

RCA PIP Template

This template can be used to document the completed RCA PIP process, including follow-up actions and measures. Revise it as necessary to meet your needs.

Team Facilitator: _____ **Date RCA Started:** _____ **Date Ended:** _____

Team Members:

Name	Position	Name	Position

Brief Narrative Description of Event (include time line if available):

Root Causes and Contributing Factors

Conduct your systematic analyses to determine your contributing factors and root causes. Use techniques such as the five whys, flowcharting, or the fishbone diagram to assist in identifying the root causes. Additional tools are available that guide the use of each of these techniques. It is helpful to keep any of these analyses with your PIP documentation for future reference. Describe each root cause as identified by the team. Enter these in the table below.

Corrective Action Plans

For each root cause identified, enter the corrective action plans intended to prevent the root cause from causing another harmful event. There can be more than one action plan for each root cause. Some action plans may be short-term interventions which can be accomplished quickly and some action plans require more long-term implementation steps. For each action plan designate the individual or group responsible for completing the action and the time frame for completion.

Root Cause	Corrective Action	Responsible Individual/Group	Completion Deadline

Measures of Success

Corrective Action	Measures of Success (How we will know if this action is successful) Consider measures of how often recommended processes are not followed and the incidence of similar adverse events.	Reporting Schedule and Individual or Group Responsible for Reviewing Results

Signature of RCA team leader _____ Date _____

Acknowledgement: This guide draws on information from the *VHA National Patient Safety Improvement Handbook* (March 2011), *Error Reduction in Health Care: A Systems Approach to Improving Patient Safety*, 2nd ed. (Jossey-Bass, 2011) and the *Minnesota Adverse Health Events Measurement Guide* (Minnesota Department of Health, 2010).