

IHP 315 Milestone Two Guidelines and Rubric

In Milestone One, you identified your case study, conducted a root cause analysis, and drafted some patient safety strategies to address the issues in the case study. For this second milestone, you will consider disclosure and incident reporting systems that would apply to your case study. In this milestone the following critical elements must be addressed:

- III. **Disclosure:** In this section, you will develop key elements of disclosure and incident reporting systems. Specifically, you should cover the following:
- A. **Details:** Based on state and federal reporting requirements and the results of the root cause analysis (RCA), identify the details that would be necessary to disclose the error to the patient and family.
 - B. **Method and Preparation:** How would you suggest disclosing these details to the patient and family? What preparation would be needed for the staff, patient, and family before the disclosure?
 - C. **Reporting:** What elements of the RCA and corrective action plan (strategies) would need to be shared with accrediting or regulatory agencies? For example, what elements should be reported to the State Department of Health and Human Services? What should be reported to The Joint Commission?

Guidelines for Submission: Your submission should be 1 to 2 pages in length with double spacing, 12-point Times New Roman font, one-inch margins, and citations and references in APA format.

Critical Elements	Proficient (100%)	Needs Improvement (70%)	Not Evident (0%)	Value
Disclosure: Details	Identifies necessary details to disclose the error to the patient and family, based on state and federal reporting requirements and the root cause analysis	Identifies necessary details to disclose the error to the patient and family, but details are not based on state and federal reporting requirements or the root cause analysis	Does not identify necessary details to disclose the error to the patient and family	30
Disclosure: Method and Preparation	Explains suggested method and preparation needed for disclosing details to staff, patient, and family	Explains suggested method and preparation needed for disclosing details to staff, patient, and family, but with gaps in detail	Does not explain suggested method and preparation needed for disclosing details to staff, patient, and family	30
Disclosure: Reporting	Identifies elements of RCA and corrective action plan that would need to be shared with accrediting or regulatory agencies	Identifies elements of RCA and corrective action plan that would need to be shared with accrediting or regulatory agencies, but with gaps in detail or accuracy	Does not identify elements of RCA and corrective action plan that would need to be shared with accrediting or regulatory agencies	30
Articulation of Response	Submission has no major errors related to citations, grammar, spelling, syntax, or organization	Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas	Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas	10
Total				100%