# Educational Tracer Tool

**Person Conducting:**

**Department or Unit:**

**Date/Time:**

**Participating Staff:**

<table>
<thead>
<tr>
<th>Questions / Criteria</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
<th>Issues Identified (Current State)</th>
<th>Gap(s) in KSA*</th>
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**Learning Gap(s) Identified:**

**Corrective Action Planned:**

*KSA = Knowledge, Skills, Attitude

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# Educational Tracer Tool

**Person Conducting:** Morgan Smith, RN  
**Date/Time:** 9/15/17 3-4 pm  
**Department or Unit:** Outpatient Surgery Center  
**Participating Staff:** Molly May, RN; Susan Jones, RN; Sharon Taylor, CRNA, Dr. Joe Thomas; Stella Story, ST  

**Description of Tracer:** Observation of Procedure from Pre-Op to Intra-Op phase

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<td>1. Was the pre-operative checklist completed and signed by an RN?</td>
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| 2. Was the H&P reviewed for completion within 30 days?  
If not, Is there evidence of a review and an update prior to procedure? |   | X |     | Review and physical exam was completed immediately prior to the procedure start, but time stamp and signature was done after the procedure. | Knowledge of documentation requirements |
| 3. Was the anesthesia assessment completed prior to the procedure? |   |   |     |                                 |                |
| 4. Was the informed consent present, signed, witnessed? |   | X |     |                                 |                |
| 5. If indicated, did the patient receive an appropriate antibiotic within 60 minutes of procedure start? |   |   |     |                                 |                |
| 6. Was the surgical site verified with the patient and was surgical site marking completed?  
Is documentation included in the medical record? |   | X |     |                                 |                |
| 7. Time out was called, all staff participated, and verbal agreement from all present was done?  
Actual time of the time out completion was entered into the medical record. |   | X |     | Elements of time out process were missing – consent form was not viewed.  
CRNA was involvement in equipment check while participating in time out process. | Knowledge or time out elements  
Compliance with time out policy. |

**Learning Gap(s) Identified:**

1. Additional education needed for documentation requirements for surgeons  
2. Additional education needed for required elements of the time out process  
3. Compliance audit needed for CRNA full participation in time out process

**Corrective Action Planned:**

Meet one-to-one with physicians who failed to document, sign, and date stamp pre-procedure assessment when completed.  
Provide time out required elements at next staff meeting, revise tool to require signature for completion of each element, poster in each OR.  
Observe 20 time out processes for CRNA involvement and provide just-in-time training to CRNAs.

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*KSA = Knowledge, Skills, Attitude*
Required Staff Education and Training Checklist

Accreditation Programs/Settings: AHC, BHC, CAH, HAP, LAB, NCC, OBS, OME

Required Staff Education and Training Checklist

This checklist includes the education and training requirements for staff members, per The Joint Commission standards. You can use this checklist to help ensure you provide all required training to your staff, including licensed independent practitioners (LIPs).

Organization: ____________________________ Department/Unit: ____________________________
Date of Review: __________ Reviewer: ____________________________

Emergency Management [CAH, HAP]
✔ N/A
☑ ☐ Training for assigned emergency response roles

Human Resources [AHC, BHC, CAH, HAP, LAB, NCC, OBS, OME]
✔ N/A
☑ ☐ Staff participates in education and training

Infection Prevention and Control [AHC, BHC, CAH, HAP, LAB, NCC, OBS, OME]
✔ N/A
☐ ☐ Education for LIPs and staff about influenza vaccine, non-vaccine control and prevention measures, and the diagnosis, transmission, and impact of influenza

Information Management [AHC, BHC, CAH, HAP, LAB, OME]
✔ N/A
☑ ☐ Training for staff and LIPs on alternative procedures to follow when electronic information systems are unavailable

Leadership [AHC, BHC, CAH, HAP, LAB, NCC, OBS, OME]
✔ N/A
☐ ☐ Leaders provide to all individuals education that focuses on safety and quality
☐ ☐ Governing body provides leaders with access to information and training in areas where they need additional skills or expertise

Life Safety [BHC, CAH, HAP, NCC, OME]
✔ N/A
☐ ☐ Education on use of firefighting equipment during periods of Life Safety Code* deficiencies or construction
☐ ☐ Education on awareness of building deficiencies, construction hazards, and temporary measures that maintain fire safety during periods of Life Safety Code* deficiencies or construction
☐ ☐ Training on compensating for impaired structural or compartmental fire safety features during periods of Life Safety Code* deficiencies or construction

Medical Staff [CAH, HAP]
✔ N/A
☐ ☐ Education for all LIPs on assessing and managing pain

National Patient Safety Goals
✔ N/A
☐ ☐ Education regarding anticoagulant therapy to prescribers and staff [CAH, HAP, NCC]
☐ ☐ Education for staff and LIPs about purpose and proper operation of alarm systems for which they are responsible [CAH, HAP]
☐ ☐ Education for staff and LIPs about health care–associated infections, multidrug-resistant organisms, and prevention strategies, to take place at hire and annually [CAH, HAP]
☐ ☐ Education for relevant staff and LIPs about central line–associated bloodstream infections and the importance of prevention, to take place at hire and annually [CAH, HAP, NCC]
☐ ☐ Education for relevant staff and LIPs about surgical site infections and the importance of prevention, to take place at hire and annually [CAH, CAH, HAP, OBS]
☐ ☐ Education on fall reduction program [NCC, OME]

 Provision of Care, Treatment, and Services
✔ N/A
☐ ☐ Education on how to recognize signs of possible abuse, neglect, and exploitation, and appropriate follow-up activities [AHC, CAH, HAP, NCC, OBS, OME]
☐ ☐ Education on unique needs of dying patients [HAP, NCC, OME]

Transplant Services [CAH, HAP]
✔ N/A
☐ ☐ Training on use of discretion and sensitivity to the circumstances, beliefs, and desires of families of potential organ, tissue, or eye donors

Waived Testing [AHC, BHC, CAH, HAP, LAB, NCC, OBS, OME]
✔ N/A
☐ ☐ Orientation and training for staff and LIPs who perform waived testing
☐ ☐ Training for staff and LIPs who perform waived testing on each test they are authorized to perform
☐ ☐ Training for staff and LIPs who perform waived testing on the use and maintenance of relevant instruments

* Life Safety Code® is a registered trademark of the National Fire Protection Association, Quincy, MA.

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