

Quality Improvement Summary Worksheet



This Worksheet is a guide to learning from individual root cause analyses of hospital transfers. It can be used to summarize findings documented on INTERACT **Quality Improvement (QI) Tools** to determine if there are common factors involved in your hospital transfers. Identifying these common factors will help focus your education and care process changes in order to further improve care and reduce potentially preventable hospital transfers. An Excel template **QI Summary Worksheet** is also available on the INTERACT website. There are several steps involved, which are outlined below.

STEP 1: Document the number and timeframe of completed QI Tools included in this summary

1. Number of completed QI Review Forms included in this summary: _____
2. Time frame of completed QI Review Forms: From _____ to _____

STEP 2: Compare the answers across each section of the QI Review Tools. Circle 'Yes' for the same or similar answers across a majority of the completed QI Tools

A. Resident characteristics

1. Age of residents transferred to the hospital (e.g. are most over 85?) Yes
2. Length of stay prior to hospital transfers? (e.g. less than 7 days) Yes
3. Risk factors for hospitalizations? Yes
(note which ones)
4. Diagnoses associated with hospitalizations? Yes
(Note which ones)

B. Changes in condition that lead to transfer

1. Signs or symptoms that led to the transfers? Yes
(Note which ones)

C. Actions taken prior to the transfers

1. Tools that were used to manage the change in condition prior to the transfer? Yes
2. Tools that might have been used but were not? Yes
3. Type of medical evaluation conducted prior to the transfers? Yes
4. Timing of advance care planning discussions with resident and/or family? Yes

Findings

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(continued)

Quality Improvement

Summary Worksheet (cont'd)

D. Hospital transfer and contributing factors

- 1. Day of the week of hospital transfer? Yes
- 2. Time of day of hospital transfer? Yes
- 3. MD/NP/PA authorizing the transfer? Yes
- 4. Non-clinical factors that contributed to the hospital transfer?
 - a. MD/NP/PA insisted on transfer? Yes
 - b. Resident preferred or insisted on transfers? Yes
 - c. Family members preferred or insisted on transfers? Yes
 - d. Resources needed to provide care in NH not available? Yes
 - e. Facility policies do not support providing care in NH? Yes

Findings
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E. Transfers rated as potentially preventable

- 1. Factors related to transfers rated as preventable? Yes
- 2. Reasons provided for preventable transfers? Yes

Findings
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STEP 3: Summarize Common Factors Across

- 1. What factors were most common and similar across QI Tools?

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- 2. Based on this summary what areas would you target for:

a. Staff education: _____
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b. Care process changes: _____
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c. Other improvement efforts: _____
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