

SAMPLE Baseline Program Assessment Worksheet

1. Culture of Safety

Questions	Current Practice	Strategies for Improvement (If Needed)
Leadership Commitment		
What statement(s) in the organization's mission, vision, goals, and/or values reflect that patient and healthcare personnel safety is a priority?		
What strategies does the administration use to communicate the importance of a safe environment for patients and healthcare personnel?		
How has the administration shown support for the introduction of safety interventions (e.g., devices with engineered sharps injury prevention features, sharps disposal containers)?		
Identification and Removal of Sharps Injury Hazards		
What strategies does the organization use to identify hazards in the work environment?		
How are front-line healthcare personnel involved in identifying and removing sharps injury hazards?		

Questions	Current Practice	Strategies for Improvement (If Needed)
Feedback Systems to Improve Safety Awareness		
What strategies are used to document that sharps injury hazards have been corrected? How are workers who identify a hazard informed that corrective action has been taken?		
How has the subject of sharps injury prevention been incorporated into in-service presentations or department/unit meeting discussions? How is this documented?		
Promotion of Individual Accountability		
How is accountability for safety assessed and documented during annual performance evaluations?		
Safety Culture Data Sources		
What data sources (e.g., written or observational surveys, incident reports) are used to measure improvements in the organization's safety culture?		

2. Sharps Injury Reporting

Questions	Current Practice	Strategies for Improvement (If Needed)
<p>Where are copies of the organization's policy/procedure for reporting occupational blood and body fluid exposures located? On what date was the policy/procedure last reviewed? Is this date within the past 12 months?</p>		
<p>What items of information (e.g., name, date, device, procedure, etc.) are collected on the injury report form? How does this list compare to the variables recommended for collection in <i>Workbook</i>? (See <i>Operational Processes, Implement Procedures for Reporting Sharps Injuries and Injury Hazards</i>)</p>		
<p>How has healthcare personnel compliance with the organization's policy for reporting been assessed?</p>		
<p>What data sources are used for monitoring improvements in sharps injury reporting? (e.g., reporting surveys, changes in injury reporting trends)</p>		

3. Sharps Injury Data Analysis

Questions	Current Practice	Strategies for Improvement (If Needed)
How are data on sharps injuries stored (e.g., computerized database, incident log, etc)? Where is the information kept?		
Who compiles, analyzes, and interprets the data? How often is this done?		
What denominator is used to calculate injury rates? How is this information obtained?		
How often are summary reports on injury trends prepared? Who receives copies of this information?		
What committee(s) review(s) the data?		
What data sources (e.g., committee reports) are used to monitor improvement in sharps injury data analysis?		

4. Identification, Selection, and Implementation of Prevention Interventions

Questions	Current Practice	Strategies for Improvement (If Needed)
What committee or group is responsible for evaluating devices with sharps injury prevention features? How are front-line workers involved in this review?		
How is information on current and emerging safety devices obtained? Who is responsible for maintaining this program resource?		
How are priorities determined for what devices will be considered for implementation? Which devices currently have the highest priority?		
How are criteria for assessing the acceptability of a device for patient care and healthcare provider safety determined?		
How are devices evaluated before implementation?		
How are healthcare personnel trained in the use of new devices? Who is responsible for ensuring that this is done, and how is it documented?		
How are other prevention interventions (e.g., work practices, policies/procedures) evaluated?		
What data sources (e.g., changes in procedure, committee reports) are used to monitor improvements in methods used to select and implement new interventions?		

5. Education and Training of Healthcare Personnel on Sharps Injury Prevention

Questions	Current Practice	Strategies for Improvement (If Needed)
How does the organization reach healthcare personnel to provide training?		
What group(s) of workers is not reached as part of the institution's educational efforts?		
How does the organization ensure that students, per diem staff, and contractors receive training on sharps injury prevention?		
How is completion of training documented? Who is responsible for maintaining this information, and where is it located?		
What information on sharps injury prevention is provided at orientation? How and when are healthcare personnel updated on this information?		
How are data on institution-specific risks for injury used to develop a training curriculum?		
How do workers receive <i>hands-on</i> training to learn safe work practices in the handling of sharp devices? Who facilitates this training?		
What training tools are used?		
What data sources (e.g., staff development reports, curriculum changes, training evaluations) are used to measure improvement in the training of healthcare personnel?		