**EC DOCUMENT REVIEW WORKSHEET**

**EC Function:**

**EC MANAGEMENT PLANS**

|  |  |  |
| --- | --- | --- |
|  |  | Standardized format |
|  |  | Scope is defined |
|  |  | Outlying clinics are included or they have their own management plans |
|  |  | Objectives are defined |
|  |  | Responsibilities are defined |
|  |  | Information is tailored to the organization |
|  |  | All relevant elements of performance are addressed in adequate detail |
|  |  | Includes a description of the risk identification; staff education and training; information, collection, and evaluation; and performance improvement processes |
|  |  | Relevant policies, regulations, and standing operating procedures are referenced |
|  |  | Reviewed by the EC/Safety Committee (anniversary of last occurrence plus or minus 30 days) |

**Notes:**

**ANNUAL EVALUATIONS**

|  |  |  |
| --- | --- | --- |
|  |  | Scope is evaluated |
|  |  | Objectives are evaluated |
|  |  | Performance is evaluated (quantifiable supports conclusions data ) |
|  |  | Effectiveness is evaluated |
|  |  | Includes recommendations for improvement to Leadership |
|  |  | Completed annually (anniversary of last occurrence plus or minus 30 days) |

**Notes:**

**SAFETY COMMITTEE MINUTES**

|  |  |  |
| --- | --- | --- |
|  |  | Meetings held bimonthly |
|  |  | Representation from clinical, administrative, and support services; attendance is documented; and quorum is achieved at each meeting |
|  |  | Discussions on: Injury to patients and others; occupational illnesses and staff injuries; property damage; security incidents; HMW spills and exposures; fire/life safety management problems, deficiencies and failures; medical or laboratory equipment management problems, failures, use errors; utility systems management problems, failures, or use errors; performance monitoring results; annual evaluation reports; risk assessments; and PE issues; relevant issues identified by other committees such as EM, IC, RM/Patient Safety, QI |
|  |  | Accurately reflect discussions and recommendations |
|  |  | Date that the concern or problem was first raised is documented |
|  |  | Issues are resolved in a timely fashion |
|  |  | Minutes written in CRAF format: concern or problem, recommendation or action to be taken, action by who/when, and follow-up showing actions was effective/sustained |

**Notes:**

**PERFORMANCE MONITORING**

|  |  |  |
| --- | --- | --- |
|  |  | Includes leading indicators: KPIs focus on meeting objectives and resolving problems |
|  |  | Includes lagging indicators: KPIs focus on meeting regulatory requirements and past performance |
|  |  | Written in SMART format: specific, measurable, achievable, relevant, timed |
|  |  | Quantitative data is collected on a regular basis |
|  |  | Tables and graphs effectively communicate quantitative data |

**Notes:**