**Leamington Mennonite Home**
**Long Term Care**

**QUALITY & RISK MANAGEMENT**
**POLICY AND PROCEDURE**

| CATEGORY: | SUBJECT: | SECTION: |
|---|---|---|
| Incident Reporting | Prospective Analysis | D |
| | | POLICY: |
| | | 9 |
| DATE: | Administrator's Signature: _____ | |
| July 12, 2022 | | |

**PROSPECTIVE ANALYSIS**

**POLICY:**

As needed, each Home is encouraged to select a high-risk process or activity and proactively analyze it to identify ways it could be improved and made safer. The intent is to encourage Home to review and improve processes to prevent the occurrence of an adverse event.

**PROCEDURE:**

The QRM Lead will:

1) Encourage the Leadership Team of the Home to choose a high-risk process or activity (consider processes in which a failure of some type would likely compromise resident safety). High risk processes include, but are not limited to, medication use, dining and eating, monthly outings, patient identification, use of restraints, etc.
2) Use one of the following tools and techniques, located to the Quality Risk Management Guide
   a. Failure Modes and Effects Analysis (FMEA)
   b. Errors of Omission (J. Reason)
   c. Simulation
   d. Fault Tree Analysis
3) Ensure the prospective analysis is completed in a team environment, involving staff and leaders who are directly involved in the process.
4) Present the prospective analysis to the members of the Home's Leadership & Quality Committee.
5) Retain a copy of the prospective analysis.