

Theme-Based Evidence Checklist for QI Sustainability

This checklist organizes required evidence by themes that align with core patient safety and operational standards.

Theme 1: Process Implementation & Policy Adherence

Objective: To verify that the intervention (Post-Fall Huddles) is consistently performed and documented.

Evidence Required	Document Type / Format	Location / System to Check	Status (Found/Missing)	Notes / Reviewer Initials
Post-Fall Huddle Compliance	Completed Huddle Forms/Logs	Electronic Health Record (EHR) Fall Module or Shared Drive		
Huddle Policy	Revised Policy (e.g., "Fall Prevention and Post-Fall Huddle Protocol")	Policy and Procedure Manual (Intranet)		
Staff Competency	Training sign-in sheets or module completion reports.	Learning Management System (LMS)		
Action Plan Follow-up	Documentation in patient charts showing immediate, individualized safety measures implemented after the huddle (e.g., "Sitter ordered," "Bed alarm sensitivity changed").	Patient EHR Audit		

Theme 2: Performance Monitoring & Data Control

Objective: To verify that the improvement is sustained and monitored over time.

Evidence Required	Document Type / Format	Location / System to Check	Status (Found/Missing)	Notes / Reviewer Initials
Sustainability Data (Run Chart)	Updated Run Chart covering the "After" period and ongoing months.	QI Dashboard / Project Folder		
Audits of Compliance	Monthly audit log showing % of shifts where rounding was performed correctly.	Unit Binder / Shared Drive Audit Folder		
Variance Reporting	Reports or minutes documenting any spikes in the fall rate, the RCA performed, and corrective actions taken.	Safety Reporting System (e.g., RL Solutions)		
Peer Review / Feedback	Minutes showing discussion of fall trends at unit or quality committee meetings.	Quality/Safety Committee Minutes		

Theme 3: Accountability & Leadership Support

Objective: To verify that the leadership is engaged and the responsible team members are fulfilling their commitments.

Evidence Required	Document Type / Format	Location / System to Check	Status (Found/Missing)	Notes / Reviewer Initials
TJC Action Tracker Updates	The master TJC Action Tracker showing all fall-related actions are marked as "Completed" or "Sustained."	Google Sheet / Excel Tracker		
Team Communication	Minutes from QI Team meetings or email summaries showing progress on tasks and any resource requests.	QI Project Folder / Email Archive		
Resource Allocation	Documentation (e.g., POs, budget approval) for any resources required to sustain the fix (e.g., new non-slip socks supply, bladder scanner).	Finance/Purchasing Records		
Leadership Review	Executive dashboard or report presented to senior leadership showing sustained low fall rates.	C-Suite/Board Quality Presentation Deck		

