

AHE Root Cause Analysis (RCA) Investigation Staffing Questions

- This form is to be used for Reportable Adverse Health Events—this information will be entered into the AHE registry as part of the event.
- For the purposes of these questions, staffing includes not only the number of staff on duty at the time of the event, but also such considerations as competency, mix of credentials, skill mix, and fatigue. Staffing includes all disciplines potentially involved in the event, including nursing, pharmacy, medical, and other staff as appropriate.
- Please fill out this form and return to the appropriate patient safety analyst **before** the RCA meeting.

RCA# _____ Department: _____ Leader filling out form: _____

Date and shift being reviewed: _____

1. Did staff who were involved in the event believe that staffing was appropriate to provide safe care?
 - a. If no, did staff who were involved in the event believe that staffing issues contributed to the event?

2. Did actual staffing levels deviate from the planned level at the time of the event, or during key times that led up to the event?

3. Were there any unexpected issues or events that occurred at the time of the event, or during key times that led up to the event?
 - a. If yes, did the unexpected issues/events impact staffing levels of workload for staff involved in the event?
 - b. If yes, did staff who were involved in the event feel that this contributed to the event?