

Instructions for Conducting the Self Assessment

It is important that each facility within a multifacility system complete the self assessment individually.

1. Establish a team

Establish a core interdisciplinary team consisting of, or similar to, the following:

- Senior facility leader
- Chief medical leader
- Chief nurse leader
- At least one (outpatient) or two (inpatient) nurses
- At least one (outpatient) or two (inpatient) staff physicians

If applicable to the healthcare setting, the core team should also include:

- Pharmacy director
- At least two staff pharmacists
- Clinical information technology specialist
- Medication safety or patient safety officer/manager
- Risk management and quality improvement professionals

Choose a team leader from among the core team. The team leader and core team should participate in the assessment of the general high-alert assessment items as well as all high-alert medications chosen for analysis.

Once the core team has selected which of the 11 high-alert medications to evaluate as a part of the self-assessment process (please see Step 5 on **page 11**), additional practitioners who prescribe, dispense, and administer these medications should also be added to the core team to help inform the evaluation. Because the assessment should be based on what actually occurs, not what is in current policies or what ought to occur, the team should include frontline staff who use the medications. For example, if assessing moderate and minimal sedation, you will need to include nurses, pharmacists, anesthesia providers, and other physicians with experience using these medications for that purpose on the assessment team. Focusing on a systems-based approach to identifying deficiencies, rather than blaming individuals for not following a policy, provides an opportunity for leaders to demonstrate that they understand and practice the principles of a **SAFETY CULTURE**.

During each team meeting, team members should be provided with sufficient time to complete the demographic questions and self-assessment items and be charged with the responsibility to evaluate, accurately and honestly, the status of high-alert medication systems and practices in your facility. **Because medication use is a complex, interdisciplinary process, the value and accuracy of the self assessment is significantly reduced if it is completed by a single discipline.**

2. Read the directions and provide assessment items, definitions, and FAQs to team members

Read and review the self-assessment directions, demographic questions, and assessment items before beginning the assessment process. The team leader may want to provide each core team member with either a hardcopy or electronic version of the self assessment for review before the first team meeting. Based on the high-alert medication(s) selected for evaluation, the team leader may also want to provide ancillary practitioners whose expertise is in the use of those medications with the self-assessment items that are applicable to their area(s) of practice.

All team members can also be provided with either a hardcopy or electronic version of the list of key definitions and abbreviations, the glossary, and the FAQs for the applicable section(s), to review before each meeting. These can be accessed at: www.ismp.org/selfassessments/saham.

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3. Choose an option for completing the assessment

There are two options for completing the assessment.

- **Option 1:** Print hardcopies of the applicable section(s) of the self assessment to share with team members, and manually fill in your choice (A through E, or Not Applicable) for each self-assessment item. Submission of your information to ISMP, however, must be completed using the online self-assessment form.
- **Option 2:** Use the online self-assessment form to view the applicable section(s) at team meetings, and select your choice (A through E, or Not Applicable) for each self-assessment item, while saving your entered information between meetings. (Please see Step 1 on **page 13** for information regarding accessing the online self-assessment form and creating an account with a username and password.) **Please note:** If Option 2 is used to complete the assessment, the demographic questions and general assessment items will need to be answered and submitted to ISMP in order to gain access to all sections of the assessment.

4. Verify demographic information

Before the first team meeting, the team leader may need to gather and verify some of the responses to the demographic questions.

5. Convene the first team meeting to complete the general demographics and general high-alert medications assessment, and select the high-alert medications for analysis

For the first team meeting, convene the core members to complete the general demographic questions (if submitting the findings of the assessment to ISMP or using Option 2 to complete the assessment), complete the general high-alert medications assessment items, and select one or more of the high-alert medications for analysis. We anticipate that it will take one team meeting of approximately 2 hours to complete the general demographic questions, evaluate the general assessment items, choose the high-alert medications for analysis, and develop a timeline for conducting each analysis.

To conduct the assessment for general high-alert medications, discuss each item and evaluate your facility's success with implementing the item. As necessary, investigate and verify the level of implementation with other healthcare practitioners outside your team. When a consensus on the level of implementation for each self-assessment item has been reached, select the appropriate choice (A through E, or Not Applicable), using the following scoring key and guidelines:

Scoring Key

- A.** There has been no activity to implement this item.
- B.** This item has been formally discussed and considered, but it has not been implemented.
- C.** This item has been partially implemented for some or all patients, orders, drugs, or staff.
- D.** This item is fully implemented for some patients, orders, drugs, or staff.
- E.** This item is fully implemented for all patients, orders, drugs, or staff.

Important Choice Selection Guidelines

For all self-assessment items: An explanation of the **Scope** precedes each section of the assessment to describe the high-alert medications to which the assessment items refer, unless otherwise stated in each individual assessment item.

For self-assessment items with multiple components in a single item: Full implementation (choice of D or E) is evidenced **only if all components** are present for some or all patients, orders, drugs, or staff. If only one or some of the components have been partially or fully implemented for some or all patients, orders, drugs, or staff, self-assessment choices should not exceed level C.

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For self-assessment items with multiple subparts labeled in lowercase, sequential letters (a, b, c, and so on): Select a choice (A through E, or Not Applicable) for each of the items separately.

For self-assessment items with two distinct components, each separated with the word “OR,” and labeled a and b: Choose the one component within the item that is most relevant to your facility, and select your choice (A through E, or Not Applicable) for only that one element.

For self-assessment items with an option of “Not Applicable”: Select “Not Applicable” only if your facility meets the “Not Applicable” scoring guideline for that item.

If you have questions, refer to the FAQs available on our website: www.ismp.org/selfassessments/saham. The online self-assessment form has certain items directly linked to FAQ responses. If you need additional assistance, contact ISMP at selfassess@ismp.org, or submit a question using either the “Contact Us” link on the ISMP website or the “Need help?” link found on the online self-assessment form.

Facilities may want to consider assigning an individual to record any discussion generated around each self-assessment item and the rationale behind the selected choice. This information, meant for internal use only, can assist the team when reviewing scores for individual items or reassessing your organization at a later date. This will provide insight into why the choice selected for each self-assessment item had been chosen at that point in time.

6. Conduct the assessment for each selected high-alert medication category

For each high-alert medication selected for analysis, convene the appropriate team members to complete the associated demographics (if any) and conduct the assessment using the scoring key and guidelines described in Step 5 on **page 11**. The number of meetings needed to complete each high-alert medication category will vary depending on the number of medications selected for analysis and the number of associated demographic questions and self-assessment items for each high-alert medication.

7. Submit your information to ISMP

To submit your information to ISMP or to use Option 2 to complete the assessment, go to: https://ismpassessments.org/high_alert/, which can also be accessed through the ISMP website at: www.ismp.org/selfassessments/saham. See **page 13** for further information about creating a username and password, entering your information, submitting your completed assessment to ISMP, and accessing your results.

Submit your self-assessment findings to ISMP by February 28, 2018.