

Action Plan Form



TOOLS

PREPARE

JCI AOP Chapter Team											
ACTION ITEM	GOAL <small>(policy, standard, requirement, law, or regulation; actual text in ital or summary)</small>	RELATED #	PRIORITY RANK <small>High = H Medium = M Low = L</small>	GAP TYPE <small>POL = Policy PRA = Practice MON = Monitoring</small>	ACTION (INTERVENTION) <small>EDUCATE · IMPLEMENT · MONITOR · REPORT · MODIFY</small>	PERSON RESPONSIBLE	DEADLINE	RESOURCES	POTENTIAL CHALLENGES	RESULTS	CLOSED DATE
1	The initial medical assessment, including health history, physical exam, and other assessments required by the patient's condition, is performed and documented within the first 24 hours of admission as an inpatient or sooner as required by patient condition. P	AOP.1.2, ME 1.	H	POL	EDUCATE: Meet with nursing and medical staff to discuss the approach to assessment, with focus on patient safety and quality of care.	Medical Director	8/15/2018	30 minutes of time; space for meeting	Scheduling conflicts: Address by including this information in monthly department meetings.	Met with staff in all departments: final meeting held on 8/12/18.	8/12/2018
2	(same)	(same)	(same)	(same)	MODIFY: Develop and/or revise written policy on assessments, to include the specific time frame.	Medical Director	9/30/2018	Copy of existing policy; policy review and revision team (3 people); meeting time and space	Time constraints: Address by revising existing policy if possible.	Team revised existing policy to include specific 24-hour time frame: policy approved 9/29/18.	9/29/2018
3	(same)	(same)	(same)	(same)	MODIFY: Revise medical assessment form to more clearly emphasize the time frame for finishing and documenting a complete assessment.	Medical Director	10/14/2018	Copy of existing form; revision team (3 people); meeting time and space; supplies to print revised form	Staff resistance: Address by issuing e-mail notice to all department managers, instructing them to destroy old forms and provide new ones.	Form revised on 10/10/18; e-mail notice to department managers sent on 10/14/18.	10/14/2018
4	(same)	(same)	(same)	(same)	IMPLEMENT: Conduct in-service for medical staff to provide education on new policy and assessment form.	Medical Director	11/1/18	15 minutes of time; space for meeting	Scheduling conflicts: Address by incorporating into weekly staff huddles. Use a sign-off sheet to document attendance, and follow up with any staff who miss the session.	93% of staff received education in weekly huddles; remaining staff contacted to schedule alternative session; all staff received education by 11/15/18.	11/15/2018
5	(same)	(same)	(same)	(same)	MONITOR: Audit assessment form compliance each week for 6 months.	Department/ Unit Leaders	weekly until 5/1/2019	30 minutes of time per week	Staff resistance and time constraints: Address by incorporating auditing of new processes into evaluations, with bonus for timely audits.		
6	(same)	(same)	(same)	(same)	REPORT: Share audit reports monthly with JCI accreditation AOP chapter champion.	Department/ Unit Leaders	monthly until 5/1/2019	30 minutes of time per week	Staff resistance and time constraints: Address by incorporating reporting of audits on new processes into evaluations, with bonus for timely reports.		