

# Inpatient Rehabilitation Facility Quality Reporting Program ACTION PLAN



May 9–10, 2018  
Lord Baltimore Hotel  
Baltimore, MD

Action planning helps you focus your ideas into steps to accomplish your goal(s). This worksheet will help you record steps to educate others at your organization about the changes to the IRF-PAI Version 2.0, effective October 1, 2018. Following each educational module, spend a few minutes planning your next steps. Consider educational needs as well as any processes or workflows that may need to change to meet the data collection needs of each section.

As you deliberate what steps to take in your action plan, you will want to consider the potential impacts of each new or revised data standard on your organization's:

- » Policies.
- » Processes/procedures.
- » Tools (paper or electronic).
- » People:
  - Who will be impacted?
  - What will they need to do differently?
  - What skills will they need to adopt the new behaviors? Do they currently have the skills? Will the change require mainly communication or significant training efforts to build new skills?
  - What kind of communication will be needed ahead of time to ensure those who are impacted understand why the change is being made and how they will be supported through the change?
  - How will your organization ensure new behaviors are adopted? Are there feedback mechanisms that will need to be put in place?
  - What role will supervisors and managers play in helping to support the change?
- » Reporting requirements (both internal and external).

Topic	Policies, Procedures, Processes, and/or Documentation Systems and Tools Potentially Impacted	Action Steps Needed	Education Needed (Topic and Audience)	Timeline
<b>Section N: Medications (Drug Regimen Review)</b>	<ul style="list-style-type: none"> <li>• <i>Develop, review, and revise the current hospital policies, as needed:</i> <ul style="list-style-type: none"> <li>◦ <i>Medication drug regimen review and reconciliation.</i> <ul style="list-style-type: none"> <li>■ <i>Define “potentially clinically significant” to assure consistency amongst staff.</i></li> <li>■ <i>Documentation of medication events and occurrences.</i></li> <li>■ <i>Admission and discharge policies and processes.</i></li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <i>Develop or revise a process for admitting physicians to document any “potentially clinically significant” medication issues on admission and throughout the hospital stay.</i></li> <li>• <i>Work with medical records to update any relevant assessments or forms.</i></li> <li>• <i>Ensure all appropriate staff have been trained.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Staff Nurses</i></li> <li>• <i>Quality department staff</i></li> <li>• <i>Case manager</i></li> <li>• <i>Unit-based leader</i></li> <li>• <i>Clinical educator</i></li> <li>• <i>Pharmacy</i></li> <li>• <i>Medical Staff</i></li> <li>• <i>Admitting</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Meet with team to assess educational and organizational needs by 05/31/18.</i></li> <li>• <i>Create training plan by 06/22/18.</i></li> <li>• <i>Implement any required policy changes by 07/13/18.</i></li> <li>• <i>Provide education to staff trainers by 08/1/18.</i></li> <li>• <i>Trainers complete staff training by 08/31/18.</i></li> <li>• <i>Implement and assess prior to need to transmit.</i></li> </ul>

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<b>Section N:</b> Medications (Drug Regimen Review)				

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Section M: Skin Conditions (Pressure Ulcer/Injury)				

Topic	Policies, Procedures, Processes, and/or Documentation Systems and Tools Potentially Impacted	Action Steps Needed	Education Needed (Topic and Audience)	Timeline
Public Reporting and Overview of Quality Reporting Program Reports				

Topic	Policies, Procedures, Processes, and/or Documentation Systems and Tools Potentially Impacted	Action Steps Needed	Education Needed (Topic and Audience)	Timeline
Section GG: Functional Abilities and Goals				

Topic	Policies, Procedures, Processes, and/or Documentation Systems and Tools Potentially Impacted	Action Steps Needed	Education Needed (Topic and Audience)	Timeline
IRF Quality Reporting Program (QRP) Resources				

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<b>Focused Review of Sections B, C, H, I, J, K, and O</b>				