

## RCA<sup>2</sup> Action Planning Worksheet

For RCA<sup>2</sup> to improve patient safety, causes must be identified, corrective actions must be implemented, and actions' effectiveness must be measured. Use the worksheet below to help your team take these steps.

1. A causal statement has three parts: The cause: "This happened..." The effect: "...which led to something else happening..." The event: "...which caused this undesirable outcome."

Causal Statement #1	
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2. Each causal statement should trigger at least one intermediate-level action recommendation (see the Action Hierarchy), which should be expressed as an [aim statement](#). That is, it should clearly state "how good, by when, for whom."

Action(s)	
Person responsible	

3. A measurement plan, including what will be measured, how, and for how long, should be in place for each action. Measures may be [process or outcome measures](#).

Measure(s)	
Person responsible	

Causal Statement #2	
Action(s)	
Person responsible	
Measure(s)	
Person responsible	

Causal Statement #3	
Action(s)	
Person responsible	
Measure(s)	
Person responsible	