
THE PATIENT SAFETY ACT REPORTING AND RCA REQUIREMENTS

**Patient Safety Initiative
Health Care Quality Assessment
NJ Department of Health and Senior
Services**



GOALS FOR WORKSHOP TODAY

- Review legislation and rules
- Review implementation of reporting system
- Review reportable events/reporting process
- Review RCA development requirements
- Review Example of a falls RCA

GOALS FOR LEGISLATION

- Strengthen patient safety
- Promote a systematic analysis
- Emphasize confidentiality
- Sets up reporting system

LEGISLATIVE REQUIREMENTS

- Patient Safety Plans
- Patient Safety Committee
- Inform patient
- Mandatory reporting of serious preventable events
- Anonymous voluntary reporting less serious events

IMPLEMENTATION: MANDATORY REPORTING

- Acute care hospitals in February 2005
- Other types of hospitals in April 2008
- Phase in for all licensed facilities

NEW APPROACH TO REPORTING

- An error viewed as a systems issue
- Facility examines system and corrects
- Not restricted to enforcing regulations
- Submit RCA including monitoring plan

CONFIDENTIALITY

- Major component of system
- Protections for facility deliberations under Patient Safety Committee
- Protection of reports to DHSS
- Different from earlier reporting system
- Different from DHSS response for complaints

HOW WILL INFORMATION BE USED?

- Facility review of events & RCA
- DHSS review of events & RCA
- Summary of reports
- Newsletters and Alerts
- Work with facilities

EVENT REPORTING

- Definition of a reportable event
- Types of events to report
- Time frame: 5 business days
- Continuation of other reporting

PROCESS FOR REVIEWING EVENT REPORTS/RCA

- Using forms and fax to report
- Review each form submitted
- May ask for additional information
- Confirm receipt of event form
- RCA due in 45 calendar days
- Also confirm receipt of RCA
- Review RCA-may ask questions
- Confirm that RCA is accepted

REPORTING FORM ISSUES

- Download forms:
www.NJ.gov/health/ps
- “Brief Event Description” (question 2)
- “Incident Date and Date Discovered” (question 2)
- “How was event discovered” (question 3)
- The patient safety liaison

NQF REPORTING CATEGORIES

- Care Management
- Environmental
- Product or Device
- Surgery-Related
- Patient Protection

THE RCA PROCESS

RCA 101



CULTURE OF SAFETY

**An organization's commitment
to patient safety
as a top-level priority.**

CULTURE OF SAFETY

- Acknowledgment of high-risk, error-prone nature of organization's activities
- Blame-free environment
- Expectation of collaboration across ranks
- Willingness to direct resources to address safety concerns

AHRQ

CULTURE OF SAFETY

RCA PROCESS

Emphasis on improving and redesigning systems and processes

Emphasis is *not* on individual performance

VA NCPS



ROOT CAUSE ANALYSIS (RCA)

- A process to identify the basic or contributing causal factors that underlie variations in performance associated with Adverse Events
- A specific type of focused review
- A tool for identifying prevention strategies

VA NCPS



RCA GOALS

- Identify *what* happened
- Identify *why* it happened
- Identify *how* to prevent recurrence

VA NCPS



RCA TEAM

- Ad hoc under Patient Safety Committee
- Interdisciplinary & diverse
 - Staff knowledgeable about processes involved in the event
 - Front line staff
 - Staff involved in event (?)
- Commitment to RCA process



RCA COMPONENTS

1. Facts of Event
2. Causality Statements
3. Action Plan
4. Monitoring



COMPONENT 1: FACTS OF EVENT

- Patient history *related to event*
- Chronological order
- Specific details of event
 - date, time, location
- Effect on patient
- Identify staff by title
- Similar event in the past 3 years



CASE EXAMPLE

NARRATIVE

68 y.o. obese female, recently widowed, hard of hearing, history of TBI, HTN, asthma, fall with S/P ORIF, depression with suicide attempt

Admitted for follow-up care on 5/25/08. Verbal Admitting orders. Nurse transcribed incorrect allergy (Biaxin in place of Bactrim).

On 5/28/08, patient diagnosed with UTI. At 2 PM. Patient received dose of Bactrim. At 4 PM, patient complained of flushing, pruritis and chest tightness. During Nursing assessment, patient became severely SOB and then unresponsive.

BLS was instituted. Patient was emergently transferred to acute care hospital ED. Patient expired.

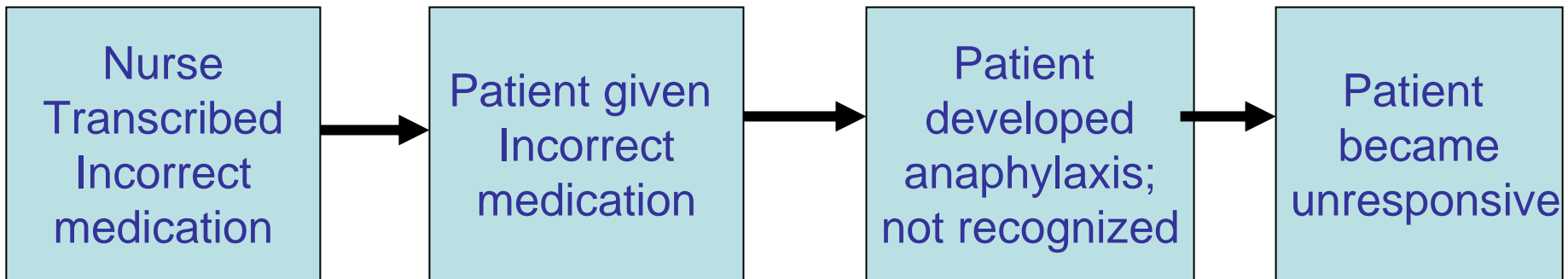


NARRATIVE TIMELINE

- Patient admitted on 5/25/08 at 1800
- Physician phoned verbal orders without read back
- Nurse transcribed incorrect allergy information (Biaxin in place of Bactrim)
- Patient diagnosed with UTI on 5/28/08
- Patient received Bactrim at 1400
- At 1600, patient c/o chest tightness, flushing; became SOB and unresponsive
- BLS initiated and patient was transferred to ED; patient expired



EVENT FLOW DIAGRAM



COMPONENT 2: CAUSALITY STATEMENTS

Most often, a root cause is a known or unknown system vulnerability

Human weakness is almost never a root cause

VA NCPS

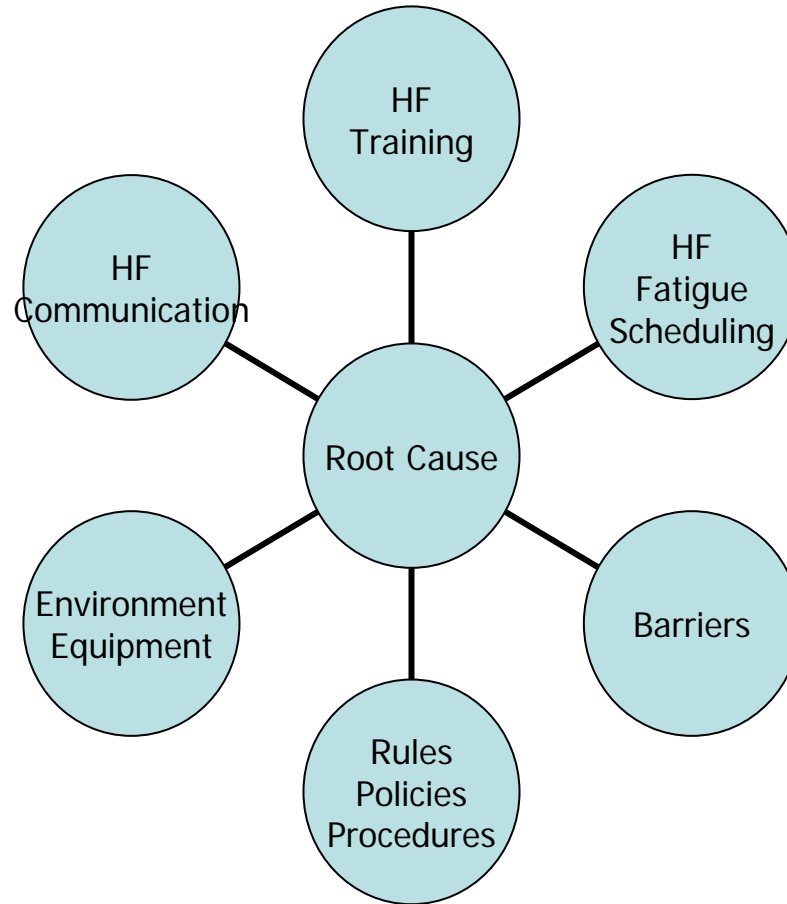


IDENTIFY ROOT CAUSES

- Broad review: Areas of Causality
- Narrow analysis to relevant areas
- Focus on most significant areas



AREAS OF CAUSALITY



HUMAN FACTORS COMMUNICATION

Patient identification

- Shared information
 - Assessments, documentation
- Co-worker to co-worker
- Management to front line staff
 - Policies/procedures, technical information
- Staff to patient/family

(Beige paper)



HUMAN FACTORS TRAINING

- Training program
- Training provided
- Monitored
- Adequate
- Procedures/Equipment
 - Related to staff need, experience, work space

(Pink paper)

HUMAN FACTORS FATIGUE/SCHEDULING

- Environmental conditions
- Environmental stressors
- Adequate sleep
 - Scheduling issues
- Staff to workload ratio
- Level of automation

(Yellow paper)

ENVIRONMENT EQUIPMENT

- Environment appropriate to function
- Environmental risk assessment
- Environment stress levels
- Equipment design
- Equipment maintenance program
- Safety evaluations/reviews
- Codes/specifications/regulations

(Green paper)

RULES/POLICIES/PROCEDURES

- Risk management plan
- Quality control system
- Prior audit, results & interventions
- Facility's mission, expertise & services
- Qualifications/training/orientation
- Up-to-date policies & procedures
 - Functional
 - Obstacles

(Purple paper)



BARRIERS

- Design of barriers
 - Patients, staff, equipment, environment
 - Patient risk
- Were barriers in place
 - Prevention of event
- Maintenance
- Pre-implementation testing

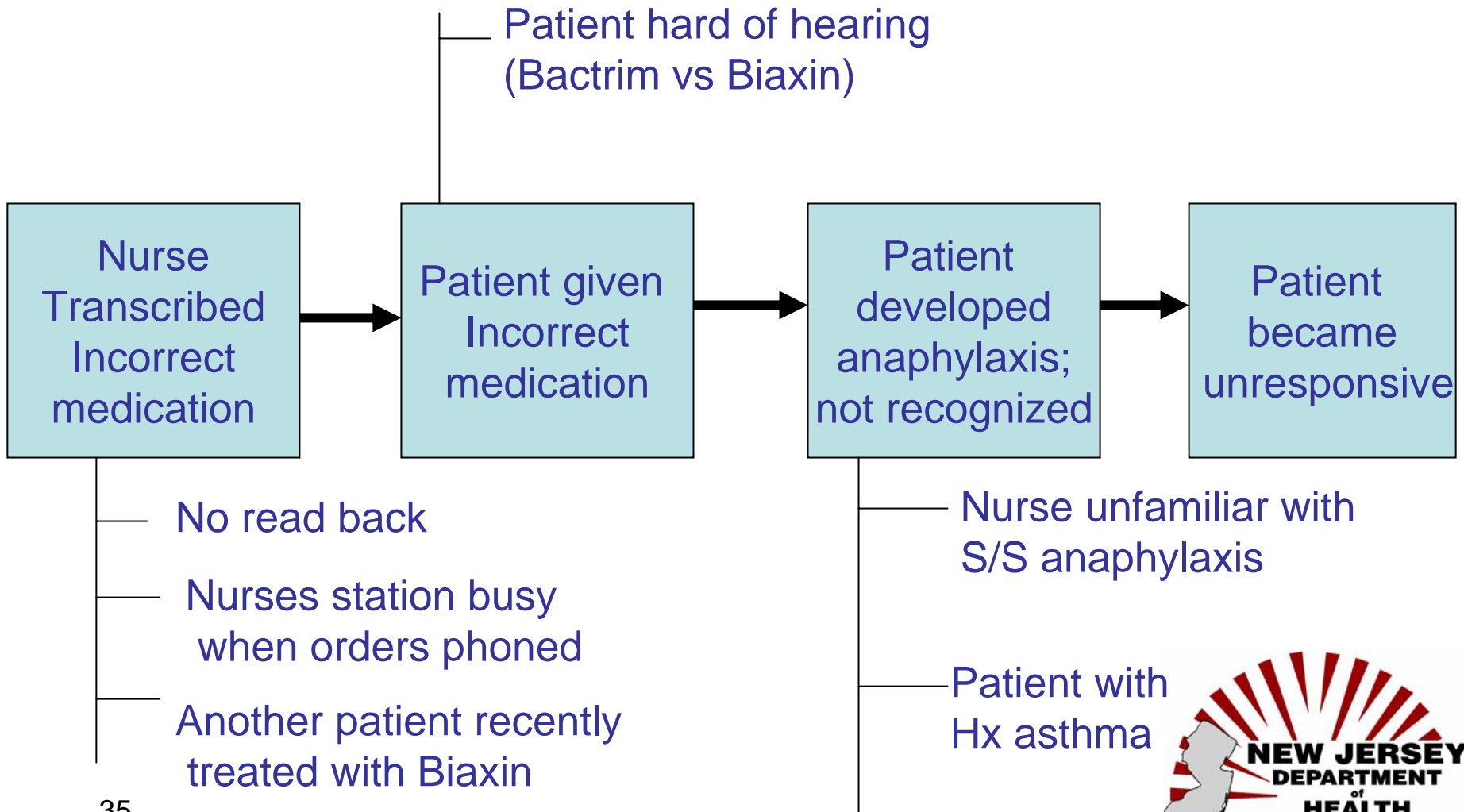
(Blue paper)

IDENTIFY ROOT CAUSES

- Ask *why, why, why* event occurred
- Use answers to focus on areas of causality
- *Beware of hindsight bias*

EVENT FLOW DIAGRAM

REVISITED



AREA OF CAUSALITY EXAMPLE

- Human Factors-Communication
- Human Factors-Training
- Human Factors-Fatigue/Scheduling
- Environment/Equipment
- Rules/Policies/Procedures
- Barriers



5 RULES OF CAUSATION

- Must clearly show “cause and effect”
- Avoid negative descriptions
- Human error must have a preceding cause
 - System cause of the error
- Violations of procedure must have a preceding cause
 - Positive & negative incentives
- Failure to act only if pre-existing duty



CAUSALITY STATEMENT

[***Something***] increased the likelihood of
[***something***] happening,
which led to the adverse event

CAUSALITY STATEMENT # 1



CAUSALITY STATEMENT # 1

The practice of providing verbal admissions orders increased the probability that **the nurse would transcribe the incorrect allergy information**, which increased the probability that **the patient would receive the wrong medication.**



COMPONENT 3: ACTION PLAN

- Addresses the root causes
- Specific and concrete
- Doable
- Consult process owners

LEVELS OF ACTION PLANS

- Weaker actions
- Intermediate actions
- Stronger actions

ACTION PLAN

- Examine each causal statement & create action plans for each
- Specific and concrete
- Action plans should prevent or decrease the possibility of future adverse events
 - Decrease the injury if the event occurs.
- Identify stronger compared to weaker actions.
- Choose permanent over temporary actions.



CAUSALITY STATEMENT # 1

The practice of providing verbal admissions orders increased the probability that *the nurse would transcribe the incorrect allergy information*, which increased the probability that *the patient would receive the wrong medication.*



ACTION PLAN FOR CAUSAL STATEMENT # 1



ACTION PLAN #1

WEAKER

- The Nursing Managers will issue a memorandum alerting all nursing staff to this issue by 7/15/08.



ACTION PLAN #2

STRONGER

- By 7/1/08, all Admission Orders, including allergy information, will be entered into the computer by the physician.



ACTION PLANS

- Weaker → Memo
- Intermediate → Remove LASA meds
- Stronger → Direct order entry

REVIEW ACTION PLANS

- Do these actions address the cause?
- Will they prevent or reduce the probability of future events?
- Are actions doable?



COMPONENT 4: MONITORING

- Outcome measures
 - Assess the action's effect to prevent/minimize additional events
- Specific
- Quantifiable
- Timeframe



MONITORING FOR ACTION PLAN

#2



MONITORING FOR ACTION PLAN

#2

- **The Performance Improvement Nurse Manager will review 15 charts per week for compliance for 3 months.**

IN PERSPECTIVE

The significant problems we face cannot be solved at the same level of thinking we were at when we created them

–Albert Einstein, (*attributed*)

US (German-born) physicist (1879 - 1955)



PSYCHOLOGICAL PERSPECTIVE

Insanity:

Doing the same thing over and over again
And expecting different results.

–Albert Einstein, (*attributed*)

US (German-born) physicist (1879 - 1955)



PRACTICE SESSION

From Adverse Event Report

To

Root Cause Analysis Report



SERIOUS PREVENTABLE ADVERSE EVENT

SERIOUS

PREVENTABLE

ADVERSE

EVENT



New Jersey Department of Health and Senior Services
**REPORT OF SERIOUS PREVENTABLE ADVERSE EVENT
 IN A NEW JERSEY LICENSED HEALTH CARE FACILITY**

| |
|--------------------------------|
| NJHSS INTERNAL USE ONLY |
| Report No. _____ |

This form must be completed for any serious preventable adverse event, which results in death or loss of a body part, or disability or loss of bodily function lasting more than seven (7) days or present at discharge. All information is protected based on the provisions of the Patient Safety Act (N.J.S.A. 26:2H-12.25(f))

| | | |
|--|--|---|
| Is this a revision of an earlier report to the Patient Safety Initiative for the same event? <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, give DHSS Report Number: _____ | Facility Internal Tracking Number of this incident, if known: _____ |
|--|--|---|

| SECTION A - GENERAL INFORMATION | |
|--|--|
| 1. FACILITY IDENTIFICATION | |
| Facility Name: _____ | Facility License No.: _____ |
| Facility Street Address: _____ | County: _____ |
| City: _____ | State: _____ Zip Code: _____ |
| Name of Person Submitting: _____ | Telephone No.: _____ |
| Title or Position: _____ | Fax No.: _____ |
| Email Address: _____ | |
| 2. PLEASE SUPPLY A SIMPLE AND CLEAR DESCRIPTION OF THE EVENT OR SITUATION YOU ARE REPORTING: | |
| | |
| Incident Information: | |
| Incident Date: _____ | Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM |
| Date Discovered: _____ | Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM |
| 3. HOW WAS EVENT DISCOVERED? (Check only one) | |
| <input type="checkbox"/> 1. Report by staff/physician | <input type="checkbox"/> 4. Assessment of patient/resident after event |
| <input type="checkbox"/> 2. Report by family/visitor | <input type="checkbox"/> 5. Review of chart/record |
| <input type="checkbox"/> 3. Report by patient/resident | <input type="checkbox"/> 6. Other: _____ |
| 4. PATIENT/RESIDENT INFORMATION | |
| <input type="checkbox"/> Inpatient or <input type="checkbox"/> Outpatient | |
| Admission through: <input type="checkbox"/> ED <input type="checkbox"/> Direct <input type="checkbox"/> Transfer from Acute Care General Hospital <input type="checkbox"/> Transfer from LTC | |
| Patient/Resident Billing Number: _____ | |
| Patient/Resident Name: _____ Medical Record No.: _____ | |
| Street Address: _____ County: _____ | |
| City: _____ State: _____ Zip Code: _____ | |
| Date of Birth: _____ Gender: _____ | |
| Admission Date or Date of Ambulatory Encounter: _____ | |
| Primary Diagnosis: _____ | |
| Race: | |
| <input type="checkbox"/> Caucasian | <input type="checkbox"/> Amer. Indian/Alaskan Native |
| <input type="checkbox"/> Black | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Non-Hispanic/Unable to Determine | <input type="checkbox"/> Native Hawaiian/Pacific Islander |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Other: _____ |
| Ethnicity: _____ | |

**Must Be
 Reported Within
 5 Business
 days!**



SECTION B - EVENT DETAILS

5. TYPES OF SERIOUS PREVENTABLE ADVERSE EVENTS (Check only one)

A. CARE MANAGEMENT EVENTS in a Health Care Facility

- 1. Patient/resident death/harm due to a medication error
- 2. Patient/resident death/harm due to a hemolytic reaction due to the administration of ABO-incompatible blood or blood products
- 3. Maternal death/harm due to labor/delivery in a low-risk pregnancy
- 4. Patient/resident death/harm due to hypoglycemia
- 5. Patient/resident death/harm due to failure to identify and treat hyperbilirubinemia in neonates
- 6. Stage 3 or 4 pressure ulcers acquired after admission
- 7. Patient/resident death/harm due to spinal manipulative therapy
- 8. Other event causing patient/resident death or harm that lasts seven days or is present at discharge

B. ENVIRONMENTAL EVENTS in a Health Care Facility

- 1. Patient/resident death/harm due to an electric shock
- 2. Any event in which a line designated for oxygen/other gas to be delivered to a patient/resident contains the wrong gas or is contaminated by toxic substances
- 3. Patient/resident death/harm due to a burn incurred from any source
- 4. Patient/resident death/harm due to a fall
- 5. Patient/resident death/harm due to the use of restraints or bedrails
- 6. Other event causing patient/resident death or harm that lasts seven days or is present at discharge

C. PRODUCT OR DEVICE EVENTS in a Health Care Facility

- 1. Patient/resident death/harm due to the use of contaminated drugs/devices/biologics
- 2. Patient/resident death/harm due to the use/function of a device in patient/resident care in which the device is used/functions other than as intended
- 3. Patient/resident death/harm due to intravascular air embolism
- 4. Patient/resident death/harm due to the use of a single-use device in which the device is used/functions other than as intended
 - new single-use device
 - reprocessed single-use device
- 5. Other event causing patient/resident death or harm that lasts seven days or is present at discharge

D. SURGERY-RELATED EVENTS

- 1. Surgery performed on the wrong body part
- 2. Surgery performed on the wrong patient
- 3. Wrong surgical procedure performed on a patient
- 4. Retention of a foreign object in a patient after surgery or other procedure
- 5. Intraoperative or immediately post-operative coma or death in an ASA Class I inpatient or ~~any~~ ASA Class same day surgery patient or outpatient
- 6. Other event causing patient death or harm that lasts seven days or is present at discharge

E. PATIENT/RESIDENT PROTECTION EVENTS in a Health Care Facility

- 1. Infant discharged to the wrong person
- 2. Patient/resident death/harm due to patient elopement
- 3. Patient/resident suicide/attempted suicide
- 4. Other event causing patient/resident death or harm that lasts seven days or is present at discharge

*Adopted from
 The National
 Quality Forum*



New Jersey Department of Health and Senior Services
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 Continued

NJHHS INTERNAL USE ONLY

Report No. _____

6. IF 5.A.1 WAS SELECTED, COMPLETE THIS SECTION:

What type of medication error occurred? (Check all that apply)

- Wrong Patient
- Wrong Drug
- Wrong Dose
- Wrong Route
- Wrong Frequency
- Wrong Time
- Omission
- Administration After Order Discontinued/Expired
- Wrong Diluent/Concentration/Dosage Form
- Monitoring Error
- Other: _____

Brand/Product Name (if Applicable): _____

Generic Name: _____

7. WHERE WAS THE PATIENT/RESIDENT WHEN THE EVENT OCCURRED? (Check only one)

- Patient/Resident Room
- Emergency Department
- Radiology
- Laboratory
- Operating Room
- Cardiac Catheterization Laboratory
- Labor and Delivery
- Nursery
- Recovery Room
- Rehabilitation Areas
- In Transit
- ICU / CCU / TCU
- Step Down Unit
- Telemetry Unit
- NICU
- Hallway or Other Common Area
- Other: _____

IMMEDIATE CORRECTIVE ACTION(S) TAKEN:

**ACTIONS
 FOR THE
 PATIENT**



NJDHSS REPORTING INITIATIVE

- Reports of Preventable Adverse Events began in February, 2005
- Falls with Serious Injury and Pressure Ulcers are the most reported event types for the last two years

| YEAR | ADVERSE EVENTS | FALLS | PRESSURE ULCERS |
|------|----------------|-------|-----------------|
| 2005 | 376 | 125 | 77 |
| 2006 | 450 | 165 | 129 |



ROOT CAUSE ANALYSIS

Purpose:

To identify the factor or factors that led to and caused the serious preventable adverse event

Conducting and writing an RCA is an opportunity to examine how the systems for providing care function.



RCA COMPONENTS

The RCA must have four components:

- 1) Facts of the Event**
- 2) Causality Statements**
- 3) Prevention Strategies or Actions**
- 4) Monitoring**



COMPONENT ONE

FACTS OF THE EVENT



THE RCA TEAM



- **Multidisciplinary**
- **Ad Hoc Members**
- **Subject Matter Experts**



POTENTIAL TEAM MEMBERS

- Medical Director
- Director of Psychiatric Medicine
- Director of Nursing
- Performance Improvement
- Risk Management
- Patient Safety Liaison
- Clinical Pharmacist



POTENTIAL TEAM MEMBERS

- Nurse Manager of Behavioral Health Unit
- Patient Caregivers (RN, LPN, PCA, Tech)

Other Examples:

- Engineering
- Dietary
- Housekeeping
- Occupational Health and Safety
- Physical Therapy
- Transportation
- Respiratory Therapy



COMPONENT TWO

CAUSALITY STATEMENT

CAUSALITY STATEMENT

[***Something***] increased the likelihood of
[***something***] happening,
which led to the adverse event

SEARCHING FOR ROOT CAUSES



The Facts of the Event are reviewed by the entire RCA Team

Tools such as the NCPS Triage Questionnaire for RCA, a detailed timeline, or a flow diagram/chart may be used to explore potential root causes.



AREAS OF CAUSALITY

- Human Factors – Communication
- Human Factors – Training
- Human Factors – Fatigue/Scheduling
- Environment/Equipment
- Rules/Policies/Procedures
- Barriers



OTHER TOOLS

DETAILED TIMELINE

Facts of the Event with specific dates and times

DIAGRAMS

Event Flow Diagram

Intermediate Event Flow Diagram

Final Flow Diagram



METHODOLOGIES

Different assessment methodologies may be used for determining root causes but they always involve repeatedly asking “Why”.



AREAS OF CAUSALITY



CAUSALITY STATEMENT

Definition

The Causality Statement is a brief, succinct sentence that connects an identified factor with the adverse event.

The **Facts of the Event** information is used to examine the processes involved in the event in order to identify **WHY** the event occurred.

WHY the adverse event occurred, the underlying reason(s), is the **root cause**.



RULES OF CAUSATION

- Five Rules
- Designed to improve the RCA Process by minimizing the very real biases we all bring to an investigation
- Create minimum standards for how an RCA investigation and its results should be documented



5 RULES OF CAUSATION

Rule 1: Root Cause Statements must clearly show the “cause and effect” relationship.

Rule 2: Negative descriptors are not used in causal statements.

Rule 3: Each human error must have a preceding cause.

Rule 4: Each procedural deviation must have a preceding cause.

Rule 5: Failure to act is only causal when there was a pre-existing duty to act.

-NCPS



CAUSALITY STATEMENTS

“The lack of (insert the process or system) **related to** (insert the reason it happened, the root cause) **may have led to** (name the type of adverse event)”

Examples

“The lack of proper implementation of the Falls Prevention strategies for high risk fall patients, **related to** the absence of a cross training program for float staff, **may have led to** the fall with serious injury.”



CAUSALITY STATEMENTS

| <u>Causality Statement</u> <ul style="list-style-type: none">•Cause and Effect Relationship•No negative descriptions•Human Errors/Policy Violations- must have a preceding cause•Procedures deviations•Failure to Act only Causal if there is pre-existing Duty to Act | <u>Action or Prevention Strategy</u> <ul style="list-style-type: none">•Specific, measurable actions, implemented within 45 days of incident, or are currently being implemented•Include time frames, responsible staff | <u>Monitoring</u> <ul style="list-style-type: none">•Includes specific time frames and responsible staff•Need to Confirm actions have taken place |
|---|---|---|
| | | |



COMPONENT THREE

Actions/Prevention Strategies

ACTIONS/PREVENTION STRATEGIES

Prevention strategies or actions describe what will be done to address an identified root cause.

- Root cause may have more than one action in the action plan
- Action(s) should be clearly defined, measurable, and relate to a specific root cause
- Specified time frames for implementation and a designated person responsible for implementation should be stated



ACTIONS/PREVENTION STRATEGIES

- Actions should prevent or decrease the possibility of future adverse events
- Implement stronger actions, if possible, as compared to weaker actions
- Implement permanent actions over temporary actions, if possible



ACTIONS/PREVENTION STRATEGIES

| <u>Causality Statement</u> <ul style="list-style-type: none"> • Cause and Effect Relationship • No negative descriptions • Human Errors/Policy Violations- must have a preceding cause • Procedures deviations • Failure to Act only Causal if there is pre-existing Duty to Act | <u>Action or Prevention Strategy</u> <ul style="list-style-type: none"> • Specific, measurable actions, implemented within 45 days of incident, or are currently being implemented • Include time frames, responsible staff | <u>Monitoring</u> <ul style="list-style-type: none"> • Includes specific time frames and responsible staff • Need to Confirm actions have taken place |
|---|---|---|
| | | |



COMPONENT FOUR

Monitoring



MONITORING

- Describes how the effectiveness of each action will be measured and communicated.
- States what will be monitored, by whom, and for how long.
- Specific for each action



MONITORING

| <u>Causality Statement</u> <ul style="list-style-type: none">•Cause and Effect Relationship•No negative descriptions•Human Errors/Policy Violations- must have a preceding cause•Procedures deviations•Failure to Act only Causal if there is pre-existing Duty to Act | <u>Action or Prevention Strategy</u> <ul style="list-style-type: none">•Specific, measurable actions, implemented within 45 days of incident, or are currently being implemented•Include time frames, responsible staff | <u>Monitoring</u> <ul style="list-style-type: none">•Includes specific time frames and responsible staff•Need to Confirm actions have taken place |
|---|---|---|
| | | |



**REPORT OF SERIOUS PREVENTABLE ADVERSE EVENT
IN A NEW JERSEY LICENSED HEALTH CARE FACILITY:
ROOT CAUSE ANALYSIS (RCA)**

Report No. _____

This form must be completed for any serious preventable adverse event, which results in death or loss of a body part, or disability or loss of bodily function lasting more than seven (7) days or present at discharge. All information is protected based on the provisions of the Patient Safety Act (N.J.S.A. 26:2H-12.25(f)).

SECTION A - GENERAL INFORMATION

1. FACILITY IDENTIFICATION

Facility Name: _____ Facility License No.: _____
 Facility Street Address: _____ County: _____
 City: _____ State: _____ Zip Code: _____
 Name of Person Submitting: _____ Telephone No.: _____
 Title or Position: _____ Fax No.: _____
 Email Address: _____

SECTION B - INCIDENT INFORMATION

2. INCIDENT DATE: _____ Time: _____ AM PM
 Date Initial Report Sent to Patient Safety Initiative: _____ DHSS Report Number (Assigned by DHSS): _____
 Medical Record Number: _____ Patient/Resident Billing Number: _____
 Patient/Resident Name: _____

SECTION C - ROOT CAUSE ANALYSIS

3. SELECT ROOT CAUSE (Select all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Behavioral assessment process | <input type="checkbox"/> Physical assessment process |
| <input type="checkbox"/> Patient identification process | <input type="checkbox"/> Patient observation procedures |
| <input type="checkbox"/> Care planning process | <input type="checkbox"/> Staffing levels |
| <input type="checkbox"/> Orientation & training of staff | <input type="checkbox"/> Competency assessment/credentialing |
| <input type="checkbox"/> Supervision of staff | <input type="checkbox"/> Communication with patient/family |
| <input type="checkbox"/> Communication among staff members | <input type="checkbox"/> Availability of information |
| <input type="checkbox"/> Adequacy of technical support | <input type="checkbox"/> Equipment maintenance/management |
| <input type="checkbox"/> Physical environment | <input type="checkbox"/> Security systems and processes |
| <input type="checkbox"/> Control of medications (Storage/access) | <input type="checkbox"/> Labeling of medications |
| <input type="checkbox"/> Other: _____ | |

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**REPORT OF SERIOUS PREVENTABLE ADVERSE EVENT
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ROOT CAUSE ANALYSIS (RCA)**
(Continued)

Report No. _____

4. WHAT WERE THE CONTRIBUTING FACTORS TO EVENT (Select all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Team factors | <input type="checkbox"/> Work environment |
| <input type="checkbox"/> Task factors | <input type="checkbox"/> Staff factors |
| <input type="checkbox"/> Patient characteristics | <input type="checkbox"/> Organizational/management |
| <input type="checkbox"/> Medical Device | <input type="checkbox"/> Medications |
| <input type="checkbox"/> Procedures | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Equipment | <input type="checkbox"/> Home Care |
| <input type="checkbox"/> Patient record documentation | <input type="checkbox"/> Imaging and X-rays |
| <input type="checkbox"/> Laboratory and diagnostics | <input type="checkbox"/> Other (Specify): _____ |

5. EVALUATE IMPACT OF EVENT FOR PATIENT/RESIDENT (Select all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Loss of limb(s) | <input type="checkbox"/> Additional patient monitoring in current location |
| <input type="checkbox"/> Loss of dig(it)s | <input type="checkbox"/> Visit to Emergency Department |
| <input type="checkbox"/> Loss of body part(s) | <input type="checkbox"/> Hospital admission |
| <input type="checkbox"/> Loss of organ(s) | <input type="checkbox"/> Transfer to more intensive level of care |
| <input type="checkbox"/> Loss of sensory function(s) | <input type="checkbox"/> Increased length of stay |
| <input type="checkbox"/> Loss of bodily function(s) | <input type="checkbox"/> Minor surgery |
| <input type="checkbox"/> Disability - physical or mental impairment | <input type="checkbox"/> Major surgery |
| <input type="checkbox"/> Additional laboratory testing or diagnostic imaging | <input type="checkbox"/> System or processes delay care to a patient |
| <input type="checkbox"/> Other additional diagnostic testing | <input type="checkbox"/> To be determined |
| <input type="checkbox"/> Other (Specify): _____ | <input type="checkbox"/> Death |

6. DESCRIBE ROOT CAUSE ANALYSIS:
(Attach the RCA.)



CONTACTS

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SUPPORT MATERIALS

- NJ Patient Safety web site:
<http://nj.gov/health/ps/>
- Institute for HealthCare Improvement (IHI)
<http://www.ih.org/ih>
- National Center for Patient Safety (NCPS)
www.patientsafety.gov/tools/html
- AHRQ Patient Safety Network (PSNet)
<http://psnet.ahrq.gov/>

