self-assessment and action planning tools
⊙ essential element 1

This self-assessment and action planning tool will help you to identify gaps in current systems and plan the actions required to achieve *Essential element 1: Measuring and documenting physiological observations.*

The tool is designed to help ensure that a whole facility, or individual wards or clinical areas identify:

- what systems are or are not in place, or what systems are in place but are not operating effectively

- the reasons why these systems may not be in place or operating effectively

- the actions that are needed to address system problems or barriers that are identified.

Achieving this essential element involves three tasks.

1. Measure and document core physiological observations with appropriate frequency and duration.

2. Document a monitoring plan for each patient.

3. Use observation charts designed using human factors principles that incorporate a track and trigger system.

For each task there are five key questions to consider. These questions are specified for each task in the self-assessment tool.

1. Agreement – do health professionals agree on the basis for the task, the best way to perform the task, and who is responsible?

2. Process or policy – are processes in place, or do policies exist, to achieve the task?

3. Resources – does the facility, ward or clinical area have the necessary resources to achieve the task?

4. Knowledge – are clinical and non-clinical health professionals educated about the importance of the task?

5. Systems to support monitoring and evaluation – does the facility conduct audits, review or evaluations to ensure the task is performed properly?

Work through each question and record your answers, specifying the documents or data that prove the facility, ward or clinical area meets the criteria. This will help to identify any gaps and barriers to implementation in the facility or clinical area.

Follow the instructions in the tool to complete the action plan, which links the barriers with specific actions to address them.

The page numbers in the action plan act as navigational guides, directing you to the appropriate actions in the comprehensive *Guide to Support Implementation of the National Consensus Statement: Essential Elements for Recognising and Responding to Clinical Deterioration*. This is available for download from: **www.safetyandquality.gov.au**

Actions that are low cost, easy to implement and have high impact may be a useful starting point for implementation. Facilities may also prefer to prioritise tasks that are required to meet the National Safety and Quality Health Service Standards.

about this tool

This tool is available as a Portable Document Format (PDF) file which can be saved to your desktop for direct electronic data entry or printed for use.

It has been designed for use in conjunction with the Australian Commission on Safety and Quality in Health Care publication *A Guide to Implementation of the National Consensus Statement: Essential Elements for Recognising and Responding to Clinical Deterioration* (2012).

This tool and further information about recognition and response systems can be downloaded from: **www.safetyandquality.gov.au**

further information

Further information about implementing recognition and response systems can be found on the Australian Commission on Safety and Quality in Health Care web site.

The National Consensus Statement, the comprehensive implementation guide, a series of quick-start guides, and many other tools and resources are available for download from: **www.safetyandquality.gov.au**

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AUSTRALIAN COMMISSION
ON SAFETY AND **QUALITY** IN **HEALTH CARE**

NAME OF WARD OR AREA BEING ASSESSED:

⊙ task 1
Measure and document core physiological observations with appropriate frequency and duration

		Data or documentation that proves the criteria have been met		Are these policies/processes/resources operating as planned? Does your data demonstrate effective operation at all times?
		Type of data or name of document	Where is it kept?	
AGREEMENT Are you measuring the core physiological observations that identify clinical deterioration (i.e. temperature, heart rate, blood pressure, respiratory rate, oxygen saturation, level of consciousness)?	☐ **YES** ▸ Fill in next two columns ☐ **NO** ▸ Tick 'Lack of agreement' in your action plan			☐ **YES** ▸ WELL DONE! Continue to monitor ☐ **NO** ▸ Why not? What are the barriers? Add these to your action plan
PROCESS OR POLICY Do you have guidelines and policies outlining the minimum frequencies and duration of core physiological observation measurements in all acute care areas?	☐ **YES** ▸ Fill in next two columns ☐ **NO** ▸ Tick 'Lack of process/policy' in your action plan			☐ **YES** ▸ WELL DONE! Continue to monitor ☐ **NO** ▸ Why not? What are the barriers? Add these to your action plan
RESOURCES Have you got enough equipment to measure physiological observations?	☐ **YES** ▸ Fill in next two columns ☐ **NO** ▸ Tick 'Lack of resources' in your action plan			☐ **YES** ▸ WELL DONE! Continue to monitor ☐ **NO** ▸ Why not? What are the barriers? Add these to your action plan
Do you have enough clinicians and is there appropriate clinical supervision?	☐ **YES** ▸ Fill in next two columns ☐ **NO** ▸ Tick 'Lack of resources' in your action plan			☐ **YES** ▸ WELL DONE! Continue to monitor ☐ **NO** ▸ Why not? What are the barriers? Add these to your action plan
KNOWLEDGE Do clinicians understand the significance of core physiological observations?	☐ **YES** ▸ Fill in next two columns ☐ **NO** ▸ Tick 'Lack of knowledge' in your action plan			☐ **YES** ▸ WELL DONE! Continue to monitor ☐ **NO** ▸ Why not? What are the barriers? Add these to your action plan
SYSTEMS TO SUPPORT MONITORING AND EVALUATION Do you audit to ensure complete sets of core physiological observations are measured?	☐ **YES** ▸ Fill in next two columns ☐ **NO** ▸ Tick 'Lack of monitoring and evaluation' in your action plan			☐ **YES** ▸ WELL DONE! Continue to monitor ☐ **NO** ▸ Why not? What are the barriers? Add these to your action plan
Do you audit to ensure core physiological observations are measured with appropriate frequency and duration?	☐ **YES** ▸ Fill in next two columns ☐ **NO** ▸ Tick 'Lack of monitoring and evaluation' in your action plan			☐ **YES** ▸ WELL DONE! Continue to monitor ☐ **NO** ▸ Why not? What are the barriers? Add these to your action plan
Do you audit clinicians' practice regarding the techniques of physiological observation measurement?	☐ **YES** ▸ Fill in next two columns ☐ **NO** ▸ Tick 'Lack of monitoring and evaluation' in your action plan			☐ **YES** ▸ WELL DONE! Continue to monitor ☐ **NO** ▸ Why not? What are the barriers? Add these to your action plan

NAME OF WARD OR AREA BEING ASSESSED:

⊙ **task 2** Document a monitoring plan for each patient	Data or documentation that proves the criteria have been met		Are these policies/processes/ resources operating as planned? Does your data demonstrate effective operation at all times?
	Type of data or name of document	**Where is it kept?**	
AGREEMENT Have you reached agreement on additional observations and assessments for specific patient groups (e.g. renal, respiratory, maternity)?	☐ **YES** ▸ Fill in next two columns ☐ **NO** ▸ Tick 'Lack of agreement' in your action plan		☐ **YES** ▸ WELL DONE! Continue to monitor ☐ **NO** ▸ Why not? What are the barriers? Add these to your action plan
PROCESS OR POLICY Do you have policies or guidelines outlining additional observations and assessments for specific patient groups?	☐ **YES** ▸ Fill in next two columns ☐ **NO** ▸ Tick 'Lack of process/ policy' in your action plan		☐ **YES** ▸ WELL DONE! Continue to monitor ☐ **NO** ▸ Why not? What are the barriers? Add these to your action plan
Do you have a process for documenting a clear monitoring plan for each patient in all areas?	☐ **YES** ▸ Fill in next two columns ☐ **NO** ▸ Tick 'Lack of process/ policy' in your action plan		☐ **YES** ▸ WELL DONE! Continue to monitor ☐ **NO** ▸ Why not? What are the barriers? Add these to your action plan
RESOURCES Is there enough equipment to measure additional observations and assessments?	☐ **YES** ▸ Fill in next two columns ☐ **NO** ▸ Tick 'Lack of resources' in your action plan		☐ **YES** ▸ WELL DONE! Continue to monitor ☐ **NO** ▸ Why not? What are the barriers? Add these to your action plan
KNOWLEDGE Do clinicians understand the significance of observations and assessments for specific patient groups and treatments?	☐ **YES** ▸ fill in next two columns ☐ **NO** ▸ tick 'Lack of knowledge' in your action plan		☐ **YES** ▸ WELL DONE! Continue to monitor ☐ **NO** ▸ Why not? What are the barriers? Add these to your action plan
Are clinicians educated on the process for developing a clear monitoring plan for each patient?	☐ **YES** ▸ Fill in next two columns ☐ **NO** ▸ Tick 'Lack of knowledge' in your action plan		☐ **YES** ▸ WELL DONE! Continue to monitor ☐ **NO** ▸ Why not? What are the barriers? Add these to your action plan
SYSTEMS TO SUPPORT MONITORING AND EVALUATION Do you audit to ensure each patient has a documented monitoring plan?	☐ **YES** ▸ Fill in next two columns ☐ **NO** ▸ Tick 'Lack of monitoring and evaluation' in your action plan		☐ **YES** ▸ WELL DONE! Continue to monitor ☐ **NO** ▸ Why not? What are the barriers? Add these to your action plan
Do you audit the content of monitoring plans to ensure they meet policy or guideline requirements?	☐ **YES** ▸ Fill in next two columns ☐ **NO** ▸ Tick 'Lack of monitoring and evaluation' in your action plan		☐ **YES** ▸ WELL DONE! Continue to monitor ☐ **NO** ▸ Why not? What are the barriers? Add these to your action plan

NAME OF WARD OR AREA BEING ASSESSED:

⊙ task 3 Use observation charts designed using human factors principles that incorporate a track and trigger system		Data or documentation that proves the criteria have been met		Are these policies/processes/resources operating as planned? Does your data demonstrate effective operation at all times?
		Type of data or name of document	Where is it kept?	

AGREEMENT
 	
Have you decided on the type of track and trigger system to use?
	☐ **YES** ▸ Fill in next two columns
	☐ **NO** ▸ Tick 'Lack of agreement' in your action plan
				☐ **YES** ▸ WELL DONE!
				  Continue to monitor
				☐ **NO** ▸ Why not?
				  What are the barriers?
				  Add these to your action plan

PROCESS OR POLICY
 	
Have trigger thresholds and responses been developed?
	☐ **YES** ▸ Fill in next two columns
	☐ **NO** ▸ Tick 'Lack of process/policy' in your action plan
				☐ **YES** ▸ WELL DONE!
				  Continue to monitor
				☐ **NO** ▸ Why not?
				  What are the barriers?
				  Add these to your action plan

RESOURCES
 	
Has your track and trigger system been incorporated into an observation chart designed using human factors principles?
	☐ **YES** ▸ Fill in next two columns
	☐ **NO** ▸ Tick 'Lack of resources' in your action plan
				☐ **YES** ▸ WELL DONE!
				  Continue to monitor
				☐ **NO** ▸ Why not?
				  What are the barriers?
				  Add these to your action plan

KNOWLEDGE
 	
Do clinicians know how to use these charts?
	☐ **YES** ▸ Fill in next two columns
	☐ **NO** ▸ Tick 'Lack of knowledge' in your action plan
				☐ **YES** ▸ WELL DONE!
				  Continue to monitor
				☐ **NO** ▸ Why not?
				  What are the barriers?
				  Add these to your action plan

SYSTEMS TO SUPPORT MONITORING AND EVALUATION
 	
Do you audit clinical areas to identify if the correct charts are being used?
	☐ **YES** ▸ Fill in next two columns
	☐ **NO** ▸ Tick 'Lack of monitoring and evaluation' in your action plan
				☐ **YES** ▸ WELL DONE!
				  Continue to monitor
				☐ **NO** ▸ Why not?
				  What are the barriers?
				  Add these to your action plan

Do you monitor incidents and critical events to identify problems with observation charts?	☐ **YES** ▸ Fill in next two columns
	☐ **NO** ▸ Tick 'Lack of monitoring and evaluation' in your action plan
				☐ **YES** ▸ WELL DONE!
				  Continue to monitor
				☐ **NO** ▸ Why not?
				  What are the barriers?
				  Add these to your action plan

action plan ▸ MEASUREMENT AND DOCUMENTATION OF OBSERVATIONS

Use the information from the self-assessment tool to complete the action plan. The action plan links the barriers identified by the self-assessment tool with specific actions, tools and resources to address them.

NAME OF WARD OR AREA BEING ASSESSED:

what do you need to do?		how will you do it?		
Task not yet achieved	**Why has this task not been achieved (barriers)?** **What actions are needed?** (Page numbers in brackets below refer to resources within the *Guide to Implementation of the National Consensus Statement: Essential Elements for Recognising and Responding to Clinical Deterioration*)	**Go to the recommended section of this guide for information on tasks and actions. List the tools and resources from the guide to address this gap here. Also consider other resources that may be available to you to address this gap.**	**Who will be responsible?**	**When will this happen? Consider undertaking actions that are low cost, easy to implement and support meeting the *National safety and quality health service standards* first.**
⊙ task 1 Measure and document core physiological observations with appropriate frequency and duration	☐ Lack of agreement ▸ D E C I D E ▸ p33 ☐ Lack of process/policy ▸ D E V E L O P ▸ p34 ☐ Lack of resources ▸ R E S O U R C E ▸ p36 ☐ Lack of knowledge ▸ E D U C A T E ▸ p38 ☐ Lack of monitoring and evaluation ▸ E V A L U A T E ▸ p40			
OTHER POSSIBLE BARRIERS:				
⊙ task 2 Document a monitoring plan for each patient	☐ Lack of agreement ▸ D E C I D E ▸ p44 ☐ Lack of process/policy ▸ D E V E L O P ▸ p45 ☐ Lack of resources ▸ R E S O U R C E ▸ p47 ☐ Lack of knowledge ▸ E D U C A T E ▸ p48 ☐ Lack of monitoring and evaluation ▸ E V A L U A T E ▸ p49			
OTHER POSSIBLE BARRIERS:				
⊙ task 3 Use observation charts designed using human factors principles that incorporate a track and trigger system	☐ Lack of agreement ▸ D E C I D E ▸ p54 ☐ Lack of process/policy ▸ D E V E L O P ▸ p56 ☐ Lack of resources ▸ R E S O U R C E ▸ p57 ☐ Lack of knowledge ▸ E D U C A T E ▸ p60 ☐ Lack of monitoring and evaluation ▸ E V A L U A T E ▸ p61			
OTHER POSSIBLE BARRIERS:				

OTHER COMMENTS AND PLANS: