).
3. Enter your facility's assigned collaborative code in the provided field. If you do not have your facility's assigned code, please contact your collaborative as the codes are NOT assigned by ISMP. If your facility is part of more than one collaborative, you can enter your second collaborative code in the second provided field. **You must enter your facility's entire code (i.e., NYSPFP followed by 2 numbers) in order to gain access to the online self-assessment form.**
4. Select the category that best describes your facility type (e.g., hospital) and then click on the "Create new account" button.
5. Once you have created an account, you can use the following link to log in to your account at any time: http://ismpassessments.org/high_alert/.

If your facility HAS already created an account:

Please note: The instructions below are only for those who created an account and at least submitted the general self-assessment items. If you already have an account, but didn't submit any information or only submitted the general demographic questions, please contact ISMP to continue using your same account. Or, please create a new account.

If you submitted the general and opioids sections with GNYHA, then you do NOT need to do anything. Your facility's data will automatically be included.

1. Log in to your account at: http://ismpassessments.org/high_alert/.
2. Click on the "My profile" tab in the middle of the page.
3. Enter your facility's assigned collaborative code in the provided field and press "Save." If you do not have your facility's assigned code, please contact your collaborative as the codes are NOT assigned by ISMP. If your facility is part of more than one collaborative, you can enter your second collaborative code in the second provided field. **You must enter your facility's entire code (i.e., NYSPFP followed by 2 numbers) in order to gain access to the online self-assessment form.** If your facility already completed all of the sections that are required by your collaborative group, you will still need to enter your code so that your facility's results will be included in your collaborative group's data.