

Risk Management Strategies-Trigger Tool Development and Use

Item	Y/N/NA	Comment/Follow-Up
Strategy One: Trigger Tool Type Identification		
Will you be using retrospective trigger tool sets?		
Will you be using concurrent trigger tool sets?		
Will you be using prospective trigger tool sets?		
<i>Describe in what setting trigger tool will be used:</i>		
After completing an evaluation, are the proposed tools feasible and practical?		NOTE: If not feasible or practical, complete redesign prior to launch.
Strategy Two: Trigger Tool Design & Implementation		
<i>Please indicate if the tool will:</i>		
Utilize hard copy format only?		
Involve electronic data extraction only?		
Involve electronic data extraction from clinical devices?		
Involve a hybrid or hard copy and electronic data extraction?		
Involve all electronic databases – not just clinical data sets?		
Involve smart phone and tablet devices?		

Item	Y/N/NA	Comment/Follow-Up
How will the algorithm for the trigger tool be developed and by whom?		
Is there a plan for field-testing the trigger tools?		
Is there a plan for ongoing surveillance post-implementation for the trigger tools?		
Is there a plan in place for managing questions following the implementation of the trigger tools?		NOTE: Delineate who is the designee and how they are to communicate questions.
What is the timeframe for evaluating the trigger tool algorithm?		NOTE: It should be at least annually and changes should be made based on comparative effectiveness data and feedback on the existing trigger tool.
Strategy Three: Education		
Is there a plan in place for education on "You and the Trigger Tool Warning System?"		
Does the plan call for education of everyone involved in the design, implementation and use of the trigger tool instruments and data?		NOTE: Education should include those on the governing body; leadership; clinical leaders; healthcare professionals; IT and HIM; compliance; patient safety; performance improvement; quality improvement; legal counsel; risk management; risk analysts; peer review, and public relations
Are staff also educated when changes are made to the trigger tool?		
Strategy Four: Trigger Tool Warning System Communication		
Is there a person trained in trigger tool data analysis		

Item	Y/N/NA	Comment/Follow-Up
responsible for sending out alerts on identified patterns of variations or patient safety risks that merit attention?		
Is there a communication-reporting matrix of who is to receive trigger tool data alerts?		
Are there designated individuals accountable for initiating action based on trigger tool data alerts?		
Strategy Five: Close the Loop on Trigger Tool Warning		
Is there an established timeframe for the initial response to the trigger tool data alert?		NOTE: The response may be based on the severity, frequency, or complexity of the data.
Is there an established timeframe for trigger tool alert indicators that require a longer term for resolution?		
Is there a process in place for design of a practical, efficient and effective action plan to the trigger tool alert?		NOTE: The action plan should be designed to "turn off" the warning indicator from the trigger tool data alert.
Does the healthcare organization Chain of Command policy and procedure encompass concerns about response to trigger tool alerts?		
Strategy Six: Documentation Practices for Trigger Tool Warning		
Does the trigger tool strategy address what should be documented about the process and data findings?		
Does the strategy address when information should be documented about the trigger tool process and findings?		
Does the strategy include a retention policy on trigger tool data and response plans?		

Item	Y/N/NA	Comment/Follow-Up
Does the strategy include a determination regarding who will have access to trigger tool data and responses?		NOTE: The access issue should include an indication of (a) how much information access will be granted and (b) when.
Does the strategy limit accessibility to trigger tool data and responses with regard to accreditation bodies?		
Does the strategy address inclusion of trigger tool data in a PSO?		NOTE: Keep in mind restrictions with respect to PSES.
Does the strategy address legal issues involving trigger tool data and responses?		NOTE: Legal counsel and the compliance officer should be involved in designing the strategy for this purpose, including evidentiary protection, quality improvement, performance improvement, peer review, e-discovery and regulatory compliance.
Strategy Seven: Action on Critical Risk Factors		
Is there a process in place to address deficiencies among personnel with respect to trigger tool competencies?		
Is there a process in place to address deficiencies with respect to trigger tool communication systems?		
Is there a process in place to address deficiencies with respect to inaction on trigger tool data and warnings?		
Is there a process in place to address deficiencies with respect to trigger tool documentation practices?		

Trigger Tool Strategy User: _____

Date: _____