



**Park Nicollet**

# **Root Cause Analysis (RCA)**

## **Agenda**

<b>#</b>	<b>Items</b>	<b>Person</b>	<b>Time</b>
<b>1.</b>	<b>Welcome and introductions</b> ⇒ <b>Ground rules</b>	<b>Service Line Chief and Vice President</b>	<b>5 min</b>
<b>2.</b>	<b>Root Cause Analysis (RCA) Introduction</b> ⇒ <b>Terminology</b> ⇒ <b>Orientation to root cause analysis and tools</b>	<b>Medical Director of Patient Safety</b>	<b>5 min</b>
<b>3.</b>	<b>Event Summary</b>	<b>Area Manager or Supervisor</b>	<b>5 min</b>
<b>4.</b>	<b>Root Cause Analysis</b> ⇒ <b>5 Whys : Identify contributing factors/general and specific</b> ⇒ <b>6 key concept definitions</b> ⇒ <b>Identify 1-3 root causes</b>	<b>Medical Director of Patient Safety</b>	<b>40 min</b>
<b>5.</b>	<b>Corrective Action Plan</b> ⇒ <b>Confirm corrective action plan owner(s)/audit leader</b> ⇒ <b>Intervention Effectiveness hierarchy</b> ⇒ <b>Identify key corrective action objectives</b> ⇒ <b>Identify key members of follow-up team</b> ⇒ <b>Identify tasks and timelines associated with objectives as time allows</b> ⇒ <b>Schedule meeting with follow-up team</b>	<b>Medical Director of Patient Safety</b>	<b>30 min</b>
<b>6.</b>	<b>Wrap-up and Review</b>	<b>Service Line Chief and Vice President</b>	<b>5 min</b>