

Step 6 – Documentation Action Planning Checklist

Consider the process used at your organization for RCA documentation:

1. List at least 5 points made in this module that you didn't know or use before.

2. Ask a team member or supervisory personnel about failures that were addressed in the past 6 months – were they successful? Is the documentation available if the failure(s) were to recur?

3. Which elements of the Post-Implementation Worksheet or Go-Forward Plan form do you think will be most useful to your group? Why?

4. Discuss the Post-Implementation Review Worksheet with your supervisor. Do those activities already occur in your department? If not, what can you do to get them incorporated?