

MA Coalition for the Prevention of Medical Errors
Reconciling Medications Team

Organization: _____

Team Liaison to Coalition: _____

Phone & eMail if not on list: _____

Team Members:

Identify 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.

eMail: gina-rogers@attbi.com

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

Aim Reduce the rate of unreconciled medications at admission by 75% within 9 months

Plan 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

Do

Describe what actually happened when you ran the test

Study

Describe the measured results and how they compared to the predictions

Act

Describe what modifications will be made for the next cycle from what you learned

Reconciling Medications Implementation Planning Checklist

Task/Topic	Target date	People Responsible	Measure of Success
Identify project team			
Risk assessment Develop baseline data			
Develop AIM statement			
Engage leadership support			
Pick unit/target for 1st 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			

