






STEP #	DESCRIPTION	RESPONSIBLE	TIME REQUIRED (approx)
	7. Staffing – census at time of the event, staffing pattern core and actual at time of the event, specific training/education specific to the care provided. Attachment C. 8. Any safety/preventative maintenance logs as pertinent if equipment involved. 9. Any unrelated/unusual circumstances happening concurrently in the department/unit at the time of event. 10. Literature Search – search any literature for similar events, recommended practice, safety issues, sentinel alerts, etc. The Literature Search findings are to be documented in the Root Cause Analysis (RCA) Worksheet. Attachment D.	Directors/designee(s) 	
5	The Meeting: Team Roles: <ul style="list-style-type: none"> ◆ Leader – generally leadership rep of the unit/department where the event occurred. The one who tells the “story” or delegates to another member. Keeps the meeting on track. ◆ Facilitator – assures components of RCA analysis are considered and action plans identified with responsible persons, measures, and follow up ◆ Recorder – takes attendance (Attachment A), notes of discussion, and provides basis for RCA report (Attachment D) ◆ Team – <ul style="list-style-type: none"> - analyzes event, asks why something happened and looks for causes - assigns root cause - develops action plans 	Director Dept/Unit or designee(s) PI Analyst Dept/Unit Administrative Assistant	2 hours 
6	Post Meeting: <ol style="list-style-type: none"> 1. Write up report Attachment D. 2. Facilitator reviews the RCA report – checks for thoroughness and completeness. 3. Facilitator summarizes event and analysis and presents to MCRC 4. Assigned individuals carry out the Action Plans (occurs over time) 5. Facilitator conducts follow up with leader over time. 	Recorder/Leader/Facilitator PI Analyst  Per Action Plans PI Analyst	8-16 hours  Dependent on Action Plans .5 hours