

QA IN THE EMERGENCY DEPARTMENT

Bridging the Healthcare Performance Gap

BUILDING YOUR DEPARTMENT'S QUALITY CONTINUUM

A healthy quality program has three critical components. These include quality assurance, quality improvement and performance improvement. Together, they are collectively known as the quality continuum.

Just as every healthcare organization needs to have a healthy quality continuum if it is to be operationally and financially successful in meeting the needs of its patients and communities, every department needs to have an effective continuum if it is to be what it needs to be for the organization. A strong quality continuum helps an organization in living up to the expectations of the people who count on it to meet their needs for access to great patient care.

Some of the important members of the healthcare team are those clinically-oriented departments that are directly involved in the delivery of patient care. While they are key members of the team, it is also important to recognize that they could not be as effective in their roles if it were not for the contributions of the non-clinical members of the team.

The emergency department is one of the clinical departments that plays a very important role in assuring high quality patient care, patient safety and a strong reputation for the hospital. It is commonly referred to as the face

of a hospital. This is because it is a department that people are most likely to use because of minor emergencies. The experience people have in the emergency room can have a significant impact on decisions to try out other services.

The emergency room controls a series of structures and processes that can impact the patient experience in today's market. This very important department controls the safety and security of patients in critical situations. It is the entry point for many into the healthcare system. It plays an important role in conveying a sense of accessibility for the community. (See the on-line module titled *Building the Patient Experience*.)

Patient safety and security is an important consideration. The emergency room is frequently the first clinical department to set the stage for how safe a patient feels inside the healthcare environment. It is also often the first department that impacts the impressions that the patient's significant others have of the organization. Some of the important impressions that this department impacts are:

1. How competent is the organi-

zation in meeting patient needs?

2. How committed is the organization to the delivery of high quality patient care?
3. How committed is the organization to ensuring patient safety?
4. How much does the organization care about the members of its community?
5. How committed is the organization to making people feel well cared for and deeply cared about?

In addition to final impressions, the emergency department has a significant impact on relationships with other service providers in the communities. Their interactions with other agencies such as emergency transportation services, law officials, and public health agencies can have a significant impact on the bigger relationship. As you review the enclosed list of quality assurance activities for which the emergency room has primary responsibility, one can appreciate just how important this department's role is as a member of the healthcare team.

A healthy quality continuum allows our people to know that:

1. *they are in control of their futures;*
2. *their efforts make a difference, and*
3. *that they are part of creating something better for tomorrow than what already exists today.*

They come to appreciate the contributions they make in meeting the mission and creating the vision of the organization.



SO WHAT IS QUALITY!

Quality in healthcare encompasses the ability of an organization or provider to make patients feel very well cared for at the same time they are making them feel deeply cared about. When patients define quality, these are the two things that they repeatedly say they are looking for. For health care's customers, these seem like pretty easy requests and they are becoming less and less tolerant when providers don't get them right.

In today's healthcare environment, quality is about making people feel safe in an environment where they can also feel that they are receiving state-of-the-art care from people who are on top of those variables that could place them in harms way. Safety is a pretty broad term for patients as it ranges from a sense of feeling physically safe in the environment to feeling that they are receiving the very best care that can be delivered by people who genuinely care about the outcomes that their actions lead to. They also want to feel informed and in control of their patient experience.

For the people in the emergency de-

partment, quality means timely, safe and appropriate patient care that is consistent with current standards of practice. The patient care delivery system is a complex one and subject to change almost daily as technology continues to modify the standards of practice. For the average patient, a trip to the emergency room can be frightening as it is commonly associated with a personal crisis and reduces a person's sense of control. The user-friendliness of the department and a perception of competence can go a long way in building healthy relationships with patients and communities.

The average patient can not actually judge the quality of the patient care they receive to a level that creates a genuine level of comfort. They can not determine if the battery of tests being ordered by the physician are truly the best tests or if the treatment and drugs are truly the best interventions. Because they need some measures that help them to feel good about their choices, patients tend to rely heavily on pseudo-measures of healthcare quality.

Pseudo-measures are measures that patients and family members can judge more easily because they are familiar with what they are and what they should look like if quality exists. The most common pseudo-measures in healthcare have traditionally been cleanliness, friendliness, physical appearance, and quality of the food. Physical safety and the perception of teamwork are becoming increasingly important measures and they are both very important to the emergency room setting. If these pseudo-measures convey a sense of quality, people assume that there is a pretty good chance that the quality of the clinical care is good also.

The measure of quality for people looking to health care is found in the attention to details that they observe. The more attention to details that they witness in pseudo-measures, the more comfortable they are that the same attention is given to the details of direct patient care. Great reputations are not built on being average. They are built on reaching well beyond average and paying close attention to the details that convey a message that providers take their roles in the delivery of great care seriously.

WORKING WITH YOUR QA CALENDAR

The quality assurance calendar is a tool that helps a department to organize and manage its quality assurance and compliance-related activities in a way that reduces resource consumption and the risk of falling behind (see the PACE Workbook on *Working with Your Quality Calendar*). Historically, healthcare organizations have not utilized highly structured systems to collectively organize and manage their quality assurance or compliance-related activities. The lack of such a system has been one of the major contributing factors in prompting healthcare organizations to find themselves in trouble on surveys and having to put an inordinately large number of resources into ongoing efforts to maintain the basics.

Quality and compliance inside health care does not just happen. They are activities that need to be managed. As one looks at the list of compliance and quality assurance-related activities on the following pages, it is obvious how easy it would be to overlook something or get behind if you do not have a system that allows you to manage them.

As most of these activities are time sensitive, once they don't happen it is impossi-

ble to make them up. For example, if a patient should receive a medical screening examination related to EMTALA compliance and it does not occur, it can not be fixed after the fact. If a patient should have had neuro-checks following a MVA, they can't be made up after a determination of brain injury. If a patient should have had an EKG to provide for early determination of myocardial infarction so that timely clot busting therapy could be administered, providers can't give take back the muscle damage that could have been avoided.

As the healthcare industry continues to become more complex and more and more is asked of our people, systems like the quality calendar can help to better manage activities as it becomes increasingly necessary to find ways of doing more with fewer resources. The answer is not in working harder. It is in working smarter and the quality assurance calendar is a tool that can help department managers to do that.

Some important points in using your calendar are:

1. Only schedule activities that must be done on a Monday for that day.

Mondays tend to be bad days in healthcare organizations because of the many issues that spill over from the weekend. As most legal holidays fall on Mondays, it is the one day of the week that prompts people to more easily get behind because things from the holiday must be pushed to Tuesday.

2. Similarly, it is best if you minimize the number of flexible activities that need to be done on a Friday because that is generally the day that people are pushing to get things done for the weekend. It is also the most common day that people request off to have a long weekend.
3. Try to always set the schedule up so that compliance related activities never consume more than two hours in a given day for any one person. This is one of the reasons that a calendar is so helpful. It allows you to plan and balance things out. Most people can plan to commit up to two hours of the day to designated activities. They can also tend to find time to make those activities happen even on a day when there seems to be one crisis after another.
4. Try to always set the schedule so that

CREATING YOUR QA CALENDAR!

The topics in the table on the next three pages list out the common quality assurance or compliance type activities that could be found on a QA calendar for the Emergency Room. Some may not apply to all hospitals as they are dependent on the services offered. Please review this list to determine which topics are important to your calendar and then follow the instructions in the PACE training workbook titled *Working with Your Quality Calendars* to build you calendar. Please note that health care is a very dynamic industry and constantly subject to change. The frequency recommendations in the this table should be checked against those established by local state and regulatory agencies. It is also important to monitor for needed modifications to existing standards and new standards that need to be added.

	QA Accountability	Frequency
1	Consent to treatment	On every admission
2	Emergency treatment of minors	For every minor
3	Informed consent for invasive procedures	For every invasive procedure
4	Photograph consent	For every series of photographs
5	AMA documentation	On every AMA
6	AMA discharge instructions	On every AMA
7	Patient elopement documentation	On every elopement
8	Emergency room log in compliance with EMTALA	On every patient presentation
9	EMTALA compliance	On every patient presentation
10	EMTALA documentation	On every patient presentation and transfer
11	Interpreter service availability	Continuous
12	HIPAA compliance	Continuous
13	Required reporting for suspected child abuse, elder abuse, victims of violent crimes	On all applicable patients
14	Resource lists for patients and families	On all patient with resource needs
15	Pain management protocol	On all patients with pain
16	Triaging for clinical needs	On all patient presentations
17	MSEs	On all patient presentations
18	Nursing admission assessment	On all patient presentations
19	Medical practitioner admission assessment	On all patient presentations
20	Documentation of current medications	On all patient presentations
21	Age-related documentation	On all patient presentations
22	Neurological checks	On all trauma and clinically neurologically compromised patients
23	Glasgow Coma Scale	On all trauma and clinical neurologically compromised patients
24	Care of patients with latex sensitivities	On all applicable patients
25	Crash cart checks	Daily
26	Crash cart security	Continuous
27	Defibrillator checks	Daily
28	Emergency drug box security	Continuous
29	IV management protocol	On every IV started
30	Restraints compliance	On every use of restraints
31	Safe medication practices	Continuous
32	Narcotic counts	Every shift
33	Narcotic keys control	Continuous
34	General security	Continuous

CREATING YOUR QA CALENDAR!

	QA Accountability	Frequency
35	Medication refrigerator/freezer temperature checks	Daily
36	Signing and dating of all medication orders	On all medication orders
37	Discharge instructions	On every patient presentation
38	Telephone/verbal orders	Per protocol
39	Appropriate handling and labeling of patient discharge medications	On all medications sent home with patients
40	Prescription documentation per CMS guideline	Every prescription written
41	Standard precautions	Continuous
42	Communicable infection management	Continuous
43	Communicable disease reporting	As per state requirements
44	Handwashing	Continuous
45	Infection control compliance	Continuous
46	Handling of biohazardous waste	Continuous
47	Blood/body fluid precautions	Continuous
48	Sharps management	Continuous
49	Sharps box security	Continuous
50	Sharps disposal	When boxes are 3/4 full
51	Request for autopsies	On death in the ED
52	Coroner's cases	On applicable deaths
53	Reporting animal bites	On applicable patients
54	ED diversion protocol	As per protocol
55	Telephone advice protocol	As per protocol
56	Requirements for management of organ and tissue donation	As per donation protocol
57	Ergonomics	Continuous
58	Patient and visitors safety	Continuous
59	No smoking policy	Continuous
60	Medical device recall	Per policy
61	Compressed gas safety	Continuous
62	Equipment malfunction reporting	Per policy
63	Obtaining medical record protocol	As per protocol
64	Release of medical information	As per policy and procedure
65	Legibility of medical record	On every entry
66	Acceptable abbreviations	Continuous
67	Signing and dating of all medical record entries	On every medical record entry
68	MR entry verification with signature	On every medical record entry
69	Critical test results reporting	On every critical value as per policy
70	Panic values management	On every panic value
71	Acknowledgment of results of diagnostic testing	On every diagnostic report
72	Eye wash station integrity	Continuous
73	Staff competencies	Continuous as per policy
74	New staff orientation	For every new employee to ED

CREATING YOUR QA CALENDAR!

	QA Accountability	Frequency
75	Electric safety	Continuous
76	Annual policy and procedure review	Annually
77	Blood glucose nursing certification	Continuous
78	Blood glucose calibration	As per manufacturer's recommendations
79	Arterial blood gas nursing certification	Continuous
80	ACLS certification	Continuous
81	ATLS certification	Continuous
82	PALS certification	As per policy
83	Patient education	As per patient need
84	Service contract review	Annually
85	Service contract renewal	Annually or on term
86	New chemical training	Before use
87	Secure MSDS and assure appropriate precautions	Before new chemical use
88	Employee right-to-know MSDS training	On orientation before chemical use and annually
89	Separation of patient care and cleaning chemicals	Continuous
90	Flooring integrity	Continuous
91	Baseboard integrity	Continuous
92	Surface washability	Continuous
93	Annual fire safety training	Annually
94	Annual general safety training	Annually
95	Annual infection control training	Annually
96	Airflow integrity	Continuous
97	Staff certification for special equipment management and skills	Before expiration
98	Annual policy and procedure review	Annually
99	Employee training on new/revised policies and procedures	On creation of or revision of policy or procedure
100	Ergonomics compliance	Continuous
101	PPE compliance	Continuous
102	Sharps box management	Continuous
103	General trash management and disposal	Daily or when receptacles are 3/4 full
104	Eye wash station integrity	Continuous
105	Annual review of employee job descriptions	Annually
106	Annual employee performance appraisal	Annually
107	Horizontal surface cleaning	Daily and on each use
108	Deep cleaning schedule	Per schedule
109	Ceiling tile integrity	Continuous
110	Storage 4 inches off the floor	Continuous
111	Outdates management	Continuous
112	Medication and supplies FIFO	Continuous
113	Bioterrorism readiness protocol	Continuous

KEEPING PACE WITH TODAY'S STANDARDS

Quality assurance or compliance-related activities are extremely important in a healthcare organization because they are generally related to safety and can have a significant impact on patient satisfaction. They frequently involve precautionary steps taken by an organization to prevent an untoward event and to be prepared in the event of a disaster or break in the routine that could place people or the organization in harm's way.

For example, while providers hope they will never need them, there are many precautionary activities that healthcare organizations need to be skilled at in the event there is a fire. They need to know that the generator will run in the event of a power outage. They need to know that we have a strong plan to protect people in the event of a natural disaster. The emergency room plays a very important role in any form of disaster preparedness for its own organization and others in the community. This means that this department must always know that it is ready for whatever might come through its doors.

Healthcare organizations also need to know that the day-to-day risk is reduced for people who come into their buildings and the organization. They need to know that the organization is in compliance with current standards of patient care. They need to know that general trauma and acute cardiac condition management protocols are consistent with nationally recognized standards.

Too often healthcare organizations find themselves at risk because they become complacent about quality assurance related activities. As so many of the activities are precautionary in nature and many organizations may never actually have to enact them, it is very easy for an organization to elect to take short cuts or overlook striving for 100% compliance. The danger is in the fact that an organization can't make it up to a patient or a community member or employee when its failure to stay current negatively effects any one of them. If its reputation in the community is damaged, it may never recover.

Proactive compliance is significantly less resource intensive than running to catch up. Developing a corrective action plan in response to a Medicare Condition of Participation survey is never the best way to achieve compliance. Working to overcome the damage created by a negative outcome is definitely more expensive and resource intensive than ensuring the negative outcome could not happen. As the saying goes, "an

ounce of prevention is more valuable than a pound of cure." This is particularly true in health care where the cost of a negative outcome can be particularly steep. A well structured quality assurance program inside the quality continuum can provide for that ounce of prevention to protect an organization.

The majority of the compliance standards for the emergency room relate to critical care delivery readiness and safety. These are two very big areas of responsibility where compliance is critical. When any of these areas of responsibility fall out of compliance it is important to bring them back into line as soon as possible.

Because of the magnitude of some of the responsibilities, retrospectively trying to fix them can be a nightmare in addition to placing the organization at risk because of non-compliance. For example, if the defibrillator fails in a code, the patient dies and it is determine the defibrillator had not been check in the past two weeks, you can't go back and fit it. In an outdated vaccine is administered to a patient, it creates unnecessary complication for everyone. Proactively dealing with issues through prevention can reduce resource consumption by as much as 25 -33%. Every minute appropriately spent on planning (such as the creation of a balanced QA calendar) can save 10 minutes in execution time.

Historically healthcare organizations have had poor systems for managing and documenting quality assurance related activities. Too often those systems for managing these activities have existed in the minds of our managers. While the mind is a very powerful place, the stresses of today's healthcare environment make it a poor stand-alone tool in creating the kind of efficiency and effectiveness we need. As a result, too many things end up being retrospectively repaired rather than proactively managed. The quality calendar system is an approach to proactive activity management. If the average emergency department is able to reduce time and/or resource consumption by an average of 33% because it uses tools to improve its efficiency and effectiveness , it can find itself

capable of managing more with less in a less stressful environment. This is an important goal in today's healthcare environment. It also reduces the amount of time spent on crisis management which is one of the industry's greatest threats to resources.

When a quality assurance or compliance activity goes out of compliance, it is a department's responsibility to bring that activity

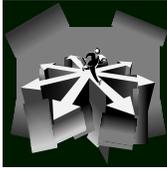
QA Calendar

	Frequency	Responsible Party	Jan	Feb	March	April	May	June
Crash Cart Checks	Daily	Susan	SK OK	SK OK	SK OI	SK OK	SK OK	SK OK

back into compliance as quickly as possible in a way that will hold the compliance. The department needs to document the step it took to achieve that compliance and the ongoing activities to monitor it.

The first step is to set up the quality assurance calendar with all of the compliance-oriented activities that are important to the organization. Once the list is complete, the manager, with the assistance of his or her departmental team, defines when each activity is to be completed along with who will be responsible for it. (Remember the stronger the team approach, the greater the potential for success and the more that can be achieved with fewer resources. As long as activities remain in compliance the only documentation that is necessary is to complete the required log for the activity and to indicate an OK on the calendar. When an activity moves out of compliance, a department should be able to demonstrate that it has quickly moved through the steps of the PACE cycle. Documentation should demonstrate that it quickly identified the issue (moving the issue to its quality improvement calendar), PLANNED to re-establish compliance, ACTED to initiate the plan, CHECKED to make sure that the plan achieved the designed results and ENHANCED the plan to achieve the best outcomes possible. Once compliance is re-established and a short period of more intensive monitoring demonstrates compliance, the department can return to its normal schedule of monitoring as defined by the calendar.

The calendar should be evaluated each year as part of the annual review of services to determine needed additions and revisions that would increase departmental efficiency in achieving continuous compliance.



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*Success has a price tag on it, and it reads
COURAGE, DETERMINATION,
DISCIPLINE, RISK TAKING,
PERSEVERENCE, and
CONSISTENCY—doing the right
THING for the RIGHT REASONS and
not just when we feel like it.*

James B. Menton

The Future Starts with a Strong Today!

Building a strong reputation and future for a healthcare organization starts with building a strong today. In many ways it is like building a new building. If you don't start out with a sound foundation it becomes increasingly difficult to build a structure that can be as tall as you would like or that can withstand the various elements that place stress on it. When the foundation isn't strong, you frequently find yourself having to put additional resources into shoring it up and to apply patches where necessary. You also tend to find yourself having to monitor it more closely every time the structure is placed under stress to make sure it will hold up. A healthy quality assurance program is about making sure a healthcare organization has a strong foundation on which to build tomorrow and the future. If an organization is constantly struggling to maintain compliance with today's standards, the activities steal valuable time and resources away from efforts that could be used to build a healthier tomorrow. Given the strain on today's healthcare resources, providers need to ensure that they are getting the most they can from what they have. They need to make sure that quality lives today so it is easier to build a better tomorrow.

BRINGING IT ALL TOGETHER

A healthy quality program is about making sure that our organizations are being true to the business of health care. That business is the delivery of high quality patient care in an environment that makes our patients and communities feel well cared for and deeply cared about. It is about making sure that our organizations are healthy and strong for today, tomorrow and into the future.

The quality program creates the structure to support the creation and implementation of the many systems that (1) ensure that our organizations and patient care services are what they need to be to make our organizations strong for today, (2) continuously work to improve and meet the changing needs of tomorrow as technological advancements continue to reshape the delivery of patient care, and (3) bring the strategic plan and vision of an organization to life while holding true to the mission and values of the organization. A healthy quality pro-

gram is about much more than making sure that our organizations are meeting the expectations of outside regulators and the many external customers that enter our doors every day.

The mission defines why our healthcare organizations exist. The vision defines where we picture our organizations to be at some point in the future if the organization is to remain strategically positioned for success while it remains true to its mission and values. Our values define those behaviors we hold to be important to every day life if we are to remain true to our missions (who we are).

It can be very easy for these important messages to become fluff and pie-in-the-sky words that only raise more doubt and questions if people can not see the path that brings them to life. A healthy quality program provides that path by creating the structures and systems that make proactive change possi-

ble.

The mission, vision and values of an organization come to life when they are successfully married together through the organization's quality program and strategic planning activities. These two activities create the environment for the creation of a culture for quality where patients feel well cared for and deeply cared about while healthcare providers have the potential to feel good about their contributions in improving the quality of life for the public that entrusts them with their care.

