

Patient Safety Plan Checklist

Directions: Please use this checklist as an aid to ensure your facility's patient safety plan includes all required elements under [Assembly Bill 3161](#). This checklist is highly recommended but not mandatory.

Items	Description	Yes	No
1	Patient Safety Committee or Equivalent Committee The plan indicates the committee must do all of the following: <ul style="list-style-type: none">• Review and approve the patient safety plan.• Receive and review reports of patient safety events.• Monitor implementation of corrective actions for patient safety events.• Make recommendations to eliminate future patient safety events.• Review and revise the patient safety plan, at least once a year, but more often, if necessary, to evaluate and update the plan, and to incorporate advancements in patient safety practices.		
2	Patient Safety Events Reporting The plan includes a process for the following: <ul style="list-style-type: none">• Reporting patient safety events.<ul style="list-style-type: none">○ The plan includes a reporting system allowing anyone involved, including, but not limited to, health care practitioners, facility employees, patients, and visitors, to make a report of a patient safety event to the health facility, including anonymous reporting options.• Supports and encourages a culture of safety.<ul style="list-style-type: none">○ Culture of safety refers to the shared values, beliefs, and attitudes that prioritize patient safety. Reporting to encourage culture safety can involve establishing an environment where employees can report safety concerns, near misses, and incidents without fear of blame, and trust that the information will be used for improvement.		

Items	Description	Yes	No
3	<p>Analyses Process</p> <p>The plan includes:</p> <ul style="list-style-type: none"> • A process for conducting analyses, including, but not limited to, root cause analyses of patient safety events • A process analyses of patient safety events, which include the following sociodemographic factors, to identify disparities in these events: <ul style="list-style-type: none"> ○ Age. ○ Race. ○ Ethnicity. ○ Gender identity.* ○ Sexual orientation.* ○ Preferred language spoken. ○ Disability status. ○ Payor. ○ Sex. <p>*A health facility is only required to include this information in the analysis when the patient or client voluntarily provides it.</p>		
4	<p>Team of Facility Staff to Conduct Analyses</p> <p>The plan describes the team that will conduct the analysis. The team must be composed of the facility's various categories of health care professionals, with the appropriate competencies to conduct the required analyses.</p>		
5	<p>Patient Safety Training</p> <p>The plan includes a process for providing ongoing patient safety training for facility personnel and health care practitioners.</p>		
6	<p>Racism and Discrimination</p> <p>The plan has a process for addressing racism and discrimination, and its impacts on patient health and safety including, but not limited to:</p> <ul style="list-style-type: none"> • Monitoring sociodemographic disparities in patient safety events and developing interventions to remedy known disparities. • Encouraging facility staff to report suspected instances of racism and discrimination. 		