



## PATSAFE TOOLBOX No. 11

## Template to use when conducting a Healthcare Failure Mode and Effects Analysis (HFMEA)

**Organization name (real or invented):**

**Name of the student:**

## 1. Project definition:

**Title:**

### Description and justification of the HFMEA:

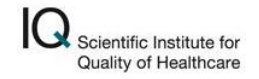
**Start date:**

**Finish date:**

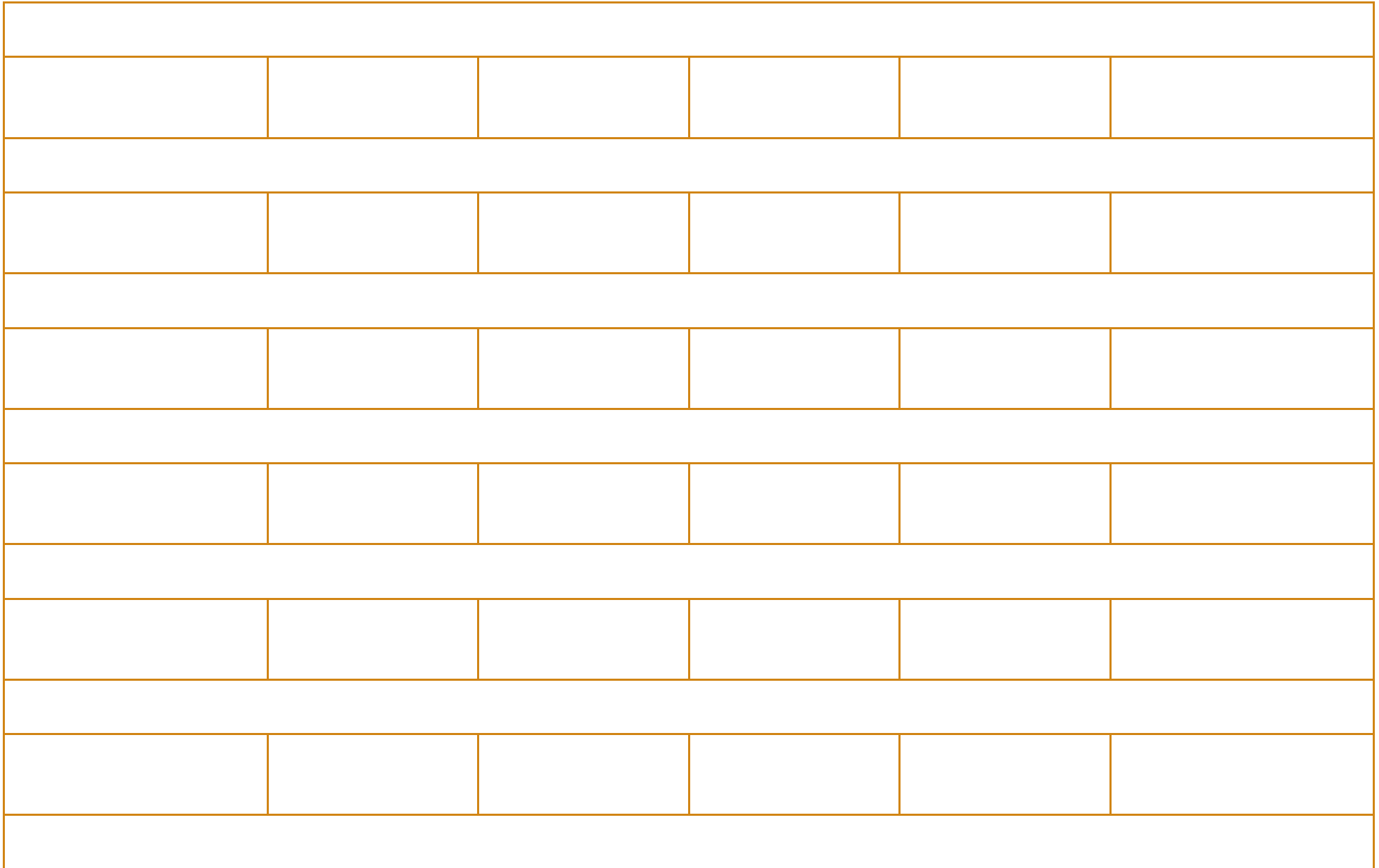
- ☑ Each key unit is represented in the team. The team includes:
  - ☑ People involved in the event or assessed aspect.
  - ☑ People of special relevance to implement changes.
  - ☑ A leader with good basic knowledge, who is respected and credible.
  - ☑ A person with authority and decision-making capacity.
  - ☑ People with diverse knowledge of the basis of the assessed aspect.

List of steps to be carried out in the process:	
1	
2	
3	
4	
5	
6	
7	
8	
9	

[illegible]

[illegible]

[illegible]







## 6. Planification and activity monitoring

No. 1					Responsible:	
Actions	Responsible	Expected start date	Actual start date	Evaluation indicators	Finished	

No. 2						
Actions	Responsible	Expected start date	Actual start date	Evaluation indicators	Finished	

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No. 3					
Actions	Responsible	Expected start date	Actual start date	Evaluation indicators	Finished

No. 4					
Actions	Responsible	Expected start date	Actual start date	Evaluation indicators	Finished

No. 5					
Actions	Responsible	Expected start date	Actual start date	Evaluation indicators	Finished

No. 6						
Actions	Responsible	Expected start date	Actual start date	Evaluation indicators	Finished	

No. 7						
Actions	Responsible	Expected start date	Actual start date	Evaluation indicators	Finished	

No. 8						
Actions	Responsible	Expected start date	Actual start date	Evaluation indicators	Finished	

No. 9						
Actions		Responsible	Expected start date	Actual start date	Evaluation indicators	Finished

No. 10						
Actions	Responsible	Expected start date	Actual start date	Evaluation indicators	Finished	

No. 11						
Actions	Responsible	Expected start date	Actual start date	Evaluation indicators	Finished	

No. 12						
Actions		Responsible	Expected start date	Actual start date	Evaluation indicators	Finished

No. 13						
Actions	Responsible	Expected start date	Actual start date	Evaluation indicators	Finished	

No. 14						
Actions		Responsible	Expected start date	Actual start date	Evaluation indicators	Finished

No. 15		
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Actions	Responsible	Expected start date	Actual start date	Evaluation indicators	Finished

## 7. Evaluation

	Indicator	Formula	Explanation
1			
2			
3			
4			
6			



7			
8			
9			
10			

## References

Adapted from Veteran Affairs National Center for Patient Safety. <https://www.patientsafety.va.gov/professionals/onthejob/hfmea.asp>

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