

Rapid Tests of Change Documentation Worksheet Example

Quality Improvement Topic/Project: **EDTC**

Project Leader: **Nancy Nurse, ED Nurse Manager**

| Date | Change/Action | Problem Identified | Solution Proposed | Follow up plan | Date Resolved |
|---------|---|--|---|---|---------------|
| 5/14/14 | Transfer sheet changes | Influenza vaccination did not appear on transfer sheet | EHR issue | Nancy will contact ED vendor | 5/20/14 |
| 5/15/14 | ED visit EHR available within 60 minutes of transfer | Provider unable to access computer to enter note within 60 minutes | Set up another computer in ED provider lounge | Jon, IT will install computer | 5/25/14 |
| 5/16/14 | Fax ED records within 60 minutes to accepting facility where EHR records not shared | During busy ED night shifts, it is difficult for RN to monitor fax machine, a record did not transmit and was not caught | When ED is busy, nurse will request that records be faxed by med surg nurse or call in HIM to fax records | Nancy will provide nursing education and meet with HIM director | 6-5-14 |
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