Still struggling with FMEAs?
This CD-ROM offers more than 40 editable failure modes diagrams, with more than 600 individual, pre-defined failure modes to use as starting points for your FMEAs and RCAs. Additionally, the easy-to-use Excel spreadsheet allows you to sort and manage your failure modes as well as calculate, analyze, and graph risk priority numbers.

Get the tools you need in this new, user-friendly format. Turn to this valuable resource for:
• Jump starting your analysis — The CD includes failure modes diagrams for the most frequently asked for FMEAs, including the medication safety, fall prevention, and blood products processes
• Editable information — Users can enter their own information and data about processes specific to their facility
• Comparing your failure modes — Users can roll up and compare the risks among different processes in the facility as well as select the specific failure modes you want to incorporate
• Using the same core knowledge for both FMEAs and RCAs — Failure modes charts are also ideal for pinpointing where an error has occurred

Who will benefit from this CD-ROM?
Quality Improvement Managers and Directors, Patient Safety Officers, Nurse Managers, Physician Managers, Risk Managers

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FMEA
Reference Toolkit

Essential Templates and
Charts for Your Hospital

KENNETH R. ROHDE

HCPro
Contents

Disclaimer .................................................................................................................. 2

About the Author ..................................................................................................... 3

The Importance of Understanding Failure Modes ............................................. 5
  What Is On the CD-ROM? ................................................................. 5

Understanding the Tools Provided .................................................................... 7
  What are Failure Modes Charts? ....................................................... 7
  What is the Failure Modes Analysis Spreadsheet? ... 7

What Else Can I Do With the Failure Modes Analysis Spreadsheet? ............. 9
  Develop Your Process Management ............................................... 9
  Develop Your Training Curriculum .............................................. 9

Installation Instructions .................................................................................. 10
Disclaimer

The Failure Modes Charts and Failure Modes Analysis Spreadsheet provided in this product are designed as standardized starting points for your failure modes and effects analysis (FMEA) and cause analysis projects. They still must be tailored to match your organization. That means that some of the failure modes may not apply to your process and it also means that your process may have additional or different failure modes. Each FMEA or cause analysis team must ensure that it adjusts the failure modes to its situations. The advice given is general. Users should consult professional counsel for specific legal, ethical, or clinical questions.

Please note that this is not a “software program” but rather a set of useful data that is provided to you in a familiar Excel spreadsheet format. The more skilled you are in Excel the more you can do with the data. You don’t have to be an expert, but we assume you know the fundamentals.

These are starting points, not ending points, but if used effectively, they should save you time and make your FMEA projects more effective.
About the Author

Kenneth R. Rohde is a senior consultant for The Greeley Company, a division of HCPro, Inc. He brings more than 27 years of experience in quality management to his work with hospitals and medical centers across the country. Mr. Rohde’s roles in performance improvement and project management make him uniquely qualified to assist medical staffs and hospital leaders in developing solutions to their toughest challenges. He instructs, speaks, and consults in the areas of error reduction strategies, root cause analysis, improving performance through process simplification, error reduction through effective procedure writing, apparent cause analysis, engineering effectiveness and error reduction, failure modes and effects analysis, effective data collection, analysis and trending, and patient safety evaluation and improvement.

Prior to joining The Greeley Company, Mr. Rohde served as director for Performance Improvement International and director of corrective actions process at Westinghouse Electric Company. He has also participated in or
managed projects to improve business effectiveness and business development for healthcare, nuclear power, and manufacturing facilities around the globe.

Mr. Rohde is the author of *Failure Modes and Effects Analysis: Templates and Tools to Improve Patient Safety*, *Making Your Data Work: Tools and Templates for Effective Analysis*, and *Building Your Culture of Safety: Six Keys to Preventing Medical Errors*, all published by HCPro, Inc.
The Importance of Understanding Failure Modes

Every day our healthcare facilities are striving to improve safety, quality, reliability, and business effectiveness. We do this by both proactively working to prevent problems before they happen and by analyzing and responding to significant problems after they happen. In both of these cases, we are really dealing with a breakdown or “failure” in one of our processes. The more we understand about how our key processes can break down or fail, the more effective we will be in performing our proactive failure modes and effects analyses (FMEAs) and our reactive cause analyses. Failure modes diagrams are an effective way to develop, store, and share the knowledge of how things fail. The FMEA Reference Toolkit on the accompanying CD-ROM is a starter set of failure modes diagrams for a collection of key healthcare processes.

What Is On the CD-ROM?

The CD-ROM includes more than 40 Failure Modes Charts with more than 600 individual failure modes.
The Failure Modes Charts are in standard PowerPoint format, which makes them easy for you to edit, color-code, annotate, and use in your own FMEA, root cause analysis, and performance improvement projects.

The CD-ROM also includes an Excel® Failure Modes Analysis Spreadsheet with all the failure modes included. This spreadsheet can be filtered to allow you to select just the failure mode you are interested in for your FMEA or cause analysis. In addition, it is designed to allow you to collect values about severity, occurrence, and detectability, and to calculate risk priority numbers (RPN), all in the same location.

The Failure Modes Analysis Spreadsheet also includes prebuilt, rollup pivot tables that assist you in managing the data from your FMEAs and creating fast, effective data charts of the relative priorities of the potential failure modes.

If you keep all your RPN scores in the spreadsheet, adding your own failure modes as you go, it provides the beginning of an impressive, proactive, facilitywide risk-assessment that provides a flexible, easy method to manage and compare the risks from all your FMEAs.
Understanding the Tools Provided

What are Failure Modes Charts?

Each Failure Modes Chart provides a starting point for your analysis and management of failures and potential risk. The Failure Modes Chart is separated into two halves: The top half defines “things we must do to be successful” and the bottom half identifies potential “ways we can fail (failure modes).” On each chart the “failure modes” roll up into “potential failures,” which roll up into “enabling functions,” which roll up into “functional objectives,” which roll up into the “process.” This structured hierarchy is very useful as a framework for comparing risks across multiple FMEAs and makes a good starting point for your process management activities.

What is the Failure Modes Analysis Spreadsheet?

The Failure Modes Analysis Spreadsheet is an Excel® Workbook with a series of useful spreadsheets in it. It
contains all the failure modes that are included on the CD-ROM as Failure Modes Charts as well as prebuilt pivot table analysis sheets that allow you to quickly analyze and display the results of your FMEA using basic Excel skills.
What Else Can I Do With the Failure Modes Analysis Spreadsheet?

Develop Your Process Management

The “Functional Objectives” and the “Enabling Functions” located on the “Master FMEA Data” tab make a great starting point for your process management activities. They may also be useful in making a framework for your strategic or quality plans.

Develop Your Training Curriculum

When we put together our training and education programs we are striving to make sure that each employee knows exactly how to perform his or her tasks within a process without any failures. Use the Failure Modes Charts to assist in the development of your training curriculum. Make sure that the prevention and response to all the high-probability failures is included.
Installation Instructions

To access the files on the FMEA Reference Toolkit, follow the steps below:

1. Insert the CD-ROM in your computer’s CD-ROM drive.
2. On a PC, a box should pop up asking you what you want Windows to do with the files. Click on “open folder to view files.”
3. If Step 2 does not happen, on a PC, double click the “My Computer” icon on your desktop. Then, double click the drive that contains the CD-ROM.
5. Save the files to your own system by copying and pasting each file into your own hard drive.

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