



## CANADIAN INCIDENT ANALYSIS FRAMEWORK

### *Example of a Tool to Track the Implementation Status of Recommended Actions*

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- injectable medications using the same intervention, at the same time.
- Timelines – start time and estimated duration.
- Accountability – include a senior leader and an implementation lead.
- Propose success measures, milestones and determine reporting frequency.

Once approved and validated, recommended actions are prepared for hand-off to the team and individual(s) responsible for implementation. There should be a process in place to share information about actions recommended and implemented with the patient and family as well as with the providers in the area where the incident occurred, organizational leaders, and others as needed. See *Section 3.8* for more information about learning and sharing.

**Delegate recommended actions for implementation and empower implementation**

The approved recommended actions are handed off to the team or individual(s) responsible to implement the action. If possible this should be done during an in-person meeting so everyone has a common understanding and is clear on the purpose, objectives and direction of the actions. Clarity is important because the senior leader and the team responsible for implementation will base their work plans on the information received about the recommended actions during the hand-off process. It is important to ensure follow-through and follow-up of the status of the actions.

The handover should not be a burden for the responsible individual(s) as it is based on the validation work done previously. Focus should now be on showing support and empowering the implementation team as there is potential that this effort may be met with resistance that is often inherent to organizational change.

Utilizing a tracking system for recommended actions is encouraged because it will support organizational leaders and others to track the status of implementation. Periodic status updates can be made available and include related actions that are being implemented. *Figure 3.12* provides an example of a tool to track the trajectory of recommended actions. An Excel® spreadsheet or Microsoft Project® software may also be helpful.

**Figure 3.12: EXAMPLE OF A TOOL TO TRACK THE IMPLEMENTATION STATUS OF RECOMMENDED ACTIONS**

CATEGORY	RECOMMENDATION	SOURCE AND ID#	DATE ENTERED	PROGRESS STATUS <i>(Figure 3.13)</i>	ORDER OF PRIORITY OR TIMEFRAME <i>(end date)</i>	TARGET AREA	RISK LEVEL	INDIVIDUAL RESPONSIBLE
TASK FACTORS								