

## Prospective Analysis Checklist

<b>REPORTING REQUIREMENT:</b> Accreditation Canada Leadership Standard (15.8) Version 14 indicates at least one patient safety-related prospective analysis be conducted within the last year and appropriate improvements are made as a result.  <b>ADDITIONAL EDUCATION:</b> NONE REQUIRED	<b>RESPONSIBILITY</b>	
	Organizational Lead	Patient Safety Coordinator
<b>INTAKE (Optional)</b>		
<input type="checkbox"/> Any organizational leader may submit a request via email to the Patient Safety Coordinator(s) to assist in conducting a patient safety-related prospective analysis for system improvement specific to a program/service.	<input checked="" type="radio"/>	
<b>INTAKE (Mandatory)</b>		
<input type="checkbox"/> Patient Safety Coordinator(s) identifies a topic/area of focus to conduct a prospective analysis on an annual basis (once per calendar year).		<input checked="" type="radio"/>
<input type="checkbox"/> The prospective analysis is to be based on information obtained from multiple sources e.g.) identified organizational risks, multiple critical incidents &/or identified trends and themes based on the annual Safety Event report.		<input checked="" type="radio"/>
<input type="checkbox"/> Notify the appropriate Regional Lead(s) that a prospective analysis will be conducted on a chosen “topic” that pertains to their portfolio		<input checked="" type="radio"/>
<input type="checkbox"/> Collaborate with the Regional Lead(s) to identify key stakeholders to be included as team members for the prospective analysis. Include patients/residents/clients if applicable.		<input checked="" type="radio"/>
<input type="checkbox"/> Book a date and time for the prospective analysis. Invite all stakeholders to the meeting by completing and attaching the “ <i>Prospective Analysis Invitation</i> ” <a href="#">ORG.1810.PL.009.FORM.01</a> to the invite.		<input checked="" type="radio"/>
<input type="checkbox"/> Prior to the meeting collect all applicable evidence/information obtained from multiple sources and insert the data into the “ <i>Prospective Analysis Template</i> ” <a href="#">ORG.1810.PL.009.FORM.02</a> .		<input checked="" type="radio"/>
<b>ANALYSIS DAY</b>		
<input type="checkbox"/> Review data collected with team members. Populate the “ <i>Prospective Analysis Template</i> ” of all potential contributing factors impacting the identified topic for system improvement. Positive things that are already in place are listed under mitigating factors.		<input checked="" type="radio"/>
<input type="checkbox"/> Summarize and list your findings into possible themes if applicable e.g.) Lack of policy and procedure, education, equipment, human resources etc.		<input checked="" type="radio"/>
<input type="checkbox"/> Based on your findings provide recommendations using the SMART acronym.		<input checked="" type="radio"/>
<input type="checkbox"/> Assign each recommendation to a responsible person with a target date of completion.		<input checked="" type="radio"/>
<input type="checkbox"/> Document Implementation Plan, Monitoring and Measurement Plan as applicable.		<input checked="" type="radio"/>
<b>FOLLOW-UP</b>		
<input type="checkbox"/> Patient Safety Coordinator writes a summary using the “ <i>Prospective Analysis Executive Summary</i> ” <a href="#">ORG.1810.PL.009.FORM.03</a>		<input checked="" type="radio"/>

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	Organizational Lead	Patient Safety Coordinator
<input type="checkbox"/> Submit the <i>“Prospective Analysis Executive Summary”</i> to the Regional Lead, Quality, Planning & Performance for final approval.		<input checked="" type="radio"/>
<input type="checkbox"/> Submit a request to the Health Provider Site Content email address to upload the Prospective Analysis Executive Summary under STATS and FACTS on the HealthCare Provider Site (HPS) with a link to an Admin. Update for sharing.		<input checked="" type="radio"/>
<input type="checkbox"/> Recommendations are tracked and followed up on by the Patient Safety Coordinator(s) until project completion.		<input checked="" type="radio"/>