

## Log for Monitoring Events, Near-Misses, and Suggestions

(Monthly Review for Follow-up of Events, WalkRounds, Safety Briefings and Suggestion Boxes)

Do Not Include Confidential/Identifiable Patient or Staff Information.

Completed by: \_\_\_\_\_

Date	Issue	RCA	Action	Feedback	Monitoring	Comments
01/01/07: Near miss	Medication: ASA brought to patient instead of ordered Tylenol.	01/01/07: Interruption in medication process	01/05/07: This month's in-service to include the topic of interruptions and the importance of going back several steps to assure accuracy of process.	01/02/07: Note of thanks given to self-reporting staff member.  01/24/07: In-service given to general nursing staff.	01/24/07: Encourage feedback from staff.	01/24/07: During the in-service, staff agreed that they would make an effort to decrease needless interruptions. Several staff indicated concern about the frequency of the socializing interruptions.
01/03/07: Suggestion box	Dietary: Food trays are too small and food items can easily fall to the floor.	01/04/07: New dietary person not following correct food-item placement.	01/04/07: Reviewed dietary orientation procedure and process.  Educate new personnel.	01/22/07: Blurb in staff newsletter thanking those who used the suggestion box.	01/15/07: Correct food item placement included in orientation manual and in orientation.  Monitor new employees.	01/31/07: Suggestion box contained a note of appreciation regarding the action taken.
01/20/07: Event	IV therapy: 85-y.o. pt. on D5W became confused. Reported to physician. Haldol ordered /given for two days. On the third day pt.'s Na was 120. Imbalance corrected and confusion resolved.	IV therapy and lack of electrolyte monitoring.	1/22/07: Case presented to medical staff.  In-service to physicians and nursing regarding IV therapy and monitoring.	02/14/07: In-service held.	IV therapy questions given monthly via communication book. Staff encouraged to submit questions.	02/16/07: Staff requested frequent education on the uses and monitoring of IV therapy.  This will be an ongoing topic included in the monthly in-services.