## MA Coalition for the Prevention of Medical Errors Reconciling Medications Team

Organization:		
Te	eam Liaison to Coalition:	
Phone & eMail if not on list:		
	eam Members: entify a multidisciplinary team for	planning and implementing changes
1.	Physician	
2.	Nursing leader	
3.	Staff nurse	
4.	Pharmacy leader	
5.	Pharmacy support	
6.	Patient safety/QI representative	
7.	Staff education representative	
8.	Other	
9.	Other	

Please provide this summary information and your plans for the first cycle of change (a completed first page of the Worksheet For Testing Change attached) to the Coalition, either via eMail or via fax, whichever is most convenient. We'd also appreciate receiving any changes/additions to the Collaborative contact list.

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fax: 781-272-0605 (attn: Cat Pear)

Worksheet For Testing Change Cycle #	Target Completion	on Date: # _		
Aim Reduce the rate of unreconciled medication	ns at admission by	y 75% withi	n 9 months	
<b>Plan</b> Develop Objectives, Tasks, and Predictions for one of your tests of change				
Describe the objective of your first (or next) test of change	Person Responsible	When to be done	Where to be done	
List the tasks needed to set up this test of change	Person Responsible	When to be done	Where to be done	
Predict what will happen when the test is carried out	Measures to determine if prediction succeeds			

<u>Do</u>	Describe what actually happened when you ran the test		
<u>Study</u>	Describe the measured results and how they compared to the predictions		
<u>Act</u>	Describe what modifications will be made for the next cycle from what you learned		

Form for use in **MA Coalition for the Prevention of Medical Errors** Reconciling Medications team planning exercises. Source: The process for implementing small tests of change derives from the PDSA model of the **Institute for Healthcare Improvement**.

## Reconciling Medications Implementation Planning Checklist

		People	
Task/Topic	Target date	Responsible	Measure of Success
Identify project team			
Risk assessment Develop baseline data			
Develop AIM statement			
Engage leadership support			
Pick unit/target for 1 <sup>st</sup> cycle of change			
Educate pilot unit			
Select reconciling form to pilot			
Pilot form Pilot with 1 RN, 2-3 patients from target population			
Modify form, clarify/ modify procedures, retest			
Train addl RN(s) Pilot with 2-3 patients			
Continue change cycles to refine procedures			
Plan rollout to next unit			
Plan staff education			
Measure Monthly chart abstraction			

## **Reconciling Medications: Planning Tests of Change**

	People Target date Responsible Measure of Success			
Task/Topic	Target date	Responsible	Measure of Success	

- Plan multiple cycles for a test of change
- Think a couple of cycles ahead
- Scale down size of test (# of patients, locations)
- Test with volunteers

- Work in parallel; engage more people
- Be innovative to make test feasible
- Collect useful data during each test
- Test over a wide range of conditions

Form for use in **MA Coalition for the Prevention of Medical Errors** Reconciling Medications Collaborative; process derived from the rapid-cycle improvement model of the **Institute for Healthcare Improvement**.