

Attachment A
The Quality Colloquium at Harvard University
VA Ann Arbor Healthcare System Safety Checklist Program
August 27, 2003

References

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Suggested Readings

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Attachment B
Veterans Affairs Ann Arbor Healthcare System
Ann Arbor Michigan

Safety Checklist Standards

Nurses in Intensive Care Units*

Medications

- Medication carts locked
- Medication vials secured inside medication carts
- Patient rooms free of medication vials, needles, and syringes
- Double signature on medication record for required medications
- Complete documentation of prn medications

Ventilators†

- Sedation scale documented every 4 hours
- Head of bed ≥ 30 degrees
- Patient has 1 of the following:
 - IPC device
 - T.E.D. anti-embolism stockings
 - Anticoagulation (e.g., heparin/warfarin)

Equipment

- Appropriate alarms on for continuous bedside monitoring of EKG, arterial blood pressure, Swan Ganz, and pumps
- Alarms set at appropriate parameters for patient
- Two EKG leads monitored, with one being V lead
- NG canister dated, timed, and changed within 72 hours
- Electrodes changed every 48 hours

Environment

- Sterile/clean drawers, free of patient personal belongings and contaminated supplies
- Adherence to isolation protocols

Pain

- Pain level documented every 4 hours using pain scale
- Effectiveness of pain intervention documented using pain scale

Restraint

- Restraint device(s) properly applied
- Restraint safety flow sheet completed
- Physician restraint order completed
- Physician face-to-face restraint assessment completed

Other

- Mouth care every 4 hours
- EKG strips evaluated
- Chemstick performed on arrival from surgery
- Blood sugar < 200 mg/dl within 2 hours following arrival from surgery
- All dressings dated and changed according to policy
- Patient turned every 2 hours
- Patient up in chair at least once daily
- ID band on patient with readable barcode
- Open solution bottles dated and timed; no outdated solutions
- Patient education documented each shift

Housekeepers in the Intensive Care Unit

Environment

- Clear passage in hallway
- Floors free of spills
- Electrical cords secured and not obstructing environment
- Sharps containers no more than 2/3 full; no item protruding from container
- Linen room door closed and latched
- Dirty utility room door closed and latched
- Supply rooms free of corrugated cardboard
- Housekeeping cart clean from previous shift
- Housekeeping closet free of clutter
- Chemicals properly stored (securely locked and not stored above head level)

Environment (continued)

- Unit free of employee food and drink
- Trash container lids clear of items
- Medication refrigerator free of food and drink

Equipment

- Nonfunctioning equipment labeled; copy of work order attached
- Wet vacuum available in closet
- Brakes on wheelchairs properly functioning
- Refrigerator temperature monitored

* prn, as needed; IV, intravenous; IPC, intermittent pneumatic compression; NG, nasogastric; EKG, electrocardiogram; ID, identification.
 † Source: Request for Public Comment on Intensive Care Unit (ICU) Core Measure Set.
 JCAHO.org>>Accredited Organizations>>Hospitals>>ORYX>>Care Measures.

Attachment B (continued)
Veterans Affairs Ann Arbor Healthcare System
Ann Arbor Michigan

Safety Checklist Standards

Respiratory Therapists in the Intensive Care Unit[‡]

Medications

- Respiratory therapy cart free of medication, both inside and on top
- Patient rooms free of respiratory therapy medications (Exception: patient in isolation)
- Medication administration record signed

Ventilators

- Ventilator circuit changed within 7 days; documented on ventilator flow sheet
- Ventilator volume and pressure alarms on and set appropriately
- Cuff pressures documented on ventilator flow sheet
- Patient assessment documented on back of ventilator flow sheet
- Endotracheal tube position document each shift
- Head of bed ≥ 30 degrees
- Endotracheal tube tape changed every 48 hours and prn; documented on ventilator flow sheet

Oxygen

- Oxygen equipment (e.g., mask, cannula) changed weekly and documented on oxygen flow sheet
- Oxygen cylinders stored in appropriate stands

Other

- Ambu bag in room (for both ventilator and non-ventilator patients) and attached to oxygen
- Tracheostomy care done and ties changed; documented on ventilator flow sheet
- Pulmonary/oral secretions suction tubing and canister dated, timed, and changed within 48 hours
- CO₂ Easy Cap II Detector on top of crash cart and 2 in respiratory therapy ICU cart
- Patient assessment documented in computerized medical record system
- Treatment completely documented in CPRS

[‡] CO₂, carbon dioxide; CPRS, computerized patient record system.

Attachment C
VA Ann Arbor Healthcare System
Nurses' Safety Checklist for the Emergency Room

Date: _____

RN's name: _____

#	Standards	Compliant? (check one)	
		Yes	No
Medications			
1	Medication carts locked		
2	Medication vials secure inside medication carts		
3	Patient bedside free of medications vials, needles, and syringes		
4	Double signature on medications record for required medications (Insulin & Heparin)		
5	Complete documentation of PRN medications		
Equipment			
6	Bedside alarms on for continuous monitoring of EKG		
7	One EKG lead monitor present in ER		
8	Oxygen cylinders stored in stock room		
9	Nonfunctioning equipment labeled; copy of work order attached		
10	Brakes on wheelchairs properly functioning		
11	Refrigerator temperature monitored (between red and blue zone)		
12	All stretchers in the locked position		
13	Side rails up when patient is in bed		
14	No capped needles in needle box		
Environment			
15	Sterile/clean drawers free of contaminated supplies		
16	Adherence to isolation protocol (negative pressure/isolation room- sound fit quality)		
17	Crash cart checked and Ambu-bag present		
18	Intubations tray on top of cart		
19	Clear passage in hallways		
20	Floors free of spills		
21	Electrical cords secured and not obstructing environment		
22	Sharps containers no more than 2/3 full: no items protruding from container		
23	Linen room door closed and locked		
24	Dirty utility room door closed and locked		
25	Supply rooms free of cardboard		
26	Chemicals properly stored (securely locked and not stored above head level)		
27	Medication room free of employee food and drinks		
28	Medication refrigerator free of food and drinks		
29	Trash container lids clear of items		
Restraint			
30	Restraints device(s) available and restraints easily accessible		
31	Restraint safety flow sheet available		
32	Physician restraint order available		
Other			
33	Pain scale documented with admission, assess per policy		
34	Head of bed up 30 degrees		
35	Open solution bottles thrown away every 24 hours on day shift		
36	Oral airway taped above each bed		
37	Pulmonary/oral secretions suction tubing at bedside		
38	Tracheotomy supplies in the ER		
39	ID bands on patients		
40	IV bags labeled		

Attachment E
VA Ann Arbor Healthcare System
Nurses Safety Checklist
5 West

Date: _____ Reviewer's Name: _____ Shift (circle): Days Nights

√	Standard	Compliant?	
		Y	N
	Medications/Medication Carts		
	Medication carts locked?		
	Medications secured inside cart – None on top of med cart		
	Medication vials, needles and syringes secured?		
	Scissors not stored on side of med cart		
	Open bottles of solution thrown away every 24 hours – if not dated - discard		
	Free of employee beverages and food on carts		
	All medication administration record (MAR) paperwork – flipped over/secured for patient privacy		
	Dressings/tape – secured in med cart free of potential for contamination		
	Equipment		
	All telemetry monitors set for the “ON” position		
	Oxygen cylinders stored ONLY in clean supply room		
	Oxygen cylinders separated – full from empty and secured in racks?		
	Able to read dates of last inspection on ALL equipment		
	Refrigerator logs all initialed and up to date?		
	Nonfunctioning equipment labeled – copy of work order with explanation attached?		
	Top two side rails up – when patient is in bed		
	Environment		
	All staff wearing I.D. badges		
	Adherence to isolation protocols (neg. pressure/isolation room – sound fit quality)		
	Isolation room – free from excess storage/supplies		
	Twelve-lead EKG machine plugged in?		
	Crash cart checked and ambu bag present?		
	Equipment stored, plugged in and turned OFF on right side of hallway only?		
	Electrical cords free and not obstructing environment		
	Sharps containers no more than 2/3 full; no items protruding from container (Check all patient rooms and all med carts)		
	Linen room door closed and locked		
	Dirty utility room door closed		
	Housekeeper cart attended – chemicals secured		
	Patient equipment room –		
	* Wheelchairs all in working order		
	* Equipment labeled for last inspection and not expired		
	* Storage off of floor and related only to patient equipment		
	Storage of supplies not to exceed more than 18” from the ceiling		
	Trash container lids - free and clear of items – (Check occupied patient rooms for compliance)		
	Hemocult developer anywhere?		
	Medication Room		
	Medication refrigerator log current and up to date		
	Medication refrigerator free of food and drinks		
	Nourishment Room		
	Patient refrigerator free of employee food and beverages		
	Patient refrigerator – all food & beverages are labeled and dated		
	Patient refrigerator log current and up to date		
	HIPPA		
	Patient flow sheets secured in closed bedside charts		
	All patients wearing identification (ID) bands		

