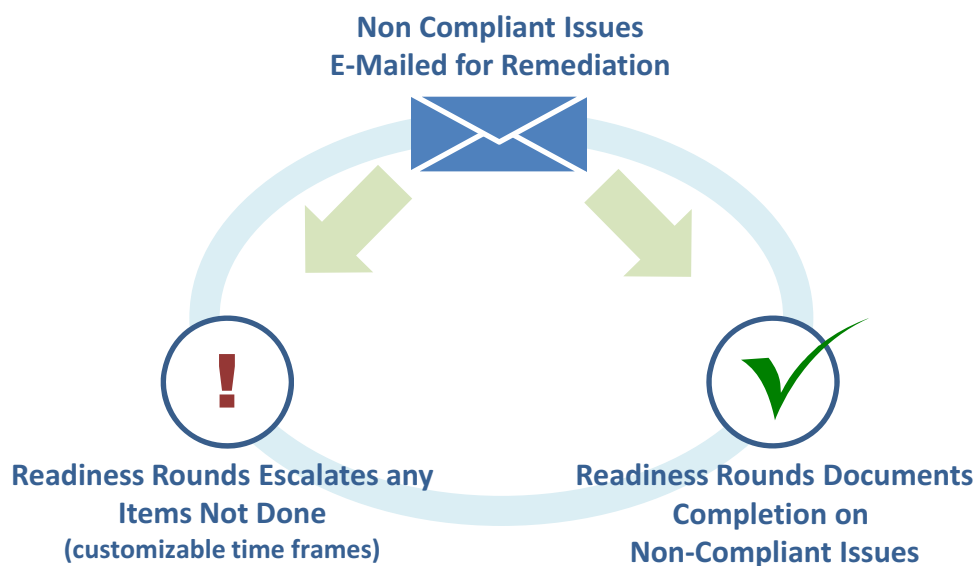


# Follow Up

## Closed loop process document corrections of all non compliant items

Follow up forms are automatically distributed by Readiness Rounds to ensure that any identified deficiency is corrected. A closed loop process ensures that items needing correction are assigned to the appropriate accountable individual and are tracked until non compliant issue is corrected and documented.

1. Emailed
2. Personalized Instructions
3. Specific Question Failure detailed
4. Detailed Comments
5. Corrective Action Documented



# Sample Hospital - Continual Readiness (5111)

# Readiness Rounds

## Follow-Up Issue

11/06/2009

Below you will find any deficiencies found in your area which require action plans as a result of Continual Readiness Rounds.

2 Please document your action plan(s) in the appropriate corrective action section below. Include the date, your name, and indicate what specific corrective action has been taken to resolve the deficiency. Be sure to mark as 'Complete' or 'Incomplete'. If 'incomplete' provide an estimated date for completion and the pending action. Return this document to Readiness Rounds at [processing@readinessrounds.com](mailto:processing@readinessrounds.com).

For deficiencies that are still open in 14 days a reminder will be sent to you and if any deficiencies are still open in 28 days a reminder will be sent and your administrator will be copied. Your attention to this matter is an integral step in our Continual Readiness process.

First Name, Last Name RN BSN  
Title  
Sample Hospital  
123.456.7890  
[jsmith@samplehospital.com](mailto:jsmith@samplehospital.com)

### Issue Description

**Area: 045 - Surg. Telemetry (M053)**  
**Survey Code: 08 11 045 4832**

**Service: 006 - Pharmacy**

3 Survey: November 2009  
Category: Pharmacy  
Item Inspected: Multi-Dose Vials.  
Item Detail: Multi-dose vials are opening.  
Item Score: Non-Compliant  
Inspected By: **Ramona D.**  
Inspected Date: **11/04/2009**

**Issue Description: 11/04/2008 Ramona D. Inspected Multi-Dose Vials, once opened expiration date. Pe**  
4 **Vials, once opened expiration date.**

### Corrective Action

5 Correction Date: 11/9/09  
Corrected By: Marilyn B.  
Status: [ X ] Completed

Corrective Action Taken:  
reviewed policy during staffing meeting on

#### 1. Emailed

- Word document emailed to person responsible for correction

#### 2. Personalized Instructions

- Document contains specific instructions on how to complete
- Personalized for recognition throughout facility

#### 3. Specific Questions

- Item Detail: the specific question that failed
- Item Score: how the question was scored by the Inspector

#### 4. Detail Comments

- The specific comments as to why the Inspector scored the question as Non-Compliant and what needs to be corrected.

#### 5. Corrective Action

- Responsible person documents their corrective action
- Items are open until status has been marked completed