

**Duke University Hospital
Root Cause Analysis
Action Plan**

RCA Name:	
Team Leader:	Executive Sponsor:
Team Members:	
Date of Event:	
Problem Statement:	

Measures of Effectiveness
1.
2.
3.

Root Cause Summary Table and Actions				
Causal Factor(s)	Root Causes	Actions or Recommendations	Who	By When
		1.		
		2.		
		3.		
Contributing Factors				
		1.		
		2.		

Other Supporting Actions	Responsible Party	Date Due
1. Share "Lessons Learned" with other Departments/Areas as appropriate, <ul style="list-style-type: none"> a. Define "immediate need to know" departments and develop communication plan for dissemination b. Define summary reporting of Lessons Learned and develop PPT presentation for those committees, departments etc. 		
2. Present RCA Report to PSCQ		
3. Set follow-up status meeting of RCA team (1 month)		
4. Add indicators to appropriate department dashboards as appropriate for longer term monitoring if required by PSCQ		

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