

# Translating Deficiencies into Modern Keywords

This guidance outlines the process of creating a Modern Keyword List to effectively audit your current governance discussions against historical deficiencies. This workflow ensures that past problems aren't simply forgotten but are actively monitored as part of continuous quality improvement.

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The goal is to move from the problem statement (how the surveyor wrote it) to the solution metric (how your staff manages it now). This prevents you from searching for obsolete terms and focuses your audit on the sustained processes you implemented.

### Translating Deficiencies into Modern Keywords

Start with your master list of historical TJC Requirements for Improvement (RFIs), especially those rated High or Moderate risk on the SAFER™ Matrix.

Old Deficiency (RFI Description)	TJC Standard / EP
Inconsistent verbal order read-back policy enforcement.	PC.02.01.11, EP 5
Restraints applied without proper documentation of patient assessment.	PC.03.05.05, EP 1
Failure to complete the time-out protocol before invasive procedures.	UP.01.03.01

### Step 2: Translate to Modern Keywords (The Solution Metric)

For each deficiency, identify the specific intervention implemented to fix it and the data you use to track it. These are your modern keywords.

Old Deficiency (Problem)	The Implemented Solution/Metric	Modern Keywords (Use for Searching Minutes)
Inconsistent verbal order read-back policy enforcement.	Verbal Order Audit and Read-Back Compliance Rate.	"Verbal Order Audit," "Read-Back Compliance," "PC.02.01.11."
Restraints applied without proper documentation of patient assessment.	Restraint Documentation Audit and Restraint Assessment Compliance.	"Restraint Audit," "PC.03.05.05," "Restraint Compliance."
Failure to complete the time-out protocol before invasive procedures.	Time-Out Compliance Rate and Universal Protocol Audit.	"Time-Out Compliance," "Universal Protocol Audit," "UP.01.03.01."

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## Step 3: Audit Recent Minutes with Modern Keywords

Use your new list to systematically search the minutes of your Board, Quality Committee, and Executive Team for the last 12-18 months.

- + Search the Standard: Always include the TJC Standard/EP number (e.g., "PC.02.01.11"). This is the most consistent and objective term.
- + Search the Process: Search for your new, modern keywords (e.g., "Read-Back Compliance"). This confirms the process is being discussed.
- + Perform the Contextual Read: When you get a hit, review the surrounding text to see if the discussion was merely informational or if it resulted in a documented decision or directive (your ultimate evidence).

By searching for the solution instead of the old problem, you are forcing the audit to reveal if the organization is actively monitoring the effectiveness and sustainability of its fixes. If a high-risk keyword yields no hits in the last year, it suggests a monitoring loop has failed and the issue is at high risk for recurrence.

